

**Constitution of the
Student Body of
McNeese State University**

Revised: March 16, 2021

The Constitution of the Student Body of McNeese State University

Preamble

We, the students of McNeese State University, in order to best advance our interests, define our responsibilities, and provide for our meaningful participation in the governance of the University and the enhancement of our education do hereby ordain and establish this Constitution of the Student Body of McNeese State University.

This Constitution shall vest all governmental authority in the Student Government Association in order to represent enrolled students in matters pertaining to student welfare, student activities, student participation in university planning and administration, and student opinion.

The Student Government Association in its representative capacity shall initiate student activities, inform the Student Body of the aims, policies, and ideas of the University that pertain to or affect enrolled students, and shall be considered and referred to as an advisory body to the University Administration in all functions affecting the Student Body.

Having received the approval of the University of Louisiana System Board of Supervisors in order to assume the maximum powers with the responsibilities thereof consistent with the responsibilities and policies of the University Administration, this Constitution established by the McNeese State University Student Body shall be respected by University officials, faculty, and staff in their dealings with all enrolled students of this University.

ARTICLE I

NAME AND AUTHORITY

SECTION 1 - TITLE

The collection of the students of this institution shall be known as the Student Body of McNeese State University.

SECTION 2 - MEMBERSHIP

Every student enrolled at McNeese State University, having paid the Student Government Association assessed fee, shall be a member of the Student Body. This membership entitles them a vote in Student Body elections and a voice in student and university affairs.

SECTION 3 - RIGHTS OF STUDENT BODY

The rights of membership shall be as follows:

1. All members of the Student Body shall be liable for any student self-assessed fees;
2. The Student Body shall enact no legislation restricting exercise of religion, speech, press, the right to assemble, and to petition the Student Body for a redress of grievances;
3. All members of the Student Body have the right to attend all open meetings of the Student Government Association and to view all public records of the Student Government Association; and
4. The final authority of the Student Government Association shall be vested in the members of the Student Body – the enrolled students of McNeese State University.

SECTION 4 – STUDENT BODY’S PURPOSE

The purposes of the Student Body are as follows:

1. To pursue the highest degree of education attainable and take full advantage of all opportunities at ones disposal.
2. To promote, support, and maintain the high principles and standards of McNeese State University;
3. To participate at any level in any of the organizations or teams duly recognized by the University and the office of University Services in accordance with the organizations governing rules;
4. To promote the leadership and creative thinking necessary to fulfill the Preamble of this Constitution; and
5. To participate and vote in all campus-wide elections, which shall be sponsored and regulated by the Student Government Association.
6. To be well informed in all matters related to the Student Body referendum in order to make and informed decision in the best interest of the current and future Student Body as well as the university at large.

SECTION 5 – ABDICATION OF AUTHORITY

The Student Body of McNeese State University hereby delegates to the Student Government Association of McNeese State University full authority and governing power as written in this Constitution, hereafter referred to as the Student Government.

ARTICLE II

THE STUDENT GOVERNMENT ASSOCIATION

SECTION 1 - ORGIN

The University of Louisiana System Board of Supervisors recognizes the value of the Student Government Associations at the institutions under the jurisdiction of the Board, and encourages the establishment of Student Government Associations, which are mutually beneficial to the student bodies and the institutions. The McNeese State University student government shall operate under a constitution approved by the President of McNeese State University, the University of Louisiana Board of Supervisors, and the Student Body.

SECTION 2 – RIGHTS TO EQUAL OPPORTUNITY

The Student Government assures equal opportunity for all qualified persons, without regard to race, religion, gender, sexual orientation, national origin, age, disabilities, marital status, or veteran's status in the admission to, participation in, and treatment or employment in the programs and activities that the University operates. Anyone having questions or complaints regarding equal opportunity or needing reasonable accommodations should contact the Office of Human Relations and Social Equity.

SECTION 3 – COMPOSITION

The Student Government shall be composed of the Executive Branch and the Legislative Branch.

SECTION 4 – STUDENT GOVERNMENT'S PURPOSE

The purposes of the Student Government are as follows:

1. To perform all executive, judicial, and legislative functions of the Student Body;
2. To serve as a channel for communication to the faculty and Study Body and to all levels of state government, in expressing the opinions, wishes, and needs of the Student Body;
3. To establish, in cooperation with the Administration, faculty, and state of Louisiana, policies affecting the university community;
4. To establish and execute such programs and projects deemed beneficial to the Student Body;
5. To promote and improve relations between the Southwest Louisiana community and students of McNeese State University;
6. To conduct and regulate all campus-wide elections and referenda;
7. To participate as an active member in and with the Student Self-Assessed Fee Oversight Committee as mandated by Louisiana State Board of Trustees;
8. To oversee and initiate a McNeese State University Student Body referendum process for all student self-assessed fees and/or the organizations receiving them, in accordance with the Student Self-Assessed Fee Oversight Committee's recommendation. Regardless of the recommendation, a two-thirds (2/3) vote from the Senate may then be petitioned in the case of any actions deemed unethical or in violation of the Code of Student Conduct; and
9. To conduct such investigations and inquiries deemed necessary to implement the above clauses.

