



Mississippi State University

**Student Association**

**Constitution**

Last updated by Secretary Chen on November 7, 2024  
2024-25

MISSISSIPPI STATE UNIVERSITY  
STUDENT ASSOCIATION

## ***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 the Mississippi State University.

## ***Article I      The Mississippi State University Student Association***

### **Section 1      Name**

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

### **Section 2      Membership**

- A. All Students who are registered for at least one hour at Mississippi State University shall be members of the Mississippi State University Student Association (hereinafter SA) and subject to this Constitution.
- B. The SA does not discriminate on the basis of race, color, ethnicity, sex, pregnancy, religion, national origin, disability, sexual orientation, gender identity, genetic information, status as a U.S. Veteran, or any other status protected by applicable law.
- C. 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 Institution 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.

Section 5      Bylaws

- A. The SA shall create and maintain Bylaws.
- B. All members of the SA are subject to said Bylaws.

*Article II      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 Bylaws 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 and Bylaws;
- C. Appoint members of the Judicial Council to fulfill the requirements set in **Article IV, Section 2** of the SA Constitution and **Article III, Section 15** of the SA Bylaws.
- D. Call and preside over general body meetings of the SA;
- E. Veto or sign bills, acts, or resolutions of the SA Senate, provided that they exercise 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.
- F. Create, remove, and alter Cabinet and Subcabinet duties and positions as outlined by the Bylaws, with the concurrence of a majority of the SA Senate; and
- G. Appoint or remove Executive Council, Cabinet, Subcabinet, and Judicial Council members as outlined in the Constitution and Bylaws, with the concurrence of a majority of the SA Senate.
- H. Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

### Section 3 Duties and Powers of the SA Vice President

The SA Vice President shall:

- A. Serve as the presiding officer of the SA Senate;
- B. Appoint candidates to fill vacant seats in the SA Senate as outlined in the Constitution and Bylaws, with the concurrence of a majority of the SA Senate;
- C. Serve as the principal assistant to the SA Senate; and
- D. Perform the duties of the SA President in their absence or incapacity.
- E. Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term in office.

### 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 forty-eight (48) hours of their passage;
- B. Maintain SA records and files as prescribed by this Constitution and as the SA President, SA Chief Justice, or SA Senate shall direct;
- C. Update the Constitution as it is amended;
- D. Ensure proper distribution of this Constitution and Bylaws by maintaining an updated version on the SA website and supplying a copy to any register student organization or SA member upon request; and
- E. Update the SA website to reflect any and all current officers, duties, and business of the SA.
- F. Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term of office.

### 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. 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;
- D. Hold any person, whether acting as an agent of the SA or acting as an entity separate from the SA, who incurs any expenses charged to the SA without the prior written approval of the Treasurer, personally liable for payment;
- E. Hold any 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; and
- F. Present the SA Budget to the SA Senate on or before the second Senate business meeting of the second month of the Fall semester.
- G. Present, in detail, the financial condition of the SA to the SA Senate by the end of the spring semester.
- H. Be bonded by the SA.
- I. Compile a comprehensive transition report concerning their position and accomplishments before the completion of their term in office.

Section 6      Appointed SA Executive Council Members

- A. The SA President shall have the authority to appoint members of the SA Executive Council to fill the positions listed in the Bylaws. The SA Senate shall have the power to confirm these appointments pursuant to **Article III, Section 6-E of the SA Constitution and Article III, Section 15 of the SA Bylaws.**
- B. The term of office for all appointed members of the SA Executive Council shall be limited to the term of office of the SA President who appointed them.
- C. All appointed members of the SA Executive Council are members of Cabinet.

Section 7      Succession

- A. If, for any reason, the SA President is unable to perform the duties of their job, temporarily or permanently, the officer who is highest on the following list and who is not unable to perform the duties of the SA President shall assume those duties for the time required: the SA Vice President, the SA Secretary, the SA Treasurer, and the SA Chief of Staff.
- B. If, for any reason, the SA Vice President, SA Treasurer, or SA Secretary are unable to perform the duties of their job, temporarily or permanently, the SA President will, with the approval of two-thirds ( $\frac{2}{3}$ ) of the SA Senate in compliance with Article III, Section 15-B of the SA Bylaws, appoint a new person to complete that term of office.

Section 8      The SA President's Cabinet

- A. There shall be a Cabinet to aid and support the SA President, the membership of which shall be determined by the President and confirmed by the Senate.
- B. All Cabinet members shall be members of the executive branch and shall serve at the pleasure of the SA President.
- C. The term of office of the SA President who appointed them.

*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 operations of the SA.
- C. No legislation passed by the SA Senate shall be construed to limit or modify any provisions 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 current MSU students elected to fill various seats as outlined in **Article III, Section 5** for a term of one year. Members may serve on the SA Senate so 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 at Mississippi State University. No individual shall hold more than one seat in the SA Senate at a given time.
- B. The SA Vice President shall be a nonvoting member for the purpose of presiding over the SA Senate and casting any and all tie-breaking votes.
- C. The SA President and SA Treasurer shall be non voting members for the purpose of advising the Senators on executive affairs.
- D. The SA Secretary shall be a nonvoting member for the purpose of keeping the SA Senate records and taking the minutes of its meetings.

- E. Any other non voting members of the SA Senate as outlined in **Article II, Section 3-C** of the SA Constitution.

Section 3      The Speaker of the SASenate

- A. There shall be a Speaker of the Student Association Senate, hereby referred to as the Speaker of the SA Senate in this document.

- B. The Speaker of the SA Senate shall be elected among the voting members of the SA Senate through the following procedure:

1. Nominations for Speaker of the SA Senate may be made by any voting member of the SA Senate.
2. Each voting member present at the meeting shall be allotted one vote for Speaker of the SA Senate.
3. Each vote shall be cast by secret ballot and submitted to the SA Secretary.
4. The SA Secretary shall count each ballot.
5. A nominee receiving a majority vote of the Senate shall be named Speaker of the SA Senate.
6. In the event that no nominee reaches a majority, a run-off election between the two nominees receiving the highest numbers of votes shall be held in the same manner.
7. In the event that the nominees receiving the second and third highest numbers of votes receive equal numbers of votes, the SA Vice President shall select a method of random chance to determine which of the tied nominees shall participate in the run-off election.
8. In the event of a tie between the two remaining nominees, the SA Vice President shall have the authority to choose the Speaker of the SA Senate from the tied candidates.

- C. The Speaker of the SA Senate shall:

1. Serve as Chairman of the Internal Affairs Committee of the Student Association Senate;
2. Preside over the SA Senate in the absence of the SA Vice President;
3. Enforce the rules of the SA Senate as outlined in **Article II, Section 2** of the SA Bylaws;
4. Appoint members of the SA Senate Standing Committees, as outlined in **Article III, Section 4** of the SA Constitution;

5. Have the power to establish and dissolve other SA Senate Committees, subcommittees, and task forces as they see fit and to appoint Chairman and members as needed;
6. Have the power to appoint non voting members to the SA Senate as they see fit;
7. Be responsible for reviewing and updating Senate seat allocations as outlined in **Article III, Section 5** of the SA Constitution; and
8. Be responsible for scheduling and overseeing two (2) Senate transition meetings where all outgoing and incoming Senators are present.
9. Be responsible for hosting an orientation meeting after each election period for all newly elected first-term senators as outlined in the Bylaws.

Section 4      Committees of the SA Senate

- A. There shall be three (3) standing committees of the Student Association Senate:
  1. Internal Affairs Committee of the SA Senate
  2. Student Affairs Committee of the SA Senate
  3. Campus Affairs Committee of the SA Senate
- B. The Speaker of the SA Senate may create additional committees or subcommittees pursuant to Article III, Section 3-C.
- C. The Speaker of the SA Senate shall appoint the Chairman and members of each SA Senate committee and any sub-committees, with the exception of the Chairman of the Internal Affairs Committee of the SA Senate.
- D. Committee chairman and subcommittee shall be elected from among the committee's voting members with the exception of the Chairman of the Internal Affairs Committee of the SA Senate.
  1. Committee and subcommittee chairman elections shall take place at the first committee meeting of each new Senate session.
  2. Nominations for committee chairman may be made by any voting member of the committee.
  3. Each voting member present at the meeting shall be allotted one vote for the committee or subcommittee chairman.
  4. Each vote shall be cast by a secret ballot and submitted to one of the following: Speaker of the SA Senate, President, Vice President, and Secretary.
  5. The Speaker of the SA Senate, President, Vice President, and Secretary shall be allowed to count each ballot.
  6. A nominee receiving a majority vote of the committee or subcommittee shall be named the committee or subcommittee chairman.



7. In the event that no nominee reaches a majority, a run-off election between the two nominees receiving the highest number of votes shall be held in the same manner.
8. In the event that the nominees receiving the second and third highest numbers of votes receive equal numbers of votes, the SA Vice President shall select a method of random chance to determine which of the tied nominees shall participate in the runoff election.
9. In the event of a tie between the two remaining nominees, the SA Vice President shall have the authority to choose the committee or subcommittee chairman from the tied candidates.

Section 5      Composition of the SA Senate

The SA Senate shall be made up of sixty (60) Senators elected in the following ways:

A. There shall be twenty-two (22) Senators representing Colleges.

1. The College seats shall be divided proportionally by school population between each of the following, including the Office of the Provost, which represents undeclared students.

College of Arts and Sciences

- i. College of Business
- ii. Bagley College of Engineering
- iii. College of Forest Resources
- iv. College of Education
- v. College of Agriculture and Life Sciences
- vi. College of Architecture, Art, and Design
- vii. Office of the Provost

2. The Speaker of the SA Senate shall be responsible for calculating the allotment of College seats each year in the following manner:
  - i. Each College is automatically allotted one (1) seat. The remaining seats are determined by dividing the number of undergraduate students in a given academic College by the total number of undergraduate students at Mississippi State University, then multiplying this number by fourteen (14).
  - ii. For any College whose number of seats has a decimal value of one half (0.50) or more, the number of seats will round up to the next whole number.



- I. There shall be two (2) International Student seats.

