

## By-Laws

### **Article I – Purpose**

**Section 1.** The Senate, to implement the Constitution, will approve such By-Laws as it deems fit for successful operation of legislation.

- A. These By-Laws will be considered the operating rules and regulations adopted or incorporated by each session of the PSGA Senate.
- B. These By-Laws will be considered part of the PSGA Constitution but will not require actions of constitutional amendment or revision.

### **Article II – Commitments**

**Section 1.** All members of Senate, the Executive and the Legislative branch, commit to the following:

- A. Arrive on time to meetings;
- B. Use electronic devices for Senate-related purposes only;
- C. No verbal side conversations;
- D. Read Senate emails and minutes.

**Section 2.** **There shall be an oath of office for PSGA Officers, the oath of office shall be administered by the Vice President or designee, I <name>, do solemnly swear that I will faithfully execute the Office of President/Vice President/Secretary/Business Manager/Media Manager/Senator of the Park Student Government Association and will to the best of my ability preserve, protect, and defend the Constitution and By-Laws of the Park Student Government Association.**

**Section 3.** Failure to obligate to the commitments may initiate removal procedures (Article III, Section 3).

### **Article III – Senate Operating Rules**

**Section 1.** Senate meetings will be considered within the framework of the most current issue of Robert’s Rules of Order, Revised.

**Section 2.** Regular Senate meetings will be held every week, except for Fall, Winter, Spring, and Summer Break weeks, or if the meeting falls on a holiday. The time, day, and structure of these meetings will be determined by the Executive Board, Advisors, and any other person normally attending regular meetings. PSGA meetings will begin no later than the third week of classes.

- A. The PSGA President will present an agenda to the General Council 24-hours prior to the weekly regular Senate meetings.

**Section 3.** The attendance policy applies to regular meetings, standing committee meetings, and all Senate retreats, and will be as follows:

- A. For an absence to be excused, advance notice of 24-hours must be given to the Secretary of the Executive Board, and it will be excused only if the absence is due to emergencies, co-curricular activities, or athletics.
  1. An emergency is defined as: a family death or hospitalization or self-hospitalization.

2. Student athletes who are also members of Senate should provide to the Executive Board an exact schedule of meetings that will be missed, in part or in full, by no later than the third week of classes;
    - i. To ensure active participation in meetings that will be missed due to athletic events, Senate athletes should consult the provided weekly agenda and send their written thoughts on agenda items to the Secretary, to be read at the meeting and taken into account by Senate, unless deemed unnecessary by the Executive Board.
  3. In case of an emergency, the dismissal of an absence will be at the discretion of the Executive Board.
- B. Two (2) consecutive unexcused and/or three (3) excused absences from any meeting will result in immediate dismissal;
  - C. Two (2) unexcused or four (4) excused absences per semester from any meeting will automatically initiate removal procedures;
  - D. Total number of non-athletic absences from regular Senate meetings that exceeds four (4) per semester will automatically initiate removal procedures;
  - E. Total number of absences from meetings of each committee that exceeds four (4) per semester will result in immediate dismissal from the respective committee;
  - F. Being late to a meeting, by ten minutes or more, will count as 1/2 of an absences;
  - G. In the event of a Senator violating the Student Code of Conduct, there will be a period of time where the Senator does not lose their seat, but loses privileges, pending a decision from the school;
  - H. In case of suspension from the school, absences from any meeting will not be recorded.
  - I. PSGA will host at least one retreat for Senators each Fall and Spring semester;
    1. Senators will be notified of the date of the retreat 30 days prior.
      - i. Failure to attend the retreat will be recorded as two (2) unexcused absences.
      - ii. If any Senator is not given 30 days of notice, failure to attend the retreat will be recorded as one (1) excused absence.
    2. The date will be within the second week of the semester, and no later than the third week.
    3. The location of the retreat will be one which all Senators will be able to attend.
    4. The planning of the retreat will be done by the PSGA Executive Board.
    5. The Executive Board will begin planning the retreat's anticipated theme, date, and location the semester before it is to take place.
    6. Funding will come from Operations and Projects, with a spending cap of \$750.00.

**Section 4. Discussion:**

- A. Individuals will be limited to two (2) minutes per recognized response, unless more or less time is deemed necessary by the majority.
- B. Discussion of any one subject will be limited to twenty (20) minutes unless more or less time is deemed necessary by the majority.

**Section 5. Voting Procedures:**

- A. Only Senators will be allowed to vote;
- B. Voting will be done according to *Robert's Rules of Order, Revised* unless specified otherwise in the Constitution or By-Laws.

- C. Abstentions will be used only in the case of a conflict of interest All votes of abstention will require a written record. The explanation will become a part of the written record;
- D. Proposals will go into effect on the day they are approved by the Senate unless otherwise stated in the proposal;
- E. When a decision must be made and time does not permit waiting for the regularly scheduled meeting or the calling of a special meeting, a phone, email, or other form of electronic ballot may be used, if approved by the Executive Board.

#### **Article IV – Formation of Senate Appointed Committees and Boards**

**Section 1.** Standing Senate Committees will be as follows:

- A. By-Laws Committee;
- B. Student Life Committee;
- C. Budget Committee;
- D. Environmental Committee;
- E. Research and Development Committee;
- F. Student Technology Exploration Committee.

**Section 2.** Ad Hoc Committees:

- A. Ad hoc committees will be formed for any purpose deemed necessary by the Senate or membership.

**Section 3.** Qualifications for Senate Committee or Board Members:

- A. A 2.5 cumulative G.P.A. on a 4.0 scale;
- B. Must be a student, faculty, or staff member of Park University;
- C. Must not be on social, disciplinary, or academic probation.

