

CONSTITUTION

Student Government Association
Fort Hays State University
Revised August 2009

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Preamble

We, the students of Fort Hays State University, organize ourselves as the Student Government Association for the purpose of serving, protecting and promoting the interests and rights of the students of this institution. In order to carry out the collective welfare of all the students, we do hereby establish this Constitution.

- I. Name
 - A. The name of this organization shall be the Student Government Association of Fort Hays State University.
 - 1. The Student Government Association of Fort Hays State University may be referred to as the Student Government Association.
 - B. Any reference to the Senate (unless otherwise specified) denotes the Student Senate of the Student Government Association.
 - C. Any reference to the president (unless otherwise specified) denotes the president of the Student Government Association.
 - D. Any reference to the vice president (unless otherwise specified) denotes the vice president of the Student Government Association.
 - E. Any reference to the treasurer (unless otherwise specified) denotes the treasurer of the Student Government Association.
 - F. Any reference to the Office of Legislative Affairs director (unless otherwise specified) denotes the Office of Legislative Affairs director of the Student Government Association.
 - G. Any reference to the administrative assistant (unless otherwise specified) denotes the administrative assistant of the Student Government Association.
 - H. Any reference to the Student/Faculty Court (unless otherwise specified) denotes the Student/Faculty Court of the Student Government Association.
- II. The Purpose of the Student Government Association
 - A. The purpose of the Student Government Association shall be to preserve the Student Government Association as an effective means of representing students; to provide a constructive line of communication between students, faculty and administration; to foster student involvement in all campus activities; to enhance the educational, social and cultural experience of all students; and most importantly, to provide an environment conducive to the education of all Fort Hays State University Students.

III. Membership

- A. Any student that is enrolled in at least one on-campus hour at Fort Hays State University, and has paid the Student Activity Fee, shall be considered a member of the Student Government Association.
- B. Any member of the Student Government Association that is considered full-time status by Fort Hays State University, with a 2.00 grade point average or higher (on a 4.00 grade point average scale) is eligible for election to, or appointment to, a Student Government Association executive branch position, legislative branch position or judicial branch position.

IV. Organization

- A. The Executive Branch of the Student Government Association
 - 1. The executive branch of the Student Government Association shall consist of the following executive staff positions:
 - a) The President of the Student Government Association
 - (1) The President of the Student Government Association's duties, responsibilities, and rights shall be:
 - (a) To carry out legislation enacted by the Senate;
 - (b) To inform and present matters to the Senate concerning student issues and concerns;
 - (c) To coordinate the duties of cabinet members;
 - (d) To sign acts of legislation or veto acts of legislation;
 - (i) A veto shall consist of the president of the Student Government Association, or an executive staff member appointed by them, presenting a copy of the bill or resolution that passed by the required vote in the Senate, and returning the aforementioned bill or resolution to the Senate with the word "veto" on the line labeled "President's Signature."
 - (ii) Any vetoed bill or resolution must be presented at the regular meeting directly following the meeting in which the bill or resolution passed.
 - (e) To appoint students and a student chief justice to the Student/Faculty court subject to ratification by the Senate;
 - (f) To appoint students to student/faculty committees, subject to ratification by the Senate;
 - (g) To submit an annual budget to the Senate, subject to ratification by the Senate;
 - (h) To represent Fort Hays State University at meetings of the Students' Advisory Committee;

- (i) To represent Fort Hays State University at meetings of the Kansas Board of Regents;
 - (j) To present a report at the end of the office's term detailing duties and activities participated;
 - (k) To appoint a cabinet, with advisement by the vice president, and subject to ratification by the Senate;
 - (l) To give waivers to organizations without SOC approval that are deemed vital to the development of students or essential for Fort Hays State University to function properly.
 - (i) All waivers must be approved by a two-thirds majority vote of the Student Government Association Senate.
 - (ii) Any waiver denied by the president to any organization shall be reported to the full Senate during a regularly scheduled Senate meeting during the president's executive report.
- b) The Vice President of the Student Government Association
- (1) The vice president of the Student Government Association's duties and responsibilities shall consist of the following:
 - (a) To serve as the chair of the Senate;
 - (b) To have a working knowledge of the latest edition of Robert's Rules of Order Newly Revised,
 - (c) To assume all duties and responsibilities of the president in the case of the president's absence, incapacitation or resignation;
 - (d) To rule on expulsion of Senate members for violating the absence policy;
 - (i) If any member of the Student Government Association Senate incurs unexcused absences in excess of two during a semester, the vice president shall have the right to remove said senator from the Senate of the Student Government Association.
 - (ii) The vice president shall rule on the validity of all absences.
 - (e) To appoint senators, and designate chairpersons to the Appropriations, Senate Affairs, Student Affairs, and Legislative and Political Action Committees;
 - (f) To appoint senators, and designate chairpersons to any special committees;

- (g) To present a report at the end of the office's term detailing duties and activities participated in; and
 - (h) Shall call sessions of the Student/Faculty Court for just cause, and facilitate orientations for its membership as needed.
- c) The Treasurer of the Student Government Association
- (1) The treasurer of the Student Government Association's duties and responsibilities shall consist of the following:
 - (a) To oversee the financial status and budget of the Student Government Association;
 - (b) To direct all moneys as deemed appropriate by the president;
 - (i) The treasurer shall have the obligation to direct moneys approved by the Senate, if that direction comes as a direct result of a veto override.
 - (c) To present monthly financial statements to the Senate during regularly scheduled meetings;
 - (d) To serve as a member of the Allocations and Appropriations Committees; and
 - (e) To present a report at the end of the office's term detailing duties and activities participated.
- d) The Administrative Assistant of the Student Government Association
- (1) The administrative assistant of the Student Government Association's duties and responsibilities shall consist of the following:
 - (a) To take the roll at all official Student Government Association Senate meetings;
 - (b) To determine vote totals required to achieve majority and two-thirds majority votes throughout the Student Senate meeting;
 - (c) To carry out responsibilities given by members of the executive branch of the Student Government Association; and
 - (d) To present a report at the end of the office's term detailing duties and activities participated in;
 - (e) To update the website weekly with current legislation and minutes;
 - (f) To announce upcoming meetings dates and times as well as other activities sponsored by the Student Government Association on the website;
 - (g) To update senator and executive staff members