Section 6      Duties and Powers of the SA Senate

- A. A senator may introduce any motion, bill, act, resolution, amendment, or question they desire. They may debate, vote for, vote against, or abstain from voting on any issue brought before the SA Senate.
- B. The SA 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 voting membership and convicted by two-thirds (2/3) of the total voting membership.
- C. The SA Senate, by a majority vote, may fine, reprimand, reduce, withhold salary, or remove from office, any convicted official of the SA.
- D. The SA Senate shall enact by a two-thirds (2/3) vote, Bylaws to this Constitution, to be known as the Bylaws of the Mississippi State University Student Association. If the SA President does not veto the measure within five (5) full school days, it shall be law.
- E. The SA Senate shall have the power to confirm by majority vote any and all Executive Council, Cabinet, Subcabinet, and Judicial Council appointments made by the SA President.
- F. The SA Senate shall have the power to confirm by majority vote any and all SA Senate appointments made by the SA Vice President.
- G. The SA Senate may override any veto of the SA President by a two-thirds (2/3) vote of the total voting membership.
- H. The SA Senate may change its presiding officer at any time by a two-thirds (2/3) vote of the total voting membership.
- I. The SA Senate shall take final action over matters considered by all SA Senate committees.
- J. The SA Senate shall have exclusive power to appropriate SA funds and shall take final action on all proposed SA budgets.
- K. The SA 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 their term.
- L. Any Senator having more than three (3.00) unexcused absences during their term of office will be removed from their role as a SA Senator. The SA Secretary will notify the Senator in writing via electronic communication of their 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 their dismissal. In such cases, any appeals to dismissal decisions shall be determined by a majority vote of the SA Senate.

- M. Dismissal of a Senator from their SA role due to absences will disqualify them from running for a SA Senate seat for one (1) calendar year from the date of dismissal. The SA Secretary shall notify the Elections Commissioner of a disqualification for a SA Senate race.

Section 7      Authority

The SA Senate shall have the authority to undertake any reasonable investigations and/or hearings necessary in pursuance of its powers enumerated in **Article III, Section 6** of the SA Constitution. The SA Senate shall have all additional powers 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:
- B. The SA Judicial Council shall have a minimum of fifteen (15) members.
- C. The SA Chief Justice shall preside over the SA Judicial Council and shall be responsible for making any appointments within the council.
- D. The SA Vice Chief Justice shall fulfill the duties of the SA Chief Justice in their absence or incapacity and shall fulfill other duties as directed by the SA Chief Justice.
- E. The SA Elections Commissioner shall have authority over the administration of SA elections.

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 and Bylaws 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 and Bylaws;
  - 2. Require any SA body to cease illegal or unconstitutional activities under this Constitution and the SA Bylaws. If a 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, any SA official or group, and any student organization under the jurisdiction of this Constitution and the SA Bylaws; 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.
- E. Any four members of the Judicial Council may issue a temporary order that halts any specified activity for three (3) school days for any SA body, SA 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. The SA Chief Justice shall be responsible for maintaining a record of all decisions and orders of the SA Judicial Council. Copies of this document shall be made available to students upon request.

Section 4      Judicial Programming Requirement

- A. All members of the SA Judicial Council shall be required to work one (1) programming event per semester.

*Article V      Supremacy Clause*

Section 1      Supremacy Clause

This Constitution shall be the supreme Law of the Mississippi State University Student Association, and all Bylaws, bills, acts, and resolutions shall be bound thereby.

*Article VI      Amendments to the Constitution*

Section 1      Amendments by the SA Senate

This Constitution can be amended through a legislative process. An amendment must first receive three-fourths (3/4) 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-E.

Section 2      The Referendum Process

This Constitution can also be amended through referendum by the student body. A majority of the voting members of the SA Senate can vote to create a campus-wide referendum on a potential 14 constitutional change. Once a referendum is approved, it shall be placed on the ballot of the next campus-wide election. The referendum passes if it is approved by sixty (60) percent of the voters who cast a ballot in said election.



Mississippi State University

## **Student Association**

# **Bylaws**

Last updated by Secretary Chen on November 7, 2024  
2024-25

MISSISSIPPI STATE UNIVERSITY  
STUDENT ASSOCIATION

***Article I Interpretations of, Construction of, and Compliance with the Bylaws***

**Section 1 System for Codifying SA Bylaws**

- A. There shall be eight (8) articles, each dealing with similar and related topics and each composed of a number of numerically designated sections, as follows:
  - 1. Article I Interpretations of, Construction of, and Compliance with the Bylaws
  - 2. Article II The Executive Branch
  - 3. Article III The Legislative Branch
  - 4. Article IV The Judicial Branch
  - 5. Article V Elections Code
  - 6. Article VI Finance Code
  - 7. Article VII Salaries
  - 8. Article VIII Impeachment
- B. The procedure outlined in Article I shall be observed by the SA Secretary in placing enacted legislation in the Bylaws.
- C. Definitions and interpretations of the SA Bylaws may be handed down in opinion form by the SA Secretary. Jurisdiction over such questions lies with the SA Judicial Council in compliance with Article IV, Section 3-B of the SA Constitution.
- D. All SA officers must comply with the SA Bylaws. Willful and deliberate disregard of these Bylaws or any section thereof shall be grounds for impeachment in compliance with Article III , Section 6-B of the SA Constitution.

***Article II The Executive Branch***

**Section 1 SA Appointed Executive Council Members**

- A. The SA President shall have the authority to appoint the following five (5) positions to serve as members of the SA Executive Council:
  - 1. SA Chief of Staff
  - 2. SA Deputy Chief of Staff
  - 3. SA Director of Programming
  - 4. SA Director of Policy
  - 5. SA Director of Marketing
- B. If, for any reason, a member of the SA Executive Council is unable to complete their 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 of two-thirds ( $\frac{2}{3}$ ) of the SA Senate in compliance with Article III, Section 15-B of the SA Bylaws.

- C. The SA President must inform the SA Senate Oversight Subcommittee Chairman of their nominations to the SA Appointed Executive Council Members no later than 24 hours after nominees are informed of their nomination.

## Section 2     Duties and Powers of the SA Chief of Staff

The SA Chief of Staff shall:

- A. Serve as an interviewer for and assist in the selection process of the SA 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 the Cabinet retreat and transition, the SA Banquet, and any other function deemed necessary by the SA President; and
- D. Serve as the de facto secretary of the SA President's Council.
- E. Serve as an assistant and advisor to the SA President.
- F. Organize meetings of the highest officials of each SA Branch. The members shall meet once per month for the purpose of discussing the standing and progress of the SA:
  - 1. From the Executive Branch: the SA President; the SA Vice President; the SA Chief of Staff;
  - 2. From the Legislative Branch: the Speaker of the SA Senate; the Campus Affairs Committee Chairman; the Student Affairs Committee Chairman, and the Oversight subcommittee Chairman.
  - 3. From the Judicial Branch: the SA Chief Justice; the SA Vice Chief Justice; the SA Elections Commissioner.
- G. Compile a comprehensive transition report concerning their standing and accomplishments before completion of the administration in which they were appointed.

## Section 3     Duties and Powers of the SA Deputy Chief of Staff

The SA Deputy Chief of Staff shall:

- A. Serve as an interviewer for and assist in the selection process of the SA Cabinet;
- B. Oversee any and all Subcabinet bodies and their selection processes as outlined by the SA President; and

- C. Serve as an assistant and advisor to the SA President.
- D. Compile a comprehensive transition report concerning their standing and accomplishments before completion of the administration in which they were appointed.

Section 4     Duties and Powers of the SA Director of Programming

The SA Director of Programming shall:

- A. Serve as an interviewer for and assist in the selection process of the SA Cabinet;
- B. Serve as the chair of the Programming Cabinet Committee;
- C. Meet regularly with members of the Programming Cabinet Committee, either individually or as a whole, in order to realize each position's goals; and
- D. Serve as an assistant and advisor to the SA President
- E. Compile a comprehensive transition report concerning their standing and accomplishments before completion of the administration in which they were appointed.

Section 5     Duties and Powers of the SA Director of Policy

The SA Director of Policy shall:

- A. Serve as an interviewer for and assist in the selection process of the SA Cabinet;
- B. Serve as the chair of the Policy Cabinet Committee;
- C. Meet regularly with members of the Policy Cabinet Committee, either individually or as a whole in order to realize each position's goals;
- D. Serve as a primary liaison between members of the SA and faculty and University administration in such matters designated by the SA President;
- E. Ensure the proper operation and oversight of SA members assigned to administrative committees; and meet regularly with these, either individually or as a whole, in order to realize each position's goals;
- F. Work with the SA Executive Council to schedule other SA members to attend meetings in their place if necessary; and
- G. Serve as an assistant and advisor to the SA President.
- H. Compile a comprehensive transition report concerning their standing and accomplishments before completion of the administration in which they were appointed.
- I. Attend all business meetings of the SA Senate.

Section 6     Duties and Powers of the SA Director of Marketing

The SA Director of Marketing shall:

- A. Serve as an interviewer for and assist in the selection process of the SA Cabinet;
- B. Serve as the chair of the Marketing Cabinet Committee;
- C. Meet regularly with the members of the Marketing Cabinet Committee, either individually or as a whole, in order to realize each position's goals;
- D. Be responsible for the overseeing and utilization of all SA social media accounts;
- E. Ensure that all media and marketing efforts of the SA are of good quality and correctness; and
- F. Serve as an assistant and advisor to the SA President.
- G. Compile a comprehensive transition report concerning their standing and accomplishments before completion of the administration in which they were appointed.

Section 7      SA President's Cabinet

- A. There shall be an SA Cabinet to aid and support the SA President, as outlined in Article II, Section 8 of the SA Constitution.
- B. The SA President shall serve as Chair of the Cabinet.
- C. SA Executive Council members shall serve as advisory members of the SA Cabinet.
- D. The SA Executive Council shall conduct mandatory interviews of Cabinet candidates before the SA President submits their appointments to the SA Senate.
- E. The Cabinet shall meet at the discretion of the SA President.
- F. 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.

Section 8      Cabinet Proposal

- A. The SA President shall determine the Cabinet positions to be filled each term, pursuant to Article II , Section 2-F of the SA Constitution.
- B. The SA President shall create a Cabinet proposal containing:
  - 1. A list of any and all Cabinet committees, including but not limited to a Cabinet Programming Committee, a Cabinet Policy Committee, and a Cabinet Marketing Committee.
  - 2. A job description of each Cabinet position, including the committee(s) on which the person appointed to that position shall serve.
  - 3. A list of any and all Cabinet committees and positions added since the previous term.
  - 4. A list of any and all Cabinet committees and positions from the previous term that will not be filled.