**Section 4.** Communication with University Leadership:

- A. PSGA Executives will meet with Park University's leadership at least once a month.
- B. PSGA will help provide student representation on University task force and committees as necessary.

**Section 5.** The Senate will appoint students to each campus wide committee in cooperation with the committee supervising chair or other designated administrator.

**Section 6.** All Senate appointed committees will provide a written, itemized budget for each semester.

- A. The committee budgets will be prepared by the chairperson (Ref.: Article V, Section 4, A, 2);
- B. Tentative committee budgets will be submitted to the Business Manager no later than the Friday of the fourth week of classes;
- C. Budgets must be detailed but can be subject to change. If a planned expenditure increases by a significant amount, or a new expenditure arises, the budget will not need to be completely reapproved. Communication will need to happen between the chairperson and Business Manager to ensure funds are available to vote upon.
- D. Failure to create and submit a budget will result in no allocated money for the semester to that committee;
- E. Committee budgets will be reviewed by the Budget Committee and presented to the Senate for approval no later than the Friday of the fifth week of classes;
- F. Senate will vote on all committee budgets in bulk unless there is a motion for an item-by-item vote.

G. No committee will be allowed to have an excess expenditure beyond budgeted funds, except as provided in the Constitution or By-Laws.

**Section 7.** All Senate appointed committees and boards will give a report to Senate no later than two weeks before finals week each semester. This report will include:

- A. Itemized expense report;
- B. A summary of activities and evaluations of results for the year;
- C. Any recommendations for improvement in their operations.

**Section 8.** Appointment of Senators to Senate committees and boards will be made in the following manner:

- A. The PSGA Executive Board will meet prior to the appointment meeting to determine the appointments;
- B. The PSGA President will make the appointments at the appointment meeting;
- C. The Senate will approve the appointments by simple majority of the Senators in quorum or refer them back to the Executive Board.

**Section 9.** Non-Senator student appointments to Senate committees and board will be made in the following manner:

- A. The Secretary will announce the open positions at least one week before the appointment meeting;
- B. Qualified students interested in these positions will submit applications to the Secretary no later than 24-hours prior to the appointment meeting;
- C. The Secretary will submit all applications to the Senate;
- D. The President will make appointments to fill the positions;
- E. The Senate will ratify the appointments by simple majority of the Senators in quorum or seek a new appointment.

**Section 10.** Faculty/staff appointments to Senate committees and board will be made in the following manner:

- A. The appointment will be made by the Vice President for Academic Affairs;
- B. The appointment will be forwarded to the PSGA Secretary, who will present the appointment to the Senate;
- C. The Senate will approve the appointment by a simple majority of the Senators in quorum or return it to the Vice President for Academic Affairs.

**Section 11.** Ad hoc appointments will be made by the PSGA President and will be ratified or rejected by the Senate.

**Section 12.** Special personnel will be appointed in the same manner as ad hoc committees.

### **Article V – Operations of Senate Appointed Committees and Positions**

**Section 1.** Purpose: To enable the Senate to better serve PSGA members by organizing into small, functional committees and boards which will specialize in the various concerns of the Senate and its constituency.

**Section 2.** The Executive Board will select a specified number of Senators to each committee or board, with every Senator serving on at least one committee. If there are still committee assignments available, the PSGA President will assign Senators to the vacancies.

**Section 3.** Duties of the Standing Senate Committees and Boards:

- A. The duties of the Student Life Committee will be:
  - 1. To organize and host all PSGA sponsored events;

- i. Events will not overlap those of PSAB or any other Park University sponsored event.
          - ii. To have two (2) events per Fall and Spring semester.
            1. Mandatory Fall events:
              - a. Welcome Back Bash
              - b. Fright Night
            2. Mandatory Spring event:
              - a. Doris Howell
                - i. Student Life will be responsible for setting up catering, decorations, hosting, entertainment, and awards.
            3. All non-mandatory events will need a simple majority from the Senate.
        2. To act as liaison between Senate and other campus organizations when co-sponsoring PSGA social events and activities;
        3. To accept, review, and present to the Senate all suggestions and complaints of merit concerning any condition on campus;
        4. To seek information concerning student needs and desires through questionnaires and other means and to present such information to the Senate. This will include the needs and desires of students living off campus as well;
        5. To hold at least two (2) meetings per month;
        6. The Student Life Committee will have at least the following positions internally:
          - i. Chairperson:
            1. Manage and oversee progress of events.
            2. Set up and plan meeting times.
            3. Delegate tasks to committee members.
          - ii. Secretary:
            1. To record committee meeting minutes and send them to the Executive Secretary of PSGA.
            2. Meet with the Student Life Chairperson to send out and determine when the committee will meet.
- B. The duties of the By-Laws Committee will be:
  1. To review the PSGA Constitution and By-Laws at the request of the Senate or membership;
  2. To prepare any changes, revisions, or amendments to the above documents as mandated by Senate legislative action or petition of the membership;
  3. To prepare adequate draft documents of revisions or amendments and assist in voting procedures for the entire membership of the PSGA to approve them;
  4. To prepare and deliver copies of all revisions or amendments to the Constitution and By-Laws to the Senate Advisors for approval within one week of adoption by the Senate or within one week of approval by the PSGA by polled vote;
  5. To meet as determined by the chairperson but at least once (1) a month;
  6. The By-Laws Committee will be chaired by the PSGA Secretary. No less than three (3) Senators will be appointed by the Executive Board. By-Laws Committee will be filled after all other committees are filled and will serve as a semi-standing

committee, where every member will be a member of at least one other committee, with the exception of the PSGA Secretary.