SECTION 5 – TERMS OF OFFICE

The term of office for any member of Student Government shall be as follows:

1. The term of office for a member of the Student Government shall run from the date of his/her installation as a member until the date of installation of his/her successor, unless he/she resigns from his/her position in Student Government or is removed from membership; and
2. The term of office of each elected officer of the Executive Branch and each college Senator shall begin at the second to last regularly scheduled Legislative meeting in the Spring Semester.

SECTION 6 – PROHIBITION OF CONFLICT OF INTEREST

All officers under the Constitution and all students serving in any capacity under this Constitution are prohibited from engaging in any commercial activities that may exploit their office or position.

ARTICLE III

THE EXECUTIVE BRANCH

SECTION 1 – DISTRIBUTION OF AUTHORITY

The executive power of the Student Government shall be vested in the Student Government President.

SECTION 2 – COMPOSITION

The composition of the Executive Branch shall be as follows:

1. The Executive Branch must be composed of the President, Vice President, and Treasurer, all of whom shall be elected during the Spring elections;
 - a. Other members of the Executive Branch, which shall be the President's staff, can include a Chief of Staff, Secretary, or Graduate Assistant.
 - b. The President's staff may consist of and be limited to these six paid positions and must be approved by a majority vote of the Senate at the first meeting in which they are appointed;
 - c. The Secretary shall be known as the Student Government Secretary and shall, therefore, serve as the Legislative Secretary (whose responsibility includes taking and preparing effective minutes);
2. The President may appoint as many non-paid assistants as he/she deems necessary without the approval of the Senate;
3. No member of the Executive Branch may serve as a Senator or Representative without first resigning from his/her position.

SECTION 3 – SUCCESSION

Succession within the Executive Branch shall be as follows:

1. In the event that the office of President becomes vacant, the Vice President shall immediately succeed;
 - a. In the event of a Presidential vacancy during a non-Legislative session, the Vice President will immediately succeed into the Presidential position **the vice-president, now serving as interim president, shall serve as both the president and vice-president until the office is filled by a student body referendum, which must be held within thirty (30) class days of the vacancy.**
2. In the event that the office of Vice President becomes vacant, the Speaker of the Senate shall serve as an acting Vice President until the office is filled by a Student Body referendum, which must be held within thirty (30) class days of the vacancy;
3. In the event that the offices of President and Vice President become vacant simultaneously, the Speaker of the Senate shall serve as acting President, with the assistants of the Treasurer, until the offices are filled by a Student Body referendum, which must be held within thirty (30) class days of the vacancy;

4. In the event that the office of Treasurer becomes vacant, the President shall appoint an interim Treasurer within five (5) calendar days of the vacancy. The President shall appoint a Treasurer within fifteen (15) days of the vacancy and be confirmed by the Senate by at least two-thirds (2/3) vote for the remainder of the term.
5. In the event of a non-legislative session, the vacancy of a non-President position, the President shall appoint a replacement for the term within fifteen (15) days of the vacancy in the Executive branch. The Senate, upon the first meeting of the semester, must approve this appointment by two-thirds (2/3) vote.

SECTION 4 – ELIGIBILITY

To be eligible to hold an elected position in the Executive Branch of the Student Government, candidates must be a member of the Student Body (Article 1, Section 2), must meet and maintain the following qualifications, and must adhere to the procedures outlined in the Rules of Order.

Qualifications are as follows:

1. Must have completed (45) credit hours in order to qualify for President, or (45) credit hours in order to qualify for Vice President or (30) credit hours for Treasurer, at the time of nomination;
2. Must not graduate until after or upon completion of term
3. Must have been enrolled at McNeese State University for at least two (2) consecutive semesters prior to the semester of his/her election;
4. Must be enrolled in the University as a full-time student during the previous semester before elections and during his/her term in office; If graduating at the end of term candidate may be enrolled in a minimum of three (3) credit hours;
5. Must not be on disciplinary probation and must meet the minimum academic standards required by McNeese State University in the previous semester before elections, at the time of qualification for office and throughout the candidate's term;
6. Must be in good standing with the University in the previous semester before elections, at the time of qualification for office and throughout the candidate's term;
7. Must have a previous semester's GPA of 2.5 and have minimum 2.5 cumulative GPA in order to qualify as a candidate;
8. Must maintain a minimum 2.5 semester and cumulative GPA throughout term;
9. Candidates for President and Vice President must form and be on one ticket.
10. Candidates for Treasurer will be on their own ticket.

