

MISSISSIPPI SCHOOL OF THE ARTS
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION

Preamble

We, the students of Mississippi School of the Arts, desiring to provide an effective organization for the administration of the student body, do establish this document as the official law of student representation. In an effort to establish official channels through which student opinions may be expressed, to promote students' rights and responsibilities, to ensure the growth and development of self-government for all students, to encourage school pride, to promote academic freedom and academic responsibility, to protect the rights of students, faculty and administration in the constant pursuit of excellence, justice and quality of life for all students of Mississippi School of the Arts, we do hereby adopt this constitution and pledge ourselves to its defense.

ARTICLE I - NAME, PURPOSE, AND STRUCTURE

SECTION I

The name of the organization shall be the Student Government Association (SGA) of Mississippi School of the Arts.

SECTION II

The purposes of this organization are:

- I. To encourage students to realize the full potential of the art school experience,
- II. To develop loyalty and enthusiasm for Mississippi School of the Arts,
- III. To supplement academic goals through the development of appropriate co-curricular programs,
- IV. To aid in the social adjustment and maturation of students,
- V. To provide leadership training in an environment which permits the expression and examination of a wide range of ideas,
- VI. To directly reflect student needs and interests in the promotion of campus activities, and
- VII. To work in conjunction with the administrative officers in all matters affecting the welfare of the student body.

SECTION III

The officers of the Student Government Association of the Mississippi School of the Arts shall be organized into (3) branches: The Executive, the Legislative, and the Student Advisory Board. The

Executive branch shall be headed by a President and a Vice President. The Legislative branch shall be headed by the Vice President. The Student Advisory Board shall be headed by the Attorney General.

- I. The overall structure of the SGA shall be as follows: The SGA President, as the leader of the entire SGA, shall be at the head accompanied by his Executive Council which shall consist of the SGA Vice President, SGA Attorney General, SGA Secretary, and SGA Treasurer.
- II. If an officer is unable to fulfill his or her duties or is removed from his or her position for any reason the protocol shall be as follows:
 - A. If the President is unable to fulfill his or her duties or is removed from his or her position the SGA Vice President shall assume the role of SGA President. As the SGA Vice President is transitioned into position of the Presidency, the Chief of Staff of the SGA Cabinet shall maintain the day-to-day operations of the Executive Branch under the supervision of the new SGA President.
 - B. If any other executive position, other than SGA President, is unable to fulfill his or her duties, or is removed from his or her position, the SGA President shall appoint someone to the position with a two-thirds approval from the SGA Senate. Until the appointment has been approved, the appropriate officer of that branch shall maintain the day-to-day operations of said branch.

SECTION IV

If the office of the President shall become vacant, it shall be filled by the Vice President. If the office of the Vice President should become vacant, it shall be filled by the President, with the approval of two-thirds (2/3) of the Senate quorum. In the event the offices of the President and Vice President are vacant simultaneously, for any reason, the President pro tempore shall immediately succeed to the office of President and appoint a Vice President.

SECTION V

The SGA advisor(s) shall provide guidance and advisory opinions on financial matters, organizational operations and compliance with school student rules. This guidance is to be taken into consideration by all members when making decisions with reference to the SGA.

ARTICLE II – MEMBERSHIP

SECTION I

Membership in this organization shall be comprised of all students enrolled at Mississippi School of the Arts.

SECTION II

All members of this organization shall be subject to a review of his/her conduct by the school administrators to determine membership eligibility.

- I. If a candidate is currently not in good conduct standing, he/she shall be deemed ineligible for membership.
- II. If a current member is placed on conduct probation, he/she must appear before the administrators to determine whether he/she is eligible for office.

SECTION III

SGA Student Eligibility:

- I. A cumulative GPA of 3.1 for President, Vice President, Treasurer, and Secretary is required.
 - A. Must have completed one full year at MSA.
- II. A cumulative GPA of 3.25 for Attorney General (Chief Justice) is required.
 - A. Must have completed one full year at MSA.
- III. Must be in good conduct standing
- IV. A cumulative GPA of 2.95 for Senate is required.
- V. Must be in good conduct standing. No disciplinary actions.

ARTICLE III - EXECUTIVE BRANCH

SECTION I

All executive powers granted herein shall be vested in a President of the Student Government Association. The President shall be assisted by a Vice President, a Secretary, a Treasurer, and an Attorney General.

SECTION II

The President shall have the following duties:

- A. Serve as the official representative of the SGA;
- B. Administer and enforce the SGA Constitution

- C. Call and preside over meetings of the SGA
- D. Veto or sign bills, acts, or resolutions of the SGA Senate and amendments to the Constitution proposed by the body, provided that he/she exercises that power within five (5) school days after passage of said bill, act, resolution, or amendment by the SGA Senate. If the President does not veto or sign the bill, act, resolution, or amendment, it goes into effect;
- E. Make recommendations for legislation to the SGA Senate near the beginning of each school term and at other times upon invitation by the SGA Senate;
- F. To call special sessions of the SGA Senate
- G. To make appointments to fill all executive officer vacancies from the SGA with a three-fourths approval of the SGA Senate
- H. To appoint someone from outside the legislative branch to lead investigations on any subject the SGA President deems necessary
- I. To call for a special referendum. Referendum is to be defined as an unscheduled vote of the student body on any subject.
- J. To establish and enforce such rules and procedures as are necessary for the proper functioning of the executive branch
- K. To deliver a "State of the SGA" address to a joint meeting of the entire SGA at a regularly scheduled SGA Senate meeting at least once a semester
- L. To ensure public access to proceedings of all regularly scheduled meetings of any part of the SGA with the exception of Judicial Board proceedings.
- M. To designate an executive officer to be the official student representative in the event that the SGA President is unable to attend an official school obligation. This shall begin in rank order with the SGA Vice President and continue down the chain of command as needed.
- N. To hire and appoint, as well as dismiss, all personnel in the SGA whose appointment or election is not provided for by the Constitution, with the approval of the Executive Council.
- O. To accept the resignation of any SGA officer except a Senator or a member of the Student Conduct Board.
- P. To attend all regular meetings of the Senate to be informed as to the legislation passed.
- Q. No leave of absence shall be granted without two-thirds approval of the Senate.

