

Oklahoma City University
Student Government Association
By-Laws

The following are the By-laws for the Oklahoma City University Student Government Association. They supersede all previous By-laws, including the minutes of the Oklahoma City University Student Senate.

ARTICLE I
THE STUDENT SENATE

SECTION 1- Committees

Part A: Standing Committees

1. Standing Committees. Shall have members appointed by the second general Student Senate meeting. The standing committees are as follows:
 - a. Steering, to provide oversight and management of the Student Senate. The committee shall be charged with setting the goals of the Student Senate and shall annually create a proposal detailing those goals with the advice and consent of the Senate. The committee shall be responsible for investigating alleged violations of these By-Laws and the Constitution and shall recommend solutions to remedy violations which shall include private reprimand, censure, or impeachment. At the beginning of each semester, the committee will insure that each member of the OCU-SGA meets the membership requirements specified by the Constitution. The Vice President of the OCU-SGA shall chair the committee and membership shall consist of all standing committee chairs and two members appointed from the Senate at large by the Vice President of the OCU-SGA. The Secretary of the Senate and President Pro Tempore of the Senate shall serve as Ex-Officio members.
 - b. Appropriations, to deal with all legislation concerning the expenditure or appropriation of student funds related to organizational allocations. The committee shall review and make recommendations to the Senate on all Special Projects and Excess Funds requests. The committee may also review all written contracts with outside parties requesting Student Senate funds approved by the Senate. The committee shall be authorized to conduct audits of any and all SGA financial accounts and shall be granted access to all necessary documentation and records.
 - c. Constituent Outreach, to provide public relations information support and service to the Student Senate and the OCU Student Body. The committee shall effectively communicate the wants, needs, and concerns of the OCU campus community to the administration and OCU-SGA leadership. The committee shall offer an accessible outlet for students to vent complaints and concerns, and recommend to the Senate, suggestions for their rectification. The committee shall also conduct reliable polls, providing the Senate with information on student opinions.
 - d. Student Services, to review all legislation regarding Student concerns and academic issues. The committee is charged with rectifying issues or concerns identified by the student body or the Communications Committee. The committee shall conduct ongoing inquiries into administrative policies concerning academia to ensure that those policies are equitable for all members of the OCU campus community. The committee shall meet with administration, instructors, etc. to discuss and collaborate on OCU academia, curriculum, and evaluations policies. The committee shall also be charged with investigating and improving the natural environment, public safety, campus aesthetics, and other long term issues facing OCU's campus.
2. Appointment. The Vice President of the OCU-SGA with the advice and consent of the Student Senate shall appoint all Senate Committee Chairs and assign all Senate members to a standing

- committee. Up to three (3) Delegate Members may be appointed by the Chair of each standing committee, with the approval of the Vice President of the OCU-SGA.
3. Sub-Committees. Each standing committee may be further divided into one or more sub-committees if the chair of the committee deems necessary.
 4. Official Meetings. Committee and sub-committee meetings are considered official and attendance is required, when the committee chair at or immediately after Senate meetings announces a time and place. Committees, except Steering, shall meet weekly unless otherwise determined by the Chair of the committee with approval of the Steering Committee. Official meetings are open to all members of SGA and the OCU community, unless otherwise determined by the Chair of the committee with the approval of a majority of committee members.
 5. Absences. Failure to fulfill commitments or absence from scheduled Senate or Committee meetings assumed by members of the Student Senate for committees shall count as an absence and may constitute expulsion or removal.
 6. Legislation. The Vice President of the OCU-SGA shall assign legislation to the appropriate committee when necessary, or shall create an ad hoc committee to facilitate it.
 - a. Upon passage of the Student Senate, every piece of legislation shall be presented to the President by the Vice President of the OCU-SGA within five (5) days of approval by the Student Senate.
 - b. All legislation passed by the Student Senate shall take effect immediately after Presidential signature.
 - c. The President shall have the power to veto legislation.
 - d. If any piece of legislation shall not be returned to the Student Senate within seven (7) calendar days after it is presented to the President, the same shall be law, in like manner as if the President had signed it.
 7. Voting Rights of the President Pro Tempore. The President Pro Tempore shall be an Ex-Officio, voting member, of all Standing Committees.
 8. Delegate Members. A Delegate Member is a student who is not otherwise a member of the SGA but serves on Senate Standing Committees, with the exception of the Steering Committee. Delegate Members must meet all the Constitutional requirements for membership, except the G.P.A. requirement.

