

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 the meetings;
- B.** Keep all cell phones off during the meeting;
- C.** The use of electronic devices is limited to Senate related purposes only;
- D.** No verbal side conversations;
- E.** 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 Senate Advisor, I, <name>, do solemnly swear that I will faithfully execute the Office of President/ Vice- President/ Secretary/ 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 Park Student Government Association.**

Section 3. Failure to obligate to the commitments may initiate removal procedures (Article XII, Section 2).

Article III --- Senate Operating Rules

Section 1. Senate meetings will be considered within the framework of the most current issues of Robert Rules of Order, Revised.

Section 2. Regular Senate meetings will be held every week, except for the Fall, Winter and Spring and Summer Break weeks, or if the meeting falls on a holiday. The time and day of the week for the meeting is to be determined by the Executive Board each year. Notice will be given to each Senator, member of the Executive Board, the Advisor, and any other person normally attending regular meetings. PSGA meetings will begin the 1st week of classes.

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

- A.** In order for an absence to be excused, advance notice of 24 hours must be given to a member of the Executive Board and it will be excused only if the absence is due to emergencies, regularly scheduled class, co-curricular activities, or athletics. This includes a regular class that is rescheduled or a required field trip;
 - 1.** In case of emergency, the dismissal of an absence will be at the discretion of the executive board.

- B.** Three (3) consecutive unexcused absences from any meeting will result in immediate dismissal;
- C.** Three (3) unexcused absences from any meeting will automatically initiate removal procedures;
- D.** Total number of absences from 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 absence;
- 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;
 - 1.** In case of suspension from the school, absences from any meeting will not be recorded.
- H.** PSGA will host at least one retreat for Senators each Fall and Spring semester;
 - I.** Senators must be notified of the date of the retreat at least thirty (30) days in advance. Failure to attend the retreat will be recorded as two (2) unexcused or excused absences. If any Senator is not given 30 days of notice, failure to attend the retreat will be recorded as one (1) unexcused or excused absence. Excusal will be left to the discretion of the Secretary and President.

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 "Roberts Rules of Procedures" 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 mail, phone or e-mail 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 Affairs Committee;
- E. Research and Development Committee.
- F. Student Technology Fee 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 and 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 executive will meet with Park University's leadership at least once a month.
- B. The Senate will recommend four (4) students to Park's President for appointment to the Judicial Board.
- C. PSGA will help provide student representation on university task force and committees.

Section 5. The Senate will appoint two (2) students to each campus wide committee in cooperation with the committees supervising Vice President or other designated administrator. Appointees must have a cumulative G.P.A. of at least 3.0 on a 4.0 scale. Selection of these students will be made during the spring semester, on the first Wednesday in April, for the following year.

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

- A. The committee budgets will be prepared by the Committee Chair (Ref.: Art. V, Section 5, A,2);
- B. Tentative committee budgets will be submitted to the Business Manager by no later than the Friday of the third week of classes;
- C. Budgets will be required to 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 committee chair and Business Manager to ensure funds are available to vote upon.
- D. Failure to do so will result in no allocated money for the semester;
- E. Committee budgets will be reviewed by the Budget Committee and presented to the Senate for approval by no later than the Friday of the fourth 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/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 or refer them back to the Executive Board.

Section 9. Non-Senator student appointments to Senate Committees and Boards 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 Boards 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 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 the 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/Board, with every Senator serving on at least one committee. If there are still committee assignments available, the President will assign Senators to the vacancies.

