



Mississippi State University

Student Association

Constitution,
Statutes & By-Laws

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2020-2021

**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 Membership

A. 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, religion, nationality, age, sex, sexual orientation, group affiliation, disability, or veteran status.

B. No member of the SA can hold a position in more than one branch of government.

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 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, and Treasurer. They shall be elected annually each spring semester in a manner prescribed by the Statutes and shall serve a term of one (1) year. Executive officers must maintain at least a 2.50 cumulative grade point average (GPA) during their term and must not be on academic or disciplinary probation.

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, provided that he/she exercises that power within five (5) school days after passage of said legislation by the SA Senate. If the President does not veto or sign any legislation, it goes into effect after five (5) days.
- E. Create and remove new Cabinet duties and positions as they become necessary as outlined in the Statutes, with the concurrence of a majority of the SA Senate; and
- F. Appoint or remove Cabinet, Judicial Council, and Executive Council members as outlined in the Statutes, with the concurrence of a majority of the SA Senate.

Section 3 Duties and Powers of the SA Vice President

The SA Vice President shall:

- A. Serve as the presiding officer and coordinator of the SA Senate;
- B. Serve as the principle assistant to the SA President;
- C. Perform the duties of the President in his/her absence or incapacity;
- D. Appoint Chairmen of Student Senate Committees and have the power to make appointments to the Student Senate Committees and to University Committees requesting Student Senate members;
- E. Be responsible for reviewing and updating Senate precincts to comply with *Article III*, Section 3; and
- F. Be responsible for scheduling and overseeing two (2) Senate transition meetings where all outgoing and incoming Senators are present.

Section 4 Duties and Powers of the SA Secretary

The SA Secretary shall:

- A. Record SA Senate proceedings and present written copies of legislation to the SA President within 48 hours of their passage;

- B. Maintain SA records and files as prescribed by this Constitution and as the SA President, SA Vice President, or SA Senate shall direct;
- 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.
- D. Update the Constitution as it is amended;
- E. Ensure proper distribution of this Constitution, Statutes, and By-Laws by maintaining an updated version on the SA website and supplying a copy to any registered student organization or SA member upon request; and
- F. Post the SA Senate agendas, minutes, and passed legislation as well as Judicial Council rulings to the SA website within a week of their passage.

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, and maintain complete and accurate financial answers;
- B. Serve as a non-voting member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the SA Senate;
- C. Submit a complete statement of income and expenditures for the previous month in writing at each General Body Meeting;
- D. Authorize SA department expenditures and shall not prohibit expenditures approved by the SA Senate except those which would cause the SA to have a deficit balance;
- E. 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
- F. Hold an information session in conjunction with the Center for Student Activities at the beginning of each fall semester presenting guidelines for requesting and receiving appropriations through Cowbell Connect;
- G. Present to the SA Senate, on or before the first regularly held Senate business meeting of each new Senate term and at the first Senate business meeting of each semester, in detail the financial condition of the SA; and
- H. Be bonded by the SA.

Section 6

Succession

- A. If, for any reason, the SA President is unable to perform the duties of his/her job, temporarily or permanently, the SA Vice President will assume the duties of that office for the time required, temporarily or permanently.
- B. 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.

- C. If for any reason the SA Treasurer or Secretary 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 7

The SA President's Cabinet

There shall be a Cabinet to aid and support 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 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. No legislation passed by the SA Senate shall be construed to limit or modify any provision of this Constitution except by constitutional amendment.
- D. 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 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 maintain a minimum 2.5 cumulative grade point average and are not on any kind of academic or disciplinary probation during their term. Members must be present and enrolled in classes on the campus to which they are elected.
 - 1. No individual shall hold more than one seat in the SA Senate.
 - 2. All candidates running for the position of Freshman Senator must be classified as a freshman at the time of the election. All candidates running for the position of Graduate School Senator must be classified as a graduate student at the time of the election
- B. The SA Vice President shall preside.
- C. The SA President and SA Treasurer shall be nonvoting members for the purpose of advising the Senators on executive affairs.
- D. The SA Secretary shall be nonvoting members for the purpose of keeping the SA Senate records and taking the minutes of their meetings.
- E. The President Pro Tempore
 - a. Shall be elected by the SA Senate as described in Section 200 X:
 - 1. The President Pro Tempore shall be from the body of the SA Senate. Nominations shall be made by any Senator during the first business meeting.
 - 2. Each Senator present at the meeting shall be allotted one vote.
 - 3. Each vote will be cast by paper ballot and is to be collected and counted by the SA Secretary.
 - 4. The President Pro Tempore position will be awarded to the nominee receiving the majority vote of the senate. In the event no nominated senator reaches a majority, another vote shall be taken in the same manner for the two nominees with the highest number of votes. In the event of a tie between the two remaining nominees, the Vice President and Secretary will have the authority to choose the Pro Tempore from the tied candidates.
 - b. The President Pro Tempore shall:
 - 1. Preside in the absence of the SA Vice President; and
 - 2. Assume the duties of the SA Vice President in their absence; and
 - 3. Assist the SA Vice President in SA senate affairs; and
 - 4. Attend Cabinet meetings in conjunction with the SA Vice President.

5. Meet with the Vice President at least once per month.

- F. A parliamentarian may be appointed by the SA Vice President and is subject to removal from office by him/her.

Section 3 Composition of the SA Senate

The SA Senate shall be divided into the following precincts:

- A. There will be twenty-two (22) College seats divided proportionally by school population between the Colleges listed below:

College of Arts and Sciences
 College of Business (including the Adkerson School of Accountancy)
 Bagley College of Engineering
 College of Forest Resources
 College of Education
 College of Agriculture and Life Sciences
 College of Architecture, Art, & Design
 Office of the Provost

1. The formula used to calculate the allotted number of seats for each respective college will be: The number of undergraduate students in a given academic college, divided by the total number of undergraduate students at Mississippi State University, then multiplied by 22.
 2. For each College's total whose decimal place is 0.50 or more, the number of seats will round up to the next whole number.
 3. In the event of rounding that results in a number of college seats totaling less than 22, the College with the decimal closest to rounding up will be rounded up, and that College will receive an additional seat. The rounding up of the next closest decimal will continue until there are a total of 22 college seats.
 4. In the event of rounding that results in a number of college seats greater than 22, the College with the smallest decimal place that rounded up will be rounded back down, and that college will lose its additional seat. The rounding back down of the lowest decimal will continue until there are a total of 22 college seats.
 5. Every College listed in *Article III*, Section 3-A shall have at least one seat.
 6. The enrollment numbers referred to in *Article III*, Section 3-A1, 1 will be based on the previous fall semester's data.
- B. There will be twenty-two (22) organizational seats for registered student organizations at Mississippi State University in the following Groups of Organizations, as designated by the Center for Student Activities:
1. Cultural
 2. Honorary/Professional
 3. Faith or Thought Based
 4. National Pan-Hellenic Council (NPHC)/Multi-Cultural Greek Council
 5. Interfraternity Council (IFC)
 6. National Panhellenic Council (NPC)
 7. University

- 8. Performing Arts/Special Interest
 - 9. Political/Activism
 - 10. Competitive Sports/Recreational Activities
 - 11. Service
- C. There will be seven (7) campus-wide seats.
 - D. There will be four (4) freshmen seats.
 - E. There will be two (2) transfer student seats.
 - F. There will be two (2) graduate student seats. The College of Veterinary Medicine will be included in the graduate student electorate.
 - G. There will be two (2) Shackouls Honors College seats.
 - H. There will be one (1) Meridian Campus seat.

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.
- J. 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.
- K. Any Senator having more than two and three fourths (2.75) unexcused absences during his/her term of office will be removed from his/her role as a SA Senator. The Vice President will notify the Senator in writing and via electronic communication of his/her removal within two (2) school days of the unexcused absence. Upon notification of removal, the senator will have two (2) school days to provide documentation to refute his/her dismissal. In such cases, any appeals to dismissal decisions shall be determined by a majority vote of the SA Senate.

- L. Dismissal of a Senator from his/her SA role due to absences will disqualify him/her from running for a SA Senate seat the next term. The SA Secretary will notify the Elections Commissioner of a disqualification for a SA Senate race.

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 Chief Justice must have at least one (1) year experience on the Judicial Council;
 2. A graduate student enrolled at Mississippi State University for at least one (1) semester;
 3. Two (2) senior students enrolled at Mississippi State University for at least one (1) year;
 4. Two (2) junior students enrolled at Mississippi State University for at least one (1) year;
 5. Two (2) sophomore students enrolled at Mississippi State University for at least one (1) year; and
 6. A freshman student with a 2.75 cumulative high school GPA.

