

By-Laws of College of the Ouachitas

Student Government Association

I. Committee Structure

A. Judicial Review Committee:

1. Purpose- the purpose of the Judicial Review Committee is to assist the Student Government Senate and Body in making a determination on whether or not any proposed changes to the SGA constitution or statutory law, if enacted, are constitutional and do not conflict with any current law.
2. Composition of committee- this committee shall be comprised of the following voting members:
 - a. Vice President (Chair)
 - b. Secretary
 - c. Treasurer
 - d. Senators (3)
 - e. Student Government Advisor (non-voting member)
3. Powers and Responsibilities of the Committee
 - A. Review all items of business referred to the Judicial Review Committee by the Student Government Senate.
 - B. Make a recommendation as to the legality and constitutionality of all referred committee business.
 - C. Present a detailed report on all referred committee business back to the entity that originated it.
 - D. Publish weekly report.

B. Elections Committee:

1. Purpose- the purpose of the Elections Committee is to ensure that all Student Government Elections are faithfully executed each year.
2. Composition of committee- this committee shall be comprised of the following voting members. Any student who has turned in a candidate application for an elected officer position is prohibited from being a voting member.
 - a. Vice President (Chair)
 - b. Secretary (records)
 - c. Senators (3) (1 academic, 1 at-large, 1 student organization)
 - d. Student Government Advisor (Non-voting member)
3. Committee member eligibility
 - a. No Committee member may be a candidate for Executive Council position.
 - b. Committee members may run for other positions as Independent candidates.
4. Powers and Responsibilities

- a. Ensure that election laws are being upheld throughout the election processes.
 - b. Ensure that the Student Government body (electorate) is informed in a timely manner about the election, its candidates, and all the offices for which they can run.
 - c. Oversee all Student Government elections events and activities.
 - d. Enact sanctions for violations of the elections guidelines, except those subject to disqualifications.
 - e. Provide recommendations for appropriate action(s) to SG Senate before ratification.
5. Responsibilities and Power of the Chair:
- a. Vice President is the chair of the election committee
 - b. Ensure that Elections Committee is fulfilling its responsibilities
 - c. Ensure the committee has minimal bias
 - d. Ensure all members meet the eligibility requirements are met and upheld throughout the election processes.

C. Executive Officer Replacement Committee:

- 1. Purpose- The purpose of the Executive Office Replacement Committee shall be to select
 - a. Qualified member of the SG body to fill the vacated office.
- 2. Responsibilities:
 - a. Review all candidates applications and any additional attached documentation;
 - b. Interview qualified candidates;
 - c. Recommend to the Student Government President the most qualified candidate approval.
 - d. IF both SG President and Vice President; the candidates will be selected on joint ticket.
 - e. The Student Government may reject the candidate(s) selected by the committee. If no qualified candidate may be selected by the President, the applicant pool shall be reopened;
 - f. The Student Government Senate, after SG President approval, shall vote to approve selected candidate(s) by majority vote.
- 3. Composition of committee-
 - a. Student Government Public Relations Officer (Chair)
 - b. Six senators (if possible 2 academic, 2 At-large, and 2 organizational senators)
 - c. Student Government President (non-voting)
 - d. Student Government Advisor (non-voting)

D. Student Government Finance Committee:

- 1. Purpose- This committee is to uphold and review student fund expenditures and compare current funds to budget regiment for current semester. Determining whether or not expenditures are lawful and follow constitutional guidelines.
- 2. Composition of Committee- this committee shall be composed of the following voting members:
 - a. Student Body Treasurer (Chair)
 - b. Student Government Vice President
 - c. Secretary (Records)

- d. Senators (3) (1 Academic, 1 At-Large, and 1 Student Organization Senator when possible)
- e. Student Government Advisor (non-voting)

E. Senate Oversight Committee:

1. Purpose- The purpose of the Senate Oversight Committee shall be to ensure that the duties and responsibilities of Academic and At-Large Senators set forth by the Constitution and By-Law are followed.
2. Composition of Committee- The committee shall be comprised of the following voting members:
 - a. Senate President (chair)
 - b. Public Relations Officer (co-chair)
 - c. Two At-Large Senators (selected by majority vote from senate)
 - d. Two Academic Senators (selected by majority vote from senate)
 - e. SG Vice President (non-voting)
 - f. SG Advisor (non-voting)
3. Powers and Responsibilities of the committee:
 - a. Set up committee guidelines not established by the Constitution and By-Laws;
 - b. These guidelines shall be approved by a 2/3 majority vote of the SG Senate;
 - c. Designate Senators to represent SGA around campus;
 - d. Obtain minutes and review each committee's attendance;
 - e. Convene at least once per month;
 - f. Report to the SGA Senate, any senator that is not complying with their duties and responsibilities.