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

- A. The duties of the PSGA Student Life Committee will be:
 - 1. To promote all Senate activities to the general membership.
 - 2. To plan and direct all Senate sponsored social events except those presented by PSAB;

3. To act as liaison between Senate and other campus organizations when co-sponsoring social events and activities;
 4. To direct all Senate Forums. (e.g. By-Laws, Article X, Section 2, Line A, Item 2)
 5. To accept, review, and present to the Senate all suggestions and complaints of merit concerning any condition on campus,
 6. 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;
 7. To suggest activities that can better unite the various populations of the Park community. This will include faculty, staff, administrators and alumni as well as students;
 8. To hold at least two (2) meetings per month;
 9. No less than three (3) Senators will be appointed by the Executive Board.
- 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 procedure 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 Advisor 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; 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. Applications will be considered based on interest and time availability first. If no Senators apply independently for the position, or no applicants are considered viable, Executive Board will appoint senators.
- 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 requests for funds from campus organizations to the Senate;
 3. To conduct Club allocations;
 4. Following the aforementioned allocations, the Budget Committee is responsible to keep correspondence with the club or organization to confirm all pertinent information, communicate the timeline of allocation events, and any other necessary details the club might need to know. Pertinent

information includes, but is not limited to: if 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 second 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 Affairs 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;

1. To organize campus wide social events for the purpose of promoting environmental ideas and initiatives;
2. To be responsible for receiving all student complaints and concerns regarding all environmental issues on campus
3. To meet as determined by the Chairperson but at least once (1) a month;
4. 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. To review and assess Senate's operations and research ways to improve its performance

a. This includes a list of specific measures that have to be taken in order to improve Senate's performance;

2. To plan, promote and conduct the Senator of the Month/Year selections and awards;
3. To be responsible for Senate involvement in civic engagement and for planning all Senate socials;
4. To present a written and oral report about the quality of Senate's performance at the end of each semester
5. To visit the governing bodies of other universities, assess their performance and present a brief report to Senate;
6. To recommend to send at least two (2) Committee members to one of the annual ASGA conferences and prepare a presentation about what they learned;
7. To meet as determined by the Chairperson but at least once (1) a month;
8. No less than three (3) Senators will be appointed by the Executive Board.

Section 5. General Duties of Members on all Senate Committees/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 VX, Section 4.

B. Vice-Chairs:

1. Will assist the chair in performing his/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 chair upon vacancy for any reason.

Section 6. PR Position

A. PR Qualifications

1. Be a full-time P.S.G.A member;
2. Have attended college for at least two full-time semesters, and completed at least one semester at Park;
3. Have a cumulative G.P.A. of at least 3.0 on a 4.0 scale at the time of application and should be maintained throughout the elected term;
4. Not be on any form of probation;

B. PR Duties

1. Be a liaison between the PSGA and various media outlets including but not limited to:
 - a. Stylus
 - b. Pirate radio
 - c. Northland News
 - d. Off campus media
2. Publish press releases upon request by the Executive Board, or PSGA Committees
3. Assist in maintaining an online presence of the PSGA including but not limited to
 - a. Senate Website
 - b. Social Media such as Facebook, Twitter, Instagram, etc.
4. To assist Student Life in the planning, promotion and execution of the annual Doris Howell Leadership Awards Banquet

C. PR appointment

1. Applications are limited to current full time Park University students
2. Follow application process as outlined in the Bylaws Art. XIII, Section 2, A
3. Presidential appointment has to be approved by a simple majority vote of a senate in quorum.
4. Application process must be completed by the end of the first week of fall classes.

D. Compensation

1. For a successful completion of the duties, a stipend of 300\$ will be awarded each semester.
2. Failure to complete the outlined duties or a resignation during the fall or spring

semester, will result in forfeiture of the stipend.

Article VI --- Advisor's Duties

Section 1. The duties of the Senate Advisor 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 advice, interpret and supervise Senate Procedure;
- E.** To act as parliamentarian in the absence of the Vice-President.