SECTION III

The Vice President shall have the following duties:

- A. To execute the duties and powers of the President in his absence,
- B. To be the official representative of the SGA at activities both on and off campus that the SGA President cannot attend
- C. To serve as President of the Senate and perform the following duties,
- D. To appoint in conjunction with the President pro tempore of the Senate a Parliamentarian, Clerk, Sergeant at Arms, and any other such functionaries of the Senate as he/she may decide,
- E. To vote only if a tie occurs,
- F. To deliver the officer report on behalf of the Executive Branch,
- G. To perform such duties as the President may assign him/her, and
- H. To be the presiding officer over all meetings of the SGA Senate and to cast a vote only in the event of a tie
- I. To ensure the maintenance of all official records of the SGA Senate
- J. To perform all such duties as the SGA President shall assign
- K. To use his/her discretion in appointing the members of all committees falling under the jurisdiction of the SGA Senate
- L. To use his/her discretion in the creation of all ad hoc committees as needed within the jurisdiction of the SGA Senate.
- M. To remove any senator or observer from the SGA Senate chamber if deemed necessary
- N. To serve as a member ex officio of all SGA Senate committees
- O. To appoint all SGA Senate committee chairs
- P. To set the legislative agenda
- Q. To determine the policies regarding the submission of legislation
- R. To call special sessions of the SGA Senate
- S. To organize and direct the maintenance of accurate records of SGA events.
- T. To accept the resignation of any Senator.
- U. To attend all regular meetings of the Senate to be informed as to the legislation passed.
- V. No leave of absence shall be granted without two-thirds approval of the Senate.
- W. To execute the duties and powers of the President of the student body at his or her request.
- X. To have the power to fill, by appointment, all vacant seats occurring in the committee structure, except for the committee chairs. He or she may dismiss committee chairs and co- chairs from their positions with a two-thirds approval of the Senate. He or she shall serve as an ex-officio member of all such committees.

SECTION IV

The Student Government Association Attorney General shall serve as Chief Justice of the Student Conduct Board of the Student Government Association. The SGA Attorney General shall be appointed SGA advisor(s), Principal, and Executive Director during the Student Government elections. The powers and duties of the SGA Attorney General shall include the following:

- A. To serve as the chief advisor on all questions of constitutionality
- B. To notify the SGA Senate should any officer of the SGA commit an unconstitutional or illegal act
- C. To certify the results of all SGA elections and referenda
- D. To preside at the swearing in of all SGA executive officers
- E. To answer questions and provide clarification during SGA Senate meetings and to ensure that the governing documents of the SGA are followed correctly
- F. To rule on any conflicts that arise concerning SGA, its member groups, or its members that are not resolved through the normal methods, activities or policies of those involved in the conflict
- G. To serve as the chief officer of the SGA Judicial Board which hears cases solely concerning violations and interpretations of the SGA constitution, the SGA Election Code, and the Code of Student Conduct and Disciplinary Conduct.
- H. To act in accordance with such responsibilities vested in him/her by the SGA President or the SGA Senate.

SECTION V

The Secretary shall have the following duties:

- A. Record the proceedings of the SGA Senate and present written copies of bills to the President within 48 hours of their passage;
- B. Maintain such records and files of the SGA as prescribed by this Constitution and Statutes; and, as the President, Vice President or SGA Senate shall direct; and
- C. Provide people to record minutes of various committee meetings or other organized meetings of the SGA upon request by the Chair of that committee.
- D. Undertake statutory revision by:
 - a. Making two (2) complete compilations of the Constitution and all valid Statutes, the first compilation in April, and the second before the inauguration date of the new Senate

term. Both compilations shall conform with such numbering systems, style contents, and characteristics as may be advisable for publication and distribution.

- b. Revising and compiling Statutes under the following guidelines:
 - i. 1. Any two (2) or more sections, chapters, or parts thereof may be consolidated;
 - ii. Any section, chapter, or part thereof may be transferred from one location to another;
 - iii. The form or arrangement of any section, chapter, or part thereof may be changed or altered by transferring, combining, or dividing;
 - iv. Subsections, sections, and chapters may be renumbered to agree with such numbering;
 - v. Grammatical, typographical, and like errors may be corrected and additional changes, not affecting the construction or meaning of the Statutes, may be freely made;
 - vi. Statutes or parts thereof which have expired; become obsolete; been invalidated by the SGA Judicial Council; served their purpose, and/or have been repealed or replaced by later Statutes, either expressly or by implication shall be omitted; and
 - vii. All things relating to form, position, order, or arrangement not inconsistent with the Statutes system, which may be found necessary for the improvement of the same may be done.
- c. Supplying a copy to each registered student organization upon request;
- d. Supplying a copy to any member of the SGA upon request; and
- e. Maintaining at least three (3) copies in the SGA office for the general public
- E. Ensure proper distribution of this Constitution
- F. Hold meetings with the judicial council each month or at his or her discretion strictly to keep judicial council members informed on matters of the Senate and SGA Executive Branch to maintain a line of communication between the three branches.
- G. Upon leaving office, the Secretary must have the Constitution completely updated.