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, Statutes, and By-Laws, and to the constitutionality of all bills, acts, resolutions, or amendments of the SA.
- C. 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.
- D. 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.
- E. 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.
- F. Judicial Council will serve as Elections Board, as outlined in **Title 400.3**

Article V

Amendments 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 signed by the SA President and SA Secretary within five (5) school days after passage in accordance with *Article II*, Section 2-D.

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

Chapter 1 System for Codifying SA Statutes

1.1 There shall be seven (7) 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 Secretary 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 Secretary 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 SA Appointed Executive Council Members

100.1 The SA President shall have the authority to appoint the following six (6) positions to serve as members of the SA Executive Council:

1. Chief of Staff;
2. Deputy Chief of Staff;
3. Director of Programming;
4. Director of Policy;
5. Director of Marketing; and
6. Director of Meridian Affairs

100.2 As outlined in Chapter 208, the SA Senate shall have the authority to approve/disapprove these appointments made by the SA President.

100.3 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.

Chapter 101 The President's Council

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

President of National Pan-Hellenic Council;
 Editor of the Reflector;
 President of Interfraternity Council;
 President of National Panhellenic Council;
 President of Residence Hall Association;
 President of Graduate Student Association;
 Miss Mississippi State University (pageant);
 Chair of University Honors Council;
 President of Black Graduate Student Association;
 President of Alumni Delegates;
 President of Roadrunners;
 Student Director of Music Makers Productions;
 Presidential Scholars Chairperson;
 President of Maroon VIP;
 President of Foundation Ambassadors;
 President of M-Club;
 President of the Transfer Student Association;
 Representative of PAWS from Holmes Cultural Diversity Center;
 Representative of ROTC;
 Chairman of College Republicans; and
 Chairman of College Democrats
 Director of New Maroon Camp
 President of the International Student Advisory Board
 President of the Black Student Association

101.1 The Council shall meet at the request of the SA President to discuss issues of concern to MSU students. At these meetings, each member will report the status and current issues of their respective organization.

101.2 The President Council will meet at least twice a month with a member(s) from the Division of Student Affairs.

Chapter 102 The Chief of Staff

102.1 The Chief of Staff shall:

- A. Serve as an interviewer and assist in the selection process for Cabinet;
- B. Maintain direct authority over the duties of each Cabinet member, ensuring the proper coordination, operation, and oversight of Cabinet members' responsibilities.
- C. Plan and organize Cabinet retreat and transition, the SA Banquet, and any other function deemed necessary by the SA President.
- D. Serve as a primary assistant and advisor to the SA President.

Chapter 103 The Director of Programming

103.1 The Director of Programming shall:

- A. Serve as an interviewer and assist in the selection process for Cabinet;
- B. Serve as the chair of the Programming Board, whose members shall be established by the SA President at the beginning of each term;
- C. Meet regularly with members of the Programming Board, either individually or as a whole, in order to realize each position's goals
- D. Serve as a general assistant and advisor to the SA President.

Chapter 104 The Director of Policy

The Director of Policy shall:

104.1

- A. Serve as an interviewer and assist in the selection process for Cabinet;
- B. Serve as a primary liaison between representation of members of the SA in their dealings with faculty and University administration in such matters designated by the SA President;
- C. Ensure the proper operation and oversight of those students assigned to administrative committees; and meet regularly with these, either individually or as a whole, in order to realize each position's goals;
- D. Work with the SA President and/or SA Vice President to coordinate other students to attend meetings if they are unable attend;
- E. Serve as a primary assistant and general counsel to the SA President.

Chapter 105 The Director of Marketing

105.1 The Director of Marketing shall:

- A. Serve as an interviewer and assist in the selection process for Cabinet;
- B. Be responsible for the overseeing and utilization of all social media accounts;

- C. Ensure that all media and marketing efforts of the SA are of good quality and correctness.
- D. Serve as general assistant and advisor to the SA President.

Chapter 106 Deputy Chief of Staff

106.1 The Deputy Chief of Staff Shall:

- A. Serve as an interviewer and assist in the selection process for Cabinet
- B. Oversees all Student Association Freshman Groups including Freshman Council, Freshman Forum and Freshman Edge and oversees their selection process.
- C. Serve as a general assistant and advisor to the SA President.

Chapter 107 The Director of Meridian Affairs

107.1 The Director of Meridian Affairs shall:

- A. Serve as an interviewer and facilitate the selection process for Meridian Cabinet Positions;
- B. Maintain direct authority over the duties of each Meridian Cabinet member, ensuring the proper coordination, operation, and oversight of Cabinet members' responsibilities.
- C. Ensure the proper operation and oversight of those students involved in the SA at Meridian; and meet regularly with these, both individually or as a whole, in order to realize each position's goal;
- D. Serve as a general assistant and advisor to the SA President.
- E. The Director of Meridian Affairs shall attend classes at the MSU Meridian Campus.

Chapter 108 The SA President's Cabinet

108.1 The SA President shall deem any other Cabinet positions necessary, and they shall be presented before SA Senate for approval.

108.2 The SA President may appoint any other positions, standing or ad hoc committees and respective members and directors, or other bodies as deemed necessary and approved by the SA Senate.

108.3 The SA President shall serve as Chair of the Cabinet.

108.4 The Cabinet shall meet at the SA President's discretion to discuss matters related to the SA.

108.5 SA Executive Council members shall serve as advisory members of SA Cabinet.

108.6 The term for any Cabinet position shall be limited to the term of office of the SA President who appointed him or her.

108.7 The SA Cabinet Members are required to attend one (1) Senate business meeting each Semester. The SA Vice President and the Chief of Staff are responsible for assuring that adequate communication and collaboration is present between executive officers, Cabinet, and Senate regarding the time and location of all Senate business meetings.

108.8 All cabinet members are required to attend monthly SA general body meetings at the discretion of the president. This meeting will count in place of an office hour for the week in which it is held.

Chapter 109 Cabinet Positions and Requirements

109.1 The SA President shall determine Cabinet positions each year.

109.2 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.

109.3 The list specified in Chapter 109.2 must be approved by the SA Senate prior to the approval of Cabinet members.

109.4 The list specified in Chapter 109.2 must be included in the SA President's transition report.

109.5 The History and Traditions council shall be a permanent committee of the Cabinet.

- A. The chair shall be appointed by the SA President and approved by the SA Senate.
- B. Council members will go through an extensive interview process and be chosen by a selection committee.

109.6 Freshmen Forum, Freshmen Edge, and Freshmen Council shall be permanent committees of the Cabinet.

- A. Freshmen Forum is a committee that seeks to develop the next generation of leaders by hosting the Donald Zacharias Leadership Conference for high school juniors and seniors, as well as through the cultivation of leadership skills in the committee members.
- B. Freshmen Edge's purpose is to better equip students as leaders, with a focus on serving others. Edge students will be mentored by Student Association Executive Council, as well as hear from student leaders from across Mississippi State's main campus.
- C. Freshmen Council is a committee dedicated to facilitating Freshmen student involvement on campus through planning programs and initiating policies that encourage a greater sense of community and belonging between freshmen students and the Bulldog Family.

109.7 ACCESS Programming Board Seat

- A. All candidates for the ACCESS Programming Board Seat are chosen by the ACCESS selection process and will rotate each semester.
- B. The ACCESS representative will be required to attend one cabinet meeting a month and assist with two programs a month.

Chapter 110 Senate Confirmation

110.1 There will be a mandatory interviewing of the Cabinet candidates by the Executive Officers before approval by the Senate.

110.2 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.

Chapter 111 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 112 Status of Agents

112.1 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.

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

Chapter 113 Notification of Job Duties

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

Chapter 114 Installment of SA Executive Officers and SA Senators

114.1 Installment of SA Executive Officers will take place on a date at least two (2) weeks after the SA election and prior to a month after the election. This date will be set by the SA President and Chief of Staff. This date will be subject to change by the SA Senate.

114.2 Installment of SA Senators will take place within fifteen (15) days of the run-off elections.

114.3 The installment of the newly elected SA President, SA Vice President, SA Secretary, and SA Treasurer 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, or Treasurer).

114.4 The installment of the newly appointed SA Judicial Council Members will take place on a date determined by the SA President. The confirmation will be conducted by the SA President in the presence of the SA Senate in the form of an oath:

I (name) do hereby affirm that I will faithfully support, defend, and interpret 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 (Judicial Council Member).