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 \$20
 - 2.** PSAB \$15
 - 3.** PSGA \$15
- B.** Part time Student Activity Fee (\$50):
 - C.** Pirate Fitness Center \$20
 - D.** PSAB \$15
 - E.** PSGA \$15

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: \$2,400
 - a.** \$300 per month for 8 total months
 - 2.** Vice President: \$1,200
 - a.** \$150 per month for 8 total months
 - 3.** Secretary: \$1,200
 - a.** \$150 per month for 8 total months
 - 4.** Business Manager: \$1,600
 - a.** \$200 per month for 8 total months
 - 5.** Public Relations Coordinator: \$300
 - a.** \$300 will be awarded at the successful completion of his/her work as stated in Article V, Section 6 Subsection B.
 - 6.** If salaries are changed for the following year, it will be determined by April 1st by a simple majority of Senate in quorum.
- B.** Clubs and Organizations: 60% of net after Senate Salary.
- C.** Operations and Projects: 30% of net after Senate Salary, and Clubs and Organizations.
- D.** Reserve: Remaining funds will be held in reserve for fiscal solvency.

Section 3. All requests for checks or purchase orders must be made using the Park University approved requisition processes.

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 requester.

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. Purchases made by contract must observe the following procedures:

- A.** At least 2 bids must be submitted;
- B.** The contract must be approved by Senate.
- C.** The Contract must be signed by requester, the Business Manager, and the Vice-President for Finance and Administration, or his/her appointed representative;
- D.** The contract must be signed by the supplier or his/her agent;
- E.** Receipts must be presented to the Business Manager.

Section 8. 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 Senate Advisor;
- D.** An estimate, bid, or invoice must be provided.

Section 9. The signature policy is as follows:

- A.** For the Senate, all requests will require the signatures of the Business Manager and the Senate Advisor. If the Business Manager is unavailable, the President may sign in his/her place. If the advisor is unavailable, the Vice-President for Student Services may sign in his/her place;
- B.** Senate recognized clubs and organizations will determine their own signature policies.

Section 10. 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.

Section 11. Allocations:

- A.** Club allocations will be awarded with the intent to provide certified clubs and organizations with initial operating funds.
 - 1.** Club allocations must be submitted electronically via the online allocation form found on the PSGA website by the end of the third week of the Fall and Spring

semester. Any organization requesting an allocation must be certified.

2. Failure to supply the following information will result in rejection of the of any/all funding requests;
 - a. Name of the requesting club or organization;
 - b. Amount of money requested;
 - c. Current account balance;
 - d. Reason for request.
 - e. Itemized budget
3. For club allocation, all student clubs and organizations that submit their request electronically will receive not more than \$300 if the budget committee deems so.
 - a. In case of irregularity (previous account balance) the budget committee will deduct from \$300 to be allocated
 - b. It is not required that a representative from each club and organizations meet with the Budget Committee In case of irregularities, or questions each club representative must meet with the Budget Committee before the voting process
4. It is mandatory that a representative from the club requesting funds come to attend Senate General Assembly club allocation voting process.
 - a. Failure to do so will result in rejection of any/all funding requests.
5. Allocations will be approved by the Senate in quorum with a majority vote.
6. 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 12. Special Funding:

- A. The request of funding by any certified club or organization for a special event (other than the standard club allocation time). Approved special funding requested by a certified club/organization will be allocated from the Senate "Clubs" account.
 1. Any club/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. The request must include the following information;
 - a. Name of the requesting club or organization;
 - b. Amount of money requested;
 - c. Current account balance;
 - d. Reason for request;
 - e. Preliminary budget for the trip/event
 - f. Itemized budget
 4. 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.
 - a. Responses will be accepted in the form of e-mail, teleconference, or

meeting.

5. It is required that a club/organization appointed representative be present at the PSGA General Assembly meeting when their request is made.
 6. 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:
 - a. The name of the individual;
 - b. Amount of money requested;
 - c. Reason for request.
 - d. Preliminary budget for the trip/event
 3. The Budget Committee will recommend that the individual requesting funds meet with the committee to review any/all funding requests.
 4. 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 highly recommended 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
- C.** Clubs/organizations and/or individuals awarded special funding will be required to submit an oral or written report to the Senate within 30 days upon completion of the event, detailing the event for which the funds were used. The report must include the following:
1. An itemized report of expenditures
 2. A count of all attendees
 3. A report on the impact/outcomes achieved

Section 13. 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 notification of the approved allocation.
 1. Official notification will usually occur in form of an email from the Business Manager or a Budget Committee member
- E.** The appeal request should include the following information:
 1. Name of club/organization
 2. Name of representative
 3. Amount requested
 4. Amount received

- 5. Reasoning of the appeal
- 6. Contact information
- F. The Budget Committee will have 14 business days after the appeal request has been submitted to review the request 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.
- H. The representative is required to be present at the Senate meeting.
- I. Failure to attend either meeting will result in denial of the appeal request.