5. A list of any and all requirements to be considered a Cabinet member in good standing.
- C. This proposal shall be included in the SA President's transition report.
- D. This proposal shall be submitted to and approved by the SA Senate prior to the approval of any Cabinet appointments.
- E. A copy of this proposal shall be provided to each Cabinet member upon appointment.
- F. A copy of any and all active Cabinet proposals shall be included in Appendix C of these SA bylaws.

#### Section 9      Subcabinet Bodies

- A. Pursuant to Article II , Section 7-F of these SA Bylaws, the SA President shall have the authority to create and appoint Subcabinet bodies as deemed necessary and approved by the SA Senate.
- B. The SA Deputy Chief of Staff shall oversee any and all Subcabinet bodies, as outlined in Article II, Section 3-B of these SA Bylaws.
- C. All members of Subcabinet bodies shall be members of the executive branch and shall serve at the pleasure of the SA President.
- D. All members of Subcabinet bodies shall be subject to Senate confirmation pursuant to Article III , Section 6-E of the SA Constitution.

#### Section 10     Subcabinet Proposal

- A. The SA President shall create a Subcabinet proposal containing each of the following for any and all Subcabinet bodies:
- B. This proposal shall be included in the SA President's transition report.
- C. This proposal shall be submitted to and approved by the SA Senate prior to the approval of any Sub-Cabinet selections.
- D. A copy of this proposal shall be provided to the SA Deputy Chief of Staff and any other SA officers who appear within a Sub-Cabinet leadership structure.
- E. A copy of any and all active Sub-Cabinet proposals shall be included in Appendix C of these bylaws.

#### Section 11     The President's Council

- A. The SA President shall establish an advisory council of student organization leaders on the MSU campus.
- B. The organizations whose leaders are members of this Council shall be selected by the Division of Student Affairs.

- C. The Council shall meet with representative(s) from the Division of Student Affairs no fewer than two (2) times a month to discuss issues of concern to MSU students.
- D. At these meetings, each member will report the status and current issues of their respective organization.
- E. The SA President shall have the authority to call additional meetings of the Council as they see fit.

## Section 12     Status of Agents

No person or organization shall be recognized as an official agent of the SA unless said relationship is expressly stated in the SA Constitution or Bylaws.

## Section 13     Installment of SA Executive Officers

- A. 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 incoming SA President and Chief of Staff. This date will be subject to change by the SA Senate.
- B. The installation 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 as provided in Appendix A.

## ***Article III     The Legislative Branch***

### Section 1     Organization of the SA Senate

- A. Each new SA Senate shall begin immediately after the installation of the new senators in the spring semester. The SA Senate shall be referred to numerically according to its place in the historical chronology of the SA Senates. Each SA Senate shall be comprised of two sessions, the first beginning after the election of the new senators in the fall semester. Each SA Senate shall adopt its own Rules of Procedure in accordance with the SA Constitution and Bylaws.
- B. The SA Senate shall convene in meetings at the discretion of the SA Vice President.
- C. The SA Vice President and Speaker of the SA Senate are empowered to call special meetings of the SA Senate. They must provide at least twenty-four (24) hour notice to each voting member of the Senate in writing via electronic communication.
- D. One-fifth (1/5) of the voting members of the SA Senate may request in writing via electronic communication that the Speaker of the SA Senate call a special meeting. The Speaker of the SA Senate must grant the request and call a meeting within twenty-four (24) hours.

- E. Two-thirds (2/3) of the voting members of the SA Senate may call a special meeting for any purpose. The members wishing to call a meeting must provide notice in writing via electronic communication to the SA Vice President, Speaker of the SA Senate, and SA Secretary at least twenty-four (24) hours in advance. The notice must include the purpose of the meeting and who will preside.

## Section 2      Rules

- A. The Speaker of the SA Senate shall create rules to govern meetings of the SA Senate. These rules shall be proposed to the SA Senate at or before the first full business meeting of the Fall semester of each Senate.
- B. A two-thirds (2/3) vote of the SA Senate shall be required to adopt these rules.
- C. Any questions not addressed by the SA Constitution, Bylaws, or adopted Rules of Procedure shall be resolved according to the Parliamentary usage prescribed in Robert's Rules of Order Newly Revised.

## Section 3      Quorum

- A. A quorum for the purpose of holding a meeting and conducting business shall be three-fifths (3/5) of the total voting membership of the SA Senate.
- B. The SA Vice President shall not be counted toward a quorum; any other presiding officer, who shall be a voting member of the SA Senate, shall retain their power to and be counted toward a quorum in all cases.

## Section 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 defined as no less than two-thirds (2/3) of the members present and voting except in cases of an SA Bylaw amendment, which shall require two-thirds (2/3) of the voting members of the senate. In the case of an SA Bylaw amendment, an abstention will not be counted toward two-thirds (2/3) majority.
- C. A three-fourths (3/4) vote of the SA Senate shall be defined as no less than three-fourths (3/4) of the members present and voting except in cases of an SA Constitutional amendment, which shall require three-fourths (3/4) of the voting members of the senate. In the case of an SA Constitutional amendment, an abstention will not be counted toward three-fourths (3/4) majority

- D. The SA Vice President shall not be counted toward votes requiring a two-thirds (2/3) or three-fourths (3/4) vote; any other presiding officer, who shall be a voting member of the SA Senate, shall retain their power to and be counted toward a two-thirds (2/3) or three-fourths (3/4) vote in all cases.

Section 5      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, SA Bylaws, or the SA budget. All bills are subject to presidential veto as outlined in Article II , Section 2-E of the SA Constitution.
- 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 Article II , Section 2-E of the SA Constitution.
- E. A resolution is defined as an expression of sentiment of the SA Senate. All resolutions are subject to presidential veto as outlined in Article II , Section 2-E of the SA Constitution.

Section 6      SA Senate Responsibilities

- A. All senators are required to attend all Senate meetings.
- B. All senators are required to hold one (1) office hour each week.
- C. All senators are required to attend any and all SA general body meetings called by the SA President.
- D. All senators are required to attend one (1) Cabinet meeting each session during their term. The SA Vice President, Speaker of the SA Senate, and SA Secretary are responsible for informing senators of Cabinet meeting times and locations.
- E. All senators are required to table for or assist with two (2) SA programming events each session.
- F. All senators are required to communicate with the constituencies they represent each session.
- G. All senators must attend an orientation meeting hosted by the Speaker of the SA Senate during their first session in office.

Section 7      SA Senate Agenda and Numbering of Bills, Acts, and Resolutions

- A. The SA Secretary shall be in charge of preparing the SA Senate Agenda.

- B. Legislation to be placed on the SA Senate Agenda must be submitted in writing via electronic communication to the SA Secretary no later than forty-eight (48) hours prior to the Senate meeting at which it is to be considered. The SA Secretary and the SA Speaker of the SA Senate shall retain the power to add legislation submitted after this deadline to the agenda if they so desire.
- C. 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 SA Senate Agenda.
- D. All legislation must include the name(s) of the senator(s) sponsoring it.
- E. Copies of the SA 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.
- F. Any legislation not considered shall be placed on the agenda for the next meeting and given precedence over new legislation placed on the agenda.
- G. The SA Secretary shall have the right to delay placement of any Resolution on the agenda until proof of discussion or attempt at contact with entities listed within the Resolution has been provided.

Section 8      Filing of Bills, Acts, and Resolutions

- A. 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:
  - 1. 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(s), date of passage, and the vote; and
  - 2. 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.
- B. The SA Secretary shall, upon passage of a resolution, deliver copies to any party or parties of concern.
- C. The SA Secretary shall transmit accurate copies of all legislation passed by the SA Senate to the SA President as expediently as possible.

Section 9      Vote Proceedings and Record

- A. The SA Secretary shall be responsible for maintaining the SA Senate voting Record for amendments, bills, acts, resolutions, and appointment confirmations.



- B. Voting for amendments, bills, acts, and resolutions shall proceed via electronic vote and voting record shall be available for public view.
- C. Voting for appointment confirmation shall proceed via ballot and shall not include a voting record available for public view, according to Article III, Section 15-B of these SA Bylaws.
- D. Any SA Senator absent from a business meeting shall not cast a vote unless by proxy according to Article III, Section 19 of these SA Bylaws.

Section 10     Approval of Legislation by the SA President

- A. The SA President shall transmit as expeditiously as possible accurate copies of all legislation passed by the SA Senate and approved by themselves to the Vice President for Student Affairs.
- B. If the SA President vetoes any legislation by the SA Senate, they must inform the SA Secretary of this action within one (1) school day after they veto the bill. Reasons why the bill, act, resolution, or amendment was vetoed, must accompany the vetoed bill, act, resolution, or amendment in writing.
- C. The SA Secretary shall be required to inform members of the SA Senate within three (3) school days after they are notified by the President of the veto.

Section 11     SA Senate Term and Installation

- A. 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 Speaker of the SA Senate during the summer at times when the legislative branch is needed for the function of the SA.
- B. The installation of SA senators shall take place at the final transition meeting each semester. The installation shall be conducted by the SA President in the form of an oath as provided in Appendix A.

Section 12     SA Senate Absence Policy

- A. The SA Secretary shall keep an accurate record of all absences, and excuses for absences, for each senator throughout an SA Senate term.
- B. Pursuant to Article III, Section 6-K of the SA Constitution, a maximum of three (3.00) unexcused absences will be allowed during an entire SA Senate term.
- C. The SA Secretary shall use the Mississippi State University attendance policy to excuse absences. Absences may be excused beyond the limits of the Mississippi State University attendance policy at the discretion of the SA Secretary.
- D. Absences can be accumulated in the following ways:

1. Failure to attend an SA Senate business meeting shall result in one (1) unexcused absence.
2. Failure to attend an SA Senate committee meeting shall result in three-fourths (0.75) of an unexcused absence.
3. Failure to attend an SA general body meeting shall result in one-half (0.50) of an unexcused absence.
4. Failure to attend at least one (1) Cabinet meeting per semester shall result in one-third (0.33) of an unexcused absence.
5. Failure to attend an office hour shall result in one-third (0.33) of an unexcused absence.
6. Failure to table for or assist with the required two (2) SA programming events during a given semester shall result in one-third (0.33) of an unexcused absence per semester.
7. Failure to communicate with constituencies as outlined in **Article III, Section 7-F** of these SA Bylaws shall result in one-third (0.33) of an absence per unattended meeting.