SECTION 5 – DUTIES OF PRESIDENT

The President shall have the following duties and powers:

1. Serve as the Chief Executive and Administrative Officer of the Student Government;
2. Serve as the representative of the entire Student Body to the faculty, Administration, and officials of the University;
3. Recommend for consideration by Student Government such measures as he/she shall judge necessary and expedient in the performance of his/her executive duty;
4. Serve as an ex-officio member of all Student Government committees and departments;
5. Appoint, remove, and supervise Student Government staff members;

6. Serve on and/or appoint students to all University committees;
7. Attend all Legislative meetings as a friend of the Legislature;
8. Attend the meetings of the Council of Student Body Presidents (COSBP) and keep students abreast of the activities of the Louisiana State Board of Supervisors, Board of Regents, and State Legislature; and
9. Maintain open lines of communication with McNeese State University officials, other student government associations, and the University of Louisiana Systems Office.
10. Call Student Government meetings as necessary, including the Executive Staff and the Legislature, giving twenty-four (24) hours notice prior to the called date. Upon petition by one (1) percent of the Student Body, the President shall be required to call a meeting of the Legislature. It shall be the duty of the President to ensure that a quorum of those eligible to vote be present for such a meeting;
11. Co-sign with the Treasurer, Vice President, and/or the Advisor of Student Government on all checks and monetary requests. No money shall be spent from any account accessible to the Student Government without the President's signature. Two signatures, then, must be on every check or monetary request;
12. Create and dissolve Executive departments (similar to Legislative Committees) led by Directors. Each President is to provide a written job description of such positions to the Senate at the first meeting of the Fall Semester and/or as new positions are created;
13. Veto any legislative decision of the Legislature providing said legislation has not received a prior veto;
 - a. The veto power may only be exercised within a six-calendar day period following the passage of the legislation, at which time notification must be given;
 - b. After a Presidential veto, the President must notify the Senator, Representative or organization that sponsored the bill, as well as the Speaker of the Senate, within that time frame described above, and must present the veto at the next regularly scheduled Legislative meeting. Acknowledgement of notification shall be made by a signed receipt, which shall be maintained in the Senate Records; and
14. Make any decisions deemed necessary and proper for the operation of the Student Government that are not vested in this Constitution, in the Student Government Executive Branch, or in any department, officer, or branch of the Student Government.
15. Preside over Senator Expectation Program with the assistance of the Speaker of the Senate.

SECTION 6 – DUTIES OF VICE PRESIDENT

The Vice President shall have the following duties and powers:

1. Assist the President in the execution of his/her duties and assume the duties in the temporary absence of the President;
2. Serve as the official liaison between the Executive Branch and all University-recognized organizations, maintaining an open line of communication with these organizations each semester;
3. To act as the official liaison between the Executive and Legislative branches. Duties will include attending all Senate meetings as a friend of the Senate and delivering all bills and request and resolutions passed by the Senate to the proper party(s);

4. Upon the President's signing or vetoing a bill, or the approval or disapproval of a request and resolution by the President or the responsible party(s), the Vice President will deliver all legislation back to the Senate or House at the next regularly scheduled Legislative meeting. Until then, the legislation may not be enacted;
5. Serve as a member on all Legislative committees except the Finance/Budget Committee; and
6. Keep a monthly line of communication open with the Speaker of the Student Self-Assessed Fee Oversight Committee.

SECTION 7 – DUTIES OF TREASURER

The Treasurer shall have the following duties and powers:

1. Serve as the Chief Financial Officer of the Student Government;
2. Keep an accurate record of the finances of Student Government. The financial records shall be presented for inspection upon request;
3. Serve as Speaker of the Finance/Budget Committee;
4. Treasurer is to draft a proposed split of the organization fund, between the Fall and Spring Semesters;
 - a. After presenting the budget to the president, the proposal must pass with a simple majority in the Finance Budget Committee.
 - b. Once approved by the Finance Budget Committee, the budget is to be approved by the House of Organization with a simple majority.
 - c. Once all requirements in subsections a., b., and c. have been met, the budget is enacted.
 - d. If the budget is to fail at any stage of the process and/or amended, the budget must restart the process to be voted on at the next regularly scheduled legislative meeting.
5. Allocate **ten (10) percent** of the Organization Fee Reserves as a Reserve Fund that may be utilized by the legislative; unless freed by the signatures of both the treasurer and advisor.
6. Serve as the Speaker of the Student Self-Assessed Fee Oversight Committee.
7. Attend all Legislative meetings as a friend of the Legislature to present budgets, announce appropriations of monies upon the approval of the Legislature and the President, and to answer any questions about the financial status of the Student Government.