- email addresses, biographies, and other contact information;
- (h) To attend and document meetings, seminars, service projects, and other activities sponsored by the Student Government Association with photographs and/or video;
 - (i) To communicate and share with university media, include available student newspapers, television, radio, and other mediums, by sending press releases, photographs, and/or video;
- e) The Director of the Office of Legislative Affairs
- (1) The director of the Office of Legislative Affairs' duties and responsibilities shall consist of the following:
 - (a) To act as a representative of the students of Fort Hays State University when dealing with any and all government officials;
 - (b) To educate any and all government officials on the stance the Student Government Association, and/or the student body of Fort Hays State University have on any particular topic concerning the welfare of the Fort Hays State University student body;
 - (c) To attend all meetings of any and all governmental bodies needed to gain information on issues that may affect Fort Hays State University students;
 - (d) To present suggested position statements to the Legislative and Political Action Committee for presentation to the Student Senate in a resolution format; and
 - (e) To complete special projects assigned by executive branch members.
 - (f) To attend all meetings of the Student Senate, unless otherwise excused with one week advance notice;
 - (g) To have a working knowledge of the Student Government Association Constitution and Statutes;
 - (h) To have a working knowledge of the most recent edition of Robert's Rules of Order Newly Revised,
 - (i) To advise the chair of the Student Government Association Senate, or any senator of said organization, of any procedural errors during any meeting; and
 - (j) The Director of Legislative Affairs shall have the right to advise or discuss changes to the Constitution of the Student Government

Association, or the current status of said Constitution.

- (k) To assume responsibilities given by members of the executive branch of the Student Government Association;
- (l) To announce events requiring or affecting the Student Government Association's involvement in or around the campus of Fort Hays State University;
- (m) To present a report at the end of the office's term detailing duties and activities participated.

B. The Legislative Branch of the Student Government Association

1. The legislative branch of the Student Government Association shall be comprised entirely of the Student Government Association Senate.
 - a) The Senate shall have the following composition:
 - (1) One seat shall be apportioned for every 130 students in the majors specified within the following divisions:
 - (a) General Studies: Undecided, Liberal Studies, General Studies, Non-Majors, Non-Degree, Undecided Degree Seeking
 - (b) Humanities: Art, Art Education, Communications, English, Foreign Languages, Information Networking and Telecommunications, Music, Music Education, Philosophy, Performance
 - (c) Social Sciences: History, Political Sciences, Justice Studies, Psychology, Sociology, Social Work, School Psychology, Organizational Leadership; and
 - (d) Natural Sciences and Mathematics: Chemistry, Computer Science, Geosciences, Geography, Mathematics, Physical Science, Physics, Geology; and
 - (e) Business: Accounting, Management Information Systems, Finance, Management, Marketing, Undecided Business, Office Technology, Business Education, Business Communications, Master of Business Administration, Business, International Business/Economics, Tourism and Hospitality Management; and
 - (f) Counseling and Educational Services: Counseling, Education Administration, Elementary Education, Industrial Education, Special Education, Secondary Education, Technology Studies, Technology Leadership, Education, Instructional Technology, Pre

Education

- (g) Life Sciences: Agri-Business, Agriculture, Biology, General Science
 - (h) Health: Nursing, Radiologic Technology, Speech-Language Pathology, Medical Diagnostic Imaging, Sport Recreation and Management, Athletic Training, Health and Human Performance,
- (2) A minimum of two Senate seats must be apportioned for each general area specified in Article IV, Division B, Section 1, Subsection a), subsection (1), subsections (a) through (h).
 - (3) The Senate seats shall be reapportioned for the spring elections in the following academic year using the 20th day enrollment figures for the fall of the current year.
 - (4) Three Senate seats shall be designated as "First year seats with 30 credit hours or less, at the time of joining the legislative body of the Student Government Association" and encompass any full time Fort Hays State University student classified as a "First year seat with 30 credit hours or less, at the time of joining the legislative body of Student Government Association" by the Fort Hays State University Registrar's Office.
 - (a) First year seats with 30 credit hours or less, at the time of joining the legislative body of Student Government Association seats shall be filled in the beginning of the fall semester by the Senate Affairs Committee.
 - (b) The selection process shall be the same as the process for vacant Senate Seats as outlined in Article V, A, 2, b, 5.
 - (c) Applications must be available to students the first day of classes in the fall semester.
- b) A Senator of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) To attend all meetings of the Student Senate of the Student Government Association, unless excused;
 - (2) To attend all committee meetings of the Student Senate of the Student Government Association, unless otherwise excused;
 - (a) Three unexcused committee absences per semester, as determined by each committee

- chair, shall result in removal of said senator from the Student Senate.
- (3) To serve one office hour each week for each Senator and two hours per week for each standing Committee Chair in the Student Government Association Office, unless otherwise excused.
 - (a) Three unexcused office hour absences per semester, as determined by the Vice President of the Student Government Association, shall result in removal of said senator from the Student Senate.
 - (4) To have a working knowledge of the most recent edition of Robert's Rules of Order Newly Revised
 - (5) To have a working knowledge of the Student Government Association Constitution; and
 - (a) To attend an allocations seminar held the week after the allocations committee is formed, presented by the allocations committee chair, the Treasurer, and the Vice President.
 - (b) To review all Allocations waivers given by the president of the Student Government Association and provide approval or disapproval regarding the presentation of the waiver to any organization.
 - (i) Any approval of a Student Government Association waiver will consist of a two-thirds majority vote of the Student Senate of the Student Government Association.
 - (6) While continuing to fulfill their duties, senators must notify the SGA and their constituents two weeks prior to any resignation.
 - (a) If resignation procedure is not adhered to or excused, then the senator is not eligible to fill a Senate position for one year from the time of resignation.
 - (7) Standards of Ethical Conduct
 - (a) The Student/Faculty Court is to advise on and enforce the Student Government Association "Code of Ethical Conduct" (pursuant to Addendum I of the Student Government Association Constitution) in an impartial manner.
 - (b) The responsibilities of the Student/Faculty Court in instances of ethics inquiries shall be as follows:
 - (i) The Student/Faculty Court shall handle inquiries; prepare written opinions providing specific advice; develop general guidance; and briefings for the benefit of the senate.