Part B: Joint Committee on Organizational Allotments

The Joint Committee on Organizational Allotments shall create a recommendation to the Student Senate for the allocation of Organizational Allotments. The committee shall be chaired by the OCU-SGA Finance Director. The committee shall consist of the entire Student Senate Appropriations Committee, the President of the OCU-SGA, and seven (7) elected representatives of Prexie Club. The Committee shall conduct the Organizational Allotments as prescribed in these By-Laws.

Part C: Other Committees

The Vice President of the OCU-SGA or the Steering Committee may create additional ad hoc committees and liaison positions as needed.

Part D: Committee Leadership

1. Chair. Each committee shall have a Chair appointed by the Vice President of the OCU-SGA by the second meeting of the Student Senate.
2. Vice-Chair. The Vice President of the OCU-SGA shall appoint a Vice-Chair by the second meeting of the Student Senate, or each committee may elect a Vice-Chair with duties and responsibilities selected by that committee or committee chair.
3. Responsibilities of the Committee Chair.
 - a. The Chair shall be the presiding officer.
 - b. (S)he shall read the report of his/her committee at Student Senate meetings.

- c. (S)he shall submit a written report of his/her committee every week on a deadline set by the Vice President of the OCU-SGA with the advice and consent of the Steering Committee.
4. Removal
 - a. Any member of the Student Senate may petition for the removal of the President Pro Tempore or a committee chair.
 - b. The petition must be sent to the Government Affairs Committee and the Vice President of the OCU-SGA. The Government Affairs Committee will review the petition for a recommendation on validity at its earliest convenience.
 - c. The petition will then be heard by the Steering Committee with all expediency which shall hold a hearing for the concerned party and vote by a two thirds (2/3) majority.
 - d. The ruling of the Steering Committee may be appealed to the Student Senate which can affirm or overturn the decision by a majority vote.
 - e. When a chair is absent from more than two Senate meetings in one semester, the Steering Committee will automatically consider that person's attendance problems at its next scheduled meeting, and may, by a majority vote, remove that Chair from office.
 - f. The Chair can remove, upon majority vote of the Steering Committee, any member of his/her committee.
 - g. In case of a vacancy, the Chair shall promptly notify the Government Affairs Committee Chair and the Vice President of the OCU-SGA.
 - h. The Vice President of the OCU-SGA reserves the right to remove any Committee Chair or Vice Chair at any time.
5. Vacancy. When a vacancy occurs, the Vice President of the OCU- SGA with the advice and consent of Student Senate will fill the vacancy within 2 weeks. Should the Vice President's assignment fail, the position will be again considered vacant upon failure.

Part E: Special Assignments.

The Steering Committee may give specific special assignments to any Standing, ad hoc, or sub committee that do not have to be limited to the duties assigned to that committee as described in these By-Laws.

Part F: Committee Motions and Recommendations.

1. Recommendations. After debate on legislation put before a committee, the committee shall vote on a motion on the legislation. Such motions shall include the motions "To Vote on Recommendations" and "No Recommendations."
2. "To Vote on Recommendation." This motion shall be a vote on the legislation itself.
 - a. A majority in favor of the legislation shall give it a "Do Pass" recommendation and shall refer the legislation to Student Senate as a whole.
 - b. A majority against the legislation shall give it a "Do Fail" recommendation. Such legislation can only come before Student Senate as emergency legislation.
3. "No Recommendation." A motion of "No Recommendation" shall lead to a vote to determine if the committee wishes to give no recommendation to Student Senate, but wishes for Student Senate to consider it. A majority in favor of the motion shall give the legislation a "No Recommendation". Failure shall mean that the committee must move and vote upon another motion.
4. Discharge Petitions. If a committee has not acted upon a piece of legislation within one weeks of the time at which the legislation was first assigned to the committee, then any Senate member may present a petition signed by a simple majority of all Senate members requesting that the legislation be discharged from the committee and considered by Student Senate under New Business. The legislation shall be presented to Student Senate as introduced in committees.
5. Minority Reports. Should any voting member of any standing committee not concur with the recommendation of any business considered by the committee, (S)he may submit a minority report to Student Senate.

SECTION 2- Senate Procedure

Part A: Voting Procedure.

1. Quorum. Quorum shall be a majority of voting members excluding the chair.
2. Public Votes. All votes shall be publicly cast. Final vote on each piece of legislation shall be recorded in the minutes such that each member's vote may be referred to in the future.

Part B: Decorum.

1. Order. The presiding officer, during debate, shall confine members to the question under consideration and shall also act to prevent personal reflection on business not pertaining to the topic at hand as well as the imputation of improper motive by any member.
2. Profanity. Profane, obscene and indecent language is prohibited at Senate meetings and all committee meetings.
3. Attire. Student Senate members should dress in the appropriate attire for all scheduled weekly meetings.
4. Procedure. Robert's Rules of Order shall be the parliamentary procedure of the Student Senate.
5. Standing Rules. The Senate may adopt standing rules with the consent of a majority of members.