SECTION 8 – OATHS

The President, Vice President, and Treasurer shall take the following oaths at their installation during the second to last regularly scheduled Senate meeting in the Spring Semester. The serving Speaker of the Senate shall administer the oath:

1. **PRESIDENT.** {I DO SOLEMNLY PROMISE} {THAT I WILL FAITHFULLY EXECUTE THE OFFICE OF PRESIDENT} {OF THE STUDENT GOVERNMENT ASSOCIATION OF McNEESE STATE UNIVERSITY}{TO WHICH I HAVE BEEN ELECTED FOR THE Year of term.} {THAT I WILL UPHOLD THE CONSTITUTION OF THE STUDENT BODY OF McNEESE STATE UNIVERSITY}{AND THAT I WILL ALWAYS BE MINDFUL OF THE INTERESTS AND WELFARE} {OF THE McNEESE STATE UNIVERSITY STUDENT BODY BEFORE MYSELF.}
2. **VICE PRESIDENT.** {I DO SOLEMNLY PROMISE} {THAT I WILL FAITHFULLY EXECUTE THE OFFICE OF VICE PRESIDENT} {OF THE STUDENT GOVERNMENT ASSOCIATION OF McNEESE STATE

UNIVERSITY} {TO WHICH I HAVE BEEN ELECTED FOR THE **Year of term.**} {THAT I WILL UPHOLD THE CONSTITUTION OF THE STUDENT BODY OF McNEESE STATE UNIVERSITY} {THAT I WILL ASSIST THE PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION} {AND THAT I WILL ALWAYS BE MINDFUL OF THE INTERESTS AND WELFARE} {OF THE McNEESE STATE UNIVERSITY STUDENT BODY BEFORE MYSELF.}

3. **TREASURER.** {I DO SOLEMNLY PROMISE} {THAT I WILL FAITHFULLY EXECUTE THE OFFICE OF TREASURER} {OF THE STUDENT GOVERNMENT ASSOCIATION OF McNEESE STATE UNIVERSITY} {TO WHICH I HAVE BEEN ELECTED FOR THE **Year of term.**} {THAT I WILL UPHOLD THE CONSTITUTION OF THE STUDENT BODY OF McNEESE STATE UNIVERSITY} {THAT AS CHIEF FINANCIAL OFFICER} {I WILL ACT WITH ALL DILIGENCE AND CARE} {IN HANDLING THE MONIES OF THE STUDENT GOVERNMENT ASSOCIATION} {AND THAT I WILL ALWAYS BE MINDFUL OF THE INTERESTS AND WELFARE} {OF THE McNEESE STATE UNIVERSITY STUDENT BODY BEFORE MYSELF.}

ARTICLE IV LEGISLATIVE BRANCH

SECTION 1 – AUTHORITY

The legislative power of Student Government shall be vested in the Senate and House of Organizations.

SECTION 2 – STRUCTURE

Robert’s Rules of Order, Newly Revised shall be the parliamentary authority for the Senate and House. Rules of Order take precedence in the case of conflict.

SECTION 3 – SENATOR COMPOSITION

The Senate shall be composed of the following voting membership based upon a popular election in the Spring Semester. The election will take place among students in the college of the seat. Senators have the responsibility to seek out the opinion of their Electorate. Having done so, they shall make decisions and vote on matters brought before the Student Senate according to their own reasoned judgment.

1. Ratio of college 2 (two) Senators allocated to every college;
 - a. These colleges shall include the College of Business, the College of Education, the College of Science, Engineering, and Mathematics (SEM), the College of Liberal Arts, the College of Nursing and Health Professions, and the College of Agriculture,
 - b. The Graduate School shall be allocated 1 (one) Senator to represent itself;
2. The Division of Interdisciplinary Studies shall be allotted 1 (one) Senate seat. This seat may be filled by any student who has been enrolled for less than one year in any university, including McNeese State University; or pursuing a degree in Interdisciplinary Studies
3. Every recognized chartered student organization may elect one Senator from their membership list.
4. The Senate shall have three senators representing areas of special interest on campus. They shall be from the International Student Body, Student Athletes Advisory Council, and the Residential Hall Association
5. The body shall also have 2 (two) At-Large Senators. These will serve as university wide representatives. They shall be appointed to one-year terms by President and Speaker of the Senate.

