

# **The Student Council of the Missouri University of Science and Technology**

## **By-Laws**

Created April 4, 1989  
Amended March 23, 1993  
Amended April 13, 1993  
Amended April 26, 1994  
Amended January 24, 1995  
Amended March 7, 1995  
Amended March 28, 1995  
Amended April 18, 1995  
Amended September 12, 1995  
Amended February 6, 1996  
Amended April 16, 1996  
Amended December 3, 1996  
Amended April 1, 1997  
Amended January 12, 1999  
Amended January 25, 2000  
Amended September 3, 2002  
Amended January 13, 2004  
Amended February 24, 2004  
Amended March 23, 2004  
Amended September 28, 2004  
Amended October 26, 2004  
Amended March 8, 2005  
Amended April 12, 2005  
Amended November 15, 2005  
Amended April 4, 2006  
Amended April 25, 2006  
Amended September 12, 2006  
Amended September 26, 2006  
Amended November 28, 2006  
Amended January 23, 2007  
Amended March 6, 2007  
Amended April 7, 2009  
Amended April 20, 2010  
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Amended April 28, 2015  
Amended April 26, 2016  
Amended November 29, 2016  
Amended February 7, 2017  
Amended October 10, 2017  
Amended April 10, 2018  
Amended April 28, 2020  
Amended April 26, 2022  
Amended April 25, 2023

## **010. DEFINITION OF A BY-LAW**

### Section 1.

Any Council action, which is intended to have a permanent effect on this document, must be approved in the form of a By-Law. Each By-Law must have a number, and may have a title. Each By-Law must be followed by the word "Approved" with the date of approval on the same line. Each new By-Law must be submitted in the form of a bill.

### Section 2.

Bills for By-Law changes will be numbered by school year, given an "B" designation, and numbered progressively. Bills for resolutions will be numbered by school year, given an "R" designation, and numbered progressively. Bills for Memos will be numbered by school year, given an "M" designation, and numbered progressively.

Approved April 4, 1989

Amended April 16, 1996

Amended April 28, 2020

## **020. BY-LAW NUMBERING SYSTEM**

Numbers shall be assigned to Bylaws according to topic in the following manner:

Bylaw Range: Bylaw Section

0 99 By-Law Procedures

100 199 Student Council Membership

199 299 Student Council Committees and Liaisons

300 399 Student Council Meetings

400 499 Internal Affairs

500 599 External Affairs

600 699 Affiliated Organizations

900 999 Recognition and Classification of Campus Organizations

1000 Definition of Terms

Beyond the above restrictions, a By-Law number may be any positive integer

Approved April 4, 1989

Amended April 18, 1995

Amended April 16, 1996

Amended April 24, 2004

Amended April 28, 2020

## **030. OFFICIAL COPIES OF THE BY-LAWS**

The official copy of the By-Laws shall be considered the version on the Student Council website. An additional copy can be found on the Student Council portal. The following offices or individuals shall receive and hold official copies of the student Council By-Laws in either printed or electronic form:

1. Student Council
2. Department of Student Involvement
3. Vice Chancellor of Student Affairs
4. All Student Council Advisors

## 5. Each Student Council Representative

Whenever a By-Law is amended, or a new By-Law is approved, a new copy of the By-Law must be sent to each of the above listed offices or individuals, and the Student Council website must be updated accordingly. Whenever a By-law is revoked, a notice must be sent to each of these offices or individuals and the Student Council website must be updated accordingly.

Approved April 4, 1989

Amended February 25, 1992

Amended April 16, 1996

Amended October 26, 2004

Amended April 7, 2009

Amended April 26, 2016

# 100. MEMBERSHIP RULES AND PROCEDURES

## Section 1.

The representative and his/her organization shall be notified after each unexcused absence from a General Body meeting. If the recorder fails to notify the representative of his/her absence within two weeks following the meeting, then the absence is excused.

## Section 2.

If a representative cannot attend a General Body meeting they may have a proxy attend the meeting in their stead by appointing another member of their organization to attend the General Body meeting in their place. This person must meet the same requirements for membership as the original representative. The replacement shall have the same rights and responsibilities as the member they are replacing. The representative must inform the Student Body President or Recorder prior to the start of the General Body meeting of the name of their replacement.

## Section 3.

Any member failing to comply with Article V, Section 8 of the Constitution will be expelled upon a two-thirds (2/3) approval of Council. The member will be allowed an appeal at this meeting. If the member is brought up for removal due to Student Council absences, "Student Council Absences" will be reset per Student Council's recommendation. If the member is brought up for removal due to committee absences and is not removed, "Committee Absences" will reset to 1.

## Section 4.

General Members who have absences as defined in the Constitution will be given the remainder of the semester to complete additional services to Student Council in order to excuse a previously unexcused absence; however, if the member has accrued the number of absences required for removal, they will be given two weeks since their final unexcused absence to complete the additional service. Additional service may include attendance at an additional committee meeting, attendance at a special committee meeting, or completion of some amount of service required by the executive council. This additional service may not exceed 2 hours of time. Further, any member may only have up to 2 unexcused absences removed from their record in this manner per academic year.

## Section 5.

In the event that an organization's representative is replaced, the absence of the outgoing representative will carry over to the incoming representative.

## Section 6.

In calculating the number of members in an organization, a student counts as a member if he/she meets the requirements for active membership defined by that organization's constitution and is registered as a member of that organization in the Department of Student Involvement and on the organizations portal.

## Section 7.

There shall be 15 Members-at-Large who shall be elected as specified in the Constitution.

- a. Members-at-Large shall serve until they retire, become ineligible, or are removed. To be eligible to be a Member-at-Large, a person must be a Missouri S&T student and must not be a current officer of Student Council.

## Section 8.

A Member of the Year shall be elected each year by the members of Student Council. This election shall be by secret ballot and be held at the same meeting as the election of new officers. All members shall be eligible.

## Section 9.

A "Rookie of the Year" shall be elected each year by the members of Student Council. This election shall be by secret ballot and be held at the same meeting as the election of the new officers. Only members that have been on Student Council for less than one year are eligible.

Approved March 7, 1995  
Amended April 16, 1996  
Amended January 12, 1999  
Amended January 25, 2000  
Amended February 24, 2004  
Amended October 26, 2004  
Amended September 12, 2006  
Amended March 6, 2007  
Amended April 7, 2009  
Amended April 15, 2014  
Amended November 29, 2016  
Amended April 28, 2020

# **110. STUDENT COUNCIL CODE OF CONDUCT**

## Section 1. Introduction

- a. To ensure professional conduct while representing university organizations and housing units with integrity, these guidelines have been established.
- b. A copy of the entire Code must be distributed during the first session of New Member Orientation and a contract must be signed stating agreement to uphold the Code by all members. The Recorder will keep these contracts on file.
- c. Failure to comply with the provisions of this code may be grounds for disciplinary action as stated in By-Law 110, Section 4.

## Section 2. Involvement Expectations

As a Student Council member, you represent and serve the Student Body of the Missouri University of Science and Technology. As such, while you are an active member, it is expected that you abide by the following:

- a. Attend all General Council meetings. This includes arriving on time, staying until the meeting is adjourned, and being prepared with a copy of the current agenda and your constituent's opinions on all

orders of business. It is each individual's responsibility to sign in with the Recorder prior to the beginning of each meeting.

- b. Serve on an contribute to one (1) committee
- c. Provide the Recorder with your student ID number and a valid email address so announcements and meeting minutes can be sent to all members.
- d. Uphold the name, reputation, and motto of Student Council at all times. The motto is "Develop Leadership, Serve the Students, Represent the Students."
- e. Behave in a manner that is respectful, accountable and honest according to the Missouri S&T values.