1. Any member of the senate or executive staff may request advice with respect to the propriety of any current or proposed conduct of a senator or executive staff member.
 - a. Whenever a request for advice is tendered, the committee shall convene no later than 15 school days from the date of the request.
 - b. The Court shall keep confidential any request for advice from a student senator or executive staff member as well as any response thereto.
- (ii) The Student/Faculty Court shall be responsible for hearing referrals, either from the president or a student senator, regarding alleged violations of the Student Government Association Code of Ethical Conduct.
 1. The Student/Faculty Court shall investigate each referral for its validity.
 - a. Whenever a referral is submitted to the Student/Faculty Court, the Chief Justice shall have 5 school days to determine whether the information meets the requirements for what constitutes a referral.
 - i. A referral submitted to the Student/Faculty Court shall be in writing, dated, and with the language, “Signed and sworn to (or affirmed) before me on (date) by (the name of the person)” and shall contain the following information:
 1. The name and position or title of the respondent.
 2. The nature of the alleged violation of the Code of Ethical Conduct.
 3. The facts alleged to give rise to the violation. The complaint shall not contain innuendo, speculative assertions, or conclusory statements.
 4. Any documents in the possession of the complainant that relate to the allegations

- may be submitted with the referral.
- ii. A referral may not be amended without leave of the Student/Faculty Court. Otherwise, any new allegations of improper conduct must be submitted in a new referral.
 - b. Whenever a referral is found to meet the requirements, the Student/Faculty Court shall convene no later than 10 school days from the date of the Chief Justice having found that said referral had met the requirements of what constitutes a referral.
2. If a referral has been found to be sufficiently valid under a credible burden of proof, the Student/Faculty Court shall have the power to take one of the following actions against the individual who committed said violation:
 - a. An official reproof of such an individual in a general senate meeting, as well as a written copy of the Student/Faculty Court's findings entered into the record.
 - b. Removal of such an individual as chairperson of any committee.
 - c. Removal of such an individual from a non-standing committee and/or limitation of voting rights on a standing committee.
 - d. Removal of such an individual from their position as a senator, executive staff member, or student/faculty justice of the Student Government Association and their capacity within, with the approval of a 2/3 majority of the Senate.
 - e. Any other sanction determined by the Committee to be appropriate and approved by a 2/3 majority of the senate.
 3. If a referral or information offered as a complaint is deemed frivolous by an affirmative vote of a majority of the members of the Student/Faculty Court, the

- Student/Faculty Court may take such action as it, by an affirmative vote of its members, deems appropriate in the circumstances.
4. Members of the Student/Faculty Court shall abstain from participation in the business and voting of the Student/Faculty Court under the following conditions:
 - a. A member of the Student/Faculty Court is referred for a violation of the Code of Ethical Conduct, and they shall abstain until such time as they have been exonerated.
 - b. A member of the Student/Faculty Court has a personal relationship with an individual, which prohibits that member from being able to act impartially while carrying Student/Faculty Court business.
 - c. A member of the Student/Faculty Court who has a conflict of interest which prohibits that member from being able to act impartially while carrying out Student/Faculty Court business.
 - (c) Any individual who is referred to the Student/Faculty Court shall be afforded the following rights:
 - (i) Notification of said individual's referral 2 school days prior to the referral being heard by the Student/Faculty Court.
 - (ii) Testify to their conduct named in said individual's referral, prior to the Student/Faculty Court rendering a ruling on such referral.
 - (iii) Present witnesses with direct knowledge of the conduct named in the referral.
 - (iv) Refusal of a Student/Faculty Court subpoena to testify.
 - (d) The investigative powers of the Student/Faculty Court shall consist of the following:
 - (i) Subpoena the testimony of any person the Student/Faculty Court deems to have relevant information pursuant to an active referral.
 - (ii) Subpoena any Student Government Association documents pursuant to an active referral.
 - (e) The Student/Faculty Court shall meet as follows:
 - (i) Student/Faculty Court shall meet as needed to confer on referrals and requests for advice, as the

Student/Faculty Court deems necessary by an affirmative vote of a majority of its members, or as the Chief Justice deems necessary.

- C. The Judicial Branch of the Student Government Association
 - 1. The judicial branch of the Student Government Association shall be comprised of the members of Student/Faculty Court at Fort Hays State University.
 - a) The Student/Faculty Court of Fort Hays State University may be referred to as Student/Faculty Court.
 - 2. The Purpose of the Student/Faculty Court
 - a) The Student/Faculty Court shall have jurisdiction over all cases where a student is in jeopardy of university imposed sanctions and shall guarantee and establish the right of a student to petition for relief from student discipline sanctions. Students shall have the right of appeal ensuring due process under the law.
 - b) Attorneys may appear in accordance with the procedures established in the Student Bill of Rights.
 - 3. Membership
 - a) The Student/Faculty Court shall consist of one student chief justice, three student justices, and three faculty justices.
 - b) Any full time Fort Hays State University student with a 2.00 or higher cumulative grade point average or higher (on a 4.00 scale) is eligible for appointment to the Student/Faculty Court. Justices must have at least 45 credit hours to be appointed to the Student/Faculty Court.
 - c) All justices of the Student/Faculty Court shall be required to meet with the office of Student Affairs within one month of appointment to discuss responsibilities, expectations, and specific scenarios which may occur during their terms.
 - 4. Organization
 - a) The Student/Faculty Court shall consist of the following positions:
 - (1) The Chief Justice of the Student/Faculty Court
 - (a) The chief justice of the Student/Faculty Court shall have the following duties, rights and responsibilities:
 - (i) To serve as the chair of the Student/Faculty Court;
 - (ii) To call the Student/Faculty Court into session;
 - (iii) To write the majority opinion in a case;
 - (iv) To recess the Student/Faculty Court, when

necessary, and reconvene within a reasonable time; and

(v) To vote only in the case of a tie.

(b) The chief justice of the Student/Faculty Court shall remove himself or herself should he or she come into conflict with a case. In this case, he or she shall appoint a student justice from the three appointed to serve in his or her capacity for the duration of the case.

(2) Three Student Justices of the Student/Faculty Court

(a) The three student justices of the Student/Faculty Court shall have the following duties, rights, and responsibilities:

(i) To offer objective input;

(ii) To listen to all evidence presented with no bias or partiality; and

(iii) To render fair and impartial judgment.