II. Legislative: Procedures of the Student Government Senate

1. No bill shall become law unless Student Senator introduces the bill, the bill is read, and passes a majority vote during a two meetings of the Student Senate;
2. No Bill shall become law without the signature of the Student Government President, except when the Student Government President has not vetoed the bill within 10 days after presentment, in which case the bill, in which case the bill shall become law.
3. The Student Government President may veto any law. The Student Government President must notify the Senate in writing detailing the reasons for the veto.
4. The College President may veto any law. The College President must notify the Senate in writing detailing the reason for the veto.
5. A vetoed bill may be enacted notwithstanding the veto of the Student Government if it is read a third time in full and passed by a two-thirds vote of the Student Government Senate.
6. A vetoed bill may not be over ridden under suspended quorum.

III. Senators Classification and Responsibilities:

A. Composition, Qualifications, and Duties of Academic Senators:

1. Shall consist of:
 - a. Arts and Sciences Division:

- b . Business Division:
 - c. Applied Science Division:
 - d. Allied Health Division:
 - e. Professional Studies Division:
 - f. Area High School Career Center
2. Qualifications for office- A student must be majored in the respective academic area to be eligible for an Academic Senator position. Once in office, the Senator will not be removed for changing their major.
 3. Duties and Responsibilities of Academic Senators:
 - a. Contact constituents twice a month;
 - b. Provide a monthly report to the Senate Oversight Committee;
 - c. Serve on an SGA and/or College Committee;
 - d. Meet with an Academic administrator/faculty responsible for their program/department at least once a month designated by the Senate Oversight Committee to promote SG;
 - e. Attend Senate meetings in accordance with By-Law III.E.

B. Composition, Qualifications and Duties of At-Large Senators:

1. Composition of area and apportionment- there shall be one (1) at-large senator for every 250 students who are taking a majority of their classes at the main campus. If the campus should ever have a satellite campus with 500 or more students, At-Large senators representing that body shall also be elected.
2. Qualifications of Office- A student must have a majority of their classes at one the above-mentioned locations to be eligible for the respective At-Large Senator position. Once in office, the Senator will not be removed if majorities of the classes are at a different location.
3. Duties and Responsibilities
 - a. Contact constituents twice a month;
 - b. Provide a monthly report to the Senate Oversight Committee;
 - c. Serve on an SGA and/or College Committee;
 - d. Table once a month at a building designated by the Senate Oversight Committee;
 - e. Attend Senate meetings in accordance with bylaw-III.E.

C. Student Organization Senators:

1. Qualifications of office: Senators must be elected by any chartered student organization according to its respective By-Laws. Every chartered student organization must elect at least one senator, but not more than two senators, to represent that organization.
2. Duties and Responsibilities:
 - a. Contact constituents twice a month.
 - b. Provide a monthly report to the Executive Counsel.
 - c. Serve on a SGA and/or college committee.
 - d. Meet with the organizations advisor and/or president at least once a month.

e. Attend Senate Meetings in accordance with By-Law III.E.

D. Student Organizations may receive an allocation of funds up to \$250 per semester providing-

1. The organization shall follow the guidelines set forth in the SGA Constitution on page 5, Article IV, Letter I Fund Allocation and also under Article IV, Letter J, Advisors Clause.
2. The actual expenditure of the allocation follows the policies and regulations of the COTO Business office and is approved by the Vice President of Finance and Administration.

E. Attendance Requirements:

1. All Senators shall be required to attend 75% of the regularly scheduled Senate meetings during their term of office and must not to be absent from three meetings in a row.
2. The absence of four meetings in a row shall result in the termination of Student Government membership for one semester, after which time the senator may be reinstated in a manner consistent with their original appointment or election.