C. The duties of the Budget Committee will be:

1. To review all budgets presented to the Senate and present said budgets, along with recommendations, at a regular Senate meeting;
2. To accept, review, and present any special funding requests for funds to the Senate;
3. To conduct club allocations;
4. Following the aforementioned allocations, the Budget Committee is responsible to keep correspondence with the requestor to confirm all pertinent information, communicate the timeline of allocation events, and any other necessary details the requestor might need to know. Pertinent information includes but is not limited to: if the general assembly did or did not approve the allocation; the appeal process; when the allocation is transferred;
5. To prepare current reports for all Senate accounts and present to Senate by the third week of each 16-week semester;
6. To meet as determined by the Chairperson but at least once (1) a month;
7. The Budget Committee will be chaired by the Business Manager. No less than three (3) Senators will be appointed by the Executive Board.

D. The duties of the Environmental Committee will be:

1. To promote all environmental issues on campus, including but not limited to, recycling, energy conservation, CO2 emission reduction and the use of alternative energy resources; improving campus morale; and promoting a safer environment;
2. To organize campus wide social events for the purpose of promoting environmental ideas and initiatives;
3. To be responsible for addressing all student complaints and concerns regarding all environmental issues on campus;
4. To meet as determined by the Chairperson but at least once (1) a month;
5. To record minutes from each meeting and send them to the Secretary to be posted as public record;
6. No less than three (3) members will be appointed by the Executive Board.

E. The duties of the Research and Development Committee will be:

1. The following is a list of specific measures that should be taken in order to improve Senate's performance:
  - i. To review and assess Senate's operations and research ways to improve its performance, which may include:
    1. Visiting or consulting the governing bodies of other universities to assess their performance;
    2. Conducting campus-wide surveys to assess the effectiveness of the student government.
  - ii. To plan, promote and conduct the Senator of the Month and awards;
  - iii. To be responsible for the Senate involvement in civic engagement and for planning all Senate socials;
    1. Through the coordination of a semesterly PSGA service project.
  - iv. Set up and maintain the PSGA suggestion boxes;

1. Suggestions will be reviewed and brought to Senate once a month.
  - v. To present a written and oral report about the quality of a Senate's performance at the end of each semester;
  - vi. To meet as determined by the chairperson but at least once (1) a month;
  - vii. To record minutes from each meeting and send them to the PSGA Secretary to be posted as public record.
  2. No less than three (3) Senators will be appointed by the Executive Board.
- F. The Technology Exploration Committee will operate as follows:
1. Mission statement: To facilitate equitable and economic expenditures of the Student Technology Fee in line with the mission, vision, and core values of Park University to ensure student success for participating campus centers.
  2. Funding: Students on the Parkville "Home" campus will be charged a Student Technology Fee of \$10 per credit hour. These funds will be allocated to Student Senate to make decisions on technology software and hardware that will benefit students and their academic success.
  3. The duties of the Student Technology Exploration Committee will be:
    - i. Create a comprehensive technology exploration plan with timelines;
    - ii. Create an implementation plan (project plan of action) for each project chosen;
    - iii. Create a research plan for each idea presented;
    - iv. Create a future list of projects;
    - v. Create a structure for submission and decision of Technology Fee related requests;
    - vi. Create a comprehensive end of year assessment to include projects completed, in-progress, and proposed. This assessment should include usage statistics of completed projects and money spent.
  4. Roles of Committee Members:
    - i. Co-Chair Elected: Acts as a non-voting elected student representative from PSGA and possesses the tasks of calling meetings to order, nominating Secretary and Treasurer, and initializing votes. General operating tasks are shared with the other Co-Chair including attending weekly meetings with Staff Advisor.
    - ii. Co-Chair Selected: Acts as a non-voting selected student representative not bound by PSGA membership restrictions and possesses the tasks of tie-breaking votes and Research and Student Opinion Coordinator. General operating tasks are shared with the other Co-Chair including attending weekly meetings with Staff Advisor(s). The Co-Chair selection process will be as follows:
      1. During the final meeting of the Spring semester, or as needed, members of Technology Exploration Committee – excluding current Co-Chairs – will vote on nominated candidates for the next semester's position. A simple majority will suffice of the members in quorum.

2. Nominated candidates should have been in attendance of prior Technology Exploration meetings and have plans to return to Park University the following semester.
  3. The Co-Chair Selected shall not be an Executive Member of PSGA while concurrently holding the Co-Chair Selected position but is able to become or remain a Senator.
  4. Any acceptance of an Executive Member position of PSGA shall result in forfeiture of the Co-Chair Selected position.
  5. Co-Chair Selected shall be an undergraduate Parkville Daytime student of Park University.
- iii. Secretary: Keeps notes on key decisions and votes, keeps agenda items clear, records minutes from each meeting and sends them to the PSGA Secretary to be posted as public record.
  - iv. Treasurer: Keeps accounts in order, advises on financial matters pertaining to Technology Exploration Committee.
  - v. Marketing and Public Relations Officer: Markets new projects, collaborations, and execution of interdepartmental communications. This individual can be the selected Media Manager of PSGA or an appointed member of Technology Exploration Committee. Marketing officer selection will be as follows:
    1. Co-chairs will create an application for Marketing officer;
    2. Co-chairs will interview all applicants and make a decision;
    3. Applicants should be Undergraduate Parkville students in good academic standing, i.e. not on any probation.
  - vi. Technical Advisor(s) (ITS): Focuses on project feasibility and ease of implementation, advising Park technical and systems details, and referencing technical requirements and implementation timelines and objectives.
5. Any motion approved by the Technology Exploration Committee that will result in a single expenditure below \$300 will not require the approval of the general assembly, with a cap amount of \$3,000 per semester.