### Section 3. Standard of Conduct

The following acts are prohibited while at a Student Council meeting, activity, event, in the Student Council office, or while one is representing Student Council in any way.

- a. Forgery, alteration, or misuse of university documents, records or identification, or knowingly furnishing false information to the University.
- b. Obstruction or disruption of teaching, conduct proceedings, or any other university activities.
- c. Physical abuse or other conduct which threatens or endangers the health or safety of any person.
- d. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.
- e. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of university facilities.
- f. Violation of university policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in university approved housing, or the use of university facilities, or the time, place and manner of public expression.
- g. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or university regulations, including operating a vehicle on university property, or on streets adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.
- h. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.
- i. Failure to comply with directions of university officials acting in the performance of their duties
- j. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.
- k. Misuse in accordance with university policy of computing resources.
- l. Violation any federal, state, local law, or university policy.
- m. Unprofessional conduct as determined by the Vice President of Internal Affairs.
- n. Non-compliance with the Honor Code or Code of Conduct.

### Section 4. Disciplinary Proceedings

- a. A written grievance should be turned into the Recorder.
- b. If the grievance is about the Recorder, the grievance should be given to the President

- c. After the grievance is filed, the officer to whom the complaint was filed will meet with the accuser to determine if the complaint justifies action by Student Council.
- d. The Recorder/President will then meet with the accused to determine whether he/she admits to the complaint.
- e. If it is determined that there is enough evidence available, the alleged victim, the alleged perpetrator, and any witnesses will go before a student court made up of five (5) representatives from the Student Council Executive Committee: VPI, two EALs, and two other members of the executive committee. If any of these representatives feel he/she is biased or is included in the complaint, the officer to whom the complaint was filed will appoint another member of the executive committee to their place.
- f. The aforementioned student court will then recommend a sanction (if applicable) to the accused based on majority preponderance of evidence.

### Section 5. Sanctions

Possible sanctions that the student court can recommend include:

- a. Mandatory office hours.
- b. Loss of position on Executive Committee or as an MAL
- c. Loss of voice an/or vote in Student Council meetings. If an organization chooses, they may replace that member and receive their voice and/or vote back.
- d. If an organization is involved in the grievance:
  - i. Loss of organization's voice and/or vote
  - ii. Loss of representation in Student Council
- e. Expulsion of membership

### Section 6. Jurisdiction Area

This Code applies at all Student Council meetings, activities, events, in the Student Council office, or while one is representing Student Council in anyway.

### Section 7. Definitions

Active Member - any member of Student Council from point of time from when a person signs the membership contract to the moment the person's resignation of position is received by the Recorder.

### Section 8. Statute of Limitation

The grievance must be submitted to the Recorder or President within two weeks after the incident occurred unless the incident occurred during the summer session or during Winter Break, in which case, the grievance must be submitted within 2 weeks of the next semester starting.

Approved March 8, 2005  
 Amended September 26, 2006  
 Amended April 7, 2009  
 Amended April 15, 2014  
 Amended November 29, 2016  
 Amended April 28, 2020

## **130. ORIENTATION OF NEW STUDENT COUNCIL MEMBERS**

### **Section 1.**

Persons who are serving their first semester as members of Student Council shall attend one mandatory New Member Orientation meeting. Optional meetings may be scheduled as necessary. An unexcused absence from a mandatory New Member Orientation meeting will be counted as at least one absence from a regular Student Council meeting.

### **Section 2.**

The purpose of the New Member Orientation are:

- a. To encourage, in an informal setting, interaction between new Student Council members and officers,
- b. To explain to new representatives some of the formal procedures of Student Council in order to increase the quality of representation,
- c. To familiarize new Student Council members with the Student Council Code of Conduct as defined in By-Law 110.

Approved February 11, 1992  
Amended January 24, 1995  
Amended April 16, 1996  
Amended January 25, 2000  
Amended September 26, 2006  
Amended April 7, 2009  
Amended April 28, 2020

## **200. STANDING COMMITTEE AND APPOINTMENT PROCEDURES**

### **Section 1.**

The membership on the Student Council standing committees shall be composed of the general membership of the Student Council. All Student Council members shall be required to serve on one (1) committee each semester, as assigned by the Vice President of Operations or the Membership Liaison.

### **Section 2.**

A majority of each committee's membership must consist of Members of Student Council.

### **Section 3.**

The Vice President of Operations or the Membership Liaison shall announce the available Executive Lead positions to the entire Student Council as positions become available throughout the school year. The lead of a standing committee shall be appointed by the Student Council Officers.

### **Section 4.**

A Committee Member of the Year shall be selected each year by the lead of each standing committee of Student Council. The Executive Lead shall select the member, and the member shall be recognized at a regular Student Council meeting. All students who are members of the committee either or both semesters shall be eligible.

### Section 5.

Ad Hoc committees can be appointed by the President as described in Article VII, Section 2, part 3 of the Constitution. These groups will be used to fulfill the duties of special interest or that require special members. The volunteers in these groups do not have the powers of a Student Council member unless already on Student Council or granted permission by the Executive Lead.

### Section 6.

Executive Leads, and executive liaisons may be removed from office for failing to fulfill their duties or the code of conduct of Student Council. The removal may be initiated by either the Vice President of Operations or Student Body President. In order for removal to take place both the Vice President of Operations and Student Body President must agree on the decision and receive counsel from the Student Council Advisor before the decision is finalized. Reasoning for removal must be presented to the Executive Lead, or executive liaison 3 days (72 hours) before the member is removed. The committee lead or executive liaison may appeal the decision in that time to the officer team of Student Council and be reinstated after a hearing by a majority vote of the officer team. If the Executive Lead, or executive liaison chooses not to appeal by notifying the President or Vice President of Operations, the removal goes into effect immediately.

### Section 7.

At the beginning of each semester, each Executive Lead will determine whether or not to retain their standing committee. If they choose to retain the standing committee, general members will be assigned to that committee as per usual. Any Lead whom decides to retain their standing committee must meet as often as required by the Vice President to which they report. If an Executive Lead who has chosen not to retain their standing committee determines that a committee meeting is useful or necessary, they may hold a special committee meeting to receive feedback and continue to hold special committee meetings as needed. Further, leads who choose not to retain their standing committee are subject to additional engagement requirements by the Vice President to whom they report. Advisory Committees must be retained by their corresponding executive lead.

Approved April 4, 1989  
Amended April 13, 1993  
Amended April 18, 1995  
Amended April 16, 1996  
Amended September 28, 2004  
Amended November 29, 2016  
Amended April 10, 2018  
Amended April 28, 2020  
Amended April 25, 2023

## **205. COMMITTEE LEAD AND LIAISON EVALUATION AND REPORTING STRUCTURE**

### Section 1.

The reporting structure shall be described as follows:

- a. The Vice President of Outreach and Engagement, Vice President of Operations, Vice President of Student Services, and Vice President of Academic Affairs shall report to the Student Body President.
- b. The Public Relations Lead, Leadership Development Lead, Community Liaison, Student Diversity Liaison, Member-at-Large Committee Chair, and St. Pat's Board President shall report to the Vice President of Outreach and Engagement.



- c. The two Executives-at-Large, the Clerk of the Council, and the Membership Liaison shall report to the Vice President of Operations.
- d. The Campus Infrastructure Lead, Wellness and Professional Services Liaison, and Auxiliary Services Liaison shall report to the Vice President of Student Services
- e. The College of Engineering and Computing Committee Chair, College of Arts, Sciences, and Education Committee Chair, the Kummer College Committee Chair, and the Academic Resources Lead shall report to the Vice President of Academic Affairs.
- f. The President shall decide to whom any ad-hoc committee chairs report.