Part C: Speaking.

1. Speaking Privileges. Any person who is not a Student Senate member may be granted speaking privileges at a meeting with the consent of a majority of members present.

Part D: Call to the Audience

1. Call to the Audience. The Student Senate shall allow for up to fifteen (15) minutes in every formal meeting for any member of the OCU community to address the body in any area of concern.
 - a. No speaker may address the Senate for more than two (2) minutes.
 - b. After the speech, the Chair shall entertain questions from the Senate and direct them to the speaker.
 - c. The question and answer period, for each speaker, shall not exceed one (1) minute in length and may not be extended.
 - d. The speaker reserves the right to waive the question and answer period.
 - e. During the Call to the Audience, no speaker may address the Senate more than once at any particular meeting.
 - f. Issues pertaining to individual officers or members of the Student Senate on personal matters are forbidden.
 - g. Speakers shall request time to address the Senate by contacting the Vice President of the OCU-SGA.
 - h. Allocation of time shall be granted to speakers on a first come, first served basis.
 - i. Speakers may request time to address the Senate at any point before the formal meeting is called to order.

Part E: Special Meetings

1. The President can call special meetings of the Senate when he or she deems such meetings advisable.
2. The President shall give at least twenty-four hours notice to the members of the Senate and to the public of such meetings.
3. The order of business for all such special meetings shall be determined by the President and matters for consideration limited to those specified by the President.
4. Special meetings may also called by a majority vote of the Senate. In such a case, the agenda shall be set the same as for regular meeting.

Part F: Time Restraints

1. Meetings of the Student Senate shall not exceed one and a half hours after the Chair calls the meeting to order, unless otherwise stated in these By-Laws. All business on the agenda shall be tabled to the first item under Old Business on the next meeting's agenda.

2. To continue with items on the agenda after the allotted time has expired, a motion must be made to extend time to a definite period, supported by a simple majority of Senate members present.
3. The final meeting of each semester shall not be subject to this time constraint and will run until all business is completed.

Part G: Officer Elections.

1. Election of the President Pro Tempore shall occur by the second general meeting of the Student Senate.
 - a. The presiding officer will open the floor for nominations.
 - b. Following nominations, the presiding officer will recognize each candidate for a three (3) minute speech.
 - c. After all candidates have spoken, the presiding officer will open the floor for five (5) minutes of questions to the candidates.
 - d. Following the question period, each Senator will be allowed to submit a private ballot to the presiding officer outlining their choice.
 - e. The presiding officer shall publicly count the ballots and declare the vote results.
 - f. Should the first ballot not result in a winner, only the top two leading candidates may remain on the ballot.
 - g. Senators will continue to cast private ballots until one candidate receives a majority of the votes.

Part H: Reconsideration of Measures Returned by Executive Veto

1. When a bill or resolution is returned to the Senate because of a veto by the President, a motion to vote to override the veto shall be in order at any time.
2. Any Senators may make the motion to override the veto.
3. A motion to vote to override a veto by the President is debatable.

Part I: Authorship and Sponsorship of Legislation

1. No piece of legislation may have more than three (3) listed authors.
2. Authors may choose to enlist greater support for their legislation by listing Senate sponsors.
3. Sponsors must agree to be listed on the legislation.

Part J: Executive Cabinet Reports

1. All members of the OCU-SGA Executive Cabinet shall be required to appear before the Student Senate to deliver no less than one oral report per month on all their activities relating to their duties within the SGA.
2. Executive Cabinet Reports shall be heard before Standing Committee Reports of the Student Senate.
3. Executive Cabinet members shall be granted speaking privileges for the sole purpose of delivering their report.

Part K: Recusal

1. Members of the Student Senate shall recuse themselves of participation in any inquiries pertaining to themselves.

SECTION 3- Senate Journal

Part A: The Secretary of the Senate shall submit the Senate Journal before the end of the academic year. All Senate Journal's will be permanently filed with the OCU-SGA advisor. The Senate Journal shall be made in both electronic and paper formats to include the following:

1. Cover Page. The cover page should state the academic year and list all current officers and committee chairs of the Student Senate.
2. Legislation. A copy of all legislation submitted to the Student Senate in that academic year. The legislation must also come with its pass or fail status as well as any amendments.

3. Membership Records. A list of every senator that served throughout that academic year. This should include the date they were sworn in as well as all of their attendance records for both Committee and Student Senate meetings.
4. Student Senate Minutes. A copy of all the minutes for every Student Senate and Steering Committee meeting of the academic year.
5. Student Senate Agendas. A copy of all the agendas for every Student Senate meeting of the academic year.
6. Governing Documents. The most up to date version of the OCU-SGA governing documents taking into account all changes made throughout the academic year.