SECTION VI

The Treasurer shall have the following duties:

- A. Supervise the financial matters of the SGA as authorized by the SGA Senate;

- B. Serve as an ex-officio member of any and all committees appointed for the purpose of considering budgetary and/or financial matters of the SGA Senate;
- C. Maintain complete and accurate financial records and submit, each month in writing to the SGA Senate, a complete statement of income and expenditures for the previous month;
- D. Conduct an inventory of all SGA property and submit a report, in writing, on the conditions and state of the same to the SGA Senate on or before the first regularly scheduled Senate meeting;
- E. Authorize all expenditures by any department of the SGA and shall not disallow any expenditure approved by the SGA Senate except those which would cause the SGA to have a deficit balance;
- F. Hold any person, whether acting as an agent of the SGA or acting as an entity separate from the SGA, who incurs any expense charged to the SGA without the prior written approval of the Treasurer, personally liable for payment; and
- G. To keep an up-to-date journal of account balances and file all requisitions and direct pay forms with their supporting documents. These may be examined by any student.
- H. To report all account balances to the Senate each semester and when requested by the Senate.
- I. To attend all regular meetings of the Senate to be informed as to the legislation passed.
- J. No leave of absence shall be granted without two-thirds approval of the Senate.

SECTION VII

Recusal:

- A. Recusal shall be defined as to remove oneself from participation to avoid a conflict of interest.
- B. Process of Recusal:
 - a. Submit a letter to the SGA President informing him or her of your intention to recuse. The letter must give a description of the conflict of interest and the anticipated time period for which one will recuse his or herself.
 - a. It shall be the SGA President's responsibility to immediately inform all branches of government
- C. Guidelines:
 - a. The officer shall not recuse all of his or her duties, only those duties which are related to the recusal.
 - b. The officer shall not make decisions, write opinions, and or perform or take part in any duties related to the recusal.
 - c. To end a period of recusal, the recusee must inform the SGA President in writing, who shall immediately inform all three branches of government.

SECTION VIII

Succession:

- A. In case of the removal of the SGA President from office for any reason, the SGA Vice President shall assume the duties of the SGA President until the completion of that term.
- B. In case the SGA President is temporarily unable to perform his/her duties, the SGA Vice President will temporarily assume the duties of his/her office.
- C. If, for any reason, the SGA Vice President is unable to perform the duties of his/her job, temporarily or permanently, the President Pro Tempore will assume the duties of that office for the time required, temporarily, or permanently.
- D. If for any reason the SGA Treasurer or Secretary is unable to complete his/her term of office, the SGA President will appoint a new person with SGA Senate approval to complete that term of office.

ARTICLE IV - LEGISLATIVE BRANCH

SECTION I

All Legislative powers of the SGA shall be vested in the Student Senate, abbreviated hereafter as Senate.

SECTION II

The term "Senate membership" shall be defined as the total number of Senators in office at the time. A majority of the membership of the Senate shall constitute a quorum to do business. The Senate shall meet not less than once each month during each full month of the regular school term, at the call of the President, at the call of the President pro tempore, or upon the written request of a majority of the Senate. All enactments of the Senate, including changes in the laws of the Student Government Association, shall be passed by a majority vote, unless otherwise specified in the Constitution.

SECTION III

Duties and Powers of the Senate:

- A. Address the academic and non-academic concerns of the students of Mississippi School of the Arts by acting as student representatives.
- B. Make themselves accessible and accountable to their constituents.
- C. Attend all regularly scheduled meetings of the Senate unless excused.

- D. The Senate shall legislate all matters necessary to the organization and operation of the SGA.
- E. Any legislation passed by the Senate in conflict with any rules or regulations of Mississippi School of the Arts shall be null and void from the time of its enactment.
- F. No legislation passed by the Senate shall be construed to limit or modify any provision of this Constitution except by constitutional amendment.
- G. A Senator may introduce any motion, bill, act, resolution, amendment, or question he/she desires. He/she may debate, vote for, vote against, or abstain from voting on any issue brought before the Senate.
- H. The Senate shall have the sole power to impeach any officer of the student body, and/or member of the executive or legislative on grounds of misconduct in public affairs, misuse of their lawful authority, dereliction of duty, or refusal to complete their duties while in office. Impeachment may be charged by a majority of the total membership and convicted by two-thirds (2/3) of the total membership.
- I. With a majority vote, the SGA Senate may call a constitutional convention for the purposes of rewriting or restructuring any article or the constitution as a whole.
- J. The Senate shall have the power to approve or disapprove the appointments made by the SGA President.
- K. The Senate may override the veto of the SGA President by a majority vote of the total membership.
- L. Establish legislative committees as needed.
- M. Senators elected by special election shall sit on the committee of the Senator they are replacing
- N. Committee chairs will be appointed by the Vice President.
- O. The Senate will take final action over matters considered by all Senate committees.
- P. The Senate shall have exclusive power to appropriate SGA funds and shall take final action on all proposed SGA budgets.
- Q. Any Senator having more than three unexcused absences during his/her term of office will be removed from his/her role as a Senator. The Vice President will notify the Senator in writing of his/her removal within two (2) school days of the unexcused absence. Upon notification of removal, the senator will have one (1) school day to provide documentation to refute his/her dismissal. In such cases, any appeals to dismissal decisions shall be determined by a majority vote of the Senate.