SECTION 4 – POWERS AND DUTIES OF THE SENATE

The Senate shall have the following powers and duties:

1. To legislate in matters it considers necessary to the supervision and coordination of student affairs;
2. To poll the Student Body on all problems of student activity of interest, and provide for the general welfare of the Student Body;
3. To staff and fulfill the duties of any legislative committee as prescribed by the by-laws or the direction of the Speaker;

4. To establish any legislative committees it shall deem necessary;
5. To adopt and establish its own procedural rules;
6. To initiate and try any cases of impeachment of any Student Government elected official in any branch;
7. To override a presidential veto by a two-thirds vote after quorum has been met;
8. To make and vote on monetary petitions or appropriations through legislation for any McNeese State University college, organization, civic program, Student Government appropriations, or Organization Fund by; simple majority vote in the senate.
9. To present and vote on all senate and house legislation in the form of bills and/or request and resolutions for the purpose of conducting senate business;
10. To initiate any cases of impeachment of any Student Government elected official in any branch;
11. To review the manner in which all monies disbursed through student assessment is spent only in accordance with the Student Self-Assessed Fee Oversight Committee; and
12. To bring any existing assessment to a Student Body vote in order to decide whether to continue or discontinue the existing assessment by one of two ways: first, upon recommendation from the Student Self-Assessed Fee Oversight Committee and a two-thirds vote from the Senate. Second, by a two-thirds proposal by the senate, then the signature of both Student Government President and University President. If any of the votes or signatures are not attained then the bill is considered dead.
13. To participate in the Senator Expectation Program.

SECTION 5 – HOUSE COMPOSITION

Membership in the Student House of Organizations is open to one member from every Registered Student Organization at McNeese State University.

- a. All members of the Student Body are eligible to serve in the Student House of Organizations provided they meet the qualification specified in the Rules of Order.
- b. Representatives have the responsibility to seek the opinion of the organization they are representing.
- c. It shall be the duty of the Representative to be in compliance with the Senate and House Relations Committee
- d. The Representative of all newly recognized student organizations, or organizations that have never been represented before, shall be recognized after such organization has submitted to the Speaker of the Senate a copy of their organization's constitution and an official letter of recognition from the office of Student Services. Any student organization that has not had representation for two entire semesters or more shall be considered a newly recognized student organization

SECTION 6 – POWERS AND DUTIES OF THE HOUSE OF ORGANIZATIONS

The House of Organizations shall have the following powers and duties:

1. To represent the best interest of the student organization to which they have been elected to represent, as well as all other McNeese student organizations;

2. To participate in Student Government Association activities as needed;
3. To make monetary appropriations request for any McNeese State University student organization from the Organization Fund for the hosting of on campus events and the partial funding of off campus events, in accordance to the organization fund house guidelines and the discretion of the House floor;
4. To present and vote on all House legislation in the form of bills and/or request and resolutions for the purpose of conducting Legislative business;
5. To staff and serve in student government and university committees as organized by student government officials.

SECTION 7 – LEGISLATIVE VACANCIES

Senate and Representative Seats vacancies shall be filled as follows:

1. The President and Speaker both have the authority to appoint a member to the senate given the occasion seats are empty; up for simple majority approved by the senate floor.
2. It shall be the responsibility of each student organization to fill Representative vacancies from the ranks of their membership.
3. Student Body members from the college of the empty senate seat are to be shown pretense for appointment; However, any member of the Student Body is eligible to fill an empty seat, and be treated as a Senator at Large.
4. It is the responsibility of the Student Government Association leadership to ensure that the legislature is fully staffed.

SECTION 8 – LEGISLATIVE QUALIFICATIONS

Qualifications for Senate and Representatives membership shall be as follows:

1. Serve the entire term of office;
2. Not be on disciplinary probation and must meet the minimum academic standards required by McNeese State University and be currently enrolled in the appropriate academic college of McNeese State University, if a candidate for a college Senate seat;
3. Maintain enrollment in the respective college during their term of office, if a college Senator; and
4. Be in good standing with the University at the time of qualification for office.

SECTION 9 – VOTING PROCEDURES

Voting procedures shall be as follows:

1. Each Senator/Representative shall have one vote, with the exception of the Speaker of the Senate, who shall vote in the Senate, and vote only to break a tie in the Senate; and
2. No person may hold more than one voting position in the Senate at one time.

SECTION 10 – LEGISLATIVE OFFICERS

The officers of the Senate shall be the Speaker of the Senate, Speaker Pro Tempore, Chief of Communications, and the Sergeant at Arms.

SECTION 11 – LEGISLATIVE OFFICER QUALIFICATIONS

Qualifications of Legislative officers shall be as follows:

1. Must be a Senator;
2. Must not be on disciplinary probation and must meet the minimum academic standards required by McNeese State University of Speaker of the Senate; and
3. Must be in good standing with the University at the time of qualification.
4. Must have and maintain a minimum 2.5 GPA
5. In order to receive the **Senate Speaker's Tuition Waiver**, one must register as a full-time student and maintain at least 9 credit hours or the duration of the semester; credit hour restrictions do not apply to graduating students.