IV. Process to obtain SGA Funds:

A. Annual Budget Request

1. The SGA Treasurer will provide an annual budget packet to each organization no later than the first Friday in November.
2. Each organization must have the annual budget request turned into the SGA treasurer no later than the Third Friday in January. If the request is not turned in by that time, the club or organization may not receive funds allocated to that organization.
3. Student organizations may not request SGA funding, for the purpose of travel, unless the travel includes an event on a state or national level that promotes and /or represents that organization and/or COTO.
 - a. Travel workshops can be given during the summer, early fall, and early spring semesters.
 - b. If the request is passed, the SGA Treasurer then presents the request to the SGA Executive Council.
 - c. The SGA Executive Council reviews and makes any necessary recommendations.
 - d. The request then goes back to the Senate for a second reading with the recommendations of the SGA Executive Council.
 - e. The SGA Student Senate may or may not accept the recommendations of the SGA Executive Council.
4. If the request passes a second time, the request shall become law within 10 days after presentation to the Student Government President, unless vetoed.

B. Spending Student Government Funds

1. Purchase Requisitions
 - a. All purchases require that a Purchase Requisition be submitted to the SGA Treasurer at least 15 Business days in advance of the expenditure and contain the following information:

- b. Vendor name (if the vendor is an individual refer to section c, below), complete mailing address, and phone number must be on the PR. If the vendor is new to the college, a W-9 form must be complete is required (see SG Treasurer for this form).
- c. If the Vendor is an individual, the rules apply:
- d. If the vendor is an individual, a Request For Consultant/Contract Services form and a W- 9.
- i. Form must be completed. These two forms must be completed. These two forms must be typed and accompany the Purchase Requisition Form. Please note that a W-9 form is required for new vendors only.
- ii. A biography or statement of qualifications should also be included.
- iii. The consultant/contractor and the project coordinator (i.e. Advisor) **MUST** sign the Request For consultant/contract Services for prior to its submission to the SG treasurer. Please allow sufficient time to secure an original (not faxed) signature.
- iv. Before any services from the consultant/contractor happens, all contracts or certifications **Must** be approved and signed **ONLY** by the Vice President of Administration and operations and/or the President of COTO . this is a Policy and procedure set forth by the College of the Ouachitas.
- v. A purchase request \$1,000 to \$3,500, with the exclusion of perishable items, requires two verbal quotes. For both quotes, provide the name of vendor, telephone number, and name of person providing each quote.
- vi. Purchases of \$3,500 or greater require three written quotes. A requisition of \$3,500 or greater submitted to the SGA Treasurer without three quotes cannot be processed.

2. Receipt and Invoice

- a. All original receipts will be turned over to the SGA Treasurer.
- b. If the receipt is not given to the SGA Treasurer, the next request made to the organization or individual may not be processed.

3. Approval of the Purchase or event

- a. Turning in a Purchase Requisition Form does not constitute an authorization to purchase.
- b. Only when the requisition has been approved and a purchase order generated is the purchase request approved by the college.
- c. No order can be placed until a purchase order has been issued.

C . Forfeiture of Funds:

All organizations must be in good standing with the Senate. If an organization is not in good standing, the organization must forfeit all funds and right to request funds. Good standing means the organization is:

- 1. In compliance with the organization's rules and regulations set forth by their Constitution and By-Laws.
- 2. In compliance with the Constitution and By-Laws of Student Government Senate.
- 3. In compliance with college rules established by the College of the Ouachitas Board of Trustees.

D. Contingencies:

The finance committee has the authority to address any financial situation not covered by these By-Laws provided.

1. The Finance Committee may only transfer funds to pre-existing SGA Budget lines.
2. Upon transferring of any funds by the Finance Committee, the chairperson must submit a report to the next available meeting of the Executive Council and the Senate.
3. Any and all purchases and payments must be in accordance with COTO policies and regulations.

These By-laws must be re-ratified within the first three weeks of the Fall semester every year from henceforth.

Any and all revisions to the SGA Constitution and By-Laws must be approved by the College of the Ouachitas Board of Trustees.

Revised Aug 31, 2017