- R. Dismissal of a Senator from his/her SGA role due to absences will disqualify him/her from running for a Senate seat the next term.
- S. Participate in the impeachment and removal process of any SGA officer.
- T. Select officers of the Senate, set the day and time for meetings of the Senate, and establish and enforce an attendance policy for members of the Senate.
- U. Hold special sessions of the Senate. The Senate shall hold special sessions when deemed necessary by a two-thirds vote of the Senate or when deemed necessary by the SGA President.
- V. Presentation and passage of legislation. A majority of the Senate's voting members shall constitute a quorum to conduct business.

SECTION IV

Robert's Rules of Order (Revised Edition) shall be the Parliamentary authority for the conduct of the Senate except when in conflict with the Constitution.

SECTION V

All Bills and Resolutions introduced into the Senate must be numbered by date and sequence of introduction.

Procedure for Passing a Bill or Resolution in the Senate:

- 1) For a Bill or Resolution to be introduced in the Senate, it must first meet the following conditions:
- 2) For uniformity, all bills or resolutions shall be typed or printed with the title, bill or resolution number, and name(s) of the Senator(s) sponsoring the bill or resolution, preceding the first section.
- 3) A bill can only be introduced to the Senate by a Senator and it must be read by the Chair at the meeting it was first introduced.
- 4) All bills may be either submitted to the Senate in accordance with 302.6 or to the Legal Affairs Committee Chair in accordance with 302.5.
- 5) If the bill is submitted to the Legal Affairs Committee Chair, he or she has at most, two SGA meetings to bring the document before the Senate in accordance with 302.7. If the bill dies within the Legal Affairs Committee, it can be resubmitted to the Senate where it will be subject to 302.6.

- 6) The bill may be presented to the Senate floor by a Senator where discussion will take place and initial editing can occur. A majority vote is required to approve any changes or additions. The bill must be passed by a majority vote to remain alive in the Senate, at which point it is submitted to the Legal Affairs Committee for editing and review. The Legal Affairs Committee must present the newly revised bill at the next Senate meeting, where it will be subject to 302.7
- 7) After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.
- 8) If the Legal Affairs Committee finds the changes approved by the Senators in the previous SGA meeting to be in violation of the Constitution, the Legal Affairs Committee Chair will explain the violations and, if possible, how to correct them. The Legal Affairs committee will not change any of the previous Senate approved additions or changes.
- 9) Any changes and/or additions by Senators must be approved by a two-thirds vote in the SGA meeting (according to the flow chart 302.9).
- 10) If there are not changed or additions to the document, the bill will then be presented at the next SGA meeting in accordance to 302.13.
- 11) If editing changes are approved, the bill will go to the Legal Affairs Committee where the corrections approved by the Senate will be implemented and checked for violations of the SGA Constitution. If violations occur due to the changes in the bill, it is subject to 302.12. If none are found, it is subject to 302.13.
- 12) If after the Legal Affairs Committee implements the Senate approved changes, and the bill is found to be in violation of the Constitution, the last bill presented to SGA by the Legal Affairs Committee will be presented at the next SGA meeting in accordance to 302.14.
- 13) After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.
- 14) If the Legal Affairs Committee finds the changes approved by the Senators in the previous SGA meeting to be in violation of the Constitution, the Legal Affairs Committee Chair will explain the violations and, if possible, how to correct them. The Legal Affairs committee will not change any of the previous Senate approved additions or changes.
- 15) Any changes or additions to the bill by Senators must be approved by a two-thirds vote in the SGA meeting, where the bill will become subject to 302.11.
- 16) The Senate may table the bill where it will be presented at the next SGA meeting in accordance with 302.14.

- 17) If no changes or additions are needed, the Senate may vote on the bill. The bill requires a two-thirds vote to pass.
- 18) Appropriation requests from SGA committees must be submitted to SGA official seven business days prior to the meeting in which the request will be considered. Appropriation requests from SGA committees do not go through the Appropriations Committee. Requests must be put on display, so Senators can review the requests.
- 19) All requests for funds from student organizations not included in the semester budget must be referred to the Appropriations Committee and must be reported out of that committee before a Senate vote is taken. Only with a two-thirds vote of senators present at that meeting may this procedure be dispensed.
- 20) All bills and resolutions meeting the requirements of Title III, Chapter 302.2 that are presented to the Chair prior to that meeting constitute the agenda of business before the Senate and require no formal introduction from the floor, but will be automatically considered by chronological order as determined by the Chair.
- 21) Resolutions meeting the requirements of 302.21 may be voted upon by a majority of the Senate in the meeting they are introduced.