SECTION 12 – LEGISLATIVE OFFICER APPOINTMENTS AND ELECTIONS

The officers shall be elected or appointed in the following manner:

1. Candidates seeking the position of Speaker of the Senate shall be solicited at the third to last regularly scheduled Legislative meeting of the Spring Semester, vetted, and then elected by a majority vote of those present;
2. The Speaker Pro Tempore shall be elected at by a majority vote of those present in the **Spring Semester**; and
3. The Sergeant at Arms shall be appointed by the Speaker of the Senate, subject to a majority vote of approval of the Legislature at the first regularly scheduled Legislative meeting of the Fall Semester.

SECTION 13 – LEGISLATIVE OFFICER VACANCIES

Officer's vacancies shall be handled as follows:

1. In the event that the offices of Speaker of the Senate, Legislative Pro Tempore, or **Chief of Communications** become vacant, a successor shall be elected at the next regularly scheduled Legislative meeting; and
2. In the event that the office of Sergeant at Arms of the Legislature becomes vacant, a successor shall be appointed by the Speaker of the Senate at the next regularly scheduled Legislative meeting, subject to a majority vote of approval by the Legislature following standard.

SECTION 14 – DUTIES OF THE SPEAKER OF THE SENATE

The Speaker of the Senate shall have the following powers and duties:

1. Preside at all Legislative meetings and shall call special meetings at his/her discretion or when requested to do so by a majority vote of the Legislature;
2. Shall give notice of special meetings at least forty-eight (48) hours prior to their called time and date and give notice of special meetings by majority petition of the Legislature at least twenty-four (24) hours prior to their called time and date;

3. Shall appoint all committee members and committee chairmen, subject to a majority vote of approval by the Senate; and
4. Shall be a voting member of all regular Legislative committees.
5. The Speaker shall become the Senator for the Student Government Association, and shall be a voting member of the Senate in the event of a tie.
6. To assign the consul the Special Project Fund.
7. Assist the President with the Senator Expectation Program.

SECTION 15 – DUTIES OF SPEAKER PRO TEMPORE

The Speaker Pro Tempore of the Legislature shall have the following powers and duties:

1. Preside at Legislative meetings in the temporary absence of the Speaker of the Senate; and
2. Preside over regularly scheduled legislative meetings until a new Speaker of the Senate is elected in the event that the office of Speaker of the Senate becomes vacant.
3. To aid the Speaker of the Senate

SECTION 16 – DUTIES OF CHIEF OF COMMUNICATIONS OFFICER

1. The Chief of Communications of the Legislature shall advise and counsel the Speaker of the Senate on questions of parliamentary procedure.
2. Be the liaison between the House of Organizations and the Senate as the chair of the House and Senate Relations Committee.
3. Preside over public relations and record all legislative meetings.
4. Speaker of the Senate and President shall choose and presents candidates who will then be voted and elected by the Senate.

SECTION 17 – DUTIES OF SERGEANT AT ARMS

The Sergeant at Arms of the Legislature shall have the following powers and duties:

1. To assist the Speaker of the Senate in counting votes and distributing materials; and
2. To keep order at Legislative meetings.
3. To be the sole determinate of quorum.
4. To aid the Chief of Communications
5. Shall be appointed by the Speaker of the Senate and to be approved by the Senate.

SECTION 18 – OATHS

The House Speaker and Legislative Speaker Pro-Tempore shall take the following oaths at their installation, during the second to last regularly scheduled Legislative meeting in the Spring Semester and the first meeting of the Fall Semester, respectively. The President or outgoing President shall administer the oath:

1. **SPEAKER OF THE SENATE.** {I DO SOLEMNLY PROMISE} {TO FAITHFULLY EXECUTE THE OFFICE OF SPEAKER} {OF THE LEGISLATIVE OF THE STUDENT GOVERNMENT ASSOCIATION} {OF MCNEESE STATE UNIVERSITY} {TO WHICH I HAVE BEEN ELECTED FOR THE Year of Term.} {THAT I WILL UPHOLD THE CONSTITUTION OF THE STUDENT BODY OF MCNEESE STATE UNIVERSITY} {AN

THAT I WILL ALWAYS BE MINDFUL OF THE INTERESTS AND WELFARE} {OF THE MCNEESE STUDENT BODY BEFORE MYSELF.}

2. **LEGISLATIVE SPEAKER PRO TEMPORE.** {I DO SOLEMNLY PROMISE} {TO FAITHFULLY EXECUTE THE OFFICE OF SPEAKER PRO TEMPORE} {OF THE LEGISLATURE OF THE STUDENT GOVERNMENT ASSOCIATION} {OF MCNEESE STATE UNIVERSITY} {TO WHICH I HAVE BEEN ELECTED FOR THE **Year of Term.**} {THAT I WILL UPHOLD THE CONSTITUTION OF THE STUDENT BODY OF MCNEESE STATE UNIVERSITY} {THAT I WILL ASSIST THE SPEAKER OF THE STUDENT GOVERNMENT ASSOCIATION} {AND THAT I WILL ALWAYS BE MINDFUL OF THE INTERESTS AND WELFARE} {OF THE MCNEESE STUDENT BODY BEFORE MYSELF.}

SECTION 19 – FIRST LEGISLATIVE MEETING

The first meeting of the academic year shall be scheduled and announced as follows:

1. The Speaker of the Senate shall call for the first meeting of the Legislature, which shall be held within fifteen (15) calendar days after the first day of classes of the Fall Semester;
2. The date of this meeting shall be posted by the first day of classes of the Fall Semester; and
3. The Speaker of the Senate shall notify all organizations one week in advance of the first meeting.