ARTICLE II
INAUGURATION

SECTION 1- Opening of Inaugural Ceremony

The previous Senate as well as those newly elected to the Student Senate will be jointly convened to initiate the OCU-SGA annual session by the third week in April at the regularly scheduled Student Senate meeting time. All previous and newly elected members or officers of all OCU-SGA branches will be required to attend.

SECTION 2- Presiding Officer

The presiding officer of the opening session shall be either the previous administration Vice President of the OCU-SGA or President Pro Tempore.

SECTION 3- Order of Business

Part A: Call to Order by the Presiding Officer

Part B: Roll Call

1. The previous Secretary of the Senate will call the roll of all newly elected Senators and Executive Cabinet members.

Part C: Farewell Address

1. The presiding officer will recognize the previous administration President to deliver their final address.

Part D: Swearing in of the new Executive Cabinet and the Student Senate

1. The previous administration President will then swear-in the new President of the OCU-SGA and both newly elected Vice Presidents.
2. The presiding officer will then turn over the chair of the Annual Session to the new Vice President of the OCU-SGA.
3. The Chief Justice will then be recognized to swear-in newly elected Senators.

Part E: Inaugural Address

1. The presiding officer will recognize the President of the OCU-SGA for the inaugural address.

Part F: Announcements

1. The Student Senate will be open to announcements from its members.

Part G: Adjournment

1. The meeting will be adjourned by the new Vice-President of SGA.

ARTICLE III
THE STUDENT COURT

SECTION 1- Court Session and Business Meetings

Part A: Presiding Officer

1. The Chief Justice shall preside over all the sessions of the OCU-SGA Student Court.
2. At the beginning of each semester, the Chief Justice shall designate a Vice Chief Justice from amongst the Associate Justices of the court.
3. In case of the Chief Justice's absence, the Vice Chief Justice shall assume the duties and responsibilities of the Chief Justice.

Part B: Regular Meeting Sessions

1. The first meeting of the Court shall be the first week following the the start of the Fall Semester.
2. Once the court session has been opened for the year, the court shall continue to convene no less than once every two (2) weeks in order to conduct normal business matters, excluding the summer.
3. A majority of Justices not graduating may vote to start the new session during summer.

Part C: Special Meeting Sessions

1. The Chief Justice may call the court into session for a special meeting.
2. A majority of the Justices may ask the Chief Justice to call a meeting. If the Chief Justice shall refuse to do so, the other justices may call a meeting with the same quorum and procedural guidelines in effect.
3. The Student Court shall be compelled to convene in a timely fashion for all election appeals.

Part D: Open Sessions and Notification of Meeting

1. All Student Court sessions will be open to the public unless the case involves confidential OCU matters during which the session will be closed to the public. A confidential hearing may be open only with the written request and oral consent of the defendant.
2. Public notification shall be required for any and all sessions of the Student Court. Sufficient notification shall include but not limited to posted notice and shall be prominently displayed two (2) class days in advance of the session.

SECTION 2: Hearings and Procedures

Part A: Hearing Cases

The Court shall convene to hear a case or an appeal with a majority vote of the Justices present and voting.

Part B: Quorum

1. For any case to be heard, at least three (3) justices must be present.

Part D: Hearing Procedure

1. The Court shall follow Standing Rules on Procedures adopted by a majority of justices with the advice and consent of a majority of the Senate.

Part E: Deliberation

1. Justices shall listen and deliberate over arguments for a maximum of five (5) class days and will then be required to render a decision on the case. The election code procedure for hearing appeals shall be an exception to this rule.

Part F: Writing Opinions

1. Any justice shall be allowed to write a Concurring Opinion with either the majority or minority opinion.
2. A Final opinion shall not be edited or otherwise altered after it has been submitted to the Chief Justice.

Part G: Notification of Decision

1. Following deliberation, the Chief Justice shall call the hearing back to order and render the decision of the court. Each party shall receive an official copy of the decision in writing, within two (2) class days of the conclusion of the hearing.
2. All official records of decisions are maintained by the Chief Justice. All cases not pertaining to traffic ticket appeals or discipline shall be made available to the public on the OCU-SGA website.
3. The decision of the Student Court is final.

SECTION 3- Power and Responsibilities of the Justices

Part A: Judicial Review

1. The justices of the Student Court will have the power to make judicial review-the power to interpret the meaning and context of the Student Government Association Constitution and By-laws.

2. Laws or legislation may be reviewed by the Court if submitted to the Chief Justice.

Part B: Subpoena Powers

1. The justices shall require parties in a case to appear or to produce documents, records, and or other relevant data only if the justices believe that the students' appearance, or documents, or other relevant data are necessary to resolve questions before the Student Court adjudication.
2. The justices of the Student Court shall have the authority to require participants to produce documents, records, and other relevant data at a designated place and time before the court.
3. The justices of the Student Court shall have authority to require participants to appear at a designated time and place before the court. But, if a student is unable to keep the designated appointment the court shall set another date and time.
4. Any party's failure to appear and produce documents after fifteen (15) class days notice, while classes are in session, shall be held in contempt of court and subject to disciplinary actions as set for by the Dean of Students.

Part C: Recusal

1. Members of the Student Court shall recuse themselves of participation in any inquiries or other matters pertaining to themselves. The justices shall also recuse themselves of participation in any proceedings in which his/her impartiality might reasonably be questioned.

SECTION 4- Judicial Graduation and Replacement

Part A: Graduation

1. The justices of the Student Court shall not serve on the court after graduation.

Part B: Replacement

1. Replacement of graduating justices shall take place after inauguration and prior to his/her graduation.

ARTICLE IV
ELECTIONS

SECTION 1- General Election Rules

Part A: General Election Provisions

1. The candidate's eligibility shall be determined prior to the election by the Student Court as defined by the OCU-SGA Election Rules.
2. The time, date, and place of deadline for filing shall be announced by the Student Court.
3. Election Rules set by the Student Court and approved by a majority vote of the Senate must be followed by all candidates in all elections.

SECTION 2- Election Schedule

Part A: Senate and Executive Elections

1. The election for members of the Student Senate, the OCU-SGA President, Vice President, and Vice President of Student Activities shall be held concurrently on two (2) successive class days.
2. The Spring General Election shall take place no later than the first week in April.

SECTION 3- Candidate Qualifications and Responsibilities

Part A: Candidate Qualifications

1. Candidates must fulfill the qualifications as prescribed in the OCU-SGA Constitution.
2. No member of Student Court may be a candidate for elective office.

Part B: Candidate Responsibilities

1. Candidates are responsible for following all provisions of these By-Laws or any other election laws.
2. Candidates may be responsible for any activities of their supporters that are in violation of the provisions of these By-Laws or any other election laws if information supports that such

candidate had actual or constructive knowledge of illicit activities and/or authorized, acquiesced, or had willful ignorance of/in such violation.

SECTION 4- Filing for an election

Part A: Filing Schedule

1. Filing for offices shall begin at least twenty (20) calendar days before the election.
2. Applications should be made available to students at least five (5) class days before the filing period begins.
3. The application will be made available in the SGA office.
4. The names and positions of the candidates who have filed for election shall be open to the public at all times.

ARTICLE V
FINANCES

SECTION 1- Expenditures

Part A: Expenditures Process

1. A motion for any expenditure that has not be allocated in the OCU-SGA budget must be presented in bill form to the Appropriations Committee at least one (1) weeks prior to the Student Senate meeting at which they may be considered.
2. All members of the Executive Cabinet must present a log or billing statement of all purchases made by him/her at the end of each month to the legislative body. The Appropriations Committee is responsible for ensuring this requirement is met.

Part B: Restrictions on All Funding

1. The Student Senate does not fund for debt.

SECTION 2- Allocation of the Student Bar Association Budget

Part A: Process for allocation of the Student Bar Association Budget

1. Sarkeys School of Law Student Bar Association shall receive eighty percent (80%) of the "Law School contribution to Student Senate" as calculated on the most recently ended fiscal/academic year. This allotment shall be divided in half:
 - a. The first half to be awarded no later than the first week of the Fall semester.
 - b. The second half to be awarded no later than the first week of the Spring semester.
2. The remaining twenty percent (20%) shall be allocated as follows: ten percent (10%) toward the Student Senate accounts, following the guidelines and procedures set-forth by the Oklahoma City University Student Senate and ten percent (10%) to be held in the Law School Legislation account for legislation directly benefiting the law school.
3. The Law School Contribution to Student Senate shall be calculated as follows: (i) the ratio of "student service fees collected from law students" to "student service fees collected from all students" multiplied by (ii) the "allocation of overall student service fees to Senate" within the Student Service Fee Committee's annual recommendation.
4. The University budget office bears the responsibility to calculate this amount each year. The calculation details and summary will be sent to the Finance Director of Student Senate each year upon request for review by the Senate. Funds will be transferred after the University budget office is notified to do so.