SECTION VI

Attendance Rules for Senators:

- A. Senators are allowed up to two excused absences and one unexcused absence, unless otherwise allowed by the Rules Committee. More than the allowed absences shall result in the removal of the senator in violation from his or her seat in the senate, or suspension. It is the responsibility of the Rules Committee to levy the penalty.
- B. Senators who are absent from an SGA meeting must submit a written excuse to the Rules Committee by the beginning of the following meeting, or be subject to an unexcused absence. The Rules Committee will advise the senator in violation of the decision in writing by the next Senate meeting, and keep a continuous record of all material pertinent to their duties. All correspondence may be exchanged via the Senate email boxes.
- C. A written appeal of any absence ruling may be rendered to the Chief Justice within three days of the ruling. The Chief Justice will consider the appeal at an informal hearing between the Vice President, Senate Pro-Tem, and Rules Committee Chair. The appeal will be (1) dismissed and the decision of the Rules Committee allowed to stand; (2) reduced from expulsion to suspension, or

(3) overturned and the senator reinstated with full benefits. A written decision on any appeal will be provided to the Senator violator by the beginning of the next Senate meeting.

- D. Senators must not miss more than two roll calls during a meeting or they shall be counted absent.
- E. Failure to attend a budget meeting will count as two absences unless otherwise excused by the Rules Committee.
- F. The budget packet (consisting of the agenda and allocation requests) must be picked up no later than 5:00 p.m. on the Monday of the budget meeting. Any Senator failing to do so will be unable to vote in the budget meeting.
- G. Expelled senators will be notified of their removal within seven (7) days following the submission of their appeal to the Rules Committee.
- H. Each Senator will be actively involved in at least two committees.

SECTION VII

Senate Committees:

- A. The Student Senate shall have the power to create any other committees it may so desire through the passage of a simple law.
- B. The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.
- C. Chairs for the Senate Committees will be appointed at the first Senate meeting.
- D. If the standing Committee Chair's position becomes vacant during the previously elected Chair's term, the Senate shall elect a replacement Chair at the following Senate meeting.
- E. The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval of the Senators present at that meeting.
- F. The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the Senate President Pro-Tem.
- G. The Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.
- H. Any Senator of the committee, including the Chair, having more than three unexcused absences in one semester or more than five absences in one term shall be expelled.
- I. A Senator may not hold more than one committee chair at any given time.

SECTION VIII

The Senate shall be comprised of eighteen (18) seats. Membership shall be apportioned based on the following criteria:

Each discipline shall have at least two Senate seats composed of at least one junior and one senior.

- A. Dance
- B. Literary Arts
- C. Theater Arts
- D. Vocal Music
- E. Visual Arts
- F. Media Arts

Each Special Interest Group listed below shall be entitled to one (1) Senator:

- A. 3rd Floor
- B. 4th Floor
- C. 5th Floor
- D. 6th Floor
- E. 7th Floor
- F. 8th Floor
- G. Commuters

SECTION IX

The membership of the Senate shall be chosen to last until the next general election. All officers of the Senate shall be chosen to serve for a term to last until the next general election.

SECTION X

Any actions of the Senate may be reviewed, altered or repealed by a petition of the Student Body. A petition must contain the following elements:

- A. Names and signatures of ten percent (10%) of the student body,
- B. A redress of grievances, and
- C. A written statement of the action requested.

Upon receipt of the petition, the President shall determine the time and place to vote on the requested action. The vote must occur within one (1) month of the receipt of the petition.

SECTION XI

The SGA Senate shall operate under the following rules and procedures. These doctrines supersede any previously written documents on SGA Senate conduct.

- A. The SGA Senate shall meet every Wednesday but one in each month at 6:00 p.m.
 - a. The fall and spring SGA Senate sessions shall begin on the first full week of classes.
- B. The SGA Senate President may call any emergency meetings necessary to the preservation of the SGA.
- C. The SGA Senate President may cancel any SGA Senate sessions with the approval of the SGA Senate by a two-thirds vote.
- D. All SGA Senate sessions shall constructively proceed according to Robert's Rules of Order.
- E. All senators shall dress according to the preference of the SGA Senate President.
- F. Each senator is required to write two (2) bills per semester. Failure to do so, said senator shall be placed on probation. If a senator fails to write a bill or introduce one all together, they will be removed from SGA.
- G. Each senator shall be allowed two (2) unexcused absences per semester of service. Upon the third unexcused absence, the SGA Senate President reserves the right to call for said senator's resignation.
- H. A majority of senators on roll is required to meet quorum.
- I. The President Pro Tempore shall serve as presiding officer at the SGA Senate President's absence or request.
- J. Any executive officer reserves the right to speak during session when recognized by the SGA Senate President or if time is yielded by a senator in accordance with SGA Senate bylaws.

SECTION XIII

The SGA Senate shall have two separate advisory bodies to assist the SGA Vice President in matters of the legislative branch. These two bodies shall be the Executive Advisory Board and the Senior Senators.

- A. The Executive Advisory Board (EAB) shall consist of the chairpersons of every standing committee. The purpose of the EAB shall be to assist the SGA Vice President in ensuring that all matters of the committees are running efficiently. The EAB shall have the responsibility to report any important updates or matters of each standing committee to the SGA Vice President.

- B. The Senior Senators shall be appointed by the SGA Vice President based on empirical evidence of performance and responsibility. The SGA Vice President shall appoint no less than four (4) and no more than six (6) Senior Senators. The Senior Senators shall have the responsibility to work with the SGA Vice President in educating new senators.
- C. The SGA Vice President reserves the right to create any additional officer positions or advisory boards to increase the efficiency of the SGA Senate.
 - a. All additional officer positions shall be approved by the SGA Senate with a two-thirds vote.

ARTICLE V - ATTORNEY GENERAL

SECTION I

The Student Government Association Attorney General shall serve as Chief Justice of the of the Student Government Association and the Student Advisory Board.

