Bylaws

of the

Central Michigan University Student Government Association

*CMU, an AA/EO institution, is strongly and actively committed to increasing diversity within its community.*

**\*Goes into Effect May 1st 2025**

# SECTION 1

## Article I - Membership

Students enrolled at Central Michigan University shall be eligible for membership in the Student Government Association herein referred to as SGA.

# SECTION 2

All members of SGA must meet the following standards:

1. Undergraduate students must carry at least six credit hours per semester and maintain a minimum cumulative grade point average (GPA) of 2.0. Any student that does not have an established GPA will be given one semester conditional membership until a GPA may be established.
2. Graduate students must carry at least three credit hours per semester and maintain a minimum cumulative grade point average of 2.0. Any student that does not have an established GPA will be given one semester conditional membership until a GPA may be established.
3. All members must remain free of illegal substances and alcohol during all SGA sponsored events.
4. All members shall take the following affirmation of office before assuming their duties:

“I do solemnly swear (or affirm) to uphold the constitution and bylaws of the Central Michigan University Student Government Association, always striving to better my community, my campus, and my fellow students to the best of my ability during my term in office.”

1. All members must sign the Student Government Association Code of Conduct.

## Article II - Composition of the Legislative Branch

**SECTION 1- Senate**

The Senate shall:

1. Be composed of no more than eighteen members plus the Senate Leader.
2. Senate seats that are not filled after the campus-wide spring election or Senate seats that become vacant during the school year may be filled by a ballot vote within the General Board as deemed necessary by the Vice President or Senate Leader.
3. The Senate shall elect one Senator to serve as the Senate Leader. The Senate Leader shall be elected by a majority vote of the Senate.
4. Senate Leader elections may be run at the discretion of the Elections Director.
5. The Senate Leader shall appoint a Senate Leader Pro Tempore. The Senate Leader Pro Tempore shall fulfill the duties of the Senate Leader in their absence.
6. Represent all students enrolled at CMU based on the college of their signed major or minor (Demographic).
7. The Senate Leader shall be exempt from representing a demographic.
8. Demographics shall consist of the following:
9. College of Business Administration
10. College of Arts and the Media
11. College of Education and Human Services
12. Herbert H. and Grace A. Dow College of Health Professions
13. College of Medicine
14. College of Science and Engineering
15. College of Liberal Arts and Social Sciences
16. the Office of Graduate Studies
17. Undeclared & Global Campus
	1. Demographics who remain unequally represented after elections, may have a proxy from another demographic fill the spot until the next election cycle. They can be elected at the discretion of the Vice President and Senate Leader.
	2. Legislative bodies must meet simultaneously during formal sessions.

## SECTION 2- House

The House of Representatives shall:

1. Have one seat available for each Registered Student Organization, herein referred to as RSO. Each RSO applying for a representative seat shall:
	1. Not be denied a seat when applying for the first time in a semester.
	2. Meet with the Vice President and Speaker of the House prior to applying for membership after being removed during a semester.
2. The House shall elect one RSO representative to serve as the Speaker of the House. The Speaker of the House shall be elected by a majority vote of the House.
3. The Speaker of the House shall not be allowed to represent an RSO.
4. Speaker of the House elections may be run at the discretion of the Treasurer.
5. The Speaker of the House shall appoint a Speaker Pro Tempore. The Speaker Pro Tempore shall fulfill the duties of the Speaker of the House in their absence.
6. Legislative bodies must meet simultaneously during formal sessions.

## Article III - Duties of the Legislative Branch

**SECTION 1- Attendance**

The attendance policy is as follows:

1. All members must be present at roll call or they must later be accepted into the meeting.
2. If a Senate member accumulates more than two absences during the semester, the Senate Leader may refer that member to the Membership Committee, and that member may be removed by two-thirds (2/3) vote of the SGA Membership Committee. In this case, the member must be notified in writing a week prior to the vote. Until being officially removed by the Membership Committee, the Senator remains a voting member of the Senate.
3. If a member of the House accumulates more than two committee and/or House absences during the semