

Organizational By-Laws

The Organizational By-Laws of the Student Government of Lawrence Technological University

Adopted September 29, 2020

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Article I: Student Organizations

Section 1: Definitions

- A. A Student Organization is a collection of students sharing a common interest.
- B. A Charter is a document issued by Lawrence Technological University recognizing the name and founding date of a Student Organization.
- C. Registration is the process by which a Student Organization with a valid Charter provides information to Student Government on an annual basis.
- D. A Registered Student Organization (RSO) is an organization that has completed Registration.
- E. A Non-Registered Student Organization is a Student Organization that has not completed Registration.
- F. Probation is the process by which an RSO receives temporary postponement of its privileges entitled through Student Government.
- G. Suspension is the process by which an RSO has its charter revoked permanently.

Section 2: Chartering a Student Organization

- A. A Charter is issued when Student Government receives the following from a Student Organization:
 - a. Democratic constitution outlining a purpose and organizational structure
 - b. Contact information of at least five (5) student members
 - c. Contact information of (1) primary advisor
 - d. Petition of at least thirty (30) students in support of the existence of such organization
- B. The Parliamentarian shall review the information provided, ensure its validity, and bring in front of the Senate for processing.

Section 3: Registered Student Organizations

- A. Once a charter has been issued, the Student Organization becomes a Registered Student Organization (RSO). This status includes the privileges to:
 - a. Post advertisements on campus grounds
 - b. Participate in organization fairs hosted by Student Government
 - c. Request and receive funding from Student Government
 - d. Be represented by Student Government
 - e. Appear in all official university publications relating to organizations
 - f. Obtain a university mailing address
- B. When the term of a RSO's President ends, the RSO must update the following information with Student Government:
 - a. Name of organization
 - b. Updated contact information of all officers
 - c. Updated number of all active members
 - d. Updated contact information of one (1) primary advisor
 - e. Updated Constitution, By-Laws, or other governing documents which were modified within the past year
- C. Upon completion of this process, the organization obtains RSO status for the following year.

Section 4: Suspension of Charter

- A. There are two types of suspension for student organizations.
 - a. Voluntary Suspension occurs when an RSO actively decides to become disaffiliated with Student Government or the University.
 - i. Voluntary suspension occurs for six (6) months. Examples of voluntary suspension include:
 - 1. The Organization chooses to leave Student Government
 - 2. The Organization does not comply with Student Government legislation or policy (i.e., Money Requests, Anti-Hazing, etc...)
 - b. Involuntary suspension occurs when an RSO does not actively decide to become disaffiliated with Student Government or the University.
 - i. Involuntary Suspension occurs for three (3) months. Examples of involuntary suspension include:
 - 1. National, regional, or local organization charter is removed
- B. A Senator must recommend all suspensions and receive approval by a 2/3 majority vote in the Student Senate.
- C. Upon suspension, organizations may not request or use Student Government funds. These organizations will be listed on the University website as “Temporarily Suspended.”
- D. If an organization fulfills the requirements within this time of suspension, the organization will be placed on Probation.
 - a. If the organization does not fulfill requirements or receives voluntary suspension more than two (2) times in one academic year, the charter will be revoked permanently.

Article II: The Executive Branch

Section 1: Executive Appointments

- A. The Executive Appointment process is the same for the Vice President of Finance, Vice President of Public Relations, Vice President of Programming, and Parliamentarian
- B. Potential Executive Board Members will be nominated by the President and ratified by the Student Senate. Ratification consists of a majority vote.
- C. This vote must take place by secret ballot following an interview with the nominee and a discussion where no nominated Executive Board members are present.
- D. This will occur during the final general business meeting of the spring semester

Article III: The Senate

Section 1: Structure

- A. There shall be a maximum of sixteen (16) senators in the Student Senate.

Section 2: Bills

- A. A Bill is an official document which pertains to the legislative powers within the Student Senate.
 - a. Examples of bills include but are not limited to: Election Guidelines, Anti-Hazing Policies, Senate Composition, and Money Request Guidelines.

Section 3: Grants

- A. A grant is defined as funding for ad-hoc committees or special purchases by Student Government helping campus or community but not directly benefiting student organizations recover expenses.
- B. The Vice President of Finance makes requests before the date of expected purchases.
 - a. No monetary limit is set on the request

- b. An entire line-item budget must be presented to the Student Senate.
- c. A majority vote of the Senate is required for approval.

Section 4: Committees

- A. All committees shall have the following necessary information in reports to be issued prior to and upon completion of their objectives:
 - a. Purpose or mission
 - b. Starting and ending dates
 - c. Budget
 - d. Committee members and Chairman
- B. Committees should keep minutes of all meetings.

Section 5: Senate Alternates

- A. A senator may have one (1) designated alternate to attend meetings in the instance of absence.
- B. The alternate may not be a current member of Student Government.
- C. The alternate incurs all responsibilities of the senator he/she represents for the duration of the meeting.

Section 6: Quorum

- A. The Vice President of Public Relations or designee shall ensure that a quorum is present and communicate this upon the beginning of all meetings.
 - a. Two-thirds (2/3) of all Student Government members must be present for a quorum for a general business meeting of Student Government.
 - b. Two-thirds (2/3) of all Executive Board members must be present for a quorum for a meeting of the Executive Board.
 - c. Two-thirds (2/3) of all Committee members must be present for a quorum for a meeting of a Committee.

Article IV: Vacancies

Section 1: Types of Vacancies

- A. There are two types of vacancies for members of Student Government. Vacancy and the process for filling a new position occur immediately.
 - a. Voluntary Vacancy occurs when a member decides to become disaffiliated with Student Government or is no longer classified as a “student.” Examples of Voluntary Vacancy include:
 - i. The member graduates or resigns from position(s)
 - 1. Any member of the Student Government Senate who wishes to resign shall submit a letter to the Student Government Executive Board.
 - ii. The member exhibits poor attendance.
 - 1. Follow the Attendance policy in Article VIII – Section 7 of the Student Government Constitution.
 - b. Involuntary Vacancy occurs when a student government member does not actively decide to become disaffiliated with Student Government or the University. Examples of Involuntary Vacancy include:
 - i. Recall

- iii. Not fulfilling requirements for his/her position(s) as outlined in the Constitution and By-Laws
- iv. Debilitating sickness or personal situation requiring absence from classes for thirty (30) days or more
- v. Death

B. Appointment Vacancy

- a. Should a vacancy occur with an appointed member of the Senate, the individual who made the original appointment must submit a new appointment within one (1) official meeting of the vacancy

Section 2: Filling a Vacancy

- A. The Executive Vice President shall fill the vacant position with an appointment for the senator and shall be ratified by a majority vote of the voting members of the Student Senate.

Section 3: Recall of Executive Board Member

- A. The student body has the power to recall the President or Executive Vice President.
 - a. The recall petition must be submitted to the Student Senate at a general business meeting and given to the Parliamentarian for verification.
 - i. The Parliamentarian will verify the names with the Office of the Registrar and facilitate a recall election.
 - ii. The recall election must be held within one (1) week of the verification.
 - 1. The ballot shall have two questions:
 - a. “Should (member’s name) be recalled?”
 - i. Options for “Yes” or “No”
 - 2. “If yes, which of the following candidates should be elected to replace this member?”
 - i. Options for all eligible candidates
 - 3. The candidate receiving the most votes in the election shall receive or retain the position. Votes for “No” for Question 1 count as votes for the Incumbent.
 - iii. The incumbent shall serve his/her respective position until resignation or announcement of new results.

Section 4: Recall of Student Senator

- A. The students within the Senate have the power to recall a Senator.
 - a. The recall petition must be submitted to the Student Senate at a general business meeting and given to the Parliamentarian for verification.
 - i. The Parliamentarian will verify the names with the Office of the Registrar and facilitate a recall election.
 - ii. The recall election must be held within one (1) week of the verification.
 - 1. The ballot shall have two questions:
 - a. “Should (member’s name) be recalled?”
 - i. Options for “Yes” or “No”
 - b. “If yes, which of the following candidates should be elected to replace this member?”
 - i. Options for all eligible candidates

2. The candidate receiving the most votes in the election shall receive or retain the position. Votes for “No” for Question 1 counts as votes for the incumbent.
- iii. The incumbent shall serve his/her respective position until resignation or announcement of new results.

Article V: Elections

Section 1: Guidelines

- A. There is no limit on the amount of money that can be spent during elections
 - a. Each party may have up to \$50 of their campaign expenses reimbursed from Student Government. The Vice President of Finance shall process this as a grant.
- B. All campaigns must follow guidelines as passed by the Election Committee of Student Government.
 - a. Write-ins are subject to all eligibility requirements.

Article VI: Compensation

Section 1: Executive Board

- A. Student Government President: \$700 per term
- B. Executive Vice President: \$600 per term
- C. Vice President of Finance: \$500 per term
- D. Vice President of Public Relations: \$500 per term
- E. Vice President of Programming: \$500 per term

Section 2: Senate

- A. Senate Leader: up to \$200 per term, at the discretion of the Executive Vice President
- B. Senator: up to \$150 per term, at the discretion of the Executive Vice President

Section 3: Judicial Review Committee

- A. Parliamentarian: \$500 per term
- B. Senators: will be considered by the Executive Vice President
- C. Non-Senators: up to \$50 per term, at the discretion of the Executive Vice President

Section 4: Senator/Leader Compensation

- A. Maximum Compensation: Compensation will be individually validated by the Executive Vice President. A majority vote of the Executive Board will overrule the Executive Vice President's decision.
 - a. Senators are not entitled to maximum compensation. The value of compensation is based upon various pre-disclosed factors by the Executive Branch.
- B. Financial Disbursement: Senators are eligible to earn the maximum compensation through performance in the disclosed factors from the Executive Branch.
- C. The JRC Senators/Non-Senators will be evaluated in the manner laid out above through the Compensation Committee and is similarly not entitled to the maximum compensation.

Article VII: Office Negligence Rulings

Section 1: Guidelines

- A. The enumerated list below is a set of guidelines that will determine if a Senate Leader is ineligible for compensation.
 - a. The acting Student Government President has oversight into the enumerated guidelines and the right to add or excuse specific guidelines.
 - i. All additions or excused guidelines must be disclosed to the Senate through a formal declaration by the acting President.
 - ii. The Senate may temporarily add or remove a guideline through a three quarter majority vote and approval from the acting Student Government Vice President and Parliamentarian.
 - iii. The effect of a temporary removal of a guideline is only valid for the semester it was enacted.
- B. Enumerated List of Negligence of Office
 - a. Missing required events put on by the Senate and or Executive Board.
 - b. Causing unprofessional disruptions in Senate sessions.
 - c. Not adhering to the required dress code.
 - d. Failing to work with the Senator.
 - e. Disclosing sensitive Student Government official documents, information, and media.
 - f. Failure to communicate with the Senate and Executive Board including the acting Senate Leader.
 - g. Not fulfilling the responsibilities of the Senator/ Senate Leader position laid out in the Constitution and Organization By-Laws.

Article VIII: Branding

Section 1: Official Seal of the Student Government

- A. The official seal of the Student Government shall be used only on the following:
 - a. Student Organization Charters
 - b. Meeting Minutes
 - c. Student Government Legislation
 - d. Documents provided to the Office of the President or other high administration offices
 - e. The Student Government Constitution or By-Laws
 - f. Official nameplates of Senators and the Executive Board
- B. The Executive Board shall make exceptions for other appropriate uses as well as to ensure that the seal is not misused.