Section 13     Vacancies in the SA Senate

- A. If a senator becomes ineligible to hold the specific seat to which they were originally elected but said senator is still eligible to be a member of the SA Senate, they may serve as a senator- at-large until the end of their term.
- B. If at any time a seat on the SA Senate becomes vacant, the SA Vice President shall have the power to fill the seat by appointing a candidate who meets all of the eligibility requirements to be a member of the SA Senate.
- C. The SA Vice President must inform the SA Senate Oversight Subcommittee Chairman of their prospective Senate appointees no later than 24 hours after appointees are informed of their selection.

Section 14     Confirmation of Appointments

- A. Pursuant to **Article III , Sections 6-E and 6-F** of the SA Constitution, the SA Senate shall have the power to confirm any and all appointments made by the SA President to the Executive Council, Cabinet, Subcabinet, and Judicial Council and by the SA Vice President to the SA Senate.
- B. Confirmation shall follow the following process:
  1. The SA President or SA Vice President shall present their appointments in writing via electronic communication to the SA Senate.

2. For SA Executive Council, SA Judicial Council, and SA Senate appointments, the SA Oversight Subcommittee will issue their recommendation pursuant to Article III, Section 17-B of these SA Bylaws.
3. The SA Senate shall have the opportunity to question any and all appointee(s) as desired at the next regularly scheduled SA Senate meeting following the appointment.
4. After questioning, the SA Senate shall vote on final confirmation. A majority vote is required to confirm an appointee. All confirmation votes will take place via secret ballots distributed by the SA Secretary. Each appointment must be voted on individually, but each ballot may contain more than one appointment vote.
5. The SA Secretary will collect each ballot and count the votes for each appointment. The SA Secretary will announce the results of each confirmation vote, but will not divulge individual votes unless a two-thirds (2/3) motion is passed to do so.

## Section 15     Senate Committees

The following are the SA Senate Standing Committees as outlined in Article III , Section 4-A of the SA Constitution, along with their sub-committees:

### A. Internal Affairs Committee of the SA Senate:

1. Appropriations, which shall have jurisdiction over all legislation and matters pertaining to the budget and finances of the SA, as well as the expenditures and appropriation of SA funds.
2. Oversight, which shall have jurisdiction over internal matters of the SA Senate including, but not limited to, changes to the SA Constitution and Bylaws, enforcement of the SA Constitution and Bylaws as related to the operations of the SA Senate, and approval of appointments to the SA.

### B. Student Affairs Committee of the SA Senate:

1. Student Life, which shall have jurisdiction over all legislation and matters pertaining to student grievances, campus organizations, and school spirit honors.
2. Athletic Affairs, which shall have jurisdiction over all legislation and matters pertaining to Mississippi State University Athletics, as well as student athletics, including but not limited to intramural programs and student recreation.
3. Academic Affairs, which shall have jurisdiction over all legislation and 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 all legislation and 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 Counseling Services.

C. Campus Affairs Committee of the SA Senate:

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 have jurisdiction over all legislation and matters concerning alumni relations, the Mississippi State Legislature, local government, and any other affairs external to campus; and be required to attend one City of Starkville Board of Aldermen open work session and one Oktibbeha County 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 campus sustainability and the environmental needs of the students and campus.

Section 16 Rules Pertaining to Senate Committees

- A. The Speaker of the SA Senate shall have the authority to establish and dissolve other SA Senate Committees, sub committees and task forces as they see fit, as outlined in Article III, Section 3C of the SA Constitution.
- B. The Speaker of the SA Senate shall have the authority to appoint the members of each SA Senate Committee and any sub-committees, with the exception of the Chairman of the Internal Affairs Committee of the SA Senate, as outlined in Article III, Section 3-C and Article III , Section 4C of the SA Constitution.
- C. No SA Senator shall be allowed to have concurrent voting membership in more than one SA Senate Standing Committee.
- D. Committees are required to meet at the request of the SA Vice President or the Speaker of the SA Senate. After a Committee meeting, the SA Vice President or Speaker of the SA Senate may request a report from a Committee Chairman, including attendance, any votes taken, and a brief summary of any additional decisions or discussions. Failure of a Committee Chairman to call meetings or to submit reports as requested to the Speaker of the SA Senate or SA Vice President will result in forfeiture of their respective chair.
- E. If a Chairman forfeits their position, the committee or subcommittee shall elect a new Chairman at the next committee or subcommittee meeting.

- F. Committee assignments must be communicated to each Senator by the Speaker of the SA Senate before the conclusion of the academic year in which new SA executive officers were elected.
- G. Before any legislation can reach the SA Senate floor, it must pass through the committee with the relevant jurisdiction over the matter, unless committee assignments have not yet been determined. The Speaker of the SA Senate shall be responsible for assigning the proper committee for each piece of legislation. The Speaker of the Senate may choose to bypass committee assignment and bring any piece of legislation directly to the floor according to their discretion. Any decisions made by the Speaker of the SA Senate regarding the assigning of legislation to committees may be overruled by a majority vote of the SA Senate.
- H. The SA Vice President or Speaker of the SA Senate shall, if necessary, appoint SA Senators to appear before or contact any SA or University Committees, including SA Senate Committees, as well as any students, faculty members, or administrators.
- I. All SA Senate Standing Committees shall have the power to hold investigations and hearings within the realm of their legislative authority. Further, these committees shall have the power to require the appearance of any elected or appointed official of the SA at such hearings, provided the official is given a three (3) day notice of the meeting and of their required attendance. Failure to appear shall constitute a violation of these SA Bylaws, and the convicted official shall be subject to disciplinary action by the Division of Student Affairs. It shall be the duty, upon the request of the committee, of the Committee Chairman 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.

#### Section 17     Rules Pertaining to the SA Senate Oversight Sub-Committee

- A. The SA Senate Oversight Subcommittee must conduct hearings with the SA Appointed Executive Council, SA Judicial Council, and SA Senate nominees between their nomination and their confirmation. The SA Senate Oversight Subcommittee Chairman and at least other SA Senate Oversight Subcommittee members must be present for the hearings.
- B. The SA Senate Oversight Subcommittee must issue a recommendation in writing via electronic communication for or against confirmation of the SA Appointed Executive Council, the SA Judicial Council, and SA Senate nominees to the full SA Senate at least 24 hours in advance of the confirmation vote in question.
- C. If a Senator actively serving on the SA Senate Oversight Subcommittee is nominated for an SA Appointed Executive Council or SA Judicial Council position, they must recuse themselves from hearings concerning the SA Appointed Executive Council.

Section 18     Voting by Proxy

An SA 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 their 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 have their vote cast by proxy.
- B. The proxy must be a voting member of the SA Senate.
- C. Both the proxy and the member wishing to vote by proxy must notify the SA Secretary of the arrangement before the meeting begins.
- D. Any voting member of the SA Senate in attendance may question the validity of a proxy. In such cases, the validity of the proxy shall be determined by vote, with two-thirds of the voting members present necessary to overturn the validity of a proxy
- E. A proxy may only represent one (1) SA Senator in a given meeting.
- F. Senators voting by proxy shall not count toward the required quorum in order to begin a senate business meeting, but shall be counted towards the overall vote count on individual business items.
- G. Any legislation may be sponsored by a senator of any committee. In the event that legislation sponsored by a senator is assigned to a committee other than the one on which they serve, said senator shall be allowed to appear before the assigned committee to present the legislation. In such cases, presenting senators shall not be granted voting privileges in the committee considering their legislation.

***Article IV     The Judicial Branch***

Section 1     Composition and Membership of the SA Judicial Council

- A. The SA Judicial Council shall be made up of no fewer than 15 members, as outlined in Article IV, Section 2 of the SA Constitution.
- B. All members of the SA Judicial Council shall be appointed by the SA President and confirmed by the SA Senate, as outlined in Article II, Section 2-G and Article III, Section 6- E of the SA Constitution, as well as Article III, Section 14 of these SA Bylaws.
- C. In making or confirming nomination to the SA 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.
- D. Members of the SA Judicial Council shall serve until graduation with the following exceptions:

1. Any member may resign at any time. Members who resign voluntarily must provide notice to the SA President and the SA Chief Justice.
  2. All members must maintain a cumulative 2.5 grade point average and must not be on any kind of academic or disciplinary probation. Failure to meet either of these standards shall constitute an immediate resignation.
  3. Any member may be impeached and convicted by the SA Senate, as outlined in **Article III , Section 6-B** of the SA Constitution.
- E. Following the Spring Executive Council Elections, the SA President shall make appointments to the SA Judicial Council as needed, including, but not limited to, the positions of SA Chief Justice, SA Vice Chief Justice, and SA Elections Commissioner. These appointments shall be confirmed by the SA Senate no later than the second business meeting after the newly elected SA Executive Council is sworn in.
- F. The term of office for the SA Chief Justice, SA Vice Chief Justice, and SA Elections Commissioner shall be limited to the term of office of the SA President who appointed them; at the end of their terms, the SA Chief Justice, SA Vice Chief Justice, and SA Elections Commissioner shall maintain full membership in the SA Judicial Council.
- G. In the case of a vacancy during the school year, the SA Chief Justice shall report to the SA President in order to fill the seats consistent with the appropriate procedure and qualifications.
- H. Members of the SA Judicial Council are restricted from serving in any other branch of the SA.

## Section 2     Hearings and Records of the SA Judicial Council

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 member of the SA Judicial Council presiding over the hearing and the party being charged or requesting the hearing. Deliberation in all cases shall be closed to all but members of the SA Judicial Council. In non-disciplinary cases, the voting decision of the SA Judicial Council shall be reported in the written ruling of each case as public record.

## Section 3     *Representation on the Mississippi State University Policy Board*

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

## Section 4     Fining of SA Officers

The SA 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 SA Judicial Council within the specified time limits shall constitute grounds for impeachment by the SA Senate.