SECTION 20 – IMPEACHMENT

Impeachment procedures shall be as follows:

1. Initiation of Proceedings:
 - a. Any member of the Senate has the right to initiate impeachment proceedings against any other member of the Senate or Executive officer, if in the opinion of the accusing party, the accused party has been derelict in the performance of duties;
 - b. Dereliction of duty shall be defined as any act or acts, or failure to act, which shall be considered detrimental to the effectiveness or prestige of the McNeese State University Student Government. Violating this Constitution and/or the Rules of Order and/or not performing the appropriate duties may constitute dereliction of duties;
2. Introducing Impeachment to the Legislative Floor:
 - a. Impeachment proceedings may be initiated in either of two ways:
 - i. By presenting a petition containing any specific charge(s) signed by at least one half of the total membership of the Legislature (providing quorum has been met) or seventy-five (75) signatures for the Student Body. This petition is to be presented to the Student Government Advisor and directly to the Senate at any regularly scheduled **Senate** meeting;
 - ii. If petition does not meet requirements previously mentioned a written charge(s) can be submitted to the Special Judiciary Committee and the Student Government Advisor's office. A majority vote of the Special Judiciary Committee will bring the matter to the Legislative floor;
 - b. The specific charge should include the alleged offense, the date on which the offense occurred, and the portion of the Constitution and/or Rules of Order that was violated;

- c. The Student Government shall notify the accused, with documentation, within forty-eight (48) hours after the matter has been brought to the Senate floor. The opportunity to resign shall be offered to the accused at the time of notification;
- 3. Disposal of Impeachment:
 - a. By means of legislative majority petition:
 - i. Upon submission and presentation of written charges, the senate shall initiate trials at the next regularly scheduled meeting. Where the legislators sponsoring the petition are to choose three members of the student government to act as the prosecution, and the defendant may enlist two student government members in his or her defense.
 - ii. The next regularly scheduled meeting following the initiation of trials shall be used for the summation of each case and closing arguments; where the Senate only shall vote on a verdict after being allowed a maximum of one-hour private meeting time.
 - b. The trial shall be presided over by a neutral Senator or Executive Officer who is acceptable to both parties. If no agreement concerning a presiding officiator can be reached, then the Senate shall appoint one (from the Senate or Executive Branch) by a two-thirds vote;
 - c. Robert's Rules of Order, Newly Revised shall be the parliamentary basis of order at these proceedings;
 - d. The accused shall have the right to any legal consultation desired;
 - e. A three-fourths vote of the Senate membership shall be required to find the accused guilty;
- 4. Should a party be found guilty, an immediate resignation shall be requested. If the resignation is not immediately submitted, the party shall be immediately removed from office;
- 5. Appeals:
 - a. All appeals shall go to the Judicial Committee to be decided on, according to Judicial procedures and the Code of Student Conduct;
 - b. A written letter of intent to appeal shall be filed within seven (7) calendar days of the announcement of the results of the trial to the Student Government Advisor;
 - c. Upon receipt of this letter, the results of the trial shall be held temporarily, pending the verdict of the Judicial Committee;
 - d. The verdict of the Judicial Committee shall be final with no further appeals;
 - e. Only the following shall be considered adequate reasons for appeal:
 - i. Procedural violations;
 - ii. A vote taken in absence of a quorum;
 - iii. Failure to properly notify the accused of charges; and/or
 - iv. New evidence.
- 6. After Resignation, follow appropriate vacancy proceedings

SECTION 21 – SPECIAL JUDICIARY COMMITTEE

Special Judiciary Committee will oversee the issues pertaining to judicial review.

- A. The Chairman of the committee shall be elected at the second to last meeting in the spring, directly after the election of the Speaker of the Senate.
- B. The committee shall have seven members, 4 legislatures and 3 non-legislatures, elected in an open election by the Senate and shall elect their own Chairman, who shall be called Chairman of the Judiciary.
- C. The Speaker of the Senate shall have no authority over the issues heard or the composition of this committee.
- D. The committee rules, jurisdiction and guiding principles shall be established by the Rules of Order.

