Drury SGA Bylaws of the Constitution

Purpose Statement

A bylaw shall govern those actions of Student Government Association not specifically addressed in the Student Government Association Articles.

BYLAW I - Code of Ethics

- Executive Council will create and maintain a Code of Ethics.
- The Code of Ethics shall be reviewed concurrently with the Articles and Bylaws.

BYLAW II - Extended duties of the President

- The President cannot introduce legislation.
- The President shall vote only in the event of a tie.
- The President shall be an ex-officio to each SGA committee.
- The President shall prepare a list of special orders, known business, and objectives for each SGA General Assembly.
- The President shall work with the SGA advisor to coordinate a transition plan and training for incoming officers.
- The President shall lead the Executive Council through a formal review of the Constitution and Bylaws at least once per term.
- The President shall lead the Executive Council in conducting at least one member retreat per semester.

BYLAW III - Extended duties of the Vice President of Student Affairs

- The VPSA shall lead efforts to improve the quality of student life for all students.
- The VPSA shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
- The VPSA shall work closely with the Office of Student Activities.
- The VPSA shall develop and maintain the SGA mentorship program and assign each new SGA Senator a mentor on SGA.
- The VPSA shall assume or delegate the responsibility of manager of the FSC DownUnder.
- The VPSA shall assume or delegate the responsibility of acting as a liaison with campus food services.
- The VPSA shall assume or delegate the responsibility of acting as a liaison with Drury security.

BYLAW IV - Extended duties of the Vice President of Academic Affairs

- The VPAA shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
- The VPAA shall work closely with the Office of Academic Planning.
- The VPAA shall serve as a student representative on any curriculum planning committees (CORE).
- The VPAA shall give a report of the activity from all campus committees at each General Assembly.
- The VPAA shall evaluate areas of university academic life that are of concern to the students.
• The VPAA shall involve the student body in the discussion of the quality and rigor of classroom curriculum.

BYLAW V - Extended duties of the Vice President of Diversity & Inclusion

• The VPD shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
• The VPD shall ensure the best interests of diversity are represented on the Student Affairs Committee and work with SGA to develop and maintain a plan of campus.
• The VPD shall maintain close relations with the International Student Organization and Multicultural Affairs office and work to bring concerns of international and minority students to General Assembly.

BYLAW VI - Extended duties of the Vice President of Finance

• The VPF shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
• The VPF shall manage the auditing process of all organizations that receive student funding.

BYLAW VII - Extended duties of the Vice President of Communication

• The VPC shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
• The VPC shall assume the responsibility of enforcing parliamentary procedure, adhering to the constitution, recording minutes at General Assembly, and keeping all SGA documents and records.
• The VPC shall reserve the right to share the responsibility with other willing members the recording accurate minutes at General Assembly.
• The VPC shall assume or delegate the responsibility of acting as a liaison with the student newspaper, The Mirror.
• The VPC shall assume or delegate the responsibility of acting as a liaison with SGA alumni.
• The VPC shall work closely with the VPT to provide the content and ideas to communicate with the student body via methods of creative and modern communication.

BYLAW VIII - Extended duties of the Vice President of Technology

• The VPT shall work closely with the VPC to communicate with the student body via methods of creative and modern communication.
• The VPT shall work with the SGA Advisor to coordinate a transition plan and training for incoming officers.
• The VPT shall meet consistently with members of Technology Services as well as the Chief Information Officer.

BYLAW IX - Extended duties of a class senator

• Each senator shall form liaisons with student organizations as assigned so as to increase communication between them and the Student Government Organization.

BYLAW X - Senior Class President
• One graduating member of the senior class shall be elected as the Senior Class President on an annual basis.
• The Senior Class President will serve from January 1st of the current year until graduation in May of the subsequent year.

BYLAW XI - Extended functions of the Student Affairs Committee

• The SAC shall conduct an annual student survey to gauge student opinion on a wide variety of issues.
• The SAC shall oversee the status of the student fitness center.
• The SAC shall utilize focus groups and ad-hoc committees to collect the input of students, faculty, and staff on specific issues.

BYLAW XII - Extended functions of the Academic Affairs Committee

• The AAC shall utilize focus groups and ad-hoc committees to collect the input of students, faculty, and staff on specific issues.

BYLAW XIII - Extended functions of the Finance Committee

• The Finance Committee shall work closely with the VPC and VPT to create and maintain a current, online, and transparent budget of the student fee treasury.
• The Finance Committee shall work to publish, maintain, review, and adhere to the Student Organization Financial Handbook.

BYLAW XIV - Extended functions of the Communications Committee

• The Communications Committee shall educate the General Assembly on matters relating to parliamentary procedure and drafting legislation.

BYLAW XV - Extended functions of the Elections Committee

• The Elections Committee shall designate a timeline for the election of all positions.
• The Elections Committee is empowered to expel candidates from the election process under circumstances the candidate has failed to comply with the proper standards.
• The Elections Committee shall organize a candidate forum for the candidates of Executive Council elected at large to represent their platform of ideas to the student body.
• The Elections Committee shall see that every member takes an oath and is properly sworn in.

BYLAW XVI - Elections

• The President, Vice President of Student Affairs, Vice President of Academic Affairs, Vice President of Diversity, Vice President of Communications and Vice President of Sustainability shall be elected prior to internal appointments of remaining Executive Council members.
• Class Senators shall be elected following the formation of Executive Council.
• The Senior Class President shall be elected concurrently with the Vice Presidents for the subsequent academic year.