SECTION II

The powers and duties of the SGA Attorney General shall include the following:

- A. To serve as the chief advisor on all questions of constitutionality.
- B. To notify the SGA Senate should any officer of the SGA commit an unconstitutional or illegal act.
- C. To answer questions and provide clarification during SGA Senate meetings and to ensure that the governing documents of the SGA are followed correctly.
- D. To serve as the chief justice of the student advisory board which deals with providing advice to campus administrators.
- E. To rule on any conflicts that arise concerning SGA, its member groups, or its members that are not resolved through the normal methods, activities or policies of those involved in the conflict.
- F. To act in accordance with such responsibilities vested in him/her by the SGA President or the SGA Senate.

ARTICLE VI - STUDENT ADVISORY BOARD

SECTION I

To provide a unique opportunity for motivated students to provide advice to campus administrators on matters concerning academic life and the overall student experience at Mississippi School of the Arts.

The Council, if established, meet regularly, at least twice each term. The chairs may cancel meetings when there are no agenda items for consideration

SECTION II

Composition

- I. Shall consist of thirteen (13) members who shall serve a full and complete term
- II. Students on the board shall consist of 6 discipline representatives, 6 floor representatives, and the attorney general.
- III. The SGA Attorney General shall select a Vice Chairman and a Secretary from the Student Advisory Board.
 - A. The Vice Chairman shall be in charge of the SGA Student Advisory Board and all assigned duties of the SGA Attorney General in his or her absence.
 - B. The Secretary shall be in charge of keeping track of attendance, organizing agendas for hearings and documenting the names of students who come before the student advisory board.
- IV. Term begins as soon as selected and ends upon graduation, resignation, or impeachment.

SECTION III

Responsibilities:

- I. Make suggestions about new initiatives that should be considered by the administrative, academic, and service units within the School.
- II. Provide student perspectives on issues and activities under consideration by the administrative, academic, and service units within the School.
- III. Review for and comment on the student impact of current or proposed policy and procedures forwarded to the Council.
- IV. Gather wider student response when requested by the administrative, academic, or service units of the School.

SECTION IV

Personal Characteristics:

- I. Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, and provide constructive feedback.

- II. Willing to: prepare for and attend board meetings, ask questions, share ideas, opinions, and experiences, and open doors in the field.
- III. Possess: honesty, openness to differing views, a friendly, responsive, and patient approach, engagement skills, personal integrity, a developed sense of values, and concern for and interest in the program's development.

SECTION V

Executive Officers:

Chari:

Shall preside at all meetings of The Board; and while The Board is not in session, shall have general management control of the business and affairs of The Board. In addition, the Chair in cooperation with the Executive Director shall:

- I. Set the agenda for regular meetings of the organization.
- II. Schedule and govern regular meetings.
- III. Delegate authority and responsibility to the membership of the organization.
- IV. Notify the members of the Advisory Board at least five (5) days in advance of the regular meetings.
- V. Appoint members to the ad hoc committees necessary to conduct the work of the Advisory Board.
- VI. Oversee all Student Advisory Board functions

Vice Chair:

The Vice-Chair shall, in the absence, dismissal, or resignation of the Chair, perform the duties of the Chair, and such other duties as shall be prescribed by the Chair, Executive Director or the Advisory Board.

Secretary:

Shall record the minutes of each meeting, maintain a current roster of the members, and update the By-Laws of the Student Advisory Board as changes are voted upon by members, and keep record of member attendance at meetings.

ARTICLE VII - PROCEDURE FOR REMOVAL OF OFFICE

After impeachment proceedings have been initiated according to the Constitution, the accused shall be informed by the SA Secretary by presenting in person and/or by registered mail the following citation:

Dear Mr./Miss,

You are hereby cited to appear for a hearing at the next meeting of the Student Association Senate at _____ p.m. _____ on to show cause why you should not be removed from the office of _____ on the following charge(s) and specification(s): By order of the Student Association Senate and adopted at its meeting on:

- ★ Upon request of the Chief Justice at the hearing, the SGA Secretary shall provide a carbon copy or direct facsimile reproduction of the citation and testimony that such a citation was presented and/or mailed to the accused.
- ★ After a motion to impeach has been carried by the SGA Senate, the SGA Vice President shall appoint a committee of three managers to provide the charges against the accused. The managers must be members of the SGA Senate may be one of the three (3).
- ★ The accused has the right to have an advisor or a representative who may or may not be a member of the SGA Senate.
- ★ Witnesses may be called by both the managers and the accused. Each witness shall be allowed in the room only while they are testifying except in the case where a witness is a member of the Senate.
- ★ If the accused fails to appear for the hearing at the appointed time, the hearing shall proceed without him/her.
- ★ The Senate may by a majority vote close the hearing, but a vote of one-fifth (1/5) of the membership requires a roll call vote on the motion to remove from office.

The following procedures shall be followed in the hearing:

- I. The Chief Justice shall direct the Secretary to read the charge(s) and specification(s) against the accused.
- II. The Chief Justice shall request verification from the Secretary that the accused was provided a copy of the charge(s) and specification(s).
- III. The Chief Justice shall announce the names of the managers.
- IV. The Chief Justice shall inquire of the accused if he/she has an advisor.
- V. The Chief Justice shall ask the accused how he/she pleads (guilty or not guilty) first to the specification(s) and then to the charge(s).