### Section 2.

The evaluation process shall be administered by the officer to whom the executive committee member reports

### Section 3.

An evaluation form, consisting of the lead's or liaison's goals for the semester, plan for implementation of these goals, and rating of basic leadership skills, shall be completed jointly by each lead or liaison and the reporting officer at the end of each semester.

### Section 4.

Evaluation forms shall be completed by committee members to rate and describe their experiences on the committee. This shall be done before the last Student Council meeting of the fall semester.

### Section 5.

The reporting officer and each executive lead or liaison will meet at least three times each semester to review the progress made through the semester in implementation of his/her goals.

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 Amended April 18, 1995  
 Amended April 16, 1996  
 Amended February 24, 2004  
 Amended September 26, 2006  
 Amended April 7, 2009  
 Amended April 15, 2014  
 Amended April 10, 2018  
 Amended April 28, 2020  
 Amended April 25, 2023

## **210. DUTIES OF STANDING EXECUTIVE LEADS AND LIAISONS**

### Section 1.

Leads of Standing committee chairs shall:

- a. Hold three office hours approved by the Vice President of Operations,
- b. Call committee meetings as recommended by the Vice President of Operations,
- c. c Ensure that the committee carries out duties as specified in these By-Laws and assumes any other duties assigned to that committee by the Student Council Officers,
- d. Must give a report at the general body meetings which cannot consist of saying "No Report",

- e. Write or update transition documents, subject to their reporting officer's approval for projects that their committee does during the year, and
- f. Assume any addition responsibilities as defined by the officers or these By-Laws.

## Section 2.

Executive Leads with standing committees may form subcommittees as they deem necessary to effectively carry out the duties and responsibilities of their respective committees. Committee leads may appoint non-Student Council member volunteers to their committees as they deem necessary. This is subject to the approval of the Vice President of Operations. These volunteers shall not have the voting privileges of a full committee member.

Approved April 18, 1995  
 Amended September 26, 2006  
 Amended April 7, 2009  
 Amended April 15, 2014  
 Amended April 28, 2020

## **215. FITNESS AND RECREATION ADVISORY COMMITTEE**

The Axillary Services Liaison is responsible for chairing the Fitness and Recreation Advisory Committee (FRAC). The FRAC is a committee to gather feedback regarding Gale Bullman, Intramural Services, athletics department, etc. The committee will consist of members from Student Council Associate Organizations in addition to general voting members and Ad-Hoc members selected by the Axillary Services Liaison. This will help SAFB to delegate funds accordingly, recommend changes to the existing services, and take on additional responsibilities as deemed necessary by the officers, executive committee, or general body. The Fitness and Recreation Advisory Committee has one chair, and the chair is the Axillary Services Liaison.

Amended April 26, 2016  
 Amended April 28, 2020

## **220. HAVENER ADVISORY COMMITTEE**

The Axillary Services Liaison is responsible for chairing the Havener Advisory Committee (HAC). The HAC is a committee to gather feedback regarding services rendered by the Office of Student Involvement, Havener Center, Reservations Office, common space for students, etc. The committee will consist of members from Student Council Associate Organizations in addition to general voting members and Ad-Hoc members selected by the Axillary Services Liaison. This will help SAFB to delegate funds accordingly, recommend changes to the existing services, and take on additional responsibilities as deemed necessary by the officers, executive committee, or general body. The Havener Advisory Committee has one chair, and the chair is the Axillary Services Liaison.

Approved April 28, 2020

## **225. HEALTH SERVICES ADVISORY COMMITTEE**

The Professional and Wellness Services Liaison is responsible for chairing the Health Services Advisory Committee (HSAC) The HSAC is a committee to gather feedback regarding Student Health, Counselling Services, and Miner Wellness. The HSAC will consist of Student Council Associate Organization members and Ad-Hoc members selected by the Professional and Wellness Services Liaison. These committees will aid SAFB in delegating funds accordingly, recommend changes to the existing services, and take on additional responsibilities as deemed necessary by the officers, executive committee, or general body. The Health Services Advisory Committee has one chair, and the chair is the Wellness and Professional Services Liaison.

Amended April 15, 2014  
Amended April 26, 2016  
Amended November 29, 2016  
Amended April 10, 2018  
Amended April 28, 2020

## **230. CAREER SERVICES ADVISORY COMMITTEE**

The Wellness and Professional Services Liaison is responsible for chairing the Career Services Advisory Committee (CSAC). The CSAC is a committee to gather feedback regarding Career Services. The CSAC will consist of Student Council Associate Organization members and Ad-Hoc members selected by the Professional and Wellness Services Liaison. These committees will aid SAFB in delegating funds accordingly and recommend changes to the existing services. The Career Services Advisory Committee has one chair, and the chair is the Wellness and Professional Services Liaison.

Approved April 28, 2020

## **235. LEADERSHIP DEVELOPMENT COMMITTEE**

The Leadership Development Committee is responsible for coordinating Student Council's effort to develop and recognize leaders throughout Missouri S&T. These efforts include an event to recognize leaders across campus, programming to promote leadership skills for both new and experienced leaders, and any other tasks assigned to it by the officers, executive committee, or general body. The Leadership Development Committee has one chair.

Amended April 7, 2009  
Amended April 26, 2016  
Amended April 10, 2018  
Amended April 28, 2020

## **240. CAMPUS INFRASTRUCTURE COMMITTEE**

The Campus Infrastructure Committee is responsible for addressing all campus physical and technological issues and concerns in a timely manner and reporting on the progress of these issues. The committee is responsible for inspection of buildings on campus, meetings with the Missouri S&T Director of Design and Construction Management, meetings with the Missouri S&T Chief Information Officer, attending meetings regarding safety and accessibility of campus facilities, and any other tasks assigned to it by the officers, executive committee, or general body. The Campus Infrastructure Committee is chaired by one person.

Amended April 7, 2009  
Amended April 26, 2016  
Amended April 10, 2018  
Amended April 28, 2020

## **245. PUBLIC RELATIONS LEAD**

The Public Relations Committee is responsible for marketing Student Council to campus, students, prospective students, and the community. The committee's duties include publicizing and promoting Student Council events and activities, recruiting Student Council members, maintaining the Student Council website, and any other tasks assigned to it by the officers, executive committee, or general body. The Public Relations Committee has one chair, the Public Relations Lead.

Amended April 15, 2014  
Amended April 10, 2018

## **250. COLLEGE OF ARTS, SCIENCE, & EDUCATION (CASE) LEAD**

The CASE Committee shall be responsible for overseeing the policy needs and concerns of the academic departments that fall under the College of Arts, Sciences, & Education. These include concerns regarding curriculum, faculty and staff, growth needs, student advocacy, and any other tasks assigned to it by the officers, executive committee, or general body. This committee will further send representatives to the CASE Council and to each department within the college. All members of this committee must be from the CASE. This Committee is chaired by one person, the College of Arts Sciences & Education Lead.

Amended April 28, 2020  
Amended April 5, 2022

## **255. COLLEGE OF ENGINEERING & COMPUTING LEAD**

The college of engineering and computing committee shall be responsible for overseeing the policy needs and concerns for all of the academic departments that fall under the College of Engineering & Computing. These include concerns regarding curriculum, faculty and staff, growth needs, student advocacy, and any other tasks assigned to it by the officers, executive committee, or general body. This committee will further send representatives to the College of Engineering & Computing Council and to each department within the college. All members of this committee must be from the College of Engineering. This Committee is chaired by one person, the College of Engineering & Computing Lead.