Chapter 115 SA Committee Programs/Projects Requirements

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

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 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 (2) 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 remove the voter from the total number of present and voting Senators needed to reach a majority vote or a two-thirds (2/3) majority vote.
 - 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, which shall require two-thirds (2/3) of the entire senate body. 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 the Constitution.
- 200.7 Actions of the SA Senate
- A. A motion is defined as a proposal that the assembly takes a stand or takes action on an issue.
 - B. An amendment is defined as a modification to a pending motion or to alter a motion that is being considered.
 - C. A bill is defined as an amendment to the SA Constitution or the SA budget. All bills are subject to presidential veto as outlined in Title II Chapter 204.2
 - D. An act is defined as the authorization or the mandating of a new SA program, project, or initiative that requires SA budget allocations. All acts are subject to presidential veto as outlined in Title II Chapter 204.2.

E. A resolution is defined as an expression of sentiment of the SA Senate. All resolutions are subject to presidential veto as outlined in Title II Chapter 204.2.

- 200.8 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.
- 200.9 The SA Vice President will be responsible for discussing the constitution in its entirety during the Senate retreat immediately following Senate elections. Furthermore, the SA Vice President will be responsible for discussing the constitution a second time before the SA Senate during the first regularly scheduled Senate meeting of the spring semester.
- 200.10 Any Mississippi State University Student, excluding any current active member of the MSU Student Association executive branch or judicial branch, can be a Student Association Senator.

Chapter 201 The SA Senate Responsibilities

- 201.1 All Senators are required to sponsor or co-sponsor one piece of legislation per semester. Co-sponsorship for the purposes of meeting legislation requirements is defined as two (2) Senators.
- 201.2 It is the responsibility of the Committee Chair to turn in absences to the SA Secretary.
- 201.3 Senators are required to participate in one (1) campus outreach day per semester and one (1) community service event per semester.
- 201.4 All Senators are required to attend all Senate meetings.
- 201.5 SA Senators are required to attend (1) Cabinet meeting each semester. The SA Vice President and Secretary are responsible for informing Senators of each meeting's time and location
- 201.6 All Senators representing a college are required to meet with the dean or associate dean of their college once per semester
- 201.7 All Senators representing a college are required to meet with 2 organizations that correspond to that college per semester
- 201.8 Senators in Campus-Wide seats and Office of the Provost seats are required to meet with 2 non-college related organizations per semester.
- 201.9 All Senators are required to hold one (1) office hour every week. Three (3) unexcused office hours will equate to one (1) unexcused absence from a business meeting. Office hours may be excused at the discretion of the Vice President.
- 201.10 All Senators holding an organizational seat are required to meet with two (2) organizations in the Group of Organizations they represent per semester that the said senator did not register with on their form of intent.
- 201.11 All new senators are required to take and pass the Constitutional quiz given by the Vice President.
- 201.12 It is the responsibility of the Committee Chair to submit a committee transition report at the end of each term. The report must list:
1. The name of the committee and members
 2. All of the resolutions, bills, or acts presented by the committee along with any relevant information.

3. A summary of discussion at the last committee meeting and progress from the term.
4. Any other information that the Committee Chairman deems pertinent.

201.13 All senators are required to attend monthly SA general body meetings at the discretion of the president. This meeting will count in place of an office hour for the week in which it is held.

Chapter 202 SA Senate Agenda and Numbering of Bills, Acts, and Resolutions

202.1 The SA Secretary is in charge of preparing the Agenda.

202.2 Legislation will be placed on the SA Senate Agenda by depositing bills, acts, and resolutions in a collection box located in the SA office or by electronic communication to the SA Secretary by noon three (3) days prior to the Senate meeting at which they are to be considered. For any legislation not submitted three (3) days prior to the Senate meeting, it will be at the discretion of the SA Secretary and/or the SA Vice President as to whether the legislation appears on the agenda.

202.3 All bills, acts, 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.

202.4 Copies of the Senate Agenda containing entire copies of bills, acts, and resolutions will be prepared by the SA Secretary and distributed to each Senate member at least one (1) school day prior to the senate meeting at which said legislation is 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 legislation placed on the Agenda.

202.8 The SA Secretary reserves the right to delay placement of any Resolution on the agenda until proof of discussion will entities listed within the Resolution has been provided. An attempt at contact shall also serve in the instance of no response.

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 as expediently as possible, accurate copies of all legislation passed by the SA Senate.

Chapter 204 Approval of Legislation by the SA President

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

204.2 If the SA President vetoes any legislation by the SA 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.

204.3 The SA Secretary 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.

205.4 The annual Senate retreat shall take place within 30 days following Senate elections. On this occasion, the Senators shall become familiar with the responsibilities of their position and adequately learn the basics of Parliamentary procedure.

Chapter 206 Absences

206.1 The SA Vice President will use the Mississippi State University attendance policy to excuse absences. Any absence that is excused shall not count against the Senator's attendance record. Also, regularly scheduled classes conflicting with regularly scheduled Senate meetings will count as an unexcused absence.

206.2 The SA Secretary will keep an accurate record of all absences, and excuses for absences, for each Senator throughout a Senate term.

206.3 A maximum of two and three-fourths (2.75) unexcused absences will be allowed during an entire Senate term.

206.4 Any Senator having more than two and three-fourths (2.75) unexcused absences during his/her term of office will be removed from his/her role as SA Senator. The Vice President will notify the Senator in writing and via electronic communication of his/her removal within two (2) school days of the unexcused absence. Upon notification of removal, the senator will have two (2) school days to provide documentation to refute his/her dismissal. In such cases, any appeals to dismissal decisions shall be determined by a majority vote of the SA Senate.

- 206.5 Every Senator shall be present to every meeting, business or committee, unless told otherwise by the Vice President. Any Senator absent from his or her meeting will be counted one (1) whole absence unless previous arrangements have been made with the Committee Chair, Secretary, or Vice President.
- 206.7 Any Senator arriving at a Senate meeting after the roll has been called will officially be counted as absent unless previously excused by the Vice President.
- 206.8 Dismissal of a Senator from his/her SA role due to absences will disqualify him/her from running for a SA Senate seat the next term. The SA Secretary will notify the Elections Commissioner of any disqualifications for a SA Senate race.
- 206.9 All Senators will be required to complete one (1) hour of community service and one (1) hour of senate outreach per semester. Failure to complete any of those will result in one (1) unexcused absence.

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 serve as Senator at-large until the end of term at the discretion of the Student Association Vice President.
- 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 post-election shall become an at-large seat and shall be filled by the Vice- Presidential appointment with a candidate who meets all of the eligibility requirements (see *Title 400*, Chapters 403.1 and 405.2) as provided under the Statutes. The appointed Senator must be confirmed by a two-thirds (2/3) majority of the current Senate.
 - B. In the event that a candidate is not running for a Senate seat, that seat shall remain until the Senate elections have concluded. From that point, the procedure established until Title 200, Chapter 207.3-A will apply. The seat will then be considered an at-large and will be appointed by the Vice President. The appointed Senator must be confirmed by a two-thirds (2/3) majority of the current 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 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 upon at the next regular meeting of the Senate.
- 208.4 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, Removal of Elected SA Officials and Appointed SA Officials
- 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 SA Chief Justice 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 five (5) school days of the date of the recall election.
- 209.5 Any new election will follow all regular rules of SA elections. Candidates will be given two (2) school days to return forms of intent. All other discrepancies will be addressed by the SA Chief Justice and Elections Commissioner.
- 209.6 In order to remove an elected or appointed SA official, a petition must be created requesting such action. The petition must acquire the signatures of at least ten (10) percent of the total number of enrolled students or two-thirds (2/3) of the SA Senators. After successfully obtaining the necessary amount of signatures, the petition shall be sent to the SA Election Commissioner. The SA Elections Commissioner will review to confirm that the petition meets the proper requirements as specified above. If the petition does not meet the requirements, the SA Elections Commissioner will deny the petition. If the SA Elections Commissioner deems that the petition meets the requirements, he/she will forward the petition and the charges against the official to the SA President and SA Secretary. The SA Secretary will notify the charged official in accordance to Chapter 601 of the Constitution. After he/she has been charged, at least three (3) school days must lapse before the person charged is entitled to a fair hearing. Upon completion of the hearing, the SA Senate will move to vote on the matter of removal. In order for the SA Senate to remove a charged elected or appointed SA official, two-thirds (2/3) of SA Senators must vote in favor of removal.
- Chapter 210 Senate Committees
- 210.1 The SA Vice President shall appoint the Chairmen and membership of each Senate Committee. The following will be the Standing Committees of the SA Senate:
- A. Internal Affairs**
1. **Appropriations**, which shall have jurisdiction over matters pertaining to the budget and finances of the SA, as well as the expenditures and appropriation of SA Funds.
- B. Campus Affairs**,
1. **Capital Improvement**, which shall have jurisdiction over all legislations and matters pertaining to the physical plans, traffic and parking, transit, development, construction, and the overall general improvement of campus.
2. **Governmental Relations and External Affairs**, which shall
- a. Have jurisdiction over all legislation and matters concerning alumni relations, the State legislature, local government, and any other affairs external to campus

- b. Be required to attend one City of Starkville Board of Alderman open-work session per semester, along with one Oktibbeha Board of Supervisors meeting per semester.