*Article V      Elections Code*

Section 1      General Election Administration Rules

- A. All elections for SA positions shall be held via the procedures outlined in Article V of these SA Bylaws.
- B. The SA Elections Commissioner shall be ultimately responsible for all matters pertaining to all elections for SA positions
- C. There shall be an SA Elections Board made up of members of the SA Judicial Council. This board shall serve as the judicial body for all cases regarding the election guidelines outlined in Article V of these SA Bylaws with the exception of cases regarding candidate disqualification or election invalidation. Cases regarding candidate disqualification or election invalidation shall be heard by the entirety of the SA Judicial Council.
- D. The following rules should govern the membership and composition of the SA Elections Board:
  - 1. The SA Chief Justice shall appoint no fewer than five (5) members of the SA Judicial Council, not including the SA Elections Commissioner, to serve on the SA Elections Board.
  - 2. The SA Chief Justice shall preside over any and all hearings of the SA Elections Board.
  - 3. Members of the SA Elections Board shall not decide on regular judicial matters during an election period.
- E. No SA elections officials, including but not limited to the SA Elections Commissioner, the SA Chief Justice, and members of the SA Elections Board, may publicly express support for any candidate in any SA election.

Section 2      Election Preparation

- A. The SA Elections Commissioner shall select the exact date of each election. The SA Senate must approve the date by a majority vote no less than two (2) weeks before the election is to be held.
- B. The SA Elections Commissioner shall hold an SA Candidates' Meeting. This meeting must be held after the approval of the election date by the SA Senate. The meeting must be held no more than two (2) weeks and no less than one (1) week before the election is



to be held. The purpose of this meeting shall be to provide candidates with an overview of the rules and regulations that govern SA elections.

- C. The SA Elections Commissioner shall submit a specific SA Elections Packet to the SA Senate for approval no less than four (4) weeks before an election is to be held. The SA Elections Commissioner shall be responsible for providing either a physical or electronic copy of the packet to all candidates. This packet shall include, but not be limited to, the following:
1. A description of the position(s) being elected;
  2. The SA Elections Code as outlined in these SA Bylaws;
  3. Starkville City Ordinances pertaining to signage and distribution of printed materials;
  4. Relevant Mississippi State University operating policies;
  5. An SA campaign expense form;
  6. An SA campaign violation appeal form; and
  7. Any other materials deemed necessary by the SA Elections Commissioner.
- D. The SA Elections Commissioner shall create forms of intent for each position up for election. Forms of intent shall be made available on Cowbell Connect no less than four (4) weeks before the election is to be held. Forms of intent must be open for at least five (5) days, but must close before the scheduled SA Candidates' Meeting. The SA Elections Commissioner shall have the authority to revoke access to election forms of intent from any member of the SA Executive Council. Forms of intent shall include, but not be limited to, the following:
1. The candidate's full name;
  2. The name to appear on the ballot;
  3. The exact position or office being pursued;
  4. The candidate's NetID;
  5. The candidate's grade point average; and
  6. Any other information deemed necessary by the SA Elections Commissioner
- E. The SA Elections Commissioner shall submit all forms of intent to the Center for Student Activities and the Office of the Dean of Students for verification of the candidates' eligibility. The SA Elections Commissioner shall notify those candidates who are ruled ineligible within three (3) days after the deadline for the forms of intent.
- F. The SA Elections Commissioner shall meet with a Student Association advisor at least two (2) weeks before the election is to be held to affirm that the proper steps have been taken for the election ballot to reach students.

- A. All candidates must be members of the SA as outlined in Article I, Section 2-A of the SA Constitution.
- B. Candidates must not be on any kind of academic or disciplinary probation.
- C. All undergraduate candidates must meet the following requirements:
  - 1. Undergraduate candidates who have completed at least one semester of college must maintain a cumulative 2.75 grade point average;
  - 2. Undergraduate candidates must be registered in no less than twelve (12) semester hours; and
  - 3. Undergraduate candidates must be registered in no less than nine (9) semester hours on the Starkville campus, or Campus I, as defined by the University Registrar.
- D. All graduate candidates must meet the following requirements:

Section 4      Candidate Certification

- A. The SA Elections Commissioner shall create an SA Candidates' Agreement to be signed by each candidate. This agreement shall confirm that signatories understand all rules and regulations regarding SA elections and agree to abide by said rules.
- B. The SA Candidates' Agreement shall be made available to sign at the SA Candidates' Meeting. Any candidates who are unable to attend the SA Candidates' Meeting must meet separately with the SA Elections Commissioner to sign the SA Candidates' Agreement within 24 hours of the initially scheduled candidates meeting. A candidate will only be allowed to make up the SA Candidates' Meeting with the SA Elections Commissioner if they are able to provide a university approved excused absence and proper documentation.
- C. Candidates who have submitted a form of intent, been verified to meet all requirements for office, and signed the SA Candidates' Agreement shall be considered certified candidates. Certified candidates shall be allowed to campaign and shall be subject to all SA election rules and regulations, including campaign fines and violations.
- D. Candidates who have submitted a form of intent but have not yet completed the process to become certified candidates shall be considered preliminary candidates. Preliminary candidates may not campaign in any fashion before becoming certified candidates.

Section 5      Election Procedure

All elections shall be conducted via online ballots hosted on Cowbell Connect using the following procedure:

- A. Students may cast votes in an election by logging into Cowbell Connect between 7:00 a.m. and 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.
- D. Candidates' names shall be in the same form they requested on their form of intent.
- E. Online ballots shall be automatically tabulated by Cowbell Connect.
- F. The SA Elections Commissioner shall work with ITS to ensure that the voting system protects the integrity of the SA election process.
- G. In the event of non-campus-wide elections, the SA Elections Commissioner shall work with ITS to ensure that voters receive the correct ballots for non-campus-wide elections.

Section 6      Election Certification and Results

- A. The SA Elections Commissioner shall have the authority to certify SA elections no less than three (3) hours after the deadline to cast votes
- B. A candidate may submit an SA campaign violation appeal form to appeal any fines, violation, or charges of fraud within three (3) hours of the deadline to cast votes. The process for postelection appeals shall be the same as the process for pre-election appeals. The SA Elections Commissioner may not certify an election until there are no outstanding appeals regarding said election.
- C. The SA Elections Commissioner shall, with assistance as needed from the SA Secretary and other SA officials, disseminate certified election results. Election results shall not be made public prior to election certification.
- D. Election results shall include the numerical results of the election. If a run-off election is necessary, the two candidates advancing to the run-off shall be identified.

Section 7      Election Invalidation and Postponement

Prior to certification of an SA election by the SA Elections Commissioner, an election may be invalidated in the following ways:

- A. 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 the outcome of the election.
- B. The SA Elections Commissioner may petition the SA Senate to invalidate an election or disqualify a candidate if election fraud occurred. Invalidation or disqualification of a candidate shall require a three-fourths (3/4) vote of the SA Senate. Election fraud shall be defined as any willful act, deed, or conspiracy that violates the integrity of the electoral process.

- C. The SA Elections Commissioner shall invalidate an election if the electronic voting system is hacked or compromised.
- D. In the event that an election is expected to be or is found to have been significantly compromised, the SA Elections Board shall have the authority to postpone the election up to five (5) scheduled school days from the original election date.

Section 8      The SA Elections Help Center

- A. The SA Elections Commissioner shall be responsible for establishing an SA Elections Help Center for each election.
- B. The primary functions of the SA Elections Help Center shall be:
  - 1. To provide students with information about the online elections procedure;
  - 2. To troubleshoot problems related to online voting;
  - 3. To serve as a location where evidence of potential campaign violations may be submitted; and
  - 4. To monitor the elections and protect the integrity of the election process.
- C. The SA Elections Commissioner shall be required to send a pre-election email to all eligible voters from the Cowbell Connect email domain. The pre-election email shall explain how to cast ballots on Cowbell Connect and provide all eligible voters with information about the SA Elections Help Center.
- D. In the event a student attempts to vote and is presented with what they claim to be an incorrect electronic ballot, an error message, or other general ballot issues, the student will be prompted to contact the SA Elections Help Center.
- E. At least one (1) member of the SA Elections Board must be present at the SA Elections Help Center during the entire duration of the voting period. In addition, representatives from ITS and the Division of Student Affairs must be available during this period to address student concerns.
- F. Neither candidates nor their representatives may campaign inside the SA Elections Help Center. The SA Elections Commissioner shall be responsible for communicating the boundaries of the SA Elections Help Center to all candidates.

Section 9      SA Executive Officer Debate

The SA Elections Commissioner shall be responsible for hosting or sponsoring a debate for all SA Executive Officer elections. The SA Elections Commissioner is responsible for the following regarding any debate:

- A. Selection of an appropriate, nonbiased host for any proposed debates. Any registered Mississippi State University student organization, excluding the Student Association, may submit a bid to host the debate. Any group chosen by

the SA Elections Commissioner to host the debate must be approved by the SA Senate prior to the debate.

- B. 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.
- C. Approval of the date and time of each debate.
- C. Approval of the date and time of each debate.
- D. Notifying candidates of the debate's time, location, and of all topics pertaining to the moderator's questions three (3) days prior.

#### Section 10 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 academic building during the day of an election.
- D. No campus organization may use funds appropriated by the SA to hold a public campus event on the day of the election where any type of campaigning, including the distribution of campaign materials, takes place. This policy excludes events that are held by the candidate for the purpose of campaigning. Materials and expenses for any campaign events must be included in the candidate's budget and expense report.
- E. Students shall not participate in campaigning while in the SA office, SA meetings, or at any SA sanctioned event. Participation in campaigning includes, but is not limited to, the distribution and/or display of campaign materials.
- F. Campaigning within Residence Halls, including the distribution of campaign materials, is prohibited. Residents may, however, choose to display campaign materials on their own doors within Residence Halls.
- G. All candidates who post materials in the City of Starkville must fully comply with the political sign regulations set forth by the City of Starkville.

#### Section 11 Campaign Expenditures

- A. As outlined in Article V, Section 2-C of these SA Bylaws, the SA Elections Commissioner shall be responsible for providing an SA Elections Packet to all candidates, including an SA campaign expense form.
- B. To complete an SA campaign expense form, a candidate must list all campaign expenses prior to the date and time the form is turned in and attach valid receipts. Candidates must certify their SA campaign expense forms with a signature.
- C. 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.