Amended April 28, 2020  
Amended April 25, 2023

## **260. KUMMER COLLEGE OF INNOVATION, ENTREPRENEURSHIP, AND ECONOMIC DEVELOPMENT**

The Kummer College of Innovation, Entrepreneurship, and Economic Development committee shall be responsible for overseeing the policy needs and concerns for all of the academic departments that fall under the Kummer College of Innovation, Entrepreneurship, and Economic Development. These include concerns regarding curriculum, faculty and staff, growth needs, student advocacy, and any other tasks assigned to it by the officers, executive committee, or general body. This committee will further send representatives to the Kummer College of Innovation, Entrepreneurship, and Economic Development Council and to each department within the college. All members of this committee must be from the Kummer College of Innovation, Entrepreneurship, and Economic Development. This Committee is chaired by one person, the College of Engineering & Computing Lead.

Approved April 26, 2022  
Approved April 25, 2023

## **265. STUDENT ACTIVITY FINANCE BOARD (SAFB)**

### Section 1.

The SAFB shall be responsible for the appropriation of all student activity fees. The SAFB shall consist of a Direct Student Funding (DSF) committee and an External Funding Fees (EFC) committee. Standing rules for the SAFB will be outlined in the “SAFB Code”. The code will be reviewed each spring by the Treasurer and SAFB Chair and amendments must be approved by the Student Council with a two-thirds majority vote.

## Section 2.

The positions on SAFB are as follows:

- a. SAFB is chaired by one person that is nominated by the SAFB and confirmed by the General Body of Student Council.
- b. SAFB will nominate one person to lead the External Funding Contributions (EFC) account and this person must be confirmed by the General body of Student Council
- c. SAFB will nominate one person to lead the Direct Student Funding (DSF) account and this person must be confirmed by the General body of Student Council

Amended April 10, 2018

## **270. REPRESENTATIVE AT LARGE COMMITTEE**

The Representative at Large Committee, when active, shall be responsible for representing and informing the Student Body on issues not being taken up by other committees, particularly including but not limited to issues related to non-university-approved housing, issues regarding membership and recruitment for Student Council, and the internal matters and proceedings of Student Council. The committee must also complete any other tasks assigned to it by the officers, executive committee, or general body. The Representative at Large Committee shall be chaired by the Membership Liaison and shall consist of only Representatives at Large. Not all Representatives at Large must be assigned to this committee. If there are not at least 10 Representatives at Large assigned to this committee, it shall be inactive.

Amended April 28, 2020

## **275. ACADEMIC RESOURCES LIAISON**

The Academic Resources Liaison serves as an intermediary between the various buildings, services, and organizations on campus that provide resources to students that benefit them academically. Examples of these buildings, services, and organizations include, but are not limited to: LEAD, the Writing Center, the Curtis Laws Wilson Library, the SDELC, and any other groups that approach Student Council with the goal of helping students academically. The liaison should keep in contact with the heads of these various groups and report back to Student Council about what new academic services are being offered to students, which ones are changing, which ones are being terminated, etc., with the goal being to keep students informed and to collect feedback from students regarding these services being provided to them. The Academic Services Liaison is a position meant for one person and reports to the Vice President of Academic Affairs.

Approved April 13, 2021

Amended April 25, 2023

## **280. COMMUNITY LIAISON**

The Community Liaison serves as an intermediary to the Rolla City Council, attending City Council meetings. This liaison voices issues regarding the City of Rolla brought forth from the student body, seeks to resolve said issues, and reports the progress of these issues at each meeting of the Student Council. In addition, the Community Liaison should attend all pertinent meetings between the University and the City of Rolla. The liaison should help promote all university events to the City. The Community Liaison will be responsible for coordinating Student Council's campus and community service activities. These include coordinating campus Blood Drives, Chalk the Walk events, and any other tasks assigned to it by the officers, executive committee, or general body. The Community Liaison is a position for one person.

Approved October 26, 2004

Amended November 15, 2005  
Amended April 4, 2006  
Amended April 20, 2010  
Amended April 15, 2014  
Amended April 28, 2015  
Amended April 26, 2016  
Amended April 28, 2020

## **285. STUDENT DIVERSITY LIAISON**

The Student Diversity Liaison serves as an intermediary among the student organizations representing the broad swath of student diversity at Missouri S&T and coordinates activities among these groups and Student Council. Additionally, this liaison reports to Council on the diversity activities occurring on campus and how Council may participate in them, hosts a campus diversity summit with the leaders of these groups at least once per semester, and completes any other tasks assigned to it by the officers, executive committee, or general body. The Student Diversity Liaison is a position for one person.

Approved April 12, 2005  
Amended April 7, 2009  
Amended April 15, 2014  
Amended April 28, 2020  
Amended April 25, 2023

## **290: MEMBERSHIP LIAISON**

The Membership Liaison serves as the keeper and maintainer of all information regarding the current membership of Student Council, applications for membership, past membership records, and attendance records. This liaison shall also be responsible for collecting attendance at General Meetings, determining when members are absent, notifying members of their absences, processing notifications for proxies, and providing lists of all attending members, proxies, advisors, and guest speakers at General Meetings. In addition, this liaison serves as chair of the Representative at Large Committee when it is active, reports to Student Council any pertinent information regarding membership, and completes any other tasks assigned by the Officers, Executive Committee, or Student Council. One person shall serve as Membership Liaison.

Approved April 25, 2023

## **295: CLERK OF THE COUNCIL**

The Clerk of the Council (shortened hereafter to Clerk) serves as the keeper and maintainer of all official business publications and records of Student Council. This includes but is not limited to the tasks of: writing Agendas and Minutes, taking detailed notes during General Meetings to be used to create Minutes, formatting Bills and Resolutions, and keeping copies of all the aforementioned documents and other important documents available. Additional duties of the Clerk include handling records from prior academic years, reporting to Student Council any pertinent information regarding the status or availability of official documents, and completing any other tasks assigned by the Officers, Executive Committee, or Student Council. One person shall serve as Clerk.

Approved April 25, 2023

## **300. AGENDA PROCEDURES**

### **Section 1.**

For an item of business to be placed on the agenda, the item must be presented in writing or email to the executive committee, both to alert the executive committee of its existence and to receive suggestions for changes. The executive committee may deny an item of business be placed on the agenda by a three-fourths (3/4) majority vote if the item is deemed to be against the best interests of Student Council.

### **Section 2.**

Assuming the item is not denied, it must also be submitted to the officers, with any intended alterations already incorporated, four days (96 hours) before the general Student Council meeting during which the item is to be transacted. Only alterations which do not change the intent of the item, as judged by the Student Council Officers, will be allowed.

### **Section 3.**

The Student Council Recorder will post the agenda and all required written material where it is accessible to the Student Council membership three days (72 hours) before the general Student Council meeting for which the agenda applies. The Recorder will also inform Student Council membership of the above posting three days (72 hours) before that same Student Council meeting.

### **Section 4.**

Only student council officers may guide discussion on business items to be voted on.

### **Section 5.**

The agenda will be approved by Student Council before the transaction of any business. Prior to this approval, items which did not follow the procedures of Sections 1 and 2 of this By- Law can be added with a two-thirds (2/3) majority vote of Student Council members who cast a vote. The member presenting this item of business must also provide a digital copy of the item of business. Officers must send out business items if requested, provided they have been added to the agenda by the executive committee.

Approved March 23, 2004  
Amended April 7, 2009  
Amended April 15, 2014  
Amended April 28, 2020

## **310. TRANSACTION OF BUSINESS DURING MEETINGS**

Only items of business on the official Student Council agenda as defined in By-Law 300 will be brought to the floor during any general Student Council meeting.

Approved March 23, 2004

## **315. MOTION FOR PAPER REPORTS**

### **Section 1.**

Any time after the approval of the Agenda, any voting member of Student Council may make a motion for paper reports. It is a privileged motion that must be seconded. It is debatable, but not amendable. Amendments may only be reconsidered on a negative vote.