**Section 4.** General Duties of Members of all Senate Committees or Boards:

A. Chairperson:

1. Will hold committee meetings and will be responsible to inform members of the time and place;
2. Will prepare itemized budgets for their respective committees for presentation to the Senate;
3. Will be responsible for preparing assignments for their committee personnel;
4. Will appoint, if not previously appointed by the Senate, a vice-chair. If a vice-chair is deemed unnecessary, the chairperson will be responsible for all vice-chair duties;
5. Will write a detailed transition statement as outlined in the By-Laws, Article X, Section 4.

B. Vice-Chairs:

1. Will assist the chairperson in performing his or her duties when necessary;



2. Will submit committee meeting reports to the PSGA Secretary within 24 hours of any committee meeting;
3. Will replace the chairperson upon vacancy for any reason.

### **Article VI – Advisors’ Duties**

**Section 1.** The duties of the Senate Advisors will be:

- A. To report, advise, and interpret Park policy;
- B. To approve expenditures;
- C. To act as a liaison between the Senate and Park’s administration;
- D. To advise, interpret, and supervise Senate procedure;
- E. To act as parliamentarian in the absence of the Secretary.

### **Article VII – Finance and Administration**

**Section 1.** The Student Activity Fee will be allocated to the following accounts:

- A. Full-time Student Activity Fee (\$50):
  1. Pirate Fitness Center \$10
  2. PSAB \$20
  3. PSGA \$20

**Section 2.** The fee will further be allocated to the PSGA Senate accounts in the following list of precedence:

- A. Executive Board salaries in the amounts as listed to the Salaries account:
  1. President:

**CONTINUE THIS SECTION AFTER GA VOTES ON IT.**

**Section 3.** All requests for checks, purchase orders, or bids must be made using the Park University approved purchasing policy and process.

**Section 4.** Requests for checks written to suppliers for purchase orders must be accompanied by a signed estimate from the company or a memo justifying the purchase, signed by the requestor.

**Section 5.** Requests for reimbursement must be accompanied by receipts. If not computer print identified, the receipt must be itemized.

**Section 6.** Requests for billing must be approved by the Business Manager and the Accounting Office prior to the purchase.

**Section 7.** Purchase order requests must observe the following procedure:

- A. A purchase order request form, properly prepared and signed, must be presented to the Business Manager;
- B. An estimate or justifying memo must be attached;
- C. The purchase order must be approved by the Business Manager and a Senate Advisor;
- D. An estimate, bid, or invoice must be provided.

**Section 9.** Senate spending and allocation:

- A. Money must be spent for the purpose allocated;
- B. Re-allocation of budget funds will be permitted if approved by 2/3 of the Senate quorum.
- C. A request to re-allocate funds must be in writing and must include a rationale for the action;
- D. Spending of funds in the Reserve account during the summer will require prior authorization, except for the PSGA President, if he/she is on campus during this time. All summer allocations must be approved by the PSGA Advisor.

E. All relevant receipts must be itemized and presented to the Business Manager.

**Section 10. General Allocations:**

- A. Club allocations will be awarded with the intent to provide certified clubs and organizations with initial operating funds.
1. If the certified club and organization has less than \$100 in their account balance, they will be automatically approved for a \$200 general allocation.
  2. Club allocations must be submitted electronically via the online allocation form found on the PSGA website no more than once per semester. Any organization requesting an allocation must be certified and have an account number.
  3. Failure to supply the following information will result in rejection of any/all funding requests:
    - i. Name of the requesting club or organization;
    - ii. Amount of money requested;
    - iii. Current account balance;
    - iv. Reason for request;
    - v. Itemized budget.
  4. It is mandatory that a student club or organization must submit an expense report at the end of the semester to be eligible for funding in the next allocation cycle.

**Section 11. Special Funding:**

- A. The request of funding by any certified club or organization for special funding needs. Approved special funding requested by a certified club or organization will be allocated from the Senate “Clubs and Organizations” account.
1. Any club or organization requesting funds must submit a special funding request found on the PSGA website electronically via the online allocation form;
  2. The request for special funding should be submitted three (3) weeks prior to the date the request requires approval, to ensure adequate processing time with the Budget Committee, the student organization, and the full Senate.
  3. Requestor must present evidence of an attempt to provide additional supporting funds if requesting over \$300 per student.
  4. The request must include the following information:
    - i. Name of the requesting club or organization;
    - ii. Amount of money requested;
    - iii. Current account balance;
    - iv. Reason for request;
    - v. Itemized budget;
    - vi. Funding attempts.
  5. Student organizations should plan to respond to any questions of the Budget Committee before special funding requests are placed on the PSGA agenda for vote. Student organizations need to be present at the Budget Committee meeting
  6. It is required that a club or organization appointed representative be present at the PSGA General Assembly meeting when their request is made.
  7. Special funding will be approved by the Senate in quorum with a majority vote.
- B. Approved special funding requested by any individual or group other than a certified club or organization will be allocated from the Senate “Operations and Projects” account.