- 3. **Parking and Transit**, which shall have jurisdiction over all legislation and matters pertaining to university parking and transit needs and issues in regards to students and campus.
- 4. **Environmental Affairs and Sustainability**, which shall have jurisdiction over all legislation and matters pertaining to the sustainability of environmental needs of the students and campus.

C. **Student Affairs**, which shall:

- 1. **Student Life**, which shall have jurisdiction over matters pertaining to student grievances, campus organizations, and school spirit honors.
- 2. **Athletic Affairs**, which shall have jurisdiction over all legislation pertaining to MSU Athletics, as well as student athletics, including but not limited to intramural programs and student recreation.
- 3. **Academic Affairs**, which shall have jurisdiction over matters pertaining to academic affairs and work with the SA President and the University Academic council regarding legislation in this area.
- 4. **Health and Wellness**, which shall have jurisdiction over matters pertaining to the general health and wellness of the student body, including but not limited to matters relating to the Student Health Center and MSU Counseling Services.

- 210.2 The SA Vice President Shall have the authority to appoint ad hoc committees addressing specific areas of concern as seen fit.
- 210.3 Committees are required to meet at least twice a month. The Chairman is responsible for submitting a committee report including attendance, any votes taken, and a brief progress update to the SA Vice President after each meeting. Failure of a Committee Chairman to call meetings at least twice a month and submit accompanying reports will result in forfeiture of his/her respective chair. The SA Vice President will appoint a replacement before the next Senate meeting.
- 210.4 Legislation may be sponsored by a senator of any committee, however, before any legislation can reach the Senate floor, it must pass through the committee with the relevant jurisdiction over the matter.
- 210.5 The SA Vice President shall designate the proper committee for legislation to pass through before reaching the Senate floor. His/her designation of the committee assignment for the legislation may be appealed by a majority vote.
- 210.6 The Vice President shall, if necessary, appoint senators to appear before or contact other standing committees, administrators, faculty, student committees, or students.
- 210.7 All committee shall have the power to hold investigations and hearings in the area of their legislative concern. 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 subject to disciplinary action by the Division of Student Affairs, provided the official was given a three (3) day notice of the meeting. It shall be the duty, upon the request of the committee, of the Committee Chair 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.

Chapter 211 Procedure for the Annual Statute Review Process (ASR)

- 211.1 The purpose of the Annual Statute Review (ASR) process shall be to critique each of the components of the statutes in order to further refine these Titles to serve in the best interests of the student body. Each subcommittee within the SA Senate shall be responsible for the review of at least one Title within these Statutes. This review shall take place on an annual basis, two business meetings prior to spring senate elections.
- 211.2 The Titles shall be assigned as outlined below. These assignments may be changed at the discretion of the Vice President but shall remain fixed once the first Senate meeting of each semester is conducted. Title I and Title 600 shall be addressed jointly as needed.
- | | |
|-----------|-------------------------------|
| Title 100 | Committee on Rules |
| Title 200 | Committee on Internal Affairs |
| Title 300 | Committee on Campus Affairs |
| Title 400 | Committee on Student Affairs |
- 211.3 The responsibility for ensuring the continuation of this review process at the individual Committee level shall rest with the committee chairmen. Further responsibility for its continuation shall rest with the President Pro Tempore of the Senate and ultimately with the Vice President.
- 211.4 Any legislative changes arising from the statute review process shall be presented by one or more members of the responsible subcommittee.
- 211.5 Upon the completion of each annual review, the committee shall submit a written report of the review to the Vice President and President Pro Tempore to be kept on file as an official record of that ASR.
- A. The ASR report shall contain the date of the report, the committee conducting the review and the members of that committee. The report shall be signed by the committee chairman and the Vice President.
 - B. The annual ASR reports shall be organized using the standard heading of “ASR20YY- Title XXX.”
 - C. If legislation is written through the review process, that legislation shall accompany the written report, and the report shall discuss the reason for the said legislation.
 - D. If it is decided that no legislation changes are necessary during an ASR, that shall be written in the official report and reported to the Senate body as such.
- 211.6 If a committee is unable to meet the deadline for the written report of the ASR, the Vice President may approve an extension to the deadline.

Chapter 212 Voting by Proxy

- 212.1 A senator who in the circumstance of an upcoming meeting has an excused absence and wishes to cast a vote may direct another Senator to vote in his or her stead. Proxy votes shall be cast exclusively as follows:
- A. Only voting members with a non-discretionary university mandated excuse, as defined in the university's Academic Operating Policy and Procedure (AOP), shall be permitted to cast proxy votes.
 - B. In no event shall a proxy vote be cast other than in the form of a signed and explicitly worded writing, presented to the Vice President at least 24 hours prior to the vote.
 - C. The Proxy must be a fellow senator and must check in with the Secretary before the Senate session begins.
 - D. Proxy votes will be restricted to votes on Old Business matters (including later amendments) on the agenda of the meeting in question. A resolution, bill or act shall be considered Old Business if it has previously been discussed or a formal presentation has been given during a regular senate meeting.
 - E. Any SA voting member in attendance may question the validity of a proxy. In such cases, the validity of the proxy shall be determined by a two-thirds majority vote of the members present.
 - F. A Proxy may only represent one (1) Senator per week in Student Senate.
 - G. Senators voting by proxy are not counted toward the required quorum in order to begin senate business meetings, but will be counted to the overall vote count.

Title 300 The Judicial Branch

Chapter 300 Judicial Council Composition

300.1

- A. Following the Spring Executive Council Election, the SA President shall appoint as needed a maximum of two rising sophomores, two rising juniors, two rising seniors, one graduate student, and one Chief Justice to serve on Judicial Council for the upcoming school year, and to be approved by the SA Senate no later than the second business meeting after the spring elections.
- B. One sophomore shall be appointed no later than the second business meeting after the spring elections.
- C. One freshman shall be appointed no later than the second business meeting at the beginning of the fall semester following spring elections.
- D. In the case of a vacancy during the school year, the Chief Justice shall report to the SA President in order for him to fill the seats consistent with the appropriate procedure and qualifications.

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.
 - D. Members shall serve on the Judicial Council until graduation unless violation of Chapter 301.1 C or removal by the SA President as stated in Article II, Section 2 G. They may also resign, with approval by the SA President.
 - E. Members of the Judicial Council are restricted from serving in any other branch of the Student Association, this includes the Legislative and Executive branches while serving on Judicial Council.

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 Chief Justice 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

- 303.1 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 Chief Justice 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 an 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
- 305.1 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
- 306.1 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
- 307.1 In case of any vacancies on the Council, the SA President shall appoint a new member in accordance with constitutional composition (See Chapter 301).
- Title 400 *Elections Code***
- Chapter 400 Elections Committee
- 400.1 *Purpose of the Elections Committee*
- A. The Elections Committee is responsible for governing all the elections conducted by the SA. The Elections Committee shall supervise and execute the guidelines outlined in this code. The Elections Board is also responsible for organizing and publicizing a voting campaign for each student election.
- 400.2 *Membership of the Elections Committee*
- A. All members of the Elections Committee are not allowed to publicly express support for any candidate in any election.
 - B. Elections Commissioner
 - a. Ultimately responsible for the Elections Board, Elections Committee, and for all matters pertaining to SA elections.
 - b. Appointed by the President and approved by the Senate
 - C. Elections Board
 - a. The Judicial Council shall act as the Elections Board
 - D. Director of Meridian Affairs

- a. If unavailable, then the President shall appoint a student to be approved by the Senate.
- E. Vice Elections Commissioner
 - a. Act as an aid to the Elections Commissioner and fulfill the duties of the Elections Commissioner in their absence.
 - b. Selected by the Elections Commissioner and approved by the Senate.