## Section 2.

The motion must be approved by a two-thirds (2/3) majority of Student Council.

## Section 3.

The motion allows all reports normally read during a General Council meeting to be skipped on the agenda. All reports must still be submitted in writing to the Recorder. At the discretion of the President, any member who would normally give a report may still elect to give a brief summary of their report, but is encouraged to limit it to critical information.

## Section 4.

All written reports must be submitted to the Recorder within 48 hours of the conclusion of the current General Body meeting.

## Section 5.

No part of Bylaw 315 may be suspended by vote

Approved February 7, 2017

Amended April 28, 2020

## **320. BILL AND RESOLUTION APPROVAL**

The officers will correct the punctuation, spelling, and format of all bills and resolutions that are approved by Student Council. To ensure that these changes do not alter the content or intent of a bill or resolution, the author(s) of the bill or resolution will approve the corrections to the bill or resolution before action is taken upon it.

Approved March 23, 2004

## **325. DIRECT STUDENT FUNDING APPROVAL**

All fees administered through Direct Student Funding (DSF) shall be recommended by Student Council on a fee by fee basis with the exception of Recognized Student Organizations receiving DSF, External Funding Accounts, and Performing Arts. Recognized Student Organizations receiving DSF, External Funding Accounts, and Performing Arts shall be recommended on a category by category basis or by the recommendation of individual accounts if deemed necessary by Student Council.

The Student Council may amend the DSF recommendation of the SAFB with a two-thirds (2/3) majority vote.

Approved April 28, 2015

Amended November 29, 2016

## **335. DSF RECOMMENDATION ADVISORY GROUP**

### Section 1.

The DSF recommendations from SAFB may require minute changes after they have been approved by the Student Council General Body. This is most commonly due to the Board of Curators changing the CPI for which fees should be increased. In the event that this scenario occurs, the Associate Vice Chancellor for Student Affairs or administrator responsible for amending recommendations will consult with the following members of Student Council: the President, the SAFB Chair, the VP-Student Services.

Approved April 28, 2020



## **335. EXTERNAL FUNDING CONTRIBUTION AND EQUIPMENT AND CONTINGENCY APPROVAL**

### Section 1.

The Student Council General Body may amend any External Funding Contribution recommendations of the SAFB with a two-thirds (2/3) majority vote.

### Section 2.

The Student Council General Body may amend any Equipment and Contingency recommendation with a two-thirds (2/3) majority vote.

Approved April 10, 2018

## **340. ORDER OF REPORTS**

The order of reports in all executive and General Body Meetings shall proceed as follows.

1. Student Body President
2. Vice President of Engagement and Outreach
3. Vice President of Operations
4. Vice President of Student Services
5. Vice President of Academic Affairs
6. Advisor
7. Wellness and Professional Services Liaison
8. Auxiliary Services Liaison
9. Academic Resources Committee Lead
10. College of Engineering and Computing Committee Lead
11. College of Arts, Sciences, and Education Committee Lead
12. Kummer College Committee Lead
13. Campus Infrastructure Committee Lead
14. Leadership Development Committee Lead
15. Public Relations Committee Lead
16. Community Liaison
17. Student Diversity Liaison
18. Membership Liaison
19. Clerk of the Council
20. Executives-at-Large
21. Student Activity Finance Board Lead
22. St. Pat's Board President

Approved April 28, 2020  
Amended April 25, 2023

## **350. SUSPENSION OF THE BY-LAWS**

The By-Laws of the Missouri S&T Student Council can be suspended by a three-fourths (3/4) majority vote of the members present excluding sections which list higher voting requirements. Higher voting requirements shall be enforced as listed per section. Correct parliamentary procedures and restrictions listed in the constitution shall be followed in all cases. Motions to suspend the By-Laws must state the specific By-Law to suspend in order to be accepted by the presiding chair

Approved April 4, 1989  
Amended October 10, 1989  
Amended December 3, 1996  
Amended February 24, 2004  
Amended October 26, 2004  
Amended April 7, 2009

## **400. ELECTION AND REFERENDUM PROCEDURES**

### Section 1.

The Election Procedures Committee (EPC) will be responsible for overseeing presidential election procedures and solving election disputes and violations of written election procedures and has the power to disqualify candidates from being eligible for President for extreme violations. The EPC must meet before the end of the fall semester. There shall be two representatives from the following organizations:

- a. The student programming board (Student Union Board)
- b. The student state representative board (Associated Students of the University of Missouri – Missouri S&T Chapter)
- c. The residence hall governing board (Residence Hall Association)
- d. The Greek governing boards (Interfraternity Council, Panhellenic Council, National Panhellenic Council, Greek Independent Board)
- e. The graduate student governing board (Council of Graduate Students)
- f. The club sports governing council (Club Sports Council)
- g. Four voting members of Student Council, elected at the last general body meeting of the fall semester.

### Section 2.

Every member of the EPC committee must adhere to the following standards

- a. No member of the EPC can be a candidate for President, serve and/or aid a candidate's campaign team in any form, show partisanship towards any candidate, or campaign for any of the candidates individually.
- b. No comments regarding the policies or personal life of a candidate, whether true or false, may be expressed by the members of the Election Procedures committee. The only negative information allowed to be expressed shall be confirmed campaign violations as determined by the committee as a whole.
- c. Any member of the committee who is unable to fulfill his/her expectations may resign his/her position or face removal with a two-thirds majority vote of the committee or the general Student Council body.

- d. All members of the committee must complete bias training no later than the second week of the Spring Semester

### Section 3.

The EPC Chair may request a Student Council advisor or Student Involvement staff member to be in attendance if necessary. The Chair of the Election Procedures Committee shall be the highest ranking officer of Student Council that could be eligible to serve on the Election Procedures Committee. To be eligible they must not be running for president or aiding a candidate in their campaign. If no officer is eligible to serve as EPC Chair, Student Council will elect the chair by majority vote at the first Student Council meeting of the spring semester.

- a. The Chair shall make all decisions for the committee in the interim between Election Procedures Committee meetings, with the exception of disqualifying candidates from eligibility. These decisions may be reversed by the Election Procedures Committee at large if necessary.
- b. The EPC Chair may be brought up for removal by anyone to Student Council's Adviser, on the grounds that; they have failed to fulfill their duties as described, fail to represent themselves, Student Council, or the election in a professional manner, or break any state or federal laws. The adviser will inform the chair of the charges against them and they will have the opportunity to defend themselves. Removal will be upon a simple majority vote of the Electoral Procedures Committee.

### Section 4.

Any election dispute or violation must be submitted in writing or sent via email to the EPC Chair. Upon notification of a dispute or violation the chair will convene a meeting of the EPC within 36 72 hours to determine the validity of the dispute or violation by a two-thirds majority vote. If a candidate is deemed in violation of election policies or procedures their candidacy will be nullified. If a candidate wishes to dispute an EPC ruling they must follow the proper procedure to be placed as an Elections Procedure Committee appeal on the Student Council agenda. The candidate will have three days (72 hours) to notify the EPC Chair if they plan to appeal the decision made by EPC. The subsequent vote by Student Council must be a two-thirds majority vote to overturn the ruling.

### Section 5.

Officially sponsored events that the Election Procedures Committee might sponsor include, but are not limited to, the following:

- a. Publication of deadlines for entering a Presidential campaign.
- b. Publication of the names of the candidates, campaign dates, voting dates, and dates of special events.
- c. A debate over student issues at a Student Council meeting
- d. Publication of self-written biographies of candidates and their goals in the Miner and electronically.