- D. Any material donated to the campaign must be assessed at its present retail value. 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 their supporters.
- E. SA campaign expense forms must be submitted at the following times:
  - 1. All candidates shall submit a completed SA campaign expense form to the SA Elections Commissioner no later than 5:00 pm Central Time on the night of election.
  - 2. In the event of a runoff election, candidates shall submit a second completed SA campaign expense form to the SA Elections Commissioner no later than 5:00 pm Central Time on the night of the runoff election.
- F. The SA Elections Board shall have the power to verify the accuracy of expenses by any legal means necessary. Failure of a candidate to submit an SA campaign expense form by the prescribed date and time shall result in disciplinary action. The SA Elections Commissioner may waive the penalty for a late submission due to extenuating circumstances.
- G. Any bad-faith omission, falsification, distortion, or misrepresentation on a submitted SA campaign expense form may be grounds for candidate disqualification. Such cases shall be referred directly to the SA Judicial Council.
- H. Exceeding the allotted campaign budget for a given election may be grounds for candidate disqualification. In the event that a candidate might have exceeded the allotted campaign budget for a given election, the SA Election Board will review and confirm the expenditures of the candidate, and the candidate will be referred to the SA Judicial Council.

## Section 12    Campaign 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. Major violations of the SA Elections Code shall include, but not be limited to:
  - 1. Disregard of local, state, or federal law to any degree;
  - 2. Voting fraud;
  - 3. Operating any unsanctioned polling location;
  - 4. Forging or falsifying documents, including SA campaign expense forms;
  - 5. Damage of or sabotage to other campaigns or campaign materials;
  - 6. A pattern of disregard for the SA Elections Code; and
  - 7. Violations of the MSU Code of Student Conduct.
- C. Minor violations of the SA Elections Code shall include, but not be limited to:
  - 1. Campaigning for a preliminary candidate;

2. Campaigning less than twenty-five (25) feet from a university academic building; and
  3. Other actions which may arise during the elections process as determined by the SA Elections Board.
- D. 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.
- E. The following sanctions shall be imposed on any candidates found guilty of campaign violations either by themselves or by a supporter:
1. Once an appeal has been filed, the SA Elections Board shall hold a hearing to determine if a violation occurred and to prescribe any and all appropriate penalties.
  2. The only persons allowed in the hearing shall be the members of the SA Elections Board, the SA Elections Commissioner, the Chief Justice of the SA, the accused, any witnesses called to appear, and a Mississippi State University student to serve as an advisor for the accused, provided the accused desires such an advisor.
  3. The SA Elections Board shall follow procedures for the hearing as specified in University Operating Policy 91.100: Student Code of Conduct Procedure 5.
  4. Deliberations shall be closed to all but members of the SA Elections Board.
- F. If sanctions for a violation are rendered against a candidate by the SA Elections Board, the candidate and the SA Elections Commissioner must both sign a documented statement of said violation.

#### Section 14     SA Executive Officer Elections

- A. The elections for SA President, SA Vice President, SA Secretary, and SA Treasurer shall be held on a Tuesday in the spring in conjunction with spring SA Senate elections.
- B. All candidates for SA Executive Officer positions must meet the following qualifications:
- C. In addition to the above requirements, candidates for specific SA Executive Officer positions must meet the following qualifications:
- D. The election of the SA President and SA Vice President shall take place on a ticket. Each ticket must consist of a single candidate for SA President and a single candidate for SA Vice President. Tickets shall be subject to the following requirements:
  - a. Each ticket shall be treated as a single candidate for matters concerning qualification, campaign finance, and campaign violations.
  - b. Each ticket for SA President and SA Vice President will be allowed to spend \$1500.00 for campaign expenditures. In the case of a runoff, tickets shall be allowed to spend an additional \$300.00.

- E. SA Secretary, and SA Treasurer shall be allowed to spend a maximum of \$1000.00 for campaign expenditures. In the case of a runoff, candidates shall be allowed to spend an additional \$250.00.
- F. Each student shall have one (1) vote for each Presidential Ticket.
- G. Each student shall have one vote for each of the other Executive Officer positions.
- H. To be elected SA President, SA Vice President, SA Secretary, or SA Treasurer, a candidate or candidate's ticket must receive a majority of votes cast. If no candidate or ticket for an office receives a majority of votes cast, the two candidates or tickets with the highest number of votes shall have a runoff election two (2) days after the initial election.

#### Section 15     Spring SA Senate Elections

- A. The elections for the twenty-two (22) SA Senate College seats and the eight (8) SA Senate campuswide seats shall be held on a Tuesday in the spring in conjunction with SA Executive Officer elections.
- B. All candidates running for an SA Senate College seat must have a declared major from that college at the time of the election. All candidates running for an Office of the Provost seat must have no declared major at the time of the election.
- C. Candidates for SA Senate shall be allowed to spend \$200.00 for campaign expenditures. In the case of a runoff, candidates may be allowed to spend an additional \$100.00.
- D. In the elections for SA Senate college seats, each student will be allowed to cast as many votes as there are seats available for their College. Students may only cast one (1) vote per candidate. Seats will be filled by candidates with the most total votes in their respective College until all seats for that College are filled.
- E. In the elections for SA Senate campus-wide seats, each student will be allowed to cast four (4) votes. Students may only cast one (1) vote per candidate. The eight (8) highest vote-getters will fill the seats.
- F. In the case of a tie in any SA Senate election, a runoff shall be held two (2) days after the initial election.

#### Section 16     Fall SA Senate Elections

- A. The elections for the twenty (20) SA Senate student organization seats, four (4) SA Senate freshmen seats, two (2) SA Senate graduate seats, two (2) SA Senate transfer seats, and two (2) SA Senate Shackouls Honors College seats shall be held on a Tuesday in the fall in conjunction with Homecoming elections.
- B. Candidates for specific SA Senate seats must meet the following requirements:
  - 1. 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.



2. All candidates running for an SA Graduate Seat must be enrolled as a graduate student, veterinary student, or professional student.
  3. All candidates running for an SA Transfer Seat must have transferred to Mississippi State University
  4. All candidates running for an SA International Seat must be enrolled as an international student.
  5. 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.
  6. 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.
- C. Candidates for SA Senate shall be allowed to spend \$200.00 for campaign expenditures. In the case of a runoff, candidates may be allowed to spend an additional \$100.00
- D. In the elections for SA Senate Freshmen Seats, students enrolled in their first semester at Mississippi State University and their first semester as a full-time college student will be allowed to cast four (4) votes. Students may only cast one (1) vote per candidate. The four (4) highest vote getters will fill the seats.
- E. In the elections for SA Senate graduate seats, students classified as graduate, veterinary, or professional students will be allowed to cast two (2) votes. Students may only cast one (1) vote per candidate. The two (2) highest vote-getters will fill the seats.
- F. In the elections for SA Senate organizational seats, students will be allowed to cast two (2) votes to each organizational category. Students may only cast one (1) vote per candidate. Students are not required to be a member of an organization in an organizational category to vote for a candidate in said category. The two (2) highest vote-getters in each organizational category will fill the seats.
- G. In the elections for SA Senate Transfer Seat, students who are Transfer Students will be allowed to cast two (2) votes. Students may only cast one (1) vote per candidate. The two (2) highest vote-getters will fill the seats.
- H. In the elections for SA Senate Shackouls Honors College seats, students who are members of the Shackouls Honors College will be allowed to cast two (2) votes. Students may only cast one (1) vote per candidate. The two (2) highest vote-getters will fill the seats.
- I. In the case of a tie in any SA Senate election, a runoff shall be held two (2) days after the initial election.

#### Section 17     Homecoming Maid Selection and Queen and King Elections

- A. The elections for Homecoming Queen and King, as well as the selection of Homecoming Maids, shall be held on a Tuesday in the fall in conjunction with fall SA Senate elections.

- B. Candidates for Homecoming Queen and King must be classified as a senior and must not be a candidate for Homecoming Maid, Mr. MSU, or Miss MSU.
- C. All candidates for Homecoming Queen, King, and Maid must have a cumulative grade point average of at least 2.5.
- D. Any candidates running for both Homecoming Queen or King and a seat on the SA Senate in the same cycle will not be allowed to make any expenditures for their SA Senate race. This includes, but is not limited to, the purchase of campaign stickers, the purchase of advertisements, and the purchase of materials for use in banners.
- E. Candidates in their first year of college should run for Freshman Maid, candidates in their second year of college should run for Sophomore Maid, candidates in their third year of college should run for Junior Maid, and candidates in their fourth or final year of college should run for Senior Maid. Alternatively, in the case of extenuating circumstances that prevent a candidate's proper classification in the previously mentioned categories, candidates for Homecoming Maid may run to represent the class that represents their intended graduation year from Mississippi State University. No candidate may run for the same maid position in multiple years or re-run for Homecoming Maid if they have already served as a Homecoming Maid in previous years. This does not prohibit the candidate from applying for Miss MSU or running for Homecoming Queen.
- F. Homecoming Queen and King elections must precede the Homecoming week by a minimum of one (1) week.
- G. In addition to the required form of intent information outlined in Article V, Section 2-D of these SA Bylaws, candidates for Homecoming Maid, Homecoming Queen, and Homecoming King may be required to submit other materials deemed necessary by the Director of Homecoming. In such cases, these materials shall be due at the same time as the forms of intent.
- H. All organizations sponsoring a candidate for Homecoming Queen or King must allow the SA Elections Commissioner or a member of the SA Elections Board to attend an organizational meeting to clarify election rules and regulations. No candidates may display campaign material during such a meeting.
- I. The Thursday immediately preceding the fall SA election day shall be designated as Service Awareness Day. All candidates for Homecoming Queen and King must use this day to raise awareness or fundraise for a unique service-based cause. Failure to publicize a service-based cause on Service Awareness Day shall constitute a campaign violation.
- J. Each student shall have one (1) vote for Homecoming Queen and one (1) vote for Homecoming King.
- K. Candidates for Homecoming Queen and King shall be allowed to spend \$650.00 for campaign expenditures. In the case of a runoff, candidates may be allowed to spend an additional \$300.00.
- L. The candidate receiving the highest number of votes in each election shall be declared the winner. In the event of a tie between the candidates with the highest number of votes, a

runoff election shall be held two (2) days after the initial election. In the runoff election, the candidate receiving the highest number of votes will be the winner.