400.3

Duties and Powers of the Elections Board

- A. The Elections Board shall submit a specific SA Elections Packet for each election to the SA Senate to be approved two (2) week prior to the candidates' meeting for that election.
- B. The Elections Committee 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.
- C. The Elections Committee shall submit all forms of intent for candidacy to the Center for Student Activities and the Dean of Students Office for verification of the candidates' eligibility. The Elections Board shall notify those candidates who are ineligible within three (3) days after the deadline for the forms of intent.
- D. In the event of an election with separate precincts, the Elections Committee will work with ITS to devise a system in which persons can only vote in the precinct in which they are classified.
- E. The Elections Board shall have the power to investigate all campaign expenditures.
- F. The Elections Board may render charges for violations and disqualifications.
- G. The Elections Committee shall announce the election plan, including the candidates' names, the location of the Elections Help Center, and the election regulations prior to the date of the general election.
- H. The Elections Board shall be responsible for hosting or sponsoring a debate for all SA Executive offices. The Elections Board is responsible for the following regarding any debate:
 - i. Selection of an appropriate nonbiased host for any proposed debates. Any registered Mississippi State University, excluding the Student Association, may submit a bid to host the debate. Any group chosen by the Elections Committee to host the debate must be approved by the SA Senate prior to the debate.
 - ii. Approval of all questions to be asked by the moderator. Specific emphasis will be given to eliminate biased subject matter as well as any matter not pertaining to the SA.
 - iii. Approval of the date and time of each debate.
 - iv. Notifying candidates of the debate's time, location, and all of all topics pertaining to the moderator's questions three (3) days prior.

400.4

Student Association Elections Packet

- A. A Student Association Elections packet shall be administered to each candidate running for any SA election.
- B. The Student Association Elections packet shall include, but not be limited to: a description of the position(s) being elected, Mississippi State University Student Association Elections Code (Title 400), Starkville City Ordinances pertaining to signage and distribution of printed materials, relevant Mississippi State University operating policies, MSU Student Association

Expense Form, MSU SA violation appeal form, and any other materials deemed necessary by the Elections Commissioner.

- C. After approval of the Student Association Senate, the Student Association Elections Packet shall be made available online.

400.5 *Requirements of the Elections Help Center*

- A. The purpose of the Elections Help Center is to assist students in voting and to protect the integrity of the election.
- B. The primary functions of the Elections Help Center will be:
 1. To provide students information about the online elections procedure and to troubleshoot problems;
 2. To serve as a location where campaign violations can be submitted;
 3. To monitor the elections and protect the integrity of the election process.
- C. The following must be present at the Elections Help Center during the entire duration of the voting period: one (1) Elections Board Member. In addition, a member from ITS and a member from the Division of Student Affairs will be available.
- D. The Elections Help Center will be located at a neutral location on campus to be determined by the Elections Commissioner. Candidates will be notified of the location of the Elections Help Center at the candidates' meeting.
- E. Voting is forbidden in the Elections Help Center.

Chapter 401 General Election Information

401.1 *Voting Procedure and Appearance of Ballots*

- A. Students may cast votes in an election by logging into their MyState portal from 7:00 A.M. until 5:00 P.M. on the day of the election.
- B. The official online ballot shall include only those students who have been certified as candidates for that election.
- C. Candidates shall be listed in random order. The candidate's first name shall be in the same form they requested on their form of intent.
- D. In the event a student attempts to vote and is presented with what he/she claims to be an incorrect electronic ballot, an error message, or other general ballot issues, the student will be prompted to contact the Elections Help Center.
- E. At the time a student casts a vote, ITS will send an email to their student account on behalf of the SA. This email will serve as a confirmation to the student for the submission of the ballot. The email will also be required to contain the contact information to the Elections Help Center. In the event that a student did not cast this ballot themselves, the student will be encouraged to contact the Elections Help Center immediately.

- F. The Elections Commissioner shall meet with ITS at least fourteen (14) days in advance of each election to confirm that the proper steps have been taken in order to have emails sent to each student's webmail account.

401.2

Election Dates

- A. It is the duty of the Elections committee to decide the exact date of each election.
 - i. Consideration will be given to the campus calendar and the Election Committee must select a day. The chosen election day must be approved by the Senate before the candidate's meeting for said election.

401.3

Polling Places

- A. Prior to the candidate's meeting for each election, the Elections Commissioner shall determine if there is a need for an organized polling location on campus and will inform the candidates of that in the meeting.
- B. A Polling Station is defined as:
 1. Any computer lab on campus;
 2. One or more computers, phones, or electronic devices with Internet access organized for one purpose of voting on campus;
 3. Any additional location deemed a polling place by the Elections Commissioner.
- C. In the case that an organized polling place is declared, it shall be personally administered by a member of the Elections Committee.

401.4

Counting of the Ballots

- A. The online ballots will be automatically and electronically counted by the computer software.

401.5

Interpretation of the Ballots

- A. If a candidate is uncontested in an election they shall be declared the winner without an election.

401.6

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 can be certified by the Elections Commissioner if no appeals are made within three hours after the election.
- C. No voter rolls will become public at any point in the election process.

401.7

Election Invalidation

- A. A student can be disqualified, and/or an election invalidated if there is election fraud with a request from the Elections Commissioner and approval of the Senate. Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process.

- B. The SA Judicial Council may invalidate an election or disqualify a candidate if there is evidence that an irregularity occurred during the election that affected to outcome of the election.
- C. In the event that any election is expected to be or has been significantly compromised, the Elections Board shall have the authority to postpone the election the election up to five (5) scheduled school days from the original election date.
- D. The Elections Commissioner will invalidate an election if the electronic voting system is hacked or compromised.

401.8 *Appeals*

- A. A candidate can appeal fines, violation, or charges of fraud against a candidate by submitting an appeal form to the Elections Board within three (3) hours of the end of the election. The appeal form will be submitted to the Student Association Judicial Council.

Chapter 402 General Candidate Information

Candidate Eligibility

402.1

- A. All candidates must be members of the Mississippi State University SA.
- B. Undergraduate Candidate Requirements
 - 1. Undergraduate candidates must have a cumulative GPA of at least 2.75 out of 4.00. Entering freshman are exempt from any GPA requirement.
 - 2. Undergraduate candidates must carry no less than twelve (12) semester hours. At least nine (9) of these semester hours must be held on the Starkville campus, or Campus 1, as defined by the University Registrar.
- C. Graduate Candidate Requirements
 - 1. Graduate Candidates must have a cumulative GPA of at least 3.00 out of 4.00. Entering graduate students must have at least 2.75 out of 4.00 from their previous institution of higher learning.
 - 2. Graduate candidates must carry no less than nine (9) semester hours. At least six (6) of these semester hours must be held on the Starkville campus, or Campus 1, as defined by the University Registrar.
- D. 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 for that election. Students who submit a form of intent to run for a position are considered preliminary candidates. Preliminary candidates are not allowed to campaign in any fashion until they become certified candidates.
- B. Forms of intent are to include a candidate's full name, the exact position or office being pursued, name to appear on the ballot, NetID, GPA, and any other information deemed necessary by the Elections Board.

- C. An election fee can be set by the Treasurer and approved by the Senate to accompany the form of intent. This fee would be nonrefundable and be deposited into the SA general fund. Any candidate wishing to run who cannot meet the financial obligation can apply for a fee waiver.
- D. Forms of Intent will be made available a week prior to the Senate and Executive Council interest meeting, and candidates will have at least five (5) business days to submit.
- E. Following the Senate and Executive Council interest meeting forms of intent will be available, and candidates shall have at least 5 business days to submit them after they are distributed.
- F. Before Forms of Intent are distributed, all members of the Executive Council possessing administrative Cowbell Connect accounts who are running for Executive or Legislative seats shall have their access removed for the duration of the election.

402.3 *Candidate Certification*

- A. A certified candidate shall be defined as a candidate who has submitted a form of intent, been verified to meet all requirements by the Elections Board, and signed the Candidate's Agreement. Certified candidates are subject to campaign fines and violations.
- B. The candidate's agreement shall be where the candidate formally confirms that he/she understands all rules and regulations regarding the election and campaigning process and agrees to abide by said rules.
 - i. The candidate's agreement is not allowed to be signed before the scheduled candidate's meeting.
- C. The Elections Commissioner shall hold a mandatory candidates' meeting to explain the rules and regulations of campaigning after the deadline for turning in forms of intent has passed. This meeting is the primary opportunity for preliminary candidates to become certified. Each candidate must attend the candidates' meeting.
- D. Any candidate unable to attend the candidates' meeting must meet with the Elections Commissioner, so they can review the elections rules and guidelines and any other material covered at the candidates' meeting.