### Section 6.

To be eligible to run, campaign, serve, and/or be elected for Student Body President, each candidate must meet the following qualifications:

- a. A cumulative 2.75 GPA at the end of the semester prior to the election.
- b. Must be enrolled in courses at Missouri S&T during his/her term
- c. No higher class load than 18 hours per semester during the presidential term.
- d. 45 hours of completed credit on the Missouri S&T campus at the end of the semester prior to the election.

## Section 7.

Students wishing to be a candidate for Student Body President must declare their campaign as outlined in the presidential information packet and submit a petition to Student Council with at least two hundred signatures with student ID numbers of Missouri S&T students, indicating their support of the candidate on the Monday preceding the beginning of the campaign period. A student may sign a petition for more than one candidate. The Election Procedures Committee will reserve the right to confirm the validity of these signatures.

## Section 8.

Candidates are expected to run an ethical campaign. Election procedures include the following:

- a. The candidate may announce their candidacy when they begin collecting signatures but campaigning may not begin until the date specified by the EPC committee. Campaigning shall be defined as: any action declaring a candidate's position on campus issues or any issues affecting the election; posting any physical partisan advertisements; any meetings scheduled or unscheduled with student organizations or groups.
- b. The Student Council office and Student Council voting tables must remain completely neutral. No campaign materials nor campaigning for individual candidates, nor soliciting of signatures may occur at or near the Student Council office or the Student Council voting tables. Also, no resources of Student Council may be used to aid in an individual's campaign.
- c. Negative campaigning is not allowed. A candidate may refer to his/her strengths in relation to the other candidates, but no candidate may refer to the weaknesses of any other candidate.
- d. Candidates may not intentionally promise/give gifts after the student places their vote.
- e. Candidates may not give their personal electronic devices to students to vote with.
- f. Candidates may not knowingly be within fifty feet of a student while they are voting.

## Section 9. Rules for Campaign Financing

- a. Candidates may spend no more than \$500 for all campaign expenses.
- b. Student Council will reimburse a candidate for half the amount spent.
- c. No candidate may sell anything to help finance his/her campaign.
- d. No persons other than the candidates may spend any money buying campaign materials for any candidate.
- e. Candidates may raise funds for the "out-of-pocket" portion of their expenses through monetary donations only.
- f. All receipts of campaign expenditures must be reported to the Student Council office within 48 hours after the conclusion of voting.
- g. All funds not used by the end of the campaign shall be returned to Student Council before the conclusion of voting, to be used in later elections.

## Section 10.

The open campaign period shall begin with the second or third Monday in February and shall continue for three full weeks. The election calendar shall be set by the EPC at their first meeting in the fall semester with consideration given to that academic year's university calendar and approved by a majority vote of the Election Procedures Committee.

## Section 11.

Voting shall occur from Monday through Friday of the third week of the campaign period and shall be open to all undergraduate and graduate students of Missouri S&T. Votes must be submitted using official ballots only. Ballots may be either written, electronic, or both. Written ballots may be submitted at the Student Council office or at official voting tables.

- a. Student Council voting tables must be setup on campus in neutral sites. Student Council voting tables may not be setup in University housing units.
- b. Written ballots may not be given out to be filled out at a later time. Written ballots must remain at the Student Council office or at Student Council voting tables at all times.

## Section 12. Procedures if there is only one Presidential Candidate

- a. If there is only one candidate for Student Body President, that candidate must receive a majority of affirmative votes in order to be declared the winner of the election.
- b. If the candidate does not receive a majority, Student Council will elect an alternate candidate by a majority vote at its next regular meeting. This candidate and the original will then campaign until the conclusion of the election.
  - i. A second campus ballot will be held starting the two weeks from the start of the first campus ballot and ending two weeks from the end of the first campus ballot.
  - ii. The candidate receiving the majority of the votes in the second campus ballot will be declared the winner of the election.

## Section 13. Procedures if there is no Presidential Candidate

- a. If no one runs for Student Body President, then the general body will nominate at least two people at the second meeting of the spring semester. The people nominated will accept or deny the nomination by the third meeting of the Spring Semester. At the third general body meeting, the general body will vote to add each name to the all-student referendum.
- b. If all candidates withdraw from the race prior to the conclusion of the election, then candidates will be chosen following the guidelines in Section 12.a except that nominations will be first opened at the general body meeting immediately following the election. The election timeline will be decided by the EPC
- c. In the event that no nominee accepts their nomination, the highest ranking eligible Student Council Officer shall serve as Student Body President. If no officer is eligible, then the highest ranking executive committee member shall serve as Student Body President as determined by report order as described in Bylaw

## Section 14. Procedures if no candidate receives a majority:

- a. If no candidate receives a majority, the two candidates receiving the most votes will have a run-off the week following the first campus ballot.
- b. The candidate receiving the majority of the votes in the second campus ballot will be declared the winner of the election.

## Section 15.

The Student Council may include any items on the ballot, which are deemed important enough to call for a student referendum, as well as any items that are required by the By-Laws or constitution.

## Section 16.

Nominations for officer positions other than Student Body President shall be taken beginning at the Student Council meeting before the conclusion of the Presidential election and remain open until the elections are held at the constitutionally specified meeting.

## Section 17.

If, for each of the remaining officer positions, no candidate receives a majority, the two candidates receiving the most votes will have a run-off immediately thereafter and the candidate receiving a majority of the votes will be declared the winner.

## Section 18.

To be eligible to run for any of the remaining officer positions, each candidate must meet the following qualification:

- a. A cumulative 2.50 GPA at the end of the semester prior to the election.
- b. Must be enrolled in courses at Missouri S&T during his or her term.
- c. No higher class load than 18 hours per semester during the officer term.
- d. Must be able and willing to devote 5 office hours a week within the Student Council office.
- e. Must have 12 completed hours on the Missouri S&T Campus.

Approved February 7, 1995  
Amended September 12, 1995  
Amended February 6, 1996  
Amended April 16, 1996  
Amended December 3, 1996  
Amended February 24, 2004  
Amended April 25, 2006  
Amended January 23, 2007  
Amended April 7, 2009  
Amended April 15, 2014  
Amended April 28, 2015  
Amended April 26, 2016  
Amended April 10, 2018  
Amended April 28, 2020

# **410. COMPENSATION**

## Section 1.

Compensation for the following officers and Executives will be made in two equal payments, one to be completed in the fall semester and the other to be completed in the spring semester. Values listed are for the full year.

- a. Student Body President \$1,500.00
- b. Vice President of Engagement and Outreach: \$1250.00
- c. Vice President of Student Services: \$1250.00
- d. Vice President of Academic Affairs: \$1250.00
- e. Vice President of Operations: \$1250.00
- f. Student Activity Finance Board Lead: \$500.00

- g. Wellness and Professional Services Liaison: \$200.00
- h. Auxiliary Services Liaison: \$200.00
- i. Leadership Development Committee Lead: \$200.00
- j. Campus Infrastructure Committee Lead: \$200.00
- k. Public Relations Committee Lead: \$200.00
- l. College of Arts, Science, and Education Lead: \$200.00
- m. College of Engineering and Computing Lead: \$200.00
- n. Kummer College Lead: \$200.00
- o. Academic Resources Liaison: \$200.00
- p. Community Liaison: \$200.00
- q. Student Diversity Liaison: \$200.00
- r. Membership Liaison: \$200.00
- s. Clerk of the Council: \$200.00

## Section 2.

Executives may accept their stipend in the form of a scholarship but are not required to do so if it will be a detriment to their financial assistance.

## Section 3.

If another student is elected to replace a position vacated during a semester, that student can receive the remaining compensation for the specific position as outlined in By- Law 410 Section 1.