M. The Homecoming Maids for the Freshman, Sophomore, Junior, and Senior Classes shall be chosen through the following process:

1. The SA Judicial Council shall serve as the Review Board. The SA Vice Chief Justice shall serve as chair of the Review Board. An SA faculty advisor shall select a Faculty Selection Committee made up of faculty and staff. A member of The Review Board shall serve as an interview facilitator to ensure the constitutionality of each interview process. The facilitator will not be inside the interview room.
2. No member of the Review Board may be a candidate for Homecoming Queen, King, or Maid or for Mr. or Miss MSU. Any member of the Judicial Council who is a candidate for these positions must temporarily recuse themselves from the council.
3. Members of the SA President's Cabinet shall blind all submitted forms of intent and provide them to the Review Board.
4. The Review Board shall review all submitted forms of intent and use their discretion to select between eight (8) and twelve (12) candidates per class.
5. The candidates selected by the Review Board will interview before the Faculty Selection Committee. From these interviews, the Selection Committee will select two (2) maids per class.
6. Each member of the Faculty Selection Committee must be present on all interview days and times to ensure fairness and objectiveness. If a member of the Faculty Selection Committee is not present for all required interviews for any reason, their scores shall be voided.

N. The Homecoming Court shall be required to serve the community at least once during their reign through participation in a community service project or the hosting of an educational program. This community service shall be led by the Homecoming King and Queen. Any community service event(s) and/or program(s) shall be approved by the SA Homecoming and Pageants Directors.

#### Section 18     Mr. and Miss MSU Selection

- A. Selection of Mr. and Miss MSU shall be held in the fall around the time of Homecoming elections.
- B. Nominees for Mr. and Miss MSU must be classified as a senior and must have been enrolled at MSU for the previous two semesters.
- C. Nominees for Mr. and Miss MSU must have a cumulative grade point average of at least 3.0.

- D. Nominees for Mr. and Miss MSU may not be candidates for Homecoming Queen, King, or Maid.
- E. Mr. and Miss MSU shall be chosen through the following process:
1. Members of the SA President's Cabinet shall select a Review Board made up of junior and senior students. An SA faculty advisor shall select a Selection Committee made up of faculty and staff. The SA Vice Chief Justice shall serve as chair of the Review Board.
  2. No member of the Review Board may be a candidate for Homecoming Queen, King, or Maid or for Mr. or Miss MSU.
  3. Members of the SA President's Cabinet shall blind all submitted forms of intent and provide them to the Review Board.
  4. The Review Board shall review all submitted forms of intent and use their discretion to select between five (5) and eight (8) candidates for each position.
  5. The candidates selected by the Review Board will interview before the Selection Committee. From these interviews, the Selection Committee will select one (1) candidate for each position.
  6. Each member of the Selection Committee must be present on all interview days and times to ensure fairness and objectiveness. If a member of the Selection Committee is not present for all required interviews for any reason, their scores shall be voided.
- F. Mr. and Miss MSU shall be required to serve the community at least once during their reign through participation in a community service project or the hosting of an educational program. This community service shall be led by the Homecoming King and Queen. Any community service event(s) and/or program(s) shall be approved by the SA Homecoming and Pageants Directors.

## Section 19     Elections Code Changes

The SA Elections Code in place at the time of the SA Candidates' Meeting for a given election shall be the version used during that campaign period. Any changes made to the SA Elections Code during a campaign period shall not go into effect until after all elections are certified.

## ***Article VI     Finance Code***

### Section 1     Preparation of the SA Budget

- A. The Appropriations Subcommittee of the SA Senate shall work with the SA Treasurer to prepare both the projected SA budget and the final SA budget for each year.

- B. The SA Treasurer shall serve as an ex officio member of the Appropriations Subcommittee of the SA Senate.
- C. The SA Treasurer shall submit to the Appropriations Subcommittee of the SA Senate in writing the total amount of available funds before the first SA Senate meeting of each semester.
- D. In both the projected SA budget and the final SA budget, the total appropriations budget shall be split evenly between the fall and spring semesters.

## Section 2      The Projected SA Budget

- A. The projected SA budget for the following school year must be completed and approved by the SA Senate before the end of the spring semester.
- B. The projected SA budget shall include all expenses to be incurred by the Student Association during the summer while the SA Senate is out of session, as well as an estimate of total funds that are to be received and how they are to be allocated for the following school year.
- C. The projected SA budget shall be followed until its expiration, which shall occur following the second SA Senate business meeting of the fall semester.

## Section 3      The Final SA Budget

- A. The final SA budget for each school year shall be completed before the second SA Senate business meeting of the fall semester.
- B. The final SA budget shall include the actual amount of funds received and any necessary adjustments to the projected SA budget regarding how funds are to be allocated for the year.
- C. The SA Treasurer shall present the proposed final SA budget to the Appropriations Subcommittee of the SA Senate before the first SA Senate business meeting of the fall semester
- D. The Appropriations Subcommittee of the SA Senate shall examine the proposed final budget with strict scrutiny.
- E. The Chairman of the Appropriations Subcommittee of the SA Senate shall present the final budget proposal to the SA Senate at the second SA Senate business meeting of the fall semester.
- F. Any unlisted expenditures that occur after the presentation of the final SA budget to the SA Senate must be approved by the SA Treasurer.

## Section 4      General Appropriations Bills

- A. Student organizations that are recognized by the SA may request financial sponsorship or cosponsorship of approved programs or activities from the appropriations fund of the SA during the semester of the program or activity.
- B. The SA shall not appropriate more than 15% of its annual budget to sponsor or co-sponsor programs or activities for other student organizations.
- C. All requests for funding must be submitted fully on Cowbell Connect through the SA Appropriations Request Form. The chairman of the Appropriations Subcommittee of the SA Senate and the SA Treasurer shall maintain joint responsibility for updating the SA Appropriations Request Form at the end of the spring semester each year.
- D. 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.
- E. Money shall be appropriated on an as-needed basis per semester.
- F. All requests for funding shall be evaluated by the SA Treasurer and by the Appropriations Subcommittee of the SA Senate. The SA Treasurer shall be responsible for informing the Chairman of the Appropriations Subcommittee of the SA Senate of any issues they find in submitted forms.
- G. A majority of the Appropriations Subcommittee of the SA Senate, provided there is a quorum, must approve the each general appropriations bill. Quorum shall be defined as ½ of the total membership of the subcommittee.
- H. Any member of the Appropriations Subcommittee of the SA Senate who is a member of an organization requesting appropriations must recuse themselves during the review of said organization's request.
- I. During each SA Senate business meeting, the Chairman of the Appropriations Subcommittee of the SA Senate must submit in writing to the SA Secretary and present a report consisting of the following:
  - 1. The dollar amount of appropriations allocated during the current session;
  - 2. The dollar amount of appropriations allocated during the current term;
  - 3. The remaining budget amount of appropriations for the current session;
  - 4. The remaining budget amount of appropriations for the current term; and
  - 5. The number of planned appropriations acts remaining.

Section 5      Guidelines for Appropriations

- A. All appropriated funds shall be transferred to an organization's banner account. If an organization does not have a banner account, the appropriated funds may be transferred to the organization's bank account.
- B. Any appropriated funds not claimed within one semester of the appropriation shall be deemed unused and remain property of the SA.
- C. Any organization receiving an allocation from the Appropriations Subcommittee of the SA Senate must complete an SA Appropriations Evaluation Form. This form must be to

the SA no later than thirty (30) days after the event. Any organization that fails to submit this form shall not be allowed to request future appropriations for the remainder of the semester.

- D. Any organization that fails to hold an event listed in its SA Appropriations Request Form shall not be eligible to receive appropriations for two semesters after the initial request. The Appropriations Subcommittee of the SA Senate shall have the ability to waive this sanction in the event of extenuating circumstances.
- E. The following rules should govern the appropriation of SA funds:
  - 1. The goal of funded programs should be to have a positive impact on student life.
  - 2. Under most circumstances, no funds may be distributed for the costs of:
  - 3. Five (5) percent of the total money to be appropriated by the SA shall be allocated for start-up organizations. An organization is considered a start-up for one calendar year from the date it is first listed on Cowbell Connect.
  - 4. Organizations not considered start-up organizations may only use allocated funds for the purpose of programming.

#### Section 6      Food and Beverage Tax Revenue

- A. The SA Treasurer shall include in the final SA budget a separate prepared tax revenue budget to steer the distribution of food and beverage tax revenue. In preparing this budget, the SA Treasurer shall consult the SA President, the MSU Vice President for Student Affairs, and the City of Starkville.
- B. The SA Treasurer shall present the approved tax revenue budget to the SA President, the MSU Vice President for Student Affairs, and the University President for signatory approval.

#### Section 7      Appealing an Appropriation

- A. Any organization that has applied for appropriations and was denied funding in part or in full may informally appeal that decision by meeting with members of the Appropriations Subcommittee of the SA Senate.
- B. If, after meeting with members of the Appropriations Subcommittee of the SA Senate, an organization still believes they were wrongfully denied funding, they may file a formal appeal through the following process:
  - 1. The organization that was denied funding shall submit a formal appeal form to the SA Treasurer.
  - 2. The SA Treasurer shall notify the Appropriations Subcommittee of the SA Senate of this appeal and allow subcommittee to submit, in writing, support and/or documentation of their original decision.

3. The appealing organization shall meet with the SA Treasurer and the Chair of the Appropriations Subcommittee of the SA Senate.
4. After this meeting the formal appeal is to be presented by the SA Treasurer to the entirety of the SA Senate.
5. Any SA Senator may make a motion to accept the appeal, which can be seconded. If there is no motion to accept, the appeals process ends.
6. If a motion to accept is made and seconded, the Speaker of the SA Senate shall appoint an ad hoc appeals committee of three (3) or five (5) SA Senators not on the Appropriations Subcommittee of the SA Senate to review the appeal.
7. This ad hoc committee shall review any and all information and documents provided by both the appealing organization and the Appropriations Subcommittee of the SA Senate. The committee may meet with members of the appealing organization, as well as members of the Appropriations Subcommittee of the SA Senate, as they deem necessary.
8. Upon reviewing the evidence, the ad hoc appeals committee shall decide if the appealing organization shall be allowed to appeal the decision to the entirety of the SA Senate.
9. If the ad hoc appeals committee decides to allow the decision to be appealed, the committee shall call a hearing at the next SA Senate business meeting to allow the appealing organization to make their case.
10. The Chairman of the Appropriations Subcommittee of the SA Senate shall prepare an appeals act that, if passed, would grant the appealing organization's request. The appeals act shall be presented to the entirety of the SA Senate following the organization's appeal hearing and shall require a two-thirds (2/3) vote of the SA Senate to pass.