(b) Student justices on Student/Faculty Court finding themselves in conflict with parties of a case shall remove themselves from that case.

5. Proceedings

- a) A quorum shall consist of any four voting members present at one meeting. In the case of removal of one justice, quorum shall be adjusted to three voting members of Student/Faculty Court.
- b) Petitions shall be presented to the chief justice of the Student/Faculty Court, at which time the petitioner shall be presented with necessary information pertaining to the proceedings of Student/Faculty Court. Further information will be presented to the chief justice who will, in turn, then present the material to the Student/Faculty Court.
- c) The Student/Faculty Court has the power to review any and all petitions in a closed session prior to any court case to determine the validity of said case.
- d) The Student/Faculty Court shall follow an informal format.
- e) The format for the questioning session in Student/Faculty Court shall be as follows:
 - (1) Justices shall hear the facts and opinions of those persons involved in the controversy.
 - (2) Justices may ask questions they deem necessary to assume a clear understanding of the issues.
 - (3) When opposing views have been heard, each party involved shall have the opportunity to make final comments.

- (4) This session shall be open only to those individuals involved in the case, witnesses and lawyers.
- (5) Meetings shall be recorded by a justice so designated by the chief justice of the Student/Faculty Court.
- f) The format for the decision-making session in Student/Faculty Court shall be as follows:
 - (1) Justices shall discuss the pertinent facts and render a timely decision.
 - (2) No decision shall be rendered until a majority decision is reached.
 - (3) Once a decision has been reached, the decision shall then be announced to all parties concerned. Within one week, written copies of the majority decision and the rationale involved in the decision and/or dissenting opinion must be made available to the Student Government Association office. A dissenting opinion may be written at the discretion of each justice.
 - (4) If the Student/Faculty Court need declare an indecision, the petitioning parties may then appeal to the president of the university, except in the case of Student Government Association elections. If so requested, the Student/Faculty Court shall be the final authority on all formal election procedure protests. If the Student/Faculty Court is unable to come to a decision in regards to election procedure protests, a new election will be held.
 - (5) Any requests for appeal of the Student/Faculty Court shall be directed to the president of the university.
 - (6) This session shall be open only to the chief justice, three student justices and three faculty justices.
 - (7) Meetings shall be recorded by a justice designated by the chief justice of the Student/Faculty Court.

V. Committees

- A. The committees of the Student Government Association shall consist of the following standing committees:
 - 1. Appropriations
 - a) The Appropriations Committee shall consist of eight members of the Student Senate and the treasurer of the Student Government Association.
 - (1) A quorum shall consist of any five voting members present at one meeting.
 - (2) The appointed chair of the Appropriations Committee shall have the following duties:
 - (a) To set a standardized meeting time each week while Student Senate is in session, as needed;

- (i) To produce standardized appropriations guidelines regarding the appropriation of moneys towards any commonly requested item or service; and
 - (ii) To provide all Student Organization Committee approved organizations, or any organization which receives a waiver, the statutes, rules, regulations and procedures followed to obtain any Appropriations or Equipment Fund money at the beginning of each academic year.
- b) The Appropriations Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) To distribute appropriate money to worthy groups registered by the Student Organization Committee, or given a waiver by the president after approval by the Senate of the Student Government Association;
 - (2) To ensure that money is appropriated for the purposes of trips, or other events, in which approved (Article V, Division A, Section 1-b-(1)) organizations serve the interests of Fort Hays State University, the Student Government Association, and the State of Kansas;
 - (3) To ensure that no organization is approved money in excess of \$1,000 per Fort Hays State University academic year; and
 - (4) To ensure that no money is appropriated for any activity used for: individual gain, parties, dances, awards, individuals not enrolled at Fort Hays State University, organizations receiving funds from the Allocations Committee, with the exception of the Equipment Fund, or other activities deemed unacceptable by committee members;
 - (a) Committee members shall abstain from voting on the appropriation of any money in which they individually receive a portion of the appropriated money.
 - (5) To distribute money through the Equipment Fund with the following regulations:
 - (a) The purpose of the Equipment Fund shall be to provide for single-year capital purchases and/or to fund repairs on existing equipment made by organizations that qualify to receive money from the Appropriations Committee.
 - (b) The Equipment Fund shall be created from no less

- than five percent of the Allocations budget each year.
- (c) Any Equipment Fund request at or below \$1,500 may be funded entirely from the Equipment Fund.
 - (d) Any Equipment Fund request above \$1,500 shall be matched dollar for dollar by the organization submitting the request;
 - (i) The \$1,500 limit shall be cumulative for each organization submitting multiple requests from the Equipment Fund per Fort Hays State University school year.
 - (e) No organization may request more than \$10,000 from the Equipment Fund in one Fort Hays State University school year.
 - (f) All organizations receiving money from the Equipment Fund shall produce a copy of any and all receipts relating to equipment purchases and/ or repairs paid for with money from the Equipment Fund.
 - (g) All unused Equipment Fund money shall be carried over to the Equipment Fund of the Student Government Association.
 - (h) Applications must be submitted a week prior to review.
- c) The Appropriations Committee may take the following actions when an appropriations or Equipment Fund request is received in accordance with the Constitution:
- (1) Approve the request with or without recommendations;
 - (2) Reject the request;
 - (3) Amend the request, and submit the amended form of the request to the Student Senate.
 - (4) The responsibilities of the organization requesting appropriations shall be:
 - (a) To present a request to the executive office of the Student Government Association by noon Wednesday, six weeks prior to the scheduled event;
 - (b) To ensure a student (as defined in Article III, Division A) member of the organization requesting appropriations presents the request to the Appropriations Committee and Senate upon notice;
 - (i) This representative cannot be the organization's advisor, a member of the SGA

executive staff, or a senator (with the exception of non-SOC recognized organizations receiving a waiver);