Chapter 403 General Campaigning Information and Violations

403.1 *General Campaign Guidelines*

- A. Only campaigning for certified candidates is allowed during the elections process.
- B. Students may not participate in campaigning that disrupts the academic environment.
- C. Campaigning shall not be allowed within twenty-five (25) feet of any university building that during the day of an election.
- D. No campus organization may hold a public campus event where any type of campaigning, including the distribution of campaign materials, takes place on the day of an election.
 - i. It is the candidate's responsibility to inform the leadership of said campus organization of this policy.
 - ii. This policy excludes campaign events that are held by the candidate for the purpose of campaigning. Materials and expenses for these events must be included in the candidate's budget and expense report.

- E. Students may not participate in campaigning while in the SA office, SA meetings, or at any SA sanctioned event. This includes the distribution or displaying of any campaign materials.
- F. Distribution of campaign materials or campaigning within Residence Halls is prohibited. However, the display of campaign materials on a resident's door is allowed only if the resident chooses to do so.
- G. Any candidate's materials posted in the city of Starkville must fully comply with the political sign regulations set forth by the City of Starkville.

403.2

Campaign Violations

- A. The Elections Commissioner or Vice Elections Commissioner shall have the authority to administer campaign violations to any candidate that violates this code.
- B. If a candidate or a student violates any of the guidelines established for campaigning outlined in **Title 400**, then the candidate may be subject to major or minor violations.
 - 1. Major violations shall include but are not limited to: disregard to local, state, or federal law to any degree; voting fraud; operating any unsanctioned polling location forging or falsifying documents, including the expense report; damage of or sabotage to other campaigns or campaign materials, and Code of Student Conduct violations.
 - 2. Minor violations shall include but are not limited to: campaigning for a preliminary candidate; campaigning less than twenty-five (25) feet from any University building; and other actions which may arise during the elections process as determined by the Elections Board.
- C. The Dean of Students may deem any violation of Mississippi State University Policy a major or minor violation that will be subject to campaign violation sanctions.

403.3

Campaign Violation Sanctions

- A. If any offense is deemed by the SA Judicial Council to have clearly and significantly affected the outcome of an election, the guilty party is to be disqualified. Members that are disqualified are to be prohibited from running in any SA election the following year.
- B. If any violation is found by the Elections Commissioner to have been committed without knowledge of the candidate or by any person who is not in any way affiliated with the candidate or the candidate's campaign, then the sanction may be waived by the Elections Commissioner.
- C. The candidate/representative and a member of the Elections Board must sign a documented statement of any violation that is being sanctioned.
- D. The following sanctions are to be placed upon any candidate found guilty of campaign violations either by themselves or any sponsor:
 - a. Minor Offenses: no action is to be taken in the case of a minor offense
 - b. First Major Offense: 25% reduction of the original campaign budget
 - c. Second Major Offense: an additional 50% reduction of the original campaign budget

- d. Third Major Offense: If a candidate receives three (3) major violations, then they will be disqualified from the election and prohibited from running for a position in the SA the following year. Their sponsoring organization (if applicable) will be prohibited from sponsoring any candidate for any position the following year.

403.4 *Campaign Expenditures*

- A. At the 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 general and a second expense voucher must be turned in by 7:00 pm the night of the general election.
- B. The expense reports filed by the candidates must include valid receipts for all campaign expenses incurred until the date and time the voucher is due.
- 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 treated exactly the same as the first.
- 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 Board to be a simple omission made in good faith by the candidate and/or his/her representatives; 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 Board 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.
- H. In the event that a candidate exceeds the allotted campaign budget for the given election, the Election Board will review and confirm the expenditures of the candidate, and he/she will be sent to the SA Judicial Council for suggested disqualification or any further action.

Chapter 404 Spring Senate Elections

404.1 *Seats Being Elected*

- 1. College Seats (22)
- 2. Campus-Wide Seats (7)
- 3. Meridian Campus Seat (1)

404.2 *Specific Eligibility Requirements*

- A. All candidates running for an SA Senate College seat must have a declared major pf that college at the time of the election.
- B. All candidates running for an SA Senate Meridian seat must be a student at the Meridian Campus.

404.3 *Dates of the Election*

Spring SA Senate elections shall be held in conjunction with SA Executive Officer elections. It is the duty of the Elections Committee to decide the exact date of each election. The chosen election day must be approved by the Senate before the candidates' meeting for that election.

404.4 *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. In the event of a violation, refer to Chapter 403.

404.5 *Voting*

- A. Each student will be allowed to cast the same number of votes as seats available for his/her College.
- B. Students will be allowed to vote for up to four (4) Campus-Wide candidates.
- C. Each student will be allowed to cast one (1) vote per candidate.
- D. Seats will be filled by candidates with the most total votes in their respective College until all seats for that College are filled.

Chapter 405 Fall Senate Elections

405.1 *Seats Being Elected*

1. Freshmen Seats (4)
2. Graduate Seats (2)
3. Transfer Seats (2)
4. Organizational Seats (22)
5. Shackouls Honors College Seats (2)

405.2 *Specific Eligibility Requirements*

- A. All candidates running for an SA Senate Freshmen Seat must be enrolled in their first semester at Mississippi State University and their first semester as a full-time college student.
- B. All candidates running for an SA Graduate Seat must be enrolled as a graduate student, veterinary student, or professional student.
- C. All candidates running for an SA Transfer Seat must be a student who has transferred to Mississippi State University within the previous two (2) semesters.
- D. All candidates running for an SA Senate Organizational Seat must have been approved by the president or advisor of the organization they intend to represent.
- E. All candidates running for an SA Senate Shackouls Honors College seat must be a member of the Shackouls Honors College at the time of election.

405.3 *Dates of the Election*

It is the duty of the Elections Committee to decide the exact date of each election. The chosen

election day must be approved by the Senate before the candidates' meeting for that election.

405.4 *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. In the event of a violation, refer to Chapter 403.

405.5 *Voting*

- A. Only students classified as freshmen will be allowed to vote for freshmen senators. Each freshman will be allotted four (4) votes.
- B. Only students classified as a graduate, veterinary, or professional student will be allowed to vote for graduate senators. Each graduate student will be allotted two (2) votes.
- C. Each student will be allotted six (6) Organizational Seat votes to be divided between all of the Organizational Seat candidates. Students are not required to be a member of an organization in the Group of Organizations to in that Group of Organizations.
- D. Only students who are members of the Shackouls Honors College will be allowed to vote for Shackouls Honors College Senators. Each student will be allotted two (2) votes.

405.5 *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.

Chapter 406 SA Executive Officer Elections

406.1 *Seats Being Elected*

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

406.2 *Specific Eligibility Requirements*

A. All of the SA Executive Officer positions must be filled by a student that is at least classified as a sophomore, have spent the previous two (2) semesters at Mississippi State University, and have a cumulative GPA of 3.0 or above and maintain a 2.5 or above while in office.

406 SA President Additional Requirements:

406.3 Be classified as at least a Junior

407 SA Treasurer Additional Requirements:

407.3 Must have completed or be enrolled in Principles of Financial Accounting (ACC 2013) or its equivalent.

406.3 *Dates of the Election*

A. It is the duty of the Elections Committee to decide the exact date of each election. The chosen election day must be approved by the Senate before the candidate's meeting for said election.

406.4 *Limitations of Campaign Expenditures*

A. Candidates for SA President, Vice President, Secretary, and Treasurer shall be allowed to spend a maximum of \$2000.00 for campaign expenditures in the general election. In the case of a run-off, candidates shall be allowed to spend an additional \$250.00.

406.5 *Voting*

A. Each student shall have one (1) vote for each Executive Officer position.
Official Drill Field Signage

406.6 *Interpretation of the Ballots*

A. To be elected SA President, Vice President, Secretary, or Treasurer, 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.

406.7 *Official Drill Field Signage*

A. Candidates 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 McCool Hall. Positioning of signs shall be done by the Elections Board. Signs must be removed within two (2) school days following elections. All expenses incurred from the aforementioned sign will be exempt from the general campaign expenditure regulations.

Chapter 407 SA Homecoming Maid Selection/Queen and King Elections

407.1 Forms of Intent

- A. Forms of Intent for SA Homecoming Maid/Queen/King Elections may be obtained from Cowbell Connect at a date deemed necessary by the Election's Commissioner.
- B. Forms of intent must be available no later than twenty-eight (28) calendar days prior to the date of the election.
- C. Each candidate's form of intent, election fee, picture, resume, and other materials deemed necessary by the Director of Homecoming or Elections Commissioner are due back by 5 p.m. to the Student Association Office no later than twenty-one (21) calendar days prior to the election.

407.2 Specific Eligibility

- A. All candidates for Homecoming Queen and King must be classified as a senior.
- B. Candidates for Homecoming Queen and King may not be a candidate for Homecoming Maid.
- C. Candidates for Homecoming Maid/Queen/King may not be a candidate for Mr. MSU, Miss MSU, or Senior Maid.
- 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.
- E. Candidates for Homecoming Maid/ Queen/ King must have a cumulative GPA of 2.5 or above.