1. Any individual or group other than a certified club or organization requesting funds must submit a special funding request found on the PSGA website electronically via the online allocation form;
  2. The request must include the following information:
    - i. The name of the individual;
    - ii. Amount of money requested;
    - iii. Reason for request;
    - iv. Preliminary budget for the trip or event;
    - v. Funding attempts.
  3. Requestor must present evidence of additional supporting funds.
  4. The Budget Committee will recommend that the individual requesting funds meet with the committee to review any/all funding requests.
    - i. Students should plan to respond to any questions of the Budget Committee before special funding requests are placed on the PSGA agenda for vote.
  5. It is required that the student be present at the PSGA Senate meeting when their request is made.
  6. Special funding will be approved by the Senate in quorum with a majority vote.
  7. Money must be spent for the purpose allocated.
  8. Students are eligible to be allocated up to \$1,000 in an academic school year.
- C. Clubs or organizations and/or individuals awarded special funding will be contacted and asked by the Media Manager to provide an oral or written explanation about their experience within 30 days upon completion of the event. The explanation must include the following:
1. A count of all attendees;
  2. A report on the impact/outcomes achieved.

#### **Section 12. Appeal Process**

- A. Each club or individual that applied for a funding request and disagrees with the amount allocated by PSGA can appeal the allocation.
- B. Appeals are limited to one per funding request.
- C. Appeal request forms must be submitted electronically via the online appeal request form found on the PSGA website.
- D. The allocation must be appealed within 5 business days after the official email notification of the approved allocation.
- E. The appeal request should include the following information:
  1. Name of club/organization/individual;
  2. Name of representative;
  3. Amount requested;
  4. Amount received;
  5. Reasoning of the appeal;
  6. Contact information.
- F. The Budget Committee will review the appeal request within 14 business days and make a recommendation to PSGA.
  1. The representative is required to be present at the Budget Committee meeting.
- G. The appeal request will be voted on by the Senate in quorum with a simple majority vote.
  1. The representative is required to be present at the Senate meeting.

H. Failure to attend either meeting will result in denial of the appeal request.

### **Article VIII – Park Policies**

**Section 1.** All actions and publications of the Senate must be in compliance with Park policies and procedures and voted on by the Senate.

- A. A simple majority approval of the General Assembly is required for any attempts to market, advertise, or represent through written messages or symbols – including digital communication or visual symbol – items not already sponsored by PSGA in the following areas: within the PSGA Office, on display on the outside of the PSGA office, and the immediate areas around the PSGA office.

### **Article IX – Executive Duties**

**Section 1.** The duties of the Executive Board will be as stated in the PSGA Constitution (Article VII, Sections 1, 2, 3, 4, 5). In addition to the stated duties in the PSGA Constitution, the Executive Board will also have the following duties:

- A. To act as an ex-officio member to all PSGA committees.

### **Article X – Documents**

**Section 1.** The following documents will be published and/or made available by the Executive Board members of PSGA:

- A. The President will prepare and make available the following documents:
1. PSGA Meeting Agenda
  2. PSGA Senate Roster
- B. The Business Manager will prepare and make available the following document:
1. PSGA Budget Report
- C. The Secretary will prepare and/or make available the following documents:
1. Minutes of each meeting
  2. Announcements of all PSGA elections
  3. Any publications directed by the Constitution or By-Laws
  4. Special student guides and/or aids approved by the Senate
  5. Other documents directed by the Senate
  6. The Senate's approved guides to parliamentary procedure
  7. The PSGA Constitution and By-Laws
- D. The Media Manager will prepare and make available the following document:
1. Announcements of all PSGA sponsored events

**Section 2.** All documents will be available in an electronic file and ready for publication if requested.

- A. The Constitution and By-Laws, Minutes, Roster, and PSGA Budget Report will be posted to the official PSGA website;
- B. The agenda will be available in such a way that it is accessible and obvious to each person expected to attend a regular Senate meeting;
- C. All other documents will be available in quantities directed at the time of request.

**Section 3.** Publication of documents covered by this section will be financed through the Senate Operations and Projects account.

**Section 4.** Transition plans are to:

- A. Be drafted and submitted by all Executive Board members and the chairpersons of every standing and ad hoc committee.
- B. Contain a detailed description of the respective position, including but not limited to:
  - 1. The job description as outlined in the PSGA Constitution;
  - 2. Recommended changes or additions to the duties outlined in the Constitution;
  - 3. A list of successful accomplishments;
  - 4. A list of issues that might carry over to the next academic year;
  - 5. A list of potentially successful contacts (e.g. staff and administration members).
- C. Be submitted for review to the Executive Board by the first (1<sup>st</sup>) week of April;
- D. Be voted on by the Senate by the third (3<sup>rd</sup>) week of April;
  - 1. Transition plans will be adopted by a simple majority vote of the Senate in quorum.

## Article XI – Elections

### Section 1. Definitions

- A. Active Campaigning
  - 1. Any verbal propoganda or any sort of personal exchange between a candidate and potential voter. This includes, but is not limited to, handing out flyers and word-of-mouth campaigning.
- B. Agent
  - 1. Any person who acts in any capacity at the order, request, or under the direction, control, or supervision of a candidate or candidate’s campaign team in relation to the candidate’s campaign.
- C. Campaigning
  - 1. Any verbal or nonverbal conduct, conducted by a candidate or agent thereof, which promotes the candidate. Campaigning may be classified as active and passive consistent with these definitions.
- D. Campaign Material
  - 1. Anything being used to further a candidate’s campaign, including but not limited to posters, banners, social media, and chalk.
- E. Deface
  - 1. To mar; injure; impair; make obsolete; or destroy.
- F. Passive Campaigning
  - 1. Any type of campaigning, stationary or non-changing, that promotes the candidate yet no verbal communication between two parties is conducted. Passive campaigning also includes, but is not limited to, social media, wearing promotional clothing or apparel, chalk, and fliers.
- G. Good Taste
  - 1. There will be no wording or platforms that are directed negatively to the other candidates in the election; there will be no discriminatory or derogatory terms directed to any person or group of persons. Candidates will follow Park’s Student Code of Conduct.