SECTION 3- Allocation of the OCU-SGA Budget and Excess Funds

Part A: Process for allocation of the OCU-SGA Budget and Excess Funds

1. Authority for allocating the annual budget and Excess Funds shall be vested in the Student Senate.
2. All Excess Funds shall be considered as part of the normal budget process.

3. The budget process shall be carried out on either an academic year cycle or an academic semester cycle.
4. The Student Senate shall make the allocation by two-thirds (2/3) majority approval.
5. The Finance Director under the direction of the President of the OCU-SGA and the Executive Cabinet shall prepare a report for the Student Senate's approval describing the most appropriate and feasible budget allocation by the second week of school in the Fall Semester.
6. The report will first be submitted to the Appropriations Committee.
7. When considering the report, the Appropriations Committee shall hold an open meeting inviting all members of the Executive Cabinet and Student Senate to confer on budget details.
8. After approval from the Appropriations Committee the budget will be submitted for a vote by the Student Senate.
9. The Spring Budget shall be approved by the last Student Senate meeting of the Fall Semester.

Part B: Process for allocation of the Summer OCU-SGA Budget and Excess Funds

1. The Summer OCU-SGA budget and Excess Funds shall be prepared by the newly elected Executive Cabinet following the spring elections.
2. The President of the OCU-SGA and the Executive Cabinet shall prepare a report for the Student Senate's approval describing the most appropriate and feasible budget allocation for the summer months.
3. The President will submit the report for a vote by the Student Senate before the end of the Spring Semester.
4. The Student Senate shall make the allocation by two-thirds (2/3) majority approval.
5. The Summer Budget shall be approved by the last Student Senate meeting of the Spring Semester.

SECTION 4- Designation of Unused Funds

Part A: Process for the designation of Unused Funds

1. Sixty (60) days following the passage of the bill, the Finance Director shall review the financial status of the bill. If all monies have been spent, no further action will be taken. If there remain unused funds, the Finance Director will notify the Appropriations Committee. The author of the bill will then report to the Appropriations Committee the reason the funds have not yet been spent. The Appropriations Committee will then decide to either grant another sixty (60) day extension or to return the unused monies to the account from which they were taken.
 - a. If another sixty (60) day term is granted, the process will simply reoccur as outlined above.
 - b. If the monies are returned to the account from which they were taken, those monies will again be available as a source of funds for any legislation passed that fiscal year.
 - c. The Appropriations Committee's decision will not be subject to approval by the Senate. However, the author of the bill may appeal to the Senate the committee's decision. The appeal must be filed, in writing, with the Government Affairs Committee immediately following the committee's meeting. A two-thirds (2/3) majority vote will be required of the Senate to overturn the committee's decision.

SECTION 5- Standards of Information

Part A: Rights of the OCU-SGA

1. The Student Senate, its committees, and members of the Executive Cabinet may request any pertinent information and ask such relevant questions in order to ensure that the Senate has the information it needs to make an educated and knowledgeable decision on all funding requests.
2. Organizations and individuals requesting money from the Senate are expected to provide truthful, complete and accurate information to the Student Senate at all times. Should information

presented to the Senate or its committees change during the funding process, those requesting funding have an obligation to notify the Student Senate with such information.

3. If a Student Senate Officer, Executive Cabinet member, Student Senator, Committee Chair or standing committee member believes an organization, group or other person requesting money has provided knowingly false or purposefully misleading information in a funding request, or has purposefully withheld pertinent information from the Senate or its committees, a complaint may be filed with the Government Affairs Committee, unless it pertains to allotments requesting review of the matter. If it pertains to allotments, it shall be referred to the Joint Committee on Organizational Allotments.
4. The Joint Committee on Organizational Allotments will hear any complaint that pertains to Allotments, allow for presentations from all parties, and gather such information as it deems necessary. This includes, but is not limited to, requiring partial or complete repayment of funds, reducing a percentage of an organization's current or future budget, or, in extreme circumstances, recommends that an organizations chartership status be revoked.
5. The Student Senate will review the decision of the Joint Committee on Organizational Allotments and may approve, amend or reject it, after any debate, by a majority vote of members present and voting.

SECTION 6- SGA Property

Part A: Property Usage Agreements

1. The President of the OCU-SGA shall require that any persons issued SGA property deemed to be of significant value must sign a Property Usage Agreement.
2. The Property Usage Agreement shall be created by the President of the OCU-SGA and shall consist of provisions that require that persons issued SGA property be held personally liable for lost or damaged SGA property.
3. The President of the OCU-SGA shall determine which SGA property shall require the use of a Property Usage Agreement.