SECTION 22 – APPROVAL AND VETO PROCESS

- 1. Once a bill, request, or resolution is approved by the appropriate legislative entity the bill, request, or resolution must be presented to the president within forty eight (48) hours and is considered as approved and have its provisions carried out if;
 - a. The student government association president signs the formal document before the next regularly scheduled meeting;
 - b. In the absence of the student government association president the student government association vice-president shall have the authority to sign bills, resolutions, and request;
 - c. If the bill, request, or resolution does not gain a signature by the next regularly scheduled legislative meeting from the student government association president, or acting president, the bill, request, or resolution is to be approved and its provisions carried out;
- 2. After being presented the bill, resolution, or request the student government association president, or acting president, holds the sole authority to issue a veto;
 - a. The president must clearly and legibly state his intention to veto on the formal document presented;
 - b. The president must include his or her presidential objections attached to the formal document;
 - c. The president is to turn the formal document and attached objections to the legislative speaker before the next regularly scheduled meeting; where the speaker is to present the matter to the appropriate legislative floor at the next regularly scheduled legislative meeting for the matter to be voted on under old business; a two-thirds (2/3) majority vote is required from the legislative floor where the bill, request, or resolution originated from to overturn the veto;
- 3. Bills, requests, and resolutions are to be defined as follows:
 - a. Bills:
 - i. Monetary Appropriations are defined as any legislation for the purpose of appropriating Student Government funds, in accordance with the Finance/Budget Committee, to any of the entities as defined in the Legislative Powers (Article V, Section 13, Number 7);
 - ii. Regular Motions include legislation presented for a majority vote of the Senate and House for the purpose of conduction all other regular business; and 2.

- b. Request and Resolutions include any legislation for the purpose of relating the desires of the Legislature and/or the Student Body to individual(s) and/or group(s) other than the legislative branch. For a Senator or Representative to present a Request and Resolution, the individual(s) and/or group(s) involved must be notified in writing at least forty-eight (48) hours prior to the Senate meeting at which it will be presented. A copy of the notification(s) must be included with the legislation.

SECTION 23 – STUDENT PETITION

Student petition procedures shall be as follows:

1. Any student led petition that is addressing concerns to any individual(s) and/or group(s) other than the Legislature may, with signatures from seventy-five (75) members of the Student Body not affiliated with the Senate/ House, petition the Legislature; and
2. Once a majority vote of approval from the Senate and House is received, the student may precede with his/her petition with the Senate's and House's support.

SECTION 24 – VOTE OF NO CONFIDENCE

The Student Government Association shall have an Advisor(s) from the staff, faculty, or administration at McNeese State University. The Student Senate and the House of Representatives may issue a statement of no confidence in an advisor/ staff/ administrator with two thirds (2/3) vote in both bodies. A statement of no confidence expressed a finding that an advisor has been seriously deficient in the performance of his or her duties and instructs the Speaker of the Senate to take appropriate action to search for a new advisor and inform relevant departments of McNeese State University

SECTION 25 – SENATOR OATH

Before a Senator is allowed to assume his/her seat, he/she shall take the following oath at the first Legislative meeting of each semester and/or at his/her first Senate meeting. The Speaker of the Senate shall administer the oath:

{I DO SOLEMNLY PROMISE} {TO FAITHFULLY EXECUTE THE OFFICE} {TO WHICH I HAVE BEEN ELECTED.} {TO ABIDE BY AND UPHOLD THE CONSTITUTION} {OF THE STUDENT GOVERNMENT ASSOCIATION OF McNEESE STATE UNIVERSITY.} {TO FOSTER AND PROMOTE LEGISLATION} {THAT IS IN THE BEST INTEREST OF THE UNIVERSITY} {AND THE COLLEGE OR ORGANIZATION THAT I HAVE BEEN ELECTED TO REPRESENT.}

ARTICLE V

AMENDMENT PROCESS

SECTION 1 – AMENDMENT PROCEDURE

The Amendment Procedure shall be as follows:

1. No words may be changed from pages 1 – 21 of the McNeese State University Student Body Constitution without first going through the proper amendment process; **unless they are grammatical or technical in nature.**
2. The Constitutional amendment process shall be as follows:
 - a. A proposed Constitutional amendment shall be recommended by a majority vote of the Legislature through a Senator's legislation;
 - b. The recommendation shall lie on the table for a period of two (2) weeks. After that period, it shall be taken off the table and proposed to the Senate for a two-thirds vote;
 - c. After a two-thirds vote of the Senate is achieved, the amendment shall be presented to the Student Body; and
 - d. A proposed date shall be set by the President of the Student Government for a Student Body referendum within two (2) weeks following the Legislatures' recommendations.
3. After the amendment process within the Legislature is complete and a Student Body referendum has been set, a majority vote of the Student Body shall be necessary for amending.