Article VIII --- Park Policies

All actions and publications of the Senate must be in compliance with Park policies and procedures.

Article IX --- 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/or make available the following documents:
 - 1. PSGA Meeting Agenda
 - 2. The PSGA Senate Roster
- B. The Vice-President will prepare and/or make available the following documents:
 - 1. The Senate's approved guides to parliamentary procedure
 - 2. The PSGA Constitution and By-Laws
- C. The Business Manager will prepare and/or make available the following documents:
 - 1. PSGA Budget Report
- D. The Secretary will prepare and/or make available the following documents:
 - 1. The minutes of each meeting
 - 2. Announcements of all PSGA Sponsored events and 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

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 the 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 Plan.

- A. Will be drafted and submitted by all Executive Board members and the Chairpersons of every Standing, Ad-hoc and Committee;
- B. Will 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. Will be submitted for review to the Executive Board by the first (1st) week of April;
- D. Will be voted on by the Senate by the third (3rd) week of April
 - 1. Transition plan will be adopted by a simple majority vote of the Senate in quorum.

Article X --- Elections

Section 1. Applications: the process by which PSGA members state their intent to run for an available position. All applications can be found on the PSGA website.

- A. For all PSGA officers and Upperclassmen Senator seats:
 - 1. 5 weeks prior to elections, the Secretary will begin publicizing applications for all positions;
 - 2. All applications must be submitted the Monday two weeks prior to the elections by 5:00 p.m.
- B. For all First Time Freshmen Senator seats:
 - 1. On August 1st of the new academic year the Secretary will begin publicizing and will make available applications for all open positions;
 - 2. Applications must be submitted Monday one week prior to the elections by 5:00 p.m.
- C. Guidelines for Declaring Candidacy:
 - 1. The Secretary will release the information to all campus media. This release will include the job description outlining the duties, responsibilities and requirements of/for each position;
 - 2. The Secretary will 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) e-mails during the open declaration period;
 - 3. All applications will be reviewed and verified by the PSGA Secretary, the Senate Advisor and/or their designee upon receipt;
 - a. Applicants will be notified of their approval for candidacy within 3 business days of the application deadline.
 - b. Upon approval 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 the office as defined in Articles VII and IX of the PSGA Constitution;

3. The signature of the applicant attesting to the following statement: I have read the constitution of the 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 2. 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:
 - a. 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;
 - b. The Secretary will post a minimum of two announcements of elections in each occupied building on campus;
 - c. 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 Senate;
 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:
 - a. The Secretary will release the information to all campus media. This release will include the list of all candidates by position;
 - b. The Secretary will post a minimum of two announcements of elections in each occupied building on campus;
 - c. All releases and postings will include the date(s), time and location(s) of elections.
 2. On the Wednesday and Thursday of the third week of classes, balloting will take place.
 3. The times of the operations of the polls will be set by the Senate;
 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 3. Percentages required for elections are as follows:

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

Section 4. Re-election to all positions will be permitted.

Section 5. 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 Committee and the Senate Advisor agree otherwise.

Section 6. Space will be provided on all ballots for write-in candidates. Write-in candidates must meet all eligibility requirements for the position in order to be elected.

Section 7. Notification of all election results will be made in the following order:

- A. The candidates will be informed first; Applicants must reply to the notification within 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.
- B. The Senate will be notified second
- C. The winner's names will be posted in at least three prominent places on campus, one in each occupied residence hall, and to the official PSGA website.