## Section 4.

Should an officer fail to perform their duties, Student Council's advisor may deem them ineligible for their scholarship.

## Section 5.

Should a member of the Executive Board fail to perform their duties, the officers may deem them ineligible for their scholarship with the approval of Student Council's advisor.

## Section 6.

The head of an ad-hoc committee may not receive these scholarships. Similarly, committee sub-chairs may not receive these scholarships.

Approved April 4, 1989  
 Amended May 1, 1990  
 Amended January 22, 1991  
 Amended April 18, 1995  
 Amended April 16, 1996  
 Amended February 24, 2004  
 Amended April 7, 2009  
 Amended April 15, 2014  
 Amended April 26, 2016  
 Amended November 29, 2016  
 Amended April 28, 2020  
 Amended April 25, 2023

## **420. EXECUTIVE COMMITTEE**

### **Section 1.**

The executive committee shall consist of all officers and executive leads, liaisons, and two Executive at-Large positions. All members shall have only one vote, excluding the chair of the executive committee.

### **Section 2.**

The purpose of the executive committee will be to make short-term decisions between Student Council meetings and to make suggestions for changes to items of business presented for inclusion in the agenda. They may also deny an item of business be placed on the agenda as outlined in By-Law 300 Section 1.

### **Section 3.**

All executive members, including executive leads, executive liaisons, executive assistants, and executives at large must maintain a Cumulative GPA greater than or equal to 2.50 and must maintain good academic standing to be eligible to serve on the executive committee.

### **Section 4.**

Any executive who does not meet the requirements of Bylaw 420 Section 3 may appeal to the Director of Student Involvement through the standard grade appeal process established by the office of Student Involvement for officers of organizations.

### **Section 5.**

Any eligible member of Student Council may be elected by a majority vote to be one of the two Executives-at-Large members of the executive committee. It shall be the intent of these positions to increase representation of new and/or senior Student Council members to the executive committee. Elections shall occur for both positions at the final Student Council meeting of each academic year or when a position becomes vacant due to removal or resignation of one of the Executives-at-Large positions. An Executive-at-Large member will be removed if they are no longer a member of Student Council and may be removed by two-thirds (2/3) vote of Student Council for not fulfilling their duties as listed below:

- a. Regularly attend the meetings of the executive committee.
- b. Perform any duties the Constitution, By-Laws, President, or any Vice President may demand.
- c. Chair any presidential inquiry as directed by Student Council.
- d. Serve as parliamentary assistants

### **Section 6.**

Only the officers shall have the power to make personal decisions including the appointment and removal of executive leads and liaisons.

### **Section 7.**

The agenda shall be set by the Vice President of Operations. Items may be added by a majority vote of the officers.

Approved March 28, 1995  
Amended April 16, 1996  
Amended December 3, 1996  
Amended January 13, 2004  
Amended February 24, 2004  
Amended March 23, 2004  
Amended November 15, 2005



Amended September 26, 2006  
Amended April 7, 2009  
Amended April 15, 2014  
Amended April 28, 2015  
Amended November 29, 2016  
Amended April 28, 2020

## **430. AD-HOC AND EXECUTIVE ASSISTANTS**

### Section 1.

The Student Body President holds the power to form ad-hoc committees as necessary and appoint the membership of said committees. When the ad-hoc committee has fulfilled its original purpose it shall be dissolved. The officers can choose to allow members of Student Council to serve on an ad-hoc committee in place of a regular standing committee.

### Section 2.

Executive assistants may be appointed by the officers to serve specific short and long-term roles. The Executive Assistant will be responsible for fulfilling the duties set forth by the officers and attend general Student Council meetings and executive committee meetings. The executive assistant has the power to vote on the executive committee.

Approved January 25, 2000

## **440. BUDGETARY GUIDELINES**

### Section 1.

The Student Council budget shall be prepared each September for the following academic year by the Treasurer. The budget shall follow the guidelines set forth by the Student Activity Finance Board.

### Section 2.

Committees may have budgets for projects within the Student Council budget. These project budgets shall be used for that committee's projects, which shall include any activity in which the committee can actively participate. These budgets must receive approval from the Treasurer. The Student Council Officers may increase or decrease the budget of any committee if it is deemed in the best interest of Student Council.

### Section 3.

Committees may request sponsorship from Student Council for an event they deem will be in the best interest of Student Council, and will promote Student Council in a positive way, with a unanimous vote of the Student Council Officers.

### Section 4.

The Executive Committee shall vote on all expenditures of Student Council's budget that are over \$1000 and are not already predetermined in the yearly budget approved by Student Council. An exception may be made under extreme cases between Executive Committee meetings with the approval of both the President and Vice President of Operations. All expenditures must be approved by the Vice President of Operations.

### Section 5.

Expenditures of Student Council shall require a purchase order to be filled out. The purchase order shall require approval from the appropriate source. The purchase order must include the signature of the Vice President of Operations and shall be kept on file by the Treasurer.

Approved January 13, 2004  
Amended April 7, 2009  
Amended April 28, 2015  
Amended April 28, 2020

## **450. STUDENT COUNCIL HONOR CORD AND STOLE REQUIREMENTS**

### Section 1.

In order to be eligible to receive a Student Council honor cord for graduation, members must meet all requirements described in By-Law 450 Section 2. In order to be eligible to receive a Student Council honor stole for graduation, members must meet all requirements described in By-Law 450 Section 3.

### Section 2.

Members eligible to receive Student Council honor cords must have accumulated a total of 8 points during their time as a Student Council member. Members are awarded a single point for each semester served as a general member, 2 for each semester served as a part of the executive committee, and 4 points for each semester served as an officer.

### Section 3.

Members eligible to receive a Student Council stole shall have served at least one full year as an officer.

### Section 4.

Members must not have excessive, unexcused absences from Student Council meetings, executive committee meetings, campus wide committee meetings, or office hour absences to be eligible to receive an honor cord or a stole. If the question of whether or not a member has excessive absences arises, the definition of “excessive” will be determined by a majority vote of the officers. In the event that a current officer is being considered for recognition, the remaining 4 officers shall vote on the definition of “excessive.” If there is a tie between the officers, the tie shall be broken by a majority vote of the executive committee.

### Section 5.

In determining eligibility for honor cords and stoles, the member must either be in the position by, or sworn into the position at, the second Student Council Meeting to be considered eligible for that semester.

### Section 6.

Honor cords will be provided by the Student Council for all eligible members that request one. Stoles shall be funded by Student Council for all eligible members. Members eligible for honor cords may also choose to purchase a stole at the member’s expense.

### Section 7.

The Student Council Vice President of Operations shall be responsible for overseeing the purchase and distribution of all honor cords and/or stoles.

Approved November 28, 2006  
Amended April 28, 2015  
Amended April 28, 2020  
Amended April 25, 2023

## **460. STUDENT COUNCIL RECOGNITION PINS**

### **Section 1.**

Members must meet at least one of the following requirements to be eligible for a Student Council recognition pin:

- a. The member must have served one full year as an officer.
- b. The member must have served one full year on the executive committee.
- c. The member must have served two full years as a general Student Council member.
- d. The member must have been elected Student Council Rookie of the Year.
- e. The member must have been elected Student Council Member of the year.
- f. Any Student Council advisor that serves one full year.

### **Section 2.**

The Student Council Vice President of Operations shall be responsible for providing pins to all eligible Missouri S&T students or advisors who wish to receive one at the final Student Council meeting of each semester.

### **Section 3.**

Recognition Pins shall only be provided once upon the first eligible request. Subsequent eligible requests shall not be granted, except for replacements which may be granted when a pin is lost or damaged.