- (c) To ensure the member of an approved organization signs and completes a travel authorization request five business days before the scheduled event, and provides the proper administrative official with the form;
 - (d) To produce a list of students benefiting from funds appropriated, including the student's full name and student identification number; and
 - (e) To produce receipts for expenses occurred and return said receipts to the treasurer within two weeks upon return from the event. Money shall be only be distributed in the amount corresponding to the value of the receipts provided to the treasurer within the allotted two weeks.
2. Senate Affairs
- a) A quorum for the Senate Affairs Committee shall consist of one member over half of all members appointed to the committee.
 - b) The Senate Affairs Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) The ratification of three First year seats with 30 credit hours or less, at the time of joining the legislative body of Student Government Association, at the beginning of each academic year.
 - (2) To study the internal operations of the Student Government Association and its components;
 - (3) To recommend legislation to change current practices of the Student Government Association for the benefit of Fort Hays State University Students;
 - (4) To organize the Elections Committee; and
 - (5) To fill all vacated seats in the Student Senate by an application and interview process determined by the Senate Affairs Committee each academic year.
 - (a) Any and all students that meet the criteria to become a student senator, and have completed the process set forth by the Senate Affairs Committee, must be approved by a two-thirds majority of the Student Senate before assuming the duties of their office.
3. Student Affairs

- a) A quorum for the Student Affairs Committee shall consist of one member over half of all members appointed to the committee.
 - b) The Student Affairs Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) To study issues and concerns of students of Fort Hays State University; and
 - (2) To recommend legislation to remedy problems of students at Fort Hays State University to ensure that future students do not have to endure the same difficulties.
4. Executive Review
- a) A quorum for the Executive Review Committee shall consist of one member over half of all members appointed to the committee.
 - b) The Executive Review Committee shall consist of 4 student Senators, one elected by and from each standing committee. The 4 nominees must be ratified by the Student Senate.
 - (1) This committee must be nominated and elected no later than the last SGA meeting in September.
 - (2) A standing committee chair may not serve on the committee.
 - c) The Executive Review Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) Conduct visits with the executive branch, executive staff officers and chairs of each standing committee. The purpose of these visits will be to gather information about office procedure, efficiency, and duties as stated in the Constitution.
 - (2) Conduct meetings with the Senate Affairs Committee to discuss possible enhancements and/or changes in office procedure or the Senate itself.
 - (3) Report its evaluation to the Senate no less than one time each semester in the following manner.
 - (a) During the months of October, November, March, April, the committee chair will give one committee report a month to the full Senate.
 - (b) Report for the first semester due to Senate no later than last meeting in November. Report for the second semester due to full Senate no later than last meeting in April.
5. Legislative and Political Action Committee

- a) A quorum for the Legislative and Political Action Committee shall consist of one member over half of all members appointed to the committee.
 - b) The Legislative and Political Action Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) Research, report, and recommend legislation to the Senate on issues at all levels of government that are important to FHSU.
 - (2) Work with the Office of Legislative Affairs director on campus and aid in legislative education.
 - (3) To address any requests regarding Student fees.
 - (4) Any student fee increase of \$1.00 or above per credit hour must be approved in the following manner:
 - (a) The resolution shall require a two-thirds majority vote of all Senate membership present and voting to obtain passage to a general election.
 - (b) The resolution shall require a simple majority of all voting members of the student body of Fort Hays State University to obtain final passage.
6. Elections
- a) A quorum for the Elections Committee shall consist of one member over half of all members appointed to the committee.
 - b) Membership of the Elections Committee shall be comprised of all senators and executive branch members who are neither seeking re-election nor actively participating in a campaign of any potential senator or executive branch member.
 - c) The Elections Committee members of the Student Government Association's duties and responsibilities shall consist of the following:
 - (1) To oversee all elections guidelines, issues and procedures
 - (2) To ensure that all candidates file intent-to-run
 - (3) To ensure election dates are announced a minimum of three weeks prior to the election;
 - (4) To ensure elections held during the second semester of each regular Fort Hays State University school year take place the second adjoining Wednesday and Thursday in April;
 - (5) To ensure that a voting booth is maintained on all election dates by impartial students;
 - (a) No candidate for election may maintain a position within a radius of fifteen feet of the voting booth for any extended period of time for any reason with the exception of voting.

- (6) To ensure voting booths are available to the student body from 8:30 a.m. to 4:00 p.m. in the Memorial Union;
- (7) To ensure other voting booths are maintained at any other location deemed necessary by the members of the Election Committee. The times which the voting booths will be operational are at the discretion of Election Committee members;
- (8) To ensure that ballots are accurately counted and recorded at the close of each election site, on each individual election date;
- (9) To ensure that all winning candidates in the presidential/vice presidential race receive a majority of all counted ballots, and all winning candidates in the Senate races receive a plurality of all counted ballots;
- (10) In the event that no presidential/vice presidential ticket receives a majority, the two tickets receiving the most votes will hold a special election the Thursday immediately following.
- (11) To ensure the accurate totals for each election are reported to the Senate before the end of new business on the same Thursday in which the final day of the elections are held;
- (12) To ensure all winning candidates are contacted pending ratification of election results;
- (13) To ensure that all ballots are stored until two weeks have passed from the day of the final election, unless the results of the election are challenged. In the event of a challenge, all ballots shall be maintained until the challenge is resolved;
- (14) To ensure that all newly-elected senators are made aware of all duties and responsibilities of Senate members as prescribed by this Constitution;
- (15) To ensure the said oath of office consists of the following statement read by the chairperson of the Senate Affairs Committee and repeated by the prospective senator with their right hand raised heavenward: "I do hereby pledge - to fulfill the duties and responsibilities - of the office of (insert the individual office) - of the Student Government Association of Fort Hays State University, - and to support the Constitution of the Student Government Association";
- (16) To ensure newly-elected members resulting from the second semester's election of the Fort Hays State

- University school year assume their offices upon taking their oath of office, or upon the arrival of the first day of June following the election;
- (17) To ensure that any senator that changes their major while in office, or in the period of time between election and/or appointment and the assumption of their office, forfeits the office immediately, unless the change in major represents the same constituency the senator represented prior to the change of major;
 - (18) To ensure that no person files for any two Senate seats during the same election;
 - (19) To ensure that all write-in candidates receive a minimum of five votes containing the correct spelling of their name as recorded in the Registrar's Office and an "X" placed beside their name;
 - (20) To break any tie between two candidates receiving the same amount of votes;
 - (21) To conduct all special elections called for in a manner consistent with the Constitution;
 - (22) To ensure that no special election is held within three weeks of a regularly scheduled election;
 - (a) A special election can be held in conjunction with a regularly scheduled election.
 - (23) To ensure all referendums observe the following procedures:
 - (a) All referendum material must meet the approval of the Senate Affairs Committee and be presented to the Student Senate.
 - (b) The Senate Affairs Committee must issue a report summarizing the details and intent of the referendum to the Senate.
 - (c) There shall be two types of referendums recognized by the organization, and these two shall be:
 - (i) Compulsory - Legislation which, when passed by the Senate, must be approved by the student body members in a general or special election.
 - (ii) Advisory - The submission of controversial issues in a student election to act as an advisory statement for the Senate.
 - (24) To ensure that in any situation in which any or all executive staff officers, and/or senators whose position within the Student Government Association is challenged, and removal of the said person is

requested, the following procedures be followed:

- (a) A number representative of half of the students voting in the last election for the seat in which the said senator currently resides shall be required on any petition submitted to the Student Government Association.
 - (i) All signatures and printed names (both must be present) shall be verified by members of the Elections Committee and/or the Senate Affairs Committee.
 - (ii) Any falsification of any name within the petition shall be viewed as a direct violation of any and all Student Code of Conduct regulations regarding lying or fraud as cited in the most current edition of the Student Handbook, and individuals found responsible should be punished to the full extent of any judicial body that hears the case.
 - (b) Upon the receipt of such a petition the Senate Affairs and Elections Committees are required to place before the student body of Fort Hays State University the following question: "Shall (the person in question's full name) be retained as (the office which the person holds)?"
 - (c) Only if a majority of those students voting exercise a negative vote shall the person in question be removed from their office.
- (25) All candidates for positions in the executive or legislative branches in the Student Government Association must abide by the following election guidelines:
- (a) A candidate must be a full-time student enrolled in at least the proper number of hours:
Undergraduate: 12 hours; Graduate: 9 hours.
 - (b) A candidate must have a cumulative grade point average of at least 2.00 on a 4.00 scale.
 - (c) A candidate must run for a Senate seat in their declared major
 - (d) There shall be no campaigning within the building on the floor facilitating the election booths on the specified election dates, including oral, posters, buttons or other material.
 - (e) Posters will only be hung on bulletin boards and/or in other areas on campus in accordance with Fort Hays State University regulations.

- (f) The amount of election expenses, including any expenses paid by outside contributors, for a presidential/vice presidential ticket shall be determined by the elections committee. A campaign shall not be limited to any dollar amount less than \$500.
 - (g) Tickets running for the offices of president and vice president shall file financial statements with the treasurer seven days preceding elections and seven days following elections. This statement shall include a running total of the expenses and contributions made to the ticket. The financial statement shall be supported by receipts.
 - (h) The presidential and vice presidential candidates must run as a ticket.
- (26) Any candidate for a Student Government Association executive branch or legislative branch position that fails to comply with the above requirements, or supplies faulty information may:
- (a) Face immediate forfeiture of any office that the candidate may have been elected to; and/or
 - (b) Be banned from holding any position in the Student Government Association for the following academic year.
 - (c) An office thus vacated shall be filled by the candidate receiving the next highest vote total.
 - (d) All formal protests and petitions shall be subject to review by the Election Committee.
 - (i) If the Election Committee finds evidence that an accusation would violate any section of the Constitution regarding elections, they shall transfer the case to the Student/Faculty Court for a hearing.
 - (ii) The Student/Faculty Court shall hear the case and make a judgment about what action, if any, should be taken toward the parties involved. If no decision can be made a new election shall be held, and rules governing the election(s) shall be applied as if the previous election did not occur.
 - (iii) All parties involved in any hearing are subject to any and all Student Code of Conduct statutes concerning fraud and/or lying as stated in the most recent Student Handbook.

- (27) Initiative referendums shall observe the following procedures:
- (a) Legislation and/or Constitutional amendments may be initiated by ten percent of all full-time students attending Fort Hays State University in the form of a petition.
 - (b) All petitions submitted shall include each petitioning student's full name, school address, major, and classification.
 - (c) All referendum petitions are subject to verification by the Elections Committee and/or Senate Affairs.
 - (d) Any falsification of any name within the petition shall be viewed as a direct violation of any and all Student Code of Conduct regulations regarding lying or fraud as cited in the most current edition of the Student Handbook, and individuals found responsible should be punished to the full extent of any judicial body that hears the case.
 - (e) A special election covering the purpose of the referendum petition shall be called by the Student Government Association president within thirty days after verification of the information contained within the petition.

7. Allocations

- a) The purpose of the Allocations Committee is to disperse moneys collected from the activities fee assessed to Fort Hays State University students in order that student organizations, or organizations obtaining a waiver, can be funded to increase the involvement and education of students attending Fort Hays State University.
- b) The Allocations Committee's duties and responsibilities when allocating money shall be:
 - (1) To distribute appropriate money to worthy groups registered by the Student Organization Committee, or given a waiver by the president after approval by the Senate of the Student Government Association;
 - (2) To ensure that money is allocated for the purposes of trips, or other events, in which approved (Article V, Division A, Section 1-b-(1)) organizations serve the interests of Fort Hays State University, the Student Government Association and the State of Kansas; and
 - (3) To ensure that no money is allocated for any activity used for: individual gain, parties, dances, awards, individuals not enrolled at Fort Hays State University,

- or other activities deemed unacceptable by committee members;
- (4) Responsibilities of organizations appearing before the Allocations Committee shall be as follows:
 - (a) Each applicant will be responsible for providing information concerning previous, present, and anticipated income and expenditure status, in addition to their budget request, at the time of the hearing;
 - (i) To ensure a student (as defined in Article III, Division A) member of the organization requesting allocations presents the request to the Allocations Committee and Senate upon notice;
 - (ii) This representative cannot be the organization's advisor, a member of the SGA executive staff or a senator (with the exception of the SGA Allocation request representative and non-SOC recognized organizations receiving a waiver).
 - (b) Allocations money shall not be used to subsidize department accounts.
 - (c) Faculty/Staff Advisors, Student Officers and Student Members of organizations receiving allocations money shall, in the interest of providing checks and balances, equally share responsibility of Allocations money as follows:
 - (i) Student Officers and Student Members shall be accountable for the transactions and maintenance of records pertaining to Allocations Money.
 - (ii) If Faculty/Staff advisors determine that Allocations money is being used contrary to any of the before mentioned guidelines, then the Faculty/Staff Advisor may place a veto upon the applicable purchase and/or transaction.
 - (d) Any organization receiving allocation money shall be subject to audits at any time by a Student Government Association member or a group of Student Government Association members.
 - (5) Procedures in the Allocations Committee shall be as follows:
 - (a) On the occasion of the first Allocations Committee meeting, the committee shall establish the procedure for notifying an organization of the allocations process. It will be the responsibility of