C. In the case of a formal appeal, the following guidelines shall apply:

1. No members of the Senate with a conflict of interest shall be appointed to the ad hoc appeals committee.
2. Should the Speaker of the SA Senate have a conflict of interest, the members committee shall be appointed by the SA Vice President.
3. Should both the Speaker of the SA Senate and the SA Vice have a conflict of interest, members of this committee shall be appointed by the SA Secretary.

## Article VII Salaries

Section 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 for the duration of that salaried term.

Section 2 The SA Vice President shall receive a salary of \$400.00 per month from August



to April and is required to be present and working on campus for the duration of that salaried term.

- Section 3 The SA Treasurer shall receive a salary of \$300.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 4 The SA Secretary shall receive a salary of \$300.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 5 The SA Chief of Staff shall receive a salary of \$275.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 6 The SA Deputy Chief of Staff shall receive a salary of \$275.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 7 The SA Director of Programming shall receive a salary of \$275.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term. The SA Director of Programming shall also receive a stipend of \$375.00 in May to cover living expenses in Starkville through the summer months.
- Section 8 The SA Director of Policy shall receive a salary of \$275.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 9 The SA Director of Marketing shall receive a salary of \$275.00 per month from August to April and is required to be present and working on campus for the duration of that salaried term.
- Section 10 The Speaker of the SA Senate shall receive a salary of \$750.00 per semester during the semester(s) which they serve and is required to be present and working on campus for the duration of their salaried term. Each session on the Senate shall qualify the Speaker of the SA Senate to receive those monies for the semester in which the majority of the session takes place.
- Section 11 The SA Chief Justice shall receive a salary of \$125.00 per semester during the Fall and Spring semesters of their term and is required to be present and working on campus for the duration of that salaried term.
- Section 12 The SA Elections Commissioner shall receive a salary of \$125.00 per semester during the Fall and Spring semesters of their term and is required to be present and working on campus for the duration of that salaried term.
- Section 13 All salaried SA officials are also eligible to receive work study funds.

### ***Article VIII Impeachment***

Section 1      Initiation of Impeachment Proceedings

- A. Impeachment proceedings must be initiated by the SA Senate, as outlined in Article III , Section 6-B of the SA Constitution.
- B. Any SA Senator may make a motion to impeach any officer of the SA. A majority vote is required to accept the motion.
- C. After a motion to impeach has been carried by the SA Senate, the Speaker of the SA Senate shall appoint a committee of three (3) managers to provide the charges against the accused. At least one (1) of the managers must be a member of the SA Senate. The motion to impeach, the appointment of managers, and the selection of charges shall initiate the impeachment process.
- D. After impeachment proceedings have been initiated, the SA Secretary shall, in person, present the accused with the following citation:

**Dear “Name of Recipient”, 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):**

Section 2      The Impeachment Hearing

The SA Secretary shall maintain a copy of the citation to provide during the impeachment hearing.

- A. Any and all impeachment hearings shall take place during regular business meetings of the SA Senate.
- B. The SA Chief Justice shall preside over any and all impeachment hearings, except as outlined in Article VIII , Section 3-B of these SA Bylaws.
- C. Impeachment hearings shall be open to the public by default, but the SA Senate may, with a majority vote, close the hearing to the public.
- D. The officer of the SA being impeached shall be allowed to have an advisor present during the hearing. This advisor may or may not be a member of the SA Senate.
- E. Both the managers and the accused shall have the ability to call witnesses during the hearing. Any witnesses that are not members of the SA Senate or parties in the impeachment hearing must be sequestered during the hearing to ensure that other parts of the hearing do not affect their testimony.
- F. If the officer of the SA being impeached fails to appear for the hearing at the appointed time, the hearing shall proceed without them.
- G. The following procedures shall be followed in any and all impeachment hearings:
  - 1. The SA Chief Justice shall direct the SA Secretary to read the charge(s) and specification(s) against the accused.

- a. Opening statements from the managers;
  - b. Opening statements from the accused or their advisor;
  - c. Testimony of witnesses produced by the managers;
  - d. Testimony of witnesses produced by the accused;
  - e. Rebuttal witnesses for the managers;
  - f. Rebuttal witnesses for the accused;
  - g. Closing arguments from the managers; and
  - h. Closing arguments from the accused or their advisor.
2. The SA Chief Justice shall request verification from the Secretary that the accused was provided a copy of the charge(s) and specification(s).
  3. The SA Chief Justice shall announce the names of the managers.
  4. The SA Chief Justice shall inquire of the accused if they have an advisor.
  5. The SA Chief Justice shall ask the accused how they plead first to the specification(s) and then to the charge(s).
  6. If a plea of guilty is entered, the meeting shall proceed directly to the determination of the sanction after hearing a brief statement of the facts.
  7. If a plea of not guilty is entered, the SA Chief Justice shall explain the following procedure and call for each step in sequence:
  8. No one shall be entitled to the floor until closing arguments have been finished and cross-examination of all witnesses shall have been completed, with each witness being subject to recall for further testimony as the occasion may dictate.
  9. All witnesses shall be put under the standard oath to tell the truth by the SA Chief Justice.
  10. After closing arguments, the following procedure shall be followed:
    - a. The accused shall be asked to leave the room;
    - b. The managers and the accused's advisor, if one was named, shall remain and those of this group who are voting members of the SA Senate shall be allowed to vote;
    - c. The floor shall be opened to debate on each of the charges and specifications separately, and each shall be voted upon separately;
    - d. The charge(s) and specification(s) may be amended to conform with facts brought up in the hearing;
    - e. If the Senate shall find the accused guilty of the charge(s), a manager shall move for the adoption of an appropriate and applicable sanction.
    - f. The motion for adoption of a sanction is both debatable and amendable and shall require two-thirds (2/3) vote; and
    - g. After voting is completed, the accused shall be called back into the SA Senate and advised of the decision.

- H. Copies of the minutes of the impeachment and removal proceedings shall be made available to students upon request.

Section 3      Special Impeachment Rules

- A. The SA President shall not have the power to veto convictions made by the SA Senate during impeachment hearings.
- B. An officer of the SA being impeached shall not be allowed to perform their duties in the impeachment process. The rules governing such cases shall be as follows:
  - 1. In the event that the Speaker of the SA Senate is being impeached, the Chairman of the SA Senate Student Affairs Committee shall perform the duties of the Speaker of the Senate in the impeachment process.
  - 2. In the event that the SA Secretary is being impeached, the Speaker of the SA Senate shall assign a member of the SA Senate to perform the duties of the SA Secretary in the impeachment process.
  - 3. In the event that the SA Chief Justice is being impeached, the SA Vice Chief Justice shall perform the duties of the SA Chief Justice in the impeachment process.

## **APPENDIX A: OATHS**

The following oaths are used in the swearing-in of officers of the Student Association.

### **Oath for SA Executive Officers**

I (name) do hereby affirm that I will faithfully support and defend the Constitution and Bylaws 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).

### **Oath for SA Senators**

I (name) do hereby affirm that I will faithfully support and defend the Constitution, Statutes, and Bylaws 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.

### **Oath for SA Judicial Council Members**

I (name) do hereby affirm that I will faithfully support, defend, and interpret the Constitution, Statutes, and Bylaws 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).

## **APPENDIX B: AWARDS**

The following awards are distributed by the Student Association to faculty, staff, and students at Mississippi State University:

The **Donna Maykowski Friend of the Student Award** is awarded annually by the SA Cabinet to a faculty or staff member who has worked to improve the quality of life for students on campus. Nominations shall be given to the SA Chief of Staff by members of SA Cabinet. Once nominees are selected, each group of SA Cabinet committee heads shall be allotted one vote. The award shall be given to the nominee receiving the highest number of votes. In the event of a tie, a runoff election shall be held. In the event of a tie between the two remaining nominees, the President and Chief of Staff shall select the recipient.

The **Bill Broyles Friend of the SA Award** is awarded annually by the SA Senate to a faculty or staff member who has worked in conjunction with the SA toward a common goal. Nominations shall be given to the SA Secretary by SA Senators. Once nominees are selected, each SA Senator present shall be allotted one vote. The award shall be given to the nominee receiving the highest number of votes. In the event of a tie, a runoff election shall be held. In the event of a tie between the two remaining nominees, the Vice President and Secretary shall select the recipient.

The **Jean Miller Cabinet Member of the Year** is awarded annually by the SA Cabinet to an SA Cabinet member who has not only excelled in their role, but also contributed beyond their requirements to make an impact on the SA as a whole. Nominations shall be given to the SA Chief of Staff by members of SA Cabinet. Once nominees are selected, each group of SA Cabinet committee heads shall be allotted one vote. The award shall be given to the nominee receiving the highest number of votes. In the event of a tie, a runoff election shall be held. In the event of a tie between the two remaining nominees, the President and Chief of Staff shall select the recipient.

The **Hank Flick Senator of the Year** is awarded annually by the SA Senate to an SA Senator who has not only excelled in their role, but also contributed beyond their requirements to make an impact on the SA as a whole. Nominations shall be given to the SA Secretary by SA Senators. Once nominees are selected, each SA Senator present shall be allotted one vote. The award shall be given to the nominee receiving the highest number of votes. In the event of a tie, a runoff election shall be held. In the event of a tie between the two remaining nominees, the Vice President and Secretary shall select the recipient.

The **Dr. Mark E. Keenum Presidential Award** is awarded annually by the SA Executive Council to a new SA member who demonstrated progressive leadership within their initial term. The award will be given to the nominee as decided upon by the Executive Council members after discussion.

The **Dr. Jimmy Abraham Service Award** is awarded by the SA Executive Council to an SA member who exerted unconditional service to the SA and to Mississippi State University. The award will be given to the nominee as decided upon by the Executive Council members after discussion.