- VI. If a plea of guilty is entered, there need be no hearing, and the meeting shall proceed directly to the determination of the sanction after hearing a brief statement of facts.
- VII. If a plea of not guilty is entered, the Chief Justice shall explain the following procedure and call for each step-in sequence:
 - a. Opening statements from the managers;
 - A. Opening statements from the accused or his/her advisor;
 - B. Testimony of witnesses produced by the managers;
 - C. Testimony of witnesses produced by the accused;
 - D. Rebuttal witnesses for the managers;
 - E. Rebuttal witnesses for the accused; and
 - F. Closing arguments from both sides - managers first.
- VIII. No one shall be entitled to the floor until closing arguments have been finished and cross-examination by the managers and defense of all witnesses shall have been completed, with each witness being subject to recall for further testimony as the occasion may dictate.
- IX. All witnesses shall be put under the standard oath to tell the truth by the Chief Justice.
- X. After closing arguments, the following procedure shall be followed:
 - a. The accused shall be asked to leave the room;
 - A. The managers and defense lawyer or representative(s) shall remain and those of this group who are regular members of the Senate shall be allowed to vote;
 - B. The floor shall be opened to debate on each of the charges and specifications separately, and each shall be voted upon separately;
 - C. The charge(s) and specification(s) may be amended to conform with facts brought up in the hearing;
 - D. If the Senate shall find the accused guilty of the charge(s) and specification(s), a manager shall move the adoption of a sanction which he/she feels is applicable;
 - E. The motion for adoption of a sanction is both debatable and amendable and shall require two-thirds (2/3) vote in the case of removal from office; and
 - F. After voting is completed, the accused shall be called back into the Senate and advised of the decision.
 - G. Copies of the minutes of the impeachment and removal proceedings shall be made available to students upon request.

ARTICLE VIII - THE ELECTION CODE

SECTION I - THE CANDIDACY

- I. All candidates must meet the application requirements.
- II. Each candidate must meet the qualifications for the office, position or title that he or she is seeking by the specified candidacy application deadline.
- III. Each candidate for an SGA office, position or title must be a full-time student in good academic standing with the school at the time of application.
- IV. SGA Executive Offices:
 - A. The executive offices shall consist of the SGA President, SGA Vice President, SGA Attorney General, SGA Secretary, and SGA Treasurer.
 - B. Candidates for these offices must be fully enrolled before they take office.
 - C. All candidates for the offices of SGA President, SGA Vice President, and SGA Attorney General must have a full semester at MSA prior to application for candidacy.
 - D. All Candidates for executive office positions except Attorney General (Chief Justice) must have a cumulative GPA of 3.10 or higher prior to application.
- V. A cumulative GPA of 3.75 for Attorney General (Chief Justice) is required.
 - A. Must have completed one full year at MSA.
 - B. Must be in good conduct standing
- VI. SGA Senate Positions:
 - A. A candidate for SGA Senate must run from the of his or her discipline or from the campus at large.
 - B. If any senator changes his or her discipline other than the one from which he or she was elected, the senator must immediately inform the SGA Vice President of the change. The Senator may finish his or her term in the discipline in which he or she represents. The Senator may, if they choose, run for election in their new discipline in the next Senate Elections.
 - C. Senators must be elected each year; positions do not roll over.
 - D. All candidates for Senate positions must have a cumulative GPA of 2.95 or higher prior to application.

SECTION II - ELECTION DATES AND NOTICES

- I. Election Notices and Responsibilities of the Election Commissioner:
 - A. An election shall be announced via the MSA Mailout email system 5 days prior to the election date.

- B. The announcement shall include offices, titles and positions open; location of applications; and application deadlines.
 - C. At least five (5) calendar days before the elections, signs containing the election dates and polling places shall be placed around campus.
 - D. A notice of the runoff dates shall be mentioned.
 - E. There shall be at least 48 hours between the start of primary election and the start of a runoff election.
 - F. SGA officers shall be elected in the Fall semester no later than the second week in August.
 - G. The general election shall occur on a Tuesday, and the runoff shall occur on a Thursday.
 - H. Elections times shall run from 8:00am. until 11:59pm.
- II. Election Dates
- A. SGA executive officers shall be elected in the spring semester no later than the third week in March.
 - 1. Newly elected SGA executive officers shall serve as officers-elect from the time of election until inauguration so that outgoing officers can inform and train incoming officers of their duties and responsibilities.

SECTION III - CANDIDACY APPLICATION REQUIREMENTS

- I. Applications
- A. Applications for SGA Executive officers positions shall be made available the first day of the second full week of February.
 - B. Applications for SGA Senate positions shall be made available the first day of the first full week of the fall semester.
 - C. Applications shall be made available on the school website.
 - D. All students seeking an SGA office, position or title must fill out the necessary application and meet the qualifications of The SGA Election Code for the office, position or title for which they wish to run by the specified application deadline.
 - E. The application deadline shall be 5 p.m. on the deadline day as decided by the Election Commissioner. No applications shall be accepted after the deadline.
 - F. All online applications shall be printed and placed in a secure file by the SGA Election Commissioner. If no candidate application is received for a specific SGA office, position

or title, the application deadline shall be extended for a period of five (5) days under the same guidelines set forth in this Election Code.

- G. If no applications are submitted after the five (5) day extension, the President-elect shall appoint the position with two-thirds approval of the Senate.
- H. All information on the application must be completed by the candidate.
- I. No person shall simultaneously seek two SGA offices, positions, or titles. If a candidate wishes to seek an office, title, or position other than the one originally applied for, the person must withdraw the first application and then file a new application for the different office sought; the second application must also meet the original deadline date.
- J. All candidates shall be required to attend a Candidates' Meeting as designated by the Election Commissioner.
- K. If the candidate is unopposed, then he or she automatically wins the office, title, or position for which he or she applied for. Candidates running unopposed shall be informed of their new office, position, or title within 24 hours after the application deadline.