- the chairperson to ensure that all eligible organizations have received the information. The chairperson will report to the committee the status of notifications before the first Monday in December.
- (b) The first deadline in the allocations process shall be the first Monday in December, in which any organization seeking an allocation may submit a preliminary budget and request (clearly marked 'Preliminary') to the Allocations Committee. This deadline is not mandatory, and figures submitted are not binding on the final request. After gathering these preliminary requests, the committee shall meet to review the requests and formulate questions. These will be submitted to the organizations for their consideration before the final day of classes of the fall semester.
 - (c) The second deadline in the allocations process shall be the fourth Friday in January, when every organization seeking an allocation must submit a final budget and request (clearly marked 'Final') to the Allocations Committee. This deadline is mandatory, and all figures submitted are binding.
 - (d) The chairperson of the Allocations Committee shall be responsible for establishing a tentative schedule for hearing allocation requests before the committee, and shall administer the allocations procedure as set forth by the guidelines contained within this Constitution.
 - (e) All scheduled hearings shall be documented through the use of video recording.
- (6) The composition and responsibilities of the Allocations Committee shall be as follows:
- (a) To draw up a budget and recommend legislation as is necessary for the orderly accomplishment of allocations by no later than the fifteenth day of March of each calendar year. Such legislation is to consist of a bill specifically detailing only the dollar amount and rationale that each organization is to receive in the final allocations budget, and if necessary, a separate bill with provisions, recommendations, stipulations, or general instructions as to the use of money allocated in that fiscal year. All legislation must be forwarded to the Student Senate for ratification and to the president of

the Student Government Association for approval with final approval vested in the president of Fort Hays State University.

- (i) Should any of the committee's recommendations be turned down by any subsequent action, the legislation shall be referred back to the committee for future action.
 - (ii) The bill shall not be moved to emergency business for any reason.
 - (iii) The final bills (both ratified by the Student Senate and signed by the Student Body President and the FHSU President) shall be forwarded to all newly-elected senators and newly-appointed executive staff members in the following fiscal year at the first Student Government Association meeting to inform them of funding referrals and committee recommendations that were ratified in the previous fiscal year.
- (b) The Allocations Committee shall be comprised of the following members:
- (i) Seven student senators nominated from the floor of the Senate in new business under the formation of a committee as designated by the most recent edition of Robert's Rules of Order Newly Revised,
 - (ii) The vice president of Student Affairs or designee.
 - (iii) The vice president of Administration and Finance or designee.
 - (iv) The vice president of the Student Government Association.
 - (v) The treasurer of the Student Government Association.
 - a. Members of the Senate shall be elected to the committee no later than November 25.
- (c) The governance of the Allocations Committee shall be comprised in the following manner:
- (i) The vice president of the Student Government Association shall act as the chairperson of the Allocations Committee until its first meeting. At that time, nominations shall be accepted from the committee, with a majority of the voting membership determining the chair.
 - (ii) Any seat vacated by a senator shall be filled

- by a general election held within the Student Senate.
- (iii) A quorum for the committee shall consist of one member over half of the SGA representatives on the committee.
 - (iv) Each member of the committee shall have voting rights.
 - (v) Committee members shall abstain from voting on the allocation of any money in which they individually receive a portion of the allocated money.
 - (vi) The Allocations Committee shall print a list of organizations and activities receiving allocations, and the amount each organization received. This list shall be available to all students.
- (d) Any person that decides to file a complaint alleging the misuse of money by an organization which received money distributed by the Allocations Committee shall observe the following procedure:
- (i) Present a complaint to the chief justice of the Student/Faculty court in which the date, nature and medium of the alleged violation are described in great detail.
 - (ii) The chief justice of the Student/Faculty Court shall notify the chairperson of the Allocations Committee of any complaint filed and request any pertinent information regarding the case. (The complaint shall be filed with the Allocations Committee through the chief justice of the Student/Faculty Court. The vice president of the Student Government Association sits on the Allocations Committee, and upon presentation of the complaint may exercise their right to call the Student/Faculty Court in session if deemed necessary.)
 - (iii) The chief justice of the Student/Faculty Court shall set a date to hear the formal complaint, and shall notify all interested parties.
 - (iv) Repercussions stemming from a guilty verdict may include, but are not limited to, the revocation of all funds allocated to the organization and/or a written reprimand by

the Student/Faculty Court for the purpose of addition to the Allocations Committee files for future years as a determining factor in future requests.

8. The Educational Opportunity Fund
 - a) The purpose of the Educational Opportunity Fund is to provide a student-controlled funding source to new, creative, and innovative programs which serve to increase and enhance the educational opportunities of the students at FHSU.
 - b) The Educational Opportunity Fund Committee shall be composed of the seven following members.
 - (1) Student Government president;
 - (2) Vice president for Student Affairs (or designee);
 - (3) Director of Financial Aid (or designee);
 - (4) Four (4) students representing diverse campus constituencies.
 - (a) The Student Government Association president shall serve as committee chair, or may appoint one of the four ratified students.
 - (b) The four students shall be appointed by the Student Government Association president, subject to ratification by the Student Senate before the first Educational Opportunity Fund Committee.
 - c) A quorum shall consist of a majority of any seven voting members present at one meeting.
 - d) The responsibilities of the departments requesting funding from the Educational Opportunity Fund shall be:
 - (1) Those departments that have received funding from the Educational Opportunity Fund for the current fiscal year must file an Educational Opportunity Fund status report with the Student Government Association, through the Scholarship Services Coordinator, no later than the first Monday in February, outlining their activities for the year as well as a statement of accounting as to how much and to whom their allocation was distributed;
 - (2) To ensure a representative of the department requesting funding from the Educational Opportunity Fund presents the request to the Educational Opportunity Fund Committee and Senate upon notice.
9. Student Fee Review Committee
 - a) The purpose of the Student Fee Review Committee is to

provide students with an annual audit of all facets receiving student fee money.

b) The Student Fee Review Committee shall be composed of eight following members.