BYLAW XVII –Campaign Rules
1. Campaign Rules for President and Vice Presidents
   a. Candidates for the office of President and any Vice President must file candidacy by
      the date specified by the elections committee.
   b. Write-in candidates will not be eligible for any election functions or events provided
      by Student Government Association, except in the event of a run-off.
   c. Candidates running for President and any Vice President may be required to
      participate in a forum organized by Elections Committee.

2. Campaign Rules for all Student Government Association Offices
   a. All candidates may not begin campaigning prior to the designated time set by the
      Elections Committee.
   b. Posters and other campaign materials may be placed in residence halls, college park
      facilities, fraternity houses, sorority suites, Springfield Hall, and the Findlay Student
      Center only.
   c. Posters and other campaign material may not be placed in any academic or
      administrative buildings and may not be placed outside of any building.
   d. Candidates may speak to any organization that authorizes them to do so. The
      candidate is subject to the time limits set by the organization.
   e. Failure to comply with rules and standards as specified in the bylaws, as well as any
      other regulations established by the elections committee, will result in a formal review
      by the Elections Committee.

3. Balloting and Tabulation
   a. The ballots will be completed online and the tabulation of votes will be processed
      electronically.
   b. Election results will be verified by the SGA Advisor and President unless his/her name
      appears on the ballot.

BYLAW XVIII - # of class representatives

- The Freshmen, Sophomore, and Junior classes shall each elect seven students from their
  respective classes to serve as Senators in General Assembly.
- The Senior Class will elect two non-graduating seniors to serve as Senators in General
  Assembly.
- The College of Graduate and Continuing Studies shall have two students appointed to serve
  as Senators in General Assembly.

BYLAW XIX - Eligibility of Student Government Association Candidates

1. Basic Criteria
   a. All candidates must meet the qualifications as specified in the following sections.
   b. Students interested in running must file candidacy by the date specified by the
      Elections Committee.
   c. Those who file will be required to attend a meeting at a designated time set by the
      Elections Committee.
   d. The President or a member of the Elections Committee will explain the rules and
      election process to candidates as well as clarify the roles and duties of each position.
      Failure to be at this meeting (unless prior arrangements have been made) will result in
      ineligibility for that student to run.
   e. All candidates must have and maintain a minimum GPA of 2.5.

2. Position Specific Criteria
   a. President; all candidates must have:
      1. Served at least one full term on SGA prior and be enrolled as a full-time, day
         school student.
2. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
3. A strong sense of leadership, self-motivation, and reliability.
4. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
b. Vice President of Student Affairs; all candidates must have:
   1. Served at least one full term on SGA prior and be enrolled as a full-time, day school student.
   2. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
   3. A strong sense of leadership, self-motivation, and reliability.
   4. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
c. Vice President of Academic Affairs; all candidates must have:
   1. Served at least one full term on SGA prior and be enrolled as a full-time, day school student.
   2. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
   3. A strong sense of leadership, self-motivation, and reliability.
   4. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
d. Vice President of Diversity; all candidates must be enrolled as a full-time, day school student and must have:
   1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
   2. A strong sense of leadership, self-motivation, and reliability.
   3. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
   4. Knowledge of diversity and minority issues and ability to integrate this knowledge into SGA’s agenda and program.
   5. The ability to closely work with the campus Diversity Committee.
e. Vice President of Finance; all candidates must be enrolled as a full-time, day school student and must have:
   1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
   2. A strong sense of leadership, self-motivation, and reliability.
   3. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
   4. Basic knowledge of financial reporting.
   5. Knowledge of SGA’s Budgeting Guidelines and ability to implement them.
   6. The ability to conduct audits of money allocated to campus organizations.
f. Vice President of Communication; all candidates must be enrolled as a full-time, day school student and must have:
   1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
   2. A strong sense of leadership, self-motivation, and reliability.
   3. The ability to effectively communicate with others (including students, faculty, and staff), both verbally and nonverbally in group settings or person-to-person.
4. The ability to manage Public Relations on behalf of SGA for all sponsored events.

**g. Vice President of Technology; all candidates must be enrolled as a full-time, day school student must have:**
1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
2. A strong sense of leadership, self-motivation, and reliability.
3. Competent knowledge of the functions of hardware, software, and web services.
4. The ability to work with the Executive Council to integrate technology into their duties.
5. Competent knowledge of HTML, CSS, and other web-related languages.
6. The ability to work closely with the Chief Information Officer and Technology Services.
7. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.

**h. Senior Class President; all candidates must be enrolled as a full-time, day school student and must have:**
1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
2. A strong sense of leadership, self-motivation, and reliability.
3. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.
4. The desire to work with the Senior Class and Administration to successfully execute the Senior Legacy Campaign and graduation activities.

**i. Class Senator; all candidates must be enrolled as a full-time, day school student or as a CGCS student and must have:**
1. The ability to effectively facilitate meetings, lead discussion, and speak in public settings in front of small and large groups of people.
2. A strong sense of leadership, self-motivation, and reliability.
3. The ability to effectively communicate with others, both verbally and non-verbally in group settings or person-toperson.

**BYLAW XX - Meeting Regulation**

- All Student Government Association meetings shall be structured in accordance with the standards established in Robert’s Rules.
- Responsibility for the proper regulation of meeting structure shall be of the person sanctioned as the chair for that meeting.
- Improper regulation of a meeting by its chair shall result in mandatory review of meeting procedures and Robert’s Rules.

**BYLAW XXI- Attendance**

- A Student Government Association member who is absent from more than three total meetings, general assembly and committee combined, during one semester will be subject to dismissal pending review from the Executive Council.
- Class Senators may take a leave of absence for a maximum of one semester to allow for a semester term study abroad.
BYLAW XXII - Allocation Procedure

- The Finance Committee and General Assembly shall follow the procedure described in the Student Organization Financial Handbook when slating and allocating funds to student organizations.