Part B: Determination of Liability

1. In the event that SGA Property of significant value is lost, stolen, or damaged the Government Affairs Committee shall investigate and make recommendations to the Student Senate regarding whether a violation of the Property Usage Agreement has occurred and determine liability for said property.
2. Upon completing their inquiry, the Government Affairs Committee shall make a recommendation to the Student Senate as to who is financially liable for the property in question.
3. The Student Senate will review the recommendation and may approve or reject it by a majority vote.

SECTION 8- Emergency Expenditures

Part A: Definitions for Emergency Expenses

1. Emergency expenses shall be defined as expenditures outside of the scope of allocations approved by the Student Senate for the OCU-SGA.
2. Before an emergency expense can occur a clear, viable, and demonstrable emergency must be present.

Part B: Process for approving Emergency Expenses

1. Unanimous approval of the Executive Cabinet is required to approve an emergency expense.
2. The President must present a written proposal for the emergency expense with proof of consent from each member of the Executive Cabinet.
3. Once approved by the Executive Cabinet the emergency expense shall be permitted to occur.
4. The expense must be reviewed by the Student Senate at its next meeting.
5. Should the emergency expense not be ratified by the Student Senate, the Executive Cabinet will all individually and personally bear the burden of the emergency expense.

6. The Government Affairs Committee shall ensure that the personal burden is met and that the account of the Student Government Association is properly reimbursed, replenished, or repaid in full for the amount of the emergency expense.

ARTICLE VI
ORGANIZATIONAL ALLOTMENTS

SECTION 1- Eligibility for Organizational Allotments

Part A: Registered Campus Organizations

1. Only organizations officially recognized and registered with the Office of Student Life are eligible for Organizational Allotments.

Part B: Required Information

1. Registered organizations must have a list of current members of their organization as well as the contact information for the organization's president on file with Prexie Club.
2. Registered organizations must send a representative to the Allotment Informational Meeting of Prexie Club.
3. Non-fulfillment of the aforementioned requirements makes any organization ineligible to receive Organizational Allotments.

SECTION 2- Allotment Process

Part A: Announcement of Allotment Requests

1. On the 7th Monday of the academic semester, the Joint Committee on Organizational Allotments must send an electronic announcement to all registered organizations.
2. The announcement must contain an electronic copy of the allotment application, guidelines, and application deadline.
3. The announcement must give notice about the Allotment Informational Meeting date, time, and location.

Part B: Allotment Informational Meeting

1. On the 8th week of the academic semester, the Co-Chairs of the Joint Committee on Organizational Allotments must conduct an Allotment Informational Meeting to be held in concurrence and conjunction with Prexie Club's regularly scheduled meeting.
2. The meeting must outline all rules, guidelines, and application deadline.
3. Copies of the allotment application must be made available at this meeting.
4. The meeting must provide time for registered organizations to ask questions regarding allotments.

Part C: Allotment Reminder Notification

1. On the 8th week of the academic semester, an electronic reminder must be sent to all registered campus organizations stating the allotment deadline and providing an electronic copy of the allotment application.

Part D: Allotment Application Deadline and Collection

1. The allotment application deadline must be on the 9th week of the academic semester.
2. Allotment application must be submitted to the OCU-SGA advisor before 5pm on the due date.
3. The OCU-SGA advisor must submit a copy of the collected allotment applications to all members of the Joint Committee on Organizational Allotments before the end of the 10th week of the academic semester.
4. Any organization that submits an application after the deadline shall be considered ineligible for funding at the discretion of the Joint Committee on Organizational Allotments.

Part E: Review and prepare Organizational Allotments

1. The Joint Committee on Organizational Allotments must meet throughout the 10th and 11th week of the semester to review the allotment applications.
2. Any organization is subject to an interview regarding their application if the either Chair of the Joint Committee on Organizational Allotments deems necessary. If called, the interview is required and must be attended. Failure to attend the interview will result in a dismissal of the

application. The Joint Committee on Organizational Allotments reserves the right to ask any questions relevant to the funding of an organization or that organization's budget.

3. By the end of the 11th week of the academic semester, the committee must submit a recommendation to the Student Senate on how to allocate the Organizational Allotment.
4. The Vice President of the OCU-SGA must send the Senate an electronic copy of the Organizational Allotments as soon as they are made available to the Student Senate.

Part F: Final Approval by the Senate

1. At the Student Senate meeting on the 12th week of the academic semester, the Senate must review the Organizational Allotments.
2. Organizational Allotments must be approved by a two-thirds (2/3) majority vote of the Student Senate.