Approved November 28, 2006  
Amended April 28, 2015  
Amended April 25, 2023

## **470. EMERGENCY POWERS ACT**

### **Section 1. Description**

In the case that quorum is not met and normal University operations have been suspended for the current scheduled general body meeting full executive power on any of the scheduled agenda items transfers to the Student Body President.

### **Section 2. Conditions**

The Student Body President shall have “Emergency Powers” as described in Section 3 when the following conditions have been met:

- a. When the University has suspended normal operations AND
- b. When a Student Council General Body meeting does not meet the necessary quorum for business to occur

### **Section 3. Description of Emergency Powers**

Full ability to Student Body President to transact business on agenda items, including

- a. Approving SAFB recommendations
- b. Approving Bills and Resolutions
- c. Installing new officers

#### Section 4. Limitations of Emergency Powers

Decisions made with emergency powers by the Student Body President may be overruled by three fourths (3/4) majority vote of the other officers described by the constitution, excluding the Student Body President, or may be overruled by three-fourths (3/4) majority of voting executive committee members excluding officers.

Emergency Powers will expire immediately following the closure of the General Body Meeting in which they are instated. Emergency powers cannot be used over a summer session or winter break as described by the academic calendar.

Approved April 1, 2020  
Amended April 25, 2023

## **510. STUDENT-FACULTY COMMITTEES**

### Section 1.

The Vice President of Academic Affairs shall prepare a list of students to serve on the Faculty Senate and its committees. These students shall be subject to approval by the Student Council officers and sent to the Faculty Senate office at the beginning of each year.

### Section 2.

The student serving on these committees shall be required to report the meeting to the Vice President of Academic Affairs. The information will be included in the minutes

### Section 3.

All appointment changes shall be made by the Vice President of Academic Affairs subject to approval by the Student Council Officers.

Approved April 4, 1989  
Amended October 20, 1992  
Amended April 16, 1996  
Amended April 15, 2014  
Amended April 28, 2020

## **520 RECOGNIZED STUDENT ORGANIZATIONS (RSO)**

### Section 1.

The Vice President of Engagement and Outreach shall be responsible for the recommendation of all RSO candidates. The VPX shall work with the office of student life Involvement to create a process with which to approve new RSOs.

### Section 2.

The Vice President of Engagement and Outreach shall chair the RSO recommendation committee which is responsible for providing a final recommendation to student affairs with regards to an organization's qualifications for becoming an RSO. The committee shall consist of no less than four (4) student council executive members selected by the VPX, At least one of whom serves on the leadership development committee of the RSO committee.

### Section 3.

The Engagement and Outreach must make contact with RSO – Candidates within two weeks of being notified by the office of Student Involvement of their eligibility to present while class is in session.

#### Section 4.

Members of the governing organization that the potential organization will fall under may attend the RSO committee meeting if they so desire.

Approved November 29, 2016

Amended April 10, 2018

Amended April 28, 2020

## **530. ST PAT’S BOARD**

### Section 1. MEMBERSHIP

- a. The St Pat’s Board shall be open to all Missouri S&T students to ensure representation of the entire campus.
- b. All St pat’s Board members shall follow all federal, state, and local laws as well as all current university rules, regulations, and policies.
- c. All St Pat’s Committee members shall follow applicable Student Council By-Laws, policies and standard operating procedures.
- d. Violations of Sub-Sections b and c shall be dealt with on an individual basis by the executive board and the St Pat’s Board Officers.

### Section 2. OFFICERS

The officers of the St. Pat’s Board shall consist of a President, Treasurer, Vice-President, Sales Manager, and Secretary. The officer elections will be conducted at a general meeting of the board within 4 weeks following the St. Pat’s Celebration. Terms are for one year and are effective immediately following the elections. The duties of these officers shall be as follows:

- a. President
  - i. Preside over Officer Committee meetings.
  - ii. Preside over general meeting of the St Pat’s Committee.
  - iii. Sign all documents requiring an official signature of the board.
  - iv. Have co-signature power with the Treasurer on the campus account labeled, ”St Pat’s Activities”.
  - v. Report to Student Council on St. Pat’s Board activities at each Student Council meeting
- b. Treasurer
  - i. Co-sign all financial documents requiring an official signature of the board.
  - ii. Have co-signature power with the Chair on the campus account labeled, ”St. Pat’s Activities”.
  - iii. Present a budget to Student Council and SAFB for approval before the second week of October in the fall semester.
  - iv. Present a financial statement to Student Council and SAFB after the St. Pat’s Celebration.
  - v. Keep accurate accounts of all money received and spent, and inform the St. Pat’s Committee of such.
  - vi. Arrange for all funds to be deposited in the appropriate university account(s).
  - vii. Represent the St. Pat’s activities in all matters concerning the Student Activity Fee Board

- c. Vice-President
  - i. Assume responsibilities of President when the President is not present at official meetings.
  - ii. Assist President in administration of the St Pat's Board.
  - iii. Review applications for the St Pat's Board and appoint members to the appropriate subcommittees.
  - iv. Supervise the activities of the committees.
- d. Secretary
  - i. Keep permanent records of all proceedings of the committee.
  - ii. Keep permanent records of all operations.
  - iii. Inform the members of the St. Pat's Committee of all meetings.
  - iv. Publish the general St. Pat's Committee meeting dates, times and locations in the Miner prior to meetings.

### Section 3. EXECUTIVE BOARD

The Officer's Board shall consist of the President, Treasurer, Vice-President, Sales Manager, and Secretary of the St. Pat's Committee. The duties of the Officer's Committee shall be as follows:

- a. Select sub-committee chairs. Experience with the appropriate committee duties will be a strong factor in consideration for these chair positions.
- b. Act in an official capacity with the community of Rolla, Missouri S&T administration, Student Council, and the student body.
- c. Supervise financing and operation of the St. Pat's celebration.
- d. Meet prior to all regular St. Pat's Committee meetings to set the agenda.
- e. All activities of the St. Pat's Committee are subject to the approval of the Executive Committee of Student Council.
- f. This board shall report directly to the President of Student Council.
- g. The officer's board may create subcommittees as needed to fulfill the duties of the committee.

### Section 4. INCOME

- a. The St. Pat's Committee shall administer the student activity fee called St. Pat's Activities, and the committee may raise funds from additional sources.

### Section 5. MEETINGS

- a. The St. Pat's Committee shall meet at least twice per month.
- b. Sub-committees shall meet at least twice per month.
- c. Meetings will be conducted according to Robert's Rules of Order.
- d. All meetings will be held on campus.

Approved April 21, 1992  
 Amended March 23, 1993  
 Amended April 15, 2014  
 Amended April 28, 2020

## **610. MISSOURI S&T'S REPRESENTATION ON THE ASSOCIATED STUDENT OF THE UNIVERSITY OF MISSOURI (ASUM) BOARD OF DIRECTORS**

The Student Council shall elect one representative to the Board of Directors of the Associated Students of the University of Missouri. Nominations will be opened at least two weeks before the final Student Council meeting of the spring semester. The representative shall be elected by a plurality of vote at the final Student Council meeting of the spring semester. The representative will serve a term of one academic year. Vacancies during a term will be filled by special elections for the remainder of the term.

Approved April 4, 1989

Amended April 7, 1992

Amended April 16, 1996

Amended December 3, 1996

Amended September 3, 2002

Amended April 3, 2007

Amended April 15, 2014

Amended April 28, 2015

Amended October 10, 2017

## **620. INTERCAMPUS STUDENT COUNCIL**

The Student Council shall hold active membership in the Inter-Campus Student Council (ISC). The Missouri S&T delegation to the ISC shall consist of the Student Body President and the Vice President of Engagement and Outreach from Student Council.

Approved October 6, 2005

Amended April 28, 2020