**Section 2. Applications:** The process by which students may state their intent to run for an available position. All applications can be found on the PSGA website.

- A. Spring Elections (Executive and Senator positions)

1. The elections will take place on Wednesday and Thursday of the first week (Executive positions) and second week (Senator positions) of April.
  2. The application deadline for both Executive and Senator positions will be at 5:00 PM on Wednesday the week before Executive elections.
- B. Fall Election (Freshmen positions)
1. On August 1<sup>st</sup> of the new academic year, the Secretary will begin publicizing and will make available applications for all open positions;
  2. The deadline for applications will be 5:00 PM on Wednesday of the last week in August;
  3. The Fall election will take place on Wednesday and Thursday of the first week in September.
- C. Guidelines for Declaring Candidacy:
1. Student will submit an application;
  2. Upon receiving approval from the PSGA Secretary, the candidate may begin his/her campaign.
- D. Applications will contain the following information:
1. The name, **phone number**, and student ID number of the applicant, and the position sought;
  2. Verification that the applicant meets the qualifications for office as defined in Articles VIII and X of the PSGA Constitution;
  3. **The signature of the applicant attesting to the following statement: I have read the Constitution of PSGA and am familiar with the qualifications for the office for which I am running and do hereby certify that I am qualified to fill the office.**
  4. An application will be considered invalid if any of the above are incomplete.

**Section 3.** Duties of the Secretary are as follows:

- A. To release information to all campus media. This release will include the job description outlining the duties, responsibilities, and requirements of/for each position;
- B. To post a minimum of two (2) announcements for all positions in each occupied building on campus, on the official PSGA website, and send a minimum of two (2) emails during the open declaration period;
  1. All releases and postings will include the date(s), time, and location(s) of elections.
- C. To review and verify all applications with the Dean of Students or designee;
- D. To email all candidates upon verification with the PSGA Constitution and By-Laws outlining the rules and regulations of campaigning;
- E. To host a PSGA open forum the Monday before the Fall and Spring elections.

**Section 4.** Elections: The process by which the PSGA membership will elect their representation.

- A. Elections for all PSGA officers and upperclassmen Senator seats will be administered according to the following procedures:
  1. Four weeks prior to elections, the Secretary will begin publicizing elections:
    - i. **The Secretary will release the information to all campus media once the application deadline has passed. This release will include the list of all candidates by position;**

- ii. The Secretary will post a minimum of two announcements of elections in each occupied building on campus;
    - iii. All releases and postings will include the date(s), time, and location(s) of elections.
  2. The week prior to elections the candidates are strongly recommended to appear at an open PSGA forum to introduce themselves and answer questions from the student body. Any person actively pursuing a write-in campaign is also strongly recommended to appear at this forum.
  3. On the first Wednesday and Thursday of April, balloting will take place for Executive Board positions. Candidates wishing to pursue Executive Board positions that are not elected may opt on their application to also have their name on the general assembly ballot.
  4. On the second Wednesday and Thursday of April, balloting will take place for Senators.
  5. The times of the operations of the polls will be set by the Secretary.
  6. No candidate, or his/her designated representative, will work the polls.
  7. The poll(s) will be monitored at all times by members of the Senate (who are not candidates) or approved faculty, staff, or students.
- B. Elections for Freshmen Senators will be administered according to the following procedure:
  1. On the Monday of the second week of classes, the Secretary will begin publicizing elections:
    - i. The Secretary will release the information to all campus media. This release will include the list of all candidates by position;
    - ii. The Secretary will post a minimum of two announcements of elections in each occupied building on campus;
    - iii. All releases and postings will include the date(s), time, and location(s) of elections.
  2. On the first Wednesday and Thursday of the third week of classes (September), balloting will take place.
  3. The times of the operations of the polls will be set by the Secretary;
  4. No candidate, or his/her designated representative, will work the polls.
  5. The poll(s) will be monitored at all times by members of the Senate (who are not candidates) or approved faculty, staff, or students.

**Section 5.** Percentages required for elections are as follows:

- A. For all positions, the candidates receiving the most votes will be elected.

**Section 6.** Re-election to all positions will be permitted unless Dean of Students merits otherwise.

**Section 7.** A candidate must be available to serve the entire term or balance thereof of any position in order to be eligible for election unless the Executive Board and the Senate Advisor agree otherwise.

**Section 8.** Notification of all election results will be made in the following order:

- A. The Secretary and Dean of Students or designee will review the results.

- B. The candidates will be informed first; Applicants must reply to the notification within two (2) business days to accept or decline their position. If no formal reply is given, the applicant will forfeit their win and the next in line will be notified.
- C. The Senate will be notified second.