SECTION III - CAMPAIGN REGULATIONS

I. Campaign Materials

- A. Campaign materials shall include, but not limited to social media outlets, posters, banners, handbills, handouts, cards and other means that convey a candidate's name and attempt to influence a student's vote. Candidates are not allowed to use food items for campaigning purposes. Food items will not be considered campaign material.
 - 1. School policy limits students to one (1) printed item.
 - 2. Students are allowed to print things from their home to bring back to school.
- B. Handbills shall include any printed, copied or written campaign materials that may be distributed by hand but not affixed to a permanent wall.
- C. All campaign materials must include the date of the election and the phrase "Sponsored by the Student Government Association" or "Sponsored by SGA".
- D. The content and location of all campaign materials must be approved by the SGA Election Commissioner before display by the candidate.
- E. Campaign materials may be displayed after midnight on the day of the Candidates' Meeting.

II. Verbal Campaigning

- A. Verbal campaigning shall be defined as speaking to or appearing before any student or group of students for the purpose of influencing their decisions regarding any election conducted by the SGA.
- B. Verbal campaigning shall not be allowed in any on campus buildings or complex throughout the duration of a person's candidacy, except when presenting to an organizational meeting.
- C. All verbal campaigning shall take place in a dignified, professional manner. Violations of this clause may result in the Election Commissioner removing the violator's right to campaign for the rest of the election.
- D. Verbal campaigning may not include voice amplification such as the use of a bullhorn, microphone, etc., except for such organized events approved by the Election Commissioner..

III. Campaign Fraud

- A. No person shall deliberately remove, destroy or deface any item of campaign materials of another candidate. Violations of this clause may result in the Election Commissioner removing the violator's right to campaign for the rest of the election.
- B. It shall be illegal for any person to fraudulently procure or to knowingly assist in fraudulently procuring the election of a candidate or group of candidates by any means.
- C. If there is suspicion of fraudulent activity, the person or persons in question shall be summoned to a Judicial Board hearing if no higher action is necessary from the executive director.

SECTION V - VOTING

- I. Voting shall be done electronically by secret ballot in all elections. If the electronic voting system is not in proper working order, votes shall be cast by paper ballots.
- II. Executive Officer Elections: All MSA students are eligible to vote for SGA Executive Officer positions.
- III. Senator Elections: All MSA students shall vote for a candidate in the school of his or her discipline as designated by the voter list. All students may vote for candidates running for floor reps.

SECTION VII - DETERMINING THE WINNER OF AN ELECTION

- I. Vote Tabulation
 - A. Once voting has closed, the Election Commissioner shall have all votes tabulated.
 - B. All tabulation shall be done electronically with the exception other ballots authorized by the Election Commissioner, which shall be counted by hand and added to the total from the electronic tabulation.
 - C. In the event the electronic voting system is down, and ballots are to be counted by hand:
 1. The SGA Election Commissioner shall choose a place for tabulation;
 2. The SGA Election Commissioner and others designated by the SGA Election Commissioner shall tabulate the votes; and
 3. A designated appointee from the Judicial Board shall be present always during the tabulation.
 - D. Runoff elections for each office, position or title shall consist of the two (2) candidates from the primary election who received the most valid votes cast.
 - E. In a runoff election, the candidate with the most valid votes cast shall be considered duly elected.
- II. Any candidate for an office, position or title who receives a majority of the valid votes cast shall be considered duly elected.
- III. A majority shall be defined as more than 50 percent of the valid votes cast.
- IV. If a majority vote is not cast for any candidate for any office, position or title, a runoff shall be held. Runoff elections shall be held within one week but no earlier than 48 hours after the primary election commences.
- V. The results of any election are to be considered official only when they are signed by the SGA Attorney General and the SGA Election Commissioner.
- VI. If two or more candidates in a primary election receive an identical number of votes, and if the vote total is large enough to ordinarily give the candidate the opportunity to participate in a runoff election, then the names of both candidates shall be placed on the runoff ballot.

SECTION VIII - VIOLATIONS OF THE ELECTION CODE

- I. Any student, candidate, or SGA official may be charged for each instance of violation of the Election Code.

- II. If a candidate is found in violation of the Election Code by the Election Commissioner, he or she may be subject to the following consequences: a. First Offence: An official warning via email from the Election Commissioner.
- III. Second Offence: Removal of candidate's privilege to utilize all non-verbal campaign material. Any pre-existing non-verbal campaign material must be removed.
- IV. Third Offence: Removal of the candidate from the election. The candidate will be stricken from the ballot.

SECTION IX - RECALL AND REFERENDUM

- I. If a petition signed by at least 20 percent of the student body concerning a specific position is presented to the Election Commissioner, a recall election shall be held within 14 to 21 days of the presentation of the petition. If a majority of the voters express a desire to recall the incumbent, the office shall be vacant, and a new election shall be held.
- II. If a petition signed by at least 20 percent of the student body is presented to the Election Commissioner requesting the consideration of a student body vote on any particular issue, a special election shall be held within 14 to 21 days following the presentation of the petition to the Election Commissioner. If the measure is passed by a majority vote, the measure shall become official pending the approval of the University President.