407.3 Dates of the Election

Homecoming Queen and King elections shall be held on a Tuesday preceding the Homecoming week by a minimum of one (1) week. If necessary, run-off elections shall be held the following Thursday.

407.4 Specific Campaigning Guidelines for Homecoming Queen and King Candidates

A. All organizations sponsoring a candidate must allow an Elections Commissioner or the SA Chief Justice to attend a meeting of the sponsoring organization to clarify Rules and Regulations.

B. Any candidate running who is a member of a student organization is not allowed to display their campaigning material at the event.

C. The dates for campaigning, as outlined in Chapter 403; Section 1, shall be made known in the Elections Packet (400.5).

407.5 Selections Committee

A. The two Homecoming Maids for Freshman, Sophomore, Junior, and Senior Classes will be chosen through an interview process overseen by a Selections Committee.

B. The Student Association Elections Committee will review the Forms of Intent applications, and use their discretion to choose eight (8) to twelve (12) candidates per class for individual.

C. From these interviews, two (2) maids per class will be chosen by the Selection Committee.

D. The Selection Committee must be present on all interview days and times to ensure fairness and objective perception of the entire court.

E. The Selection Committee will be chosen by the Student Association Homecoming and Pageants Directors.

F. The Chief Justice shall serve as the non-voting chair of the Selections Committee during interviews

G. Any student, faculty/staff, or campus organization represented on the Selections Committee will not be able to make any nominations for Homecoming Maid, Queen, King, or Mr. or Miss MSU.

H. Any student or faculty/staff represented on the Selection Committee shall serve as an objective member toward any candidate nominated.

I. If a representative of the Selections Committee is not present for all required interviews for any reason, then his/her scores will be voided.

J. Students serving on the selections committee must be classified as either a Junior or Senior as specified by the Mississippi State University Registrar guidelines.

K. Any student serving on the selections committee shall not be nominated for Homecoming Maid, Queen, King, or Mr. or Miss MSU.

407.6 Homecoming Queen and King Voting

- A. Each student shall have one (1) vote for Homecoming Queen and one (1) vote for King. Graduate students may cast one (1) vote for Homecoming Queen and one (1) vote for King.
- B. Candidates for homecoming queen and king will be allowed to spend a maximum of \$300 for campaign expenditures in the general campaign election. In the case of a run off, candidates may be allowed to spend an additional \$150. In the event of a violation, refer to Chapter 403.

407.7 Interpretation of the Ballots

- A. Homecoming Queen and King 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.

407.8 Selecting Homecoming Court

- A. The Homecoming Court winners will serve the community at least once during their reign through participation in a community service project or the hosting of an educational program, which will be led by the Homecoming King and Queen.
- B. The community service event(s) and/or program(s) will be approved by the Homecoming Director(s).

Chapter 408 Mr. and Miss MSU Elections

408.1 Forms of Intent

- A. Forms of Intent for Mr. and Miss MSU may be obtained on Cowbell Connect 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. Each candidate's Form of Intent and other materials deemed necessary by the Director of Homecoming or Elections Commissioner are due back by 5 p.m. to the Student Association office no later than twenty-one (21) days prior to the election.

408.2 Specific Eligibility Requirements

- A. Must be classified as a senior as specified by Mississippi State University guidelines.
- B. Must have been enrolled two (2) previous semesters at Mississippi State University.
- C. Must have an overall GPA above the average GPA for all MSU students to be taken from the previous spring semester.
- D. Nominees for Miss MSU may not be a candidates for Homecoming Maid or Homecoming Queen. Nominees for Mr. MSU may not be a candidate for Homecoming King.

408.3 Selections Committee

- A. The nominees for Mr. and Miss MSU will be reviewed, narrowed down, and chosen through an interview process overseen by a Selections Committee.

- B. The Selection Committee must be present on all interview days and times to ensure fairness and objective perception of the entire court.
- C. The Selection Committee will be chosen by the Student Association Homecoming and Pageants Directors.
- D. The Elections Commissioner shall serve as the non-voting chair of the Selection Committee during interviews.
- E. Any student, faculty/staff, or campus organization represented on the Selection Committee will not be able to make any nominations for Homecoming Queen, King, or Mr. and Miss MSU.
- F. Any student or faculty/staff represented on the Selection Committee shall serve as an objective member toward any Mr. or Miss MSU candidate nominated.
- G. Each representative of the Selection Committee shall agree to review all submitted materials provided by candidates prior to the interviews and to be present during all required interviews.
- H. If a representative of the Selections Committee is not present for all required interviews for any reason, then his/her scores will be voided.
- I. Student serving on the Selection Committee must be classified as either a Junior or Senior as specified by Mississippi State Registrar guidelines.
- J. Any student serving on the Selection Committee shall not be nominated for Homecoming Queen, King, or Mr. and Miss MSU.

408.4 Interview Process

- A. Each nominee for Mr. and Miss MSU will be required to submit a form of intent.
- B. The selections committee shall have the ability to select the number of candidates to advance to interviews with the Selection Committee. The committee will determine the number at the conclusion of the interviews. The number of candidates chosen shall be no fewer than five (5) and no more than eight (8).
- C. Selection interviews will be held around the same time period as the Homecoming Maids' interviews.
- D. The Selection Committee will choose one (1) male and one (1) female to become Mr. and Miss MSU, respectively.

408.5 Selected Mr. and Miss MSU

- A. Mr. and Miss MSU winners will serve the community at least once during their reign through participation in a community service project or the hosting of an educational program, which will be led by the Homecoming King and Queen.
- B. The community service event(s) and/or program(s) will be approved by the Homecoming Director(s).

Chapter 500 Preparation of the SA Budget
500.1

- A. The Appropriations Committee shall work with the SA Treasurer in the preparation of the budget.
- B. 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 and Spring semesters.
- C. The SA Treasurer shall serve as an “ex-officio” member of the SA Appropriations Committee.
- D. The Total appropriations budget will be split evenly between Fall and Spring Semesters.

500.2 The SA Treasurer shall prepare a projected budget for the following school year before the end of the Spring Semester. The projected budget shall include all expenses to be incurred by the Student Association during the summer while the SA Senate is out of session and an estimate of total funds that are to be received and how they are to be allocated for the following school year.

- A. The projected budget is to be followed until its expiration.
- B. The projected budget shall expire following the second Senate business meeting of the fall semester.

500.3 The SA Treasurer shall prepare a final budget with the actual amount of funds received and make any necessary adjustments on how funds are to be allocated throughout the following school year before the first Senate business meeting of the fall semester.

Chapter 501 Presentation of the SA Budget

501.1 The projected 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 must be approved by the SA Treasurer.

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 appropriations 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 fully on Cowbell Connect. All money will be appropriated on an as-needed basis per semester.

502.4 Only those student organizations whose proposed programs or activities that comply with *Article I*, Section 3, of the SA Constitution shall be accorded funds by the SA.

- 502.5 The Appropriations Committee will update and approve the SA Appropriations Request Form at the end of the spring semester each year.
- Chapter 503 Presentation of the General Appropriations Bills
- 503.1 All requests for funding will be evaluated by the Appropriations Committee during bi-weekly senate committee meetings.
- 503.2 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 $\frac{1}{2}$ the total membership of the Appropriations Committee.
- B. Each time a general appropriations act fails to receive a majority approval for the SA Senate, the said legislation will be referred back to the Appropriations Committee.
- C. Any member of the Appropriations Committee is a member of any organization that is being considered for appropriations must recuse themselves during the review of said organizations appropriations request from.
- 503.3 Accepted requests for funding will be submitted to the Senate by a member of the Appropriations committee in the form of an Appropriations Act. This shall be done at the first senate meeting, as following approval of the requests by committee.
- 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 account.
- 504.2 Any appropriated funds not claimed within one semester of the appropriation shall be deemed unused and remain property of the SA.
- 504.3 Any organization receiving an allocation from the Appropriations Committee must complete an SA Appropriations Evaluation Form. The post evaluation form must be turned in to the Student Association on or before the 30th day after the event.
- 504.4 Any organization that fails to fulfill the requirements listed in Section 504.3 will be not eligible for future appropriations during the semester following the date of the failure to comply. Furthermore, any organization that fails to hold an event listed in its SA Appropriations Form will not be eligible to receive appropriations the two semesters following the event date.
- 504.5 All forms listed in Section 504.3 must be evaluated by the Treasurer. Any problems listed in these forms shall be reported to the Appropriations Chairman.
- 504.6 Allocated funds may only be used for the purpose of programming, except for the expenses outlined in section 504.7.
- A. The goal of the funded programs should be to have a positive impact on student life.
- B. Under most circumstances, no funds will be distributed for the costs of:
- Membership t-shirts
 - Transportation
 - Lodging
 - Food for 'member only' events
- 504.7 Five percent of the total money to be appropriated by the Student Association will be allocated for start-up organizations.