Part G: Preparation and notification of Allotments

1. On the 14th week of the academic semester, the Joint Committee on Organizational Allotments must prepare letters to each that requested allotments detailing the amount they received versus the amount they requested. The letter must also include the date and method by which the awarded funds will be accessible by the organization.
2. By the 15th week of the academic semester, the Joint Committee on Organizational Allotments must send all aforementioned letters to the requesting organizations as well as OCU administrators and the campus newspaper.

SECTION 3- Allotment Application

Part A: Allotment Application requirements

1. All applications for funding must include the following:
 - a. Funding Cover Letter
 - b. Allotment Request Form
 - c. Expense Report
2. When an organization submits an allotment application, the organization authorizes the Joint Committee on Organizational Allotments to access their account information.
3. An incomplete application will not be considered.
4. Each organization receiving funds must host an OCU university-wide event. The scope of the event does not have to exceed the organization's normal activities, but the event must be open to all students. The event shall perpetuate the knowledge and awareness of the organization's purpose.
5. The Joint Committee on Organizational Allotments must create all required forms for the allotment application by the 7th week of the academic semester.

SECTION 4- Funding Criteria

Part A: Criteria for awarding Organizational Allotments. When determining how much funding to award an organization the following criteria shall be used by the Joint Committee on Organizational Allotments. These criteria shall be identical in weight and substance across all organizations. They are ranked in order of importance from most important to least important.

1. The Scope of Kopelman of an organization and its programs, events, activities and any non-funded activities. This takes into consideration the number of students affected, the effect on the Oklahoma City University community and the size of the organization.
2. The degree to which the organization's programs, events and activities provide a unique service to Oklahoma City University's student community.
3. Any other funding received from University budgets.
4. The degree to which funding the organization's requests will accomplish the stated goals of the organization.
5. The quality of the application. This shall include neatness and reasonability of the request. Unreasonable requests for large sums of money will count against an organization.

Part B: Misuse of Funds. The following expenditures shall not be funded through Organizational Allotments.

1. Scholarships
2. Endorsement of political candidates (i.e., campus, local, state, national and worldwide)
3. Any form of transportation without the written approval of the Chair of the Student Senate Appropriations Committee.
4. Alcoholic beverages or medications
5. Personal items for campus organizations. Personal items shall include, but are not limited to: gifts, cards, trophies, awards, or certificates. This does not apply to t-shirts.
6. Educational tools of any kind. An educational tool is defined as any item required for a class, including, but not limited to, microscopes, desks, audio/visual equipment, and library materials.
7. Any expenditure, by any student organization, of Student Senate funds for purposes or uses prohibited by the Trustee or University policy.

ARTICLE VII
PREXIE CLUB

SECTION 1- Prexie Club Management

Part A: Prexie Club Meeting Requirements

1. Prexie Club shall be a meeting of all presidents of organizations recognized by the Office of Student Life.
2. Prexie Club shall meet no less than once per month.
3. Prexie Club meetings and agendas shall be planned by the President of the OCU-SGA.

ARTICLE VIII
STATE OF THE STUDENTS ADDRESS

SECTION 1- State of the Students Address

The State of the Students Address shall provide an opportunity for the President of the OCU-SGA to address the OCU community detailing the current state of the SGA, the OCU community, and the goals or plans that he/she laid out at their inauguration.

SECTION 2- Requirements

Part A: Planning

All planning and arrangements necessary for the State of the Students Address shall be provided by the Executive Cabinet.

Part B: Date

The State of the Students shall occur on the first week of the spring semester during the regularly scheduled Student Senate meeting time and location.

Part C: Attendance

1. All members or officers of all branches of the OCU-SGA must be in attendance at the State of the Students Address.
2. The President of the OCU-SGA is responsible for extending invitations for the address to members of the OCU-SGA and the OCU community in conjunction with the Secretary of Public Relations.

SECTION 3- Order of Business

Part A: Call to Order by the Vice President of the OCU-SGA

Part B: Roll Call by the President Pro Tempore

1. The President Pro Tempore will call the roll of all members and officers of all branches of the OCU-SGA.

Part C: Recognition of Guests and Visitors

Part D: Introduction of the President of the OCU-SGA

1. The President of the OCU-SGA's designee shall be recognized to deliver the introduction.

Part E: State of the Students Address

Part F: Announcements

Part G: Adjournment

ARTICLE IX
AMENDMENTS

SECTION 1- Requirements

Part A: Amendment Process

1. Amendments to the By-Laws shall be passed by two-thirds (2/3) majority of the Senate
2. The motion must specifically state that it is an amendment to these By-Laws.
3. The amendments must be posted for review of Senate members for one week prior to the proposed approval date.

SECTION 2- Exceptions

The ordinary minutes of the Oklahoma City University Student Senate are not to be considered part of these Oklahoma City University-Student Government Association By-Laws.