**Section 9.** All candidates and their agents must adhere to the following campaigning regulations:

- A. All campaign materials will meet the following criteria or be subject to removal:
  - 1. Posters cannot exceed 14" x 22" in size;
  - 2. Posters must be in good taste;
  - 3. All campaign postings must be approved and stamped by the Student Life Office prior to posting;
  - 4. All posted campaign materials must be in approved areas and meet the standard guidelines for posting as established by the Student Life Office;
  - 5. Departmental approval will be required if poster is placed on academic bulletin boards.
- B. The defacing, altering, or removal of posters will be considered a violation of the Student Code of Conduct and may be subject to judicial notification;
- C. Other forms of campaigning are expected to be in good taste. Matters concerning an opponent's personal life are not to be made campaign issues;
- D. Candidates are expected to be honest in their campaigning. Information presented by a candidate is expected to be as accurate as possible;
- E. Candidates will refrain from any campaign activity; either in-person, face-to-face, or by any physical indirect means in the official polling area;
- F. There will be one official polling location, Thompson Commons; however, voting elsewhere is acceptable i.e. online;
  - 1. Thompson Commons is defined as inside the physical building and 30 feet around the building.
- G. Campaigning such as the activities listed above is not allowed within 30 feet of the polling place on Election Day;
  - 1. Campaigning material will be allowed in all other campus buildings in the locations approved by the Student Life Office.
- H. Candidates will refrain from harassing students via self-promotion;
  - 1. Harassing will be defined as but not limited to repeatedly pressuring or intimidating.
- I. Candidates will be allowed to purchase apparel, with their own funding, to self-promote with the following guideline:
  - 1. Candidates will not wear promotional apparel in the official polling location on Election Day.
- J. Write in candidates may only post their availability in campus buildings approved by the Student Life Office;
- K. Questions regarding campaigning should be brought to the PSGA Secretary or the Student Life Office.

**Section 10.** Ties will be broken in the following manner:

- A. Ties will be broken by the Senate;
- B. If there is a tie in the Senate, that tie will be broken by the President, unless he/she is a candidate. If he/she is a candidate, it will be broken by the highest-ranking officer who is



not a candidate. If all are candidates, the decision will fall to the highest ranking of the Executive Board;

**Section 11.** If there is no candidate for a position, the selection of a person to fill the position will be as follows:

- A. A ballot will be issued at the general election stating that there is no candidate and allowing for write-in votes. If no candidate receives a plurality (more than one (1) vote), the selection will be referred to the Senate.
  1. In elections referred to the Senate and for all positions for which there is no candidate, nominations will be accepted from the members of the Senate;
  2. Election will be made by secret ballot from the nominations presented by all Senators in attendance. A plurality is required to win;
  3. Should there not be a winner, the Senate will determine how to fill the position.

**Section 12.** The terms of office for Senate positions will be as follows:

- A. For President, Vice President, Secretary, and Business Manager, the term of office will be one year from the day of Honor's Convocation of the school year in which they were elected, until the Honor's Convocation of the following year;
- B. For all Senators and Media Manager, the term of office will be from the date of election or appointment, until the following Honor's Convocation;
- C. There will be no specified term of office for Advisors.

**Section 13.** In order to vote in all Senate-sponsored general elections, an individual must meet the following criteria:

- A. Be a full-time PSGA member;
- B. Present Student ID.

**Section 14.** In all elections a simple recount can be requested by petition of 10% of the student body presented to the Senate Advisor within one (1) week of notification of the election results.

- A. The Senate Advisor will be in charge of monitoring an accurate recount;
- B. All candidates subject to a recount will be notified within one week's time of the request.

**Section 15.** Elections Committee: The purpose of the Elections Committee is to determine whether or not there has been a violation of the PSGA Constitution or By-Laws involved in the elections.

- A. If a formally submitted appeal to the Election Chairperson or Advisor is made, an elections committee will be formed in situations of:
  1. Accused campaigning violation;
  2. Request of appeal by student of the election results;
  3. Request of recount from student body.
- B. The Elections Committee shall consist of the following:
  1. No one who is involved in the situation that calls for the committee;
  2. PSGA Secretary as Chairperson;
    - i. Unless Secretary is involved in the matter at hand;
    - ii. If Secretary is candidate, a PSGA Advisor will choose a different Executive PSGA member.
  3. Two current Senators chosen at random who are not involved in the matter at hand;
  4. Two students from the student body chosen at random by Dean of Students, who are not involved in the matter at hand;

## 5. The Dean of Students.

**Article XII – Equipment**

**Section 1.** All PSGA equipment will be controlled by the Secretary.

**Section 2.** Use of such equipment will be restricted to current PSGA Senators unless otherwise approved by Senate.

**Article XIII – Removal Procedures**

**Section 1.** The following procedures will be used when removing a PSGA Executive or Senator:

- A. Any Senator may motion to initiate removal procedures;
- B. A simple majority of the Senators in quorum must vote to commence the removal procedure;
- C. The Executive Board will outline the reasons for the proposed removal and notify the individual via their Park University email;
  1. If the individual facing removal is a member of the Executive Board, the highest-ranking officer will appoint a Senator to serve in place of the officer during the removal process;
- D. A period of seven days will be allowed for the individual to respond and/or remedy the offensive behavior from date of email sent, where at this time an email will be sent by the Secretary stating the time and place of the hearing on the removal process;
- E. A closed session hearing will be held at which at least two officers and a simple majority of Senators must be in attendance;
- F. At the hearing, the accused will be permitted to appear in person to defend him/herself, have an advocate speak on his/her behalf, and have witnesses speak on the issue. He/she will also be permitted to present material evidence;
- G. At the completion of the hearing with or without the presence of accused individual, the Senate will vote by secret ballot;
- H. A vote of 2/3 of the Senators in quorum will be required to remove the individual;
- I. The result of the vote will be announced by a member of the Executive Board via email within 24 hours after the vote has been taken;
- J. The individual removed will be permitted five days to file for an appeal with the PSGA Executive Board.
  1. The appeal will be presented to the Senate.
  2. Simple majority vote will be required to bring the appeal to the floor.
  3. 2/3 majority will be required in order to reinstate the Senator in question.

**Section 2.** The following will be grounds for removal:

- A. Gross misconduct;
- B. Repeated violation of school or Senate policy;
- C. Being placed on disciplinary or academic probation;
- D. Failing to attend the required meetings beyond limits established;
- E. Violation of the PSGA Constitution or By-Laws;
- F. Proven criminal activity;
- G. Failure to perform the duties of his/her office.