Section 8. Campaigning and the use of posters will observe the following 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. Obscenities and personal attacks will not be permitted;
 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;
 6. The defacing or removal of posters will be considered a violation of the Student Conduct Code and may be subject to judicial notification.
- B. 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;
- C. Candidates are expected to be honest in their campaigning. Information presented by a candidate is expected to be as accurate as possible;
- D. There is to be no campaigning within 25 feet of the poll(s) during balloting. Candidates are permitted to perform business in the area of the poll(s), but are not permitted to loiter in the area;
- E. Any campaign material within 25 feet of the poll(s) is to be removed before the poll(s) open;
- F. Write-in candidates may not post their availability at the poll(s);
- G. All campaign material must be removed by noon of the day following elections.

Section 9. 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 10. 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 vote is required to win;
 - 3.** Should there not be a winner the Senate will determine how to fill the position.

Section 11. 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 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 12. 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 13. 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.

Article XI --- 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 XII --- 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 by certified letter using the official means of communication for Park University;
 - 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 alter the offensive behavior, where at this time a letter 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. 1. The appeal will be presented to the senate.
 - 2. 2. Simple majority vote will be required to bring the appeal to the floor.
 - 3. 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 XIII --- 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 rules may be made by any member of the Senate and must be seconded by any Senator other than the maker.

- 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 XIII --- 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:
 - a. 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;
 - b. A period of one week will be permitted for the return of the applications;
 - c. The special election will be conducted in the manner prescribed in Article X 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 XV --- Amendments to the By-Laws

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

Article XVI --- Revisions of the By-Laws

Section 1. Revisions of these By-Laws will be initiated by the Senate upon suggestion of any Senate Committee/Board or 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

1.) Spring Elections – PSGA officers and upperclassmen seats:

- a.) Elections/Balloting:** *First Wednesday and Thursday of April*
- b.) Elections/Balloting for senators:** *Second Wednesday and Thursday of April*
- b.) Candidate Forum:** *During the week of Executive Board elections*
- c.) Application deadline:** *Two weeks prior to the elections, Monday at 5 p.m.*
- d.) Beginning of publicizing elections:** *Four weeks prior to the elections*
- e.) Beginning of publicizing applications:** *Five week prior to the elections*
- f.) Notification of results:** *As soon as possible after the elections*

2.) Fall Elections – Freshman Senators:

- a.) Elections/Balloting:** *Wed. & Thurs. of the third week of classes*
- c.) Application deadline:** *Monday of the second week of classes*
- d.) Beginning of publicizing elections:** *Monday, one week prior to the elections*
- e.) Beginning of publicizing applications:** *July 1st of new academic year*
- f.) Notification of results:** *As soon as possible after the elections*

Appendix B – Glossary

- ***Closed Session*** – A PSGA meeting not open to the public during which no legislation can be passed; used for, e.g. Removal Procedure Hearings.
- ***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.
- ***Fiscal solvency*** - Financial solvency; having more assets than liabilities.
- ***Liaison*** - Go-between; a person that establishes and maintains communication for mutual understanding and cooperation between two groups.
- ***Minutes*** - Are the instant written record of a meeting or hearing
- ***Park*** - In this document Park (unless otherwise stated) means the same as Park University.
- ***Parliamentarian*** - Can refer to an expert adviser on parliamentary procedure; the Vice President of the PSGA is the Parliamentarian or in his/her absence a senator would act as the parliamentarian.
- ***Quorum*** - A quorum is the minimum number of members of the Senate necessary to conduct business.
- ***Ratify*** - To approve and sanction formally
- ***Robert's Rules of Order*** – Synonymous with 'Parliamentary Rules of Procedure'; formal procedures used in PSGA for conducting meetings.
- ***Simple Majority*** - Means over half the valid votes cast, i.e. a "fifty-plus-one" majority
- ***Standing Committee*** - A permanent committee e.g. By-Laws, Budget, etc.
- ***Sub-Committee*** - A subset of PSGA members organized for a specific purpose
- ***Regular Senate Meeting*** – Includes PSGA general assembly and committee meetings.