A. An organization is considered a start-up for one calendar year from the date it is listed on the difference of one website.

- 504.8 All pending requests as of the date of said elections can be reviewed at the discretion of the Appropriations Committee prior to the respective inauguration date.
- 504.9 During the last Senate business meeting of every calendar month, the Appropriations Chair must submit in writing to the Secretary and present a report that must consist of, but is not limited to the following:
- A. Dollar amount of appropriations allocated during the current session thus far
 - B. Dollar amount of appropriations allocated during the current term
 - C. Remaining budget amount of appropriations for the current session
 - D. Remaining budget amount of appropriations for the current term
 - E. Number of Acts planned to present to the Senate for the remainder of the current session

Chapter 505 Food and Beverage Tax Revenue
(hereafter referred to as *tax revenue*)

- 505.1 The SA Treasurer shall prepare a budget to steer the distribution of the tax revenue. He/She shall consult the SA President, Vice President for Student Affairs and the City of Starkville.
- 505.2 The SA Treasurer shall present the approved Tax Revenue Budget to the SA President, Vice President of Student Affairs, and the University President for signatory approval.

Chapter 506 Appealing an Appropriation

- 506.1 Any organization that has applied for appropriations and was denied funding or was not funded in full may informally appeal that decision by meeting with members of the Appropriations Committee and discussing that decision.
- 506.2 If an organization still believes that they were wrongfully denied funding, they may file a formal appeal.
- 506.3 Process of Formal Appeals:
- A. The organization that was denied funding shall submit a formal appeal form to the Student Association Treasurer.
 - B. The SA Treasurer shall notify the Appropriations Committee of this appeal and allow the Appropriations Committee to submit, in writing, support and/or documentation of their original decision.
 - C. The appealing organization shall meet with the SA Treasurer and the Chair of the Appropriations Committee prior to the appeal being brought before the Senate.
 - D. The formal appeal is to be presented to the Senate by the SA Treasurer.
 - E. If a motion is made to accept the appeal and seconded, the process continues. However, if there is no motion to accept, the appeal cannot continue.
 - F. An ad hoc appeals committee of three or five Senators, not from the Appropriations Committee, shall be appointed by the Vice President to review the appeal.
 - G. This committee shall review all information and documents originally given to the Appropriations Committee, any new and relevant documents pertaining to the appeal, and the Appropriations Committee's reasoning for denying funding or not fulfilling the appropriations request fully.
 - H. This committee may meet personally with members of the appealing organization, as well as members of the Appropriations Committee, as they deem necessary.
 - I. Upon reviewing the evidence, this committee shall decide if the organization shall be allowed to appeal the decision originally given by the Appropriations Committee to the

Senate.

- J. If the decision is yes, the ad hoc appeals committee shall call a hearing at the following business meeting for the organization to make their case.
- K. The organization shall submit in writing the appropriation and their reason for appeal to the Student Association Treasurer and the Chair of the Appropriations Committee following their Senate Appeals hearing.
- L. The Appropriations Chairman must present an Appeals Act with the said amount submitted in writing to be approved.
- M. The Senate business meeting following the organization's Appeal Hearing shall be the meeting in which the Appeals Act is presented and voted on.
- N. An Appeals Act must pass with a two-thirds (2/3) majority.

506.4

Guidelines:

- A. No members of the Senate with a conflict of interest shall be appointed to the appeals committee.
- B. Should the Vice President have a conflict of interest, members of this committee shall be appointed by the President Pro Tempore.
- C. Should both the Vice President and the President Pro Tempore have a conflict of interest, members of this committee shall be appointed by the Secretary.

Title 600

General Legislation

Chapter 600

Salaries

600.1

The SA President shall receive a salary of \$500.00 per month for twelve (12) months and is required to be present and working on campus.

600.2

The period for the executive council shall be from August-April.

A. These amounts shall be paid monthly (**August-April**) to the following officials:

- 1. SA Vice President- \$400.00
- 2. SA Treasurer- \$300.00
- 3. SA Secretary- \$300.00
- 4. SA Chief of Staff- \$275.00
- 5. SA Director of Programming- \$275.00
- 6. SA Director of Policy- \$275.00
- 7. SA Director of Marketing- \$275.00
- 8. SA Deputy Chief of Staff- \$275.00

B. Stipend

- 1. The SA Director of Programming shall receive a stipend in May of \$375 to cover living expenses in Starkville for the summer months (last half of May through July).

600.3

The Chief Justice shall be paid \$100.00 each semester.

600.4 The Elections Commissioner shall be paid \$150 per semester.

600.5 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):

Upon request of the Chief Justice 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. One of the three (3) managers must be a member of the SA Senate.

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 Chief Justice shall direct the Secretary to read the charge(s) and specification(s) against the accused.
- B. The Chief Justice shall request verification from the Secretary that the accused was provided a copy of the charge(s) and specification(s).
- C. The Chief Justice shall announce the names of the managers.
- D. The Chief Justice shall inquire of the accused if he/she has an advisor.
- E. The Chief Justice 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 Chief Justice 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 Chief Justice.
- 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), a manager shall move for 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 Student Association Annual Awards

602.1 Donna Maykowski Friend of the Student Award

- A. The Student Association Cabinet 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, specifically those within the Student Association.
- B. Nominations shall be given to the Chief of Staff from any member of Cabinet during a regularly scheduled Cabinet meeting.
- C. One vote shall be allowed for each pair of committee heads.

- D. The award will be given to the nominee receiving the highest number of votes. In the event of a tie, another vote shall be cast for the two remaining nominees. In the event of a tie between the two remaining nominees, the President and Chief of Staff will be given the authority to choose the winner together.

602.2 Bill Broyles Friend of the SA Award

- A. The Student Association Senate of Mississippi State University will annually award this honor to any faculty or staff member who has worked in conjunction with the Student Association to achieve or work toward a common goal.
- B. Nominations shall be given to the Secretary from any Senator before or during a regularly scheduled Senate meeting.
- C. One vote shall be allowed for each Senator present at the meeting.
- D. The award will be given to the nominee receiving the highest number of votes. In the event of a tie, another vote shall be called for the two remaining nominees. In the event of a tie between the two remaining nominees, the Vice President and Secretary will be given the authority to choose the winner together.

602.3 Jean Miller Cabinet Member of the Year

- A. The Student Association Cabinet of Mississippi State University will annually award this honor to a fellow Cabinet member who has not only excelled in his/her particular role but also contributed beyond his/her requirements to make an impact on the Student Association as a whole.
- B. Nominations shall be given to the Chief of Staff from any member of the Cabinet during a regularly scheduled meeting.
- C. One vote shall be allowed for each pair of committee heads.
- D. The award will be given to the nominee receiving the highest number of votes. In the event of a tie, another vote shall be cast for the two remaining nominees. In the event of a tie between the two remaining nominees, the President and Chief of Staff will be given the authority to choose the winter together awards.

602.4 Hank Flick Senator of the Year

- A. The Student Association Senate of Mississippi State University will annually award this honor to a fellow Senator who has not only excelled in his/her particular role but also contributed beyond his/her requirements to make an impact on the Student Association as a whole.
- B. Nominations shall be given to the Secretary from any Senator before or during a regularly scheduled meeting.
- C. One vote shall be given to each Senator present at the meeting.

- D. The award will be given to the nominee receiving the highest number of votes. In the event of a tie between the two remaining nominees, the Vice President and Secretary will be given the authority to choose the winner together.

602.5

Dr. Mark E. Keenum Presidential Awards

- A. The Student Association Executive Council of Mississippi State University will annually award this honor to a new Student Association member who demonstrated progressive leadership within their initial term.
- B. The award will be given to the nominee as decided upon by the Executive Council members after discussion in a regularly scheduled executive meeting.

602.6

Dr. Jimmy Abraham Service Award

- A. The Student Association Executive Council of Mississippi State University will annually award this honor to a Student Association member who exerted unconditional service to the Student Association and Mississippi State University.
- B. The award will be given to the nominee as decided upon by the Executive Council members after discussion in a regularly scheduled executive meeting.

Chapter 603

Elections Code Changes

Changes made to the elections code shall not go into effect until the election is certified.

Last updated by Secretary Bales on November 12th, 2020