(1) Student Government President

(2) Vice President of Student Affairs (or designee)

(3) VP of Administration and Finance (or designee)

(4) Five (5) students representing diverse campus constituencies.

(a) The Student Government Association president shall serve as committee chair, or may appoint one of the five ratified students.

(b) The five students shall be appointed by the Student Government Association president, subject to ratification by the Student Senate before the first Student Fee Review Committee.

(c) A quorum for the Student Fee Review Committee shall consist of one member over half of all members appointed to the committee.

VI. General Operating Procedures and Composition of Student Government Association and Representation Within the Student Senate of the Student Government Association

A. The set regular agenda of Student Senate meetings shall be as follows:

1. Call to order

2. Roll call

3. Guest speakers

4. Executive & Committee reports

5. Installation of new members

6. Open Forum, reserved for any student or senator wishing to present concerns or petitions

7. New business, emergency business shall follow the respected legislation in new business

8. Old business

9. Announcements

10. Close of meeting

B. Privileges within the Student Senate meeting format for members of the Student Senate and/or executive branch shall be as follows:

1. Senators shall have the right to discuss, vote, and conduct any and all business designated within the Student Government Association Constitution.

a) No senator shall assume the duties or responsibilities of the chair position within the Student Senate for any reason.

2. Executive staff members shall have the right to research

- resolutions and bills that come before the Student Senate.
3. The vice president shall hold the chair position within the Student Senate; however, the vice president may appoint a qualified member of the executive staff to chair the meeting in his/her absence.
 - a) Members of the executive staff's discussion rights shall be limited to answering direct questions posed by senators, unless otherwise stated within their officer duties.
 - (1) Members of the Senate may suspend rules regarding the discussion limitations on any executive staff member by a two-thirds majority vote.
 - (2) The chair of the Senate shall be the only member of the executive branch of the Student Government Association that has any voting power.
 - (a) The chair of the Senate's voting power shall be limited to cases in which the chair can make or break a tie occurring within the Senate membership.
 4. Privileges of individuals not belonging to the Student Senate or the executive branch shall be as follows:
 - a) Advisors to the Student Government Association shall have the right to provide information and correct information presented within a meeting format.
 - b) Guests explicitly invited to a Student Senate meeting by a member of the executive staff for the purpose of providing information that they are considered having expert knowledge of shall be given the right to present information, correct mis-information and respond to questions directed to them, through the chair, by senators or executive staff members.
 - c) All other persons wishing to provide information in a Student Senate meeting must do so through a senator.
 5. Four pieces of legislation shall be allowed on the Senate floor in the following manner:
 - a) Bills shall represent a specific action (such as the appropriation or allocation of money, Constitutional issues, etc.) and shall require a two-thirds majority vote of all Senate membership present and voting.
 - b) Resolutions shall represent a general idea or goal (such as issues brought before administration on behalf of students, student goals for representation within the State house, etc.) and shall require a majority vote of all Senate membership present and voting.
 - c) Waivers shall represent an attempt to circumvent

regulations regarding appropriation and/or allocation of money for certain student or non-student organizations who could not otherwise receive funding and shall require a two-thirds majority vote of all Senate membership present and voting.

- d) Vetoed acts shall be reviewed at the same meeting in which the vetoed bill or resolution is presented to the Student Senate.
 - (1) To override a veto of a piece of legislation which required a majority vote for initial passage, a two-thirds vote of the Student Senate is required.
 - (2) To override a veto of a piece of legislation which required a two-thirds vote for initial passage, a three-fourths vote of the Student Senate is required.
- e) All legislation brought before the Senate floor shall require the following criteria:
 - (1) A sponsor that may be any Student Government Association committee, senator, executive branch member, and/or the entire executive staff;
 - (2) A designation of the group presenting the legislation;
 - (a) Legislation must be presented by the appropriate Student Government Association committee.
 - (3) A designation of the person or group originating the legislation;
 - (4) Explanatory clauses that provide background information and/or general reasoning behind the passage of the legislation; and
 - (5) A therefore clause providing specific action taken by the passage of a piece of legislation, and all criteria that must be met for the legislation to be enacted (vote total required, and signature of the president).

VII. Amendments to, revocation of, and/or temporary suspension of all or part of the Constitution of the Student Government Association shall be conducted in the following manner:

- A. A temporary suspension of any part of the Constitution of the Student Government Association may be achieved by a two-thirds majority vote of all of the Senate members present and voting of a regularly scheduled meeting of the Senate of the Student Government Association; the period of time in which the suspension shall remain in effect must be part of the original motion.
- B. Amendments to, or the revocation of part or all of the Constitution shall be presented in a bill format to the Senate of the Student Government Association.
 - 1. The bill shall not be moved to emergency business for any reason.

2. The bill must clearly state the amendment and section of the Constitution in which the amendment shall be placed, reasons for the amendment and/or revocation, and specific time in which a general election shall be held before the entire student body of Fort Hays State University.
 - a) The bill shall require a two-thirds majority vote of all Senate membership present and voting to obtain passage to a general election.
 - b) The resolution shall require a simple majority of all voting members of the student body of Fort Hays State University to obtain final passage.
 - c) Any amendment to the Constitution shall take effect the semester immediately following its passage.

Addendum I

CODE OF ETHICAL CONDUCT

There is hereby established by and for the Student Government Association the following code of conduct, to be known as the "Code of Ethical Conduct":

1. A senator, executive staff member, or student/faculty justice of the Student Government Association shall conduct himself/herself at all times in a manner which shall reflect creditably on the Student Government Association.
2. A senator, executive staff member, or student/faculty justice of the Student Government Association shall adhere to the spirit and the letter of the Student Government Association Constitution and to the Code of Ethical Conduct.
3. A senator, executive staff member, or student/faculty justice of the Student Government Association shall not permit any compensation to accrue by virtue of using their influence as a senator, executive staff member, or student/faculty justice to obtain such compensation.
4. A senator, executive staff member, or student/faculty justice of the Student Government Association shall not use their position to provide undue influence on behalf of another student organization, of which they are a member, in the legislative and voting business of the Student Government Association.
5. A senator, executive staff member, or student/faculty justice of the Student Government Association shall not discharge or refuse to hire any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex (including marital or parental status), handicap, age, or national origin, but may take into consideration academic affiliation of such individual.