**Section 3.** All time may be expanded, but not reduced, for any of the above procedures by 2/3 of the Senate in quorum.

### Article XIV – Suspending the Rules

**Section 1.** The Constitution and By-Laws may be suspended for the following reasons:

- A. The rule is in violation of Park’s Policy;
- B. There is insufficient time to follow the proper procedure because of a deadline or other sufficient reason;
- C. There are less than two candidates for a position;
- D. A candidate for a position fails to meet the requirements and there are extenuating circumstances;
- E. Other matters as specified in the By-Laws or determined by Senate.

**Section 2.** A motion to suspend the By-Laws may be made by any member of the Senate and must be seconded by any Senator other than the maker of the motion.

- A. Suspension of the Constitution will require a 3/4 approval of the Senate in quorum.
- B. Suspension of the By-Laws will require a 2/3 approval of the Senate in quorum.

### Article XV – Vacancies

**Section 1.** Vacancies for President, Vice President, or Senator will be filled in the following manner:

- A. If the position is vacated prior to the mid-point of the Fall semester, a special election will be held at the earliest possible date;
  1. The special election will be conducted by the Secretary, and will follow these procedures:
    - i. The Secretary will post notice of the vacancy and special election. This notice will include the due date for applications and the date of the special election;
    - ii. A period of one week will be permitted for the return of the applications;
    - iii. The special election will be conducted in the manner prescribed in Article XI of this document.
- B. If the position is vacated after the mid-point of the Fall semester, or if there is no candidate for the position or insufficient candidates for the available positions, the position will be filled by Presidential appointment or the highest-ranking officer, upon the recommendation of and approval by the Senate.

**Section 2.** Vacancies for **Secretary, Business Manager, or campus committee position**(s) will be filled in the following manner:

- A. The President will appoint a Senator or an Executive Board member to post notice of the vacancy. Such notice will include the deadline for applications;
  1. A period of one week will be permitted for the return of the applications;
  2. The President, on the basis of applications and recommendations, will appoint the person to fill the vacancy and refer them to the Senate for confirmation.
- B. Campus committee vacancies will be appointed by the President and approved by the Senate.

**Section 3.** Guidelines for Vacancy Appointments:

- A. Rejection of any appointment will require the completion of the entire process as listed in Sections one (1) and two (2).
- B. All approvals will require a 2/3 approval vote of the Senators in a quorum meeting.

- C. No one may be appointed to a position unless he/she meets the requirements for the vacant position.
- D. All campus committee appointments will also require the approval of the Provost and Senior Vice President for Academic Affairs.

**Article XVI – Amendments to the By-Laws**

**Section 1.** These By-Laws may be amended by a simple majority vote of the Senate in quorum.

**Article XVII – Revisions of the By-Laws**

**Section 1.** Revisions of these By-Laws will be initiated by the Senate upon suggestion of any Senate committee or board or a single Senate member via successful motion or by a petition of 10% of the PSGA membership.

**Section 2.** Revisions will be adopted by a 2/3 vote of the Senate in quorum.

### Appendix A – Election Timeline

#### A. Spring Elections – PSGA officers and upperclassmen seats:

Elections/Balloting for Officers	Wednesday and Thursday of the first week of April
Elections/Balloting for Senators	Wednesday and Thursday of the second week of April
Candidate Forum	The Monday of the week of Executive Board elections
Application deadline	One week prior to the Executive elections, Wednesday at 5 pm
Begin of publicizing elections	Four weeks prior to the elections
Begin of publicizing applications	Five weeks prior to the elections
Notification of results	As soon as possible after elections

#### B. Fall Election – Freshmen Senators:

Elections/Balloting	Wednesday and Thursday of the third week of classes (September)
Application deadline	Wednesday of the second week of classes at 5 pm
Begin publicizing elections	Four weeks prior to elections
Begin publicizing applications	August 1 <sup>st</sup> of the new academic year
Notification of results	As soon as possible after elections

### Appendix B – Glossary

- A. **Closed Session** – A PSGA meeting not open to the public during which no legislation can be passed; used or, e.g. removal procedure hearings.
- B. **Ex-Officio** – Refers to the default membership on a committee by virtue of holding a different office (e.g. President or Vice President); ex-officio members have the same rights as regular committee members, including rights of debate, voting, etc.
- C. **Fiscal solvency** – Financial solvency; having more assets than liabilities.
- D. **Liaison** – Go-between; a person that establishes and maintains communication for mutual understanding and cooperation between two groups.
- E. **Minutes** – The instant written record of a meeting or hearing.
- F. **Park** – Unless otherwise stated, the same as Park University.
- G. **Parliamentarian** – Can refer to an expert in advisor on parliamentary procedure; the Secretary of the PSGA is the Parliamentarian or in his/her absence a Senator would act as Parliamentarian.
- H. **Quorum** – The minimum number of members of the Senate necessary to conduct business.
- I. **Ratify** – To approve and sanction formally.
- J. **Robert’s Rules of Order, Revised** – Synonymous with “Parliamentary Rules of Procedure;” formal procedures used in PSGA for conducting meetings.
- K. **Simple Majority** – Over half the valid votes cast, i.e. a “fifty-plus-one” majority.
- L. **Standing Committee** – A permanent committee e.g. By-Laws, Budget, etc.
- M. **Sub Committee** – A subset of PSGA members organized for a specific purpose.
- N. **Regular Senate Meeting** – Includes PSGA general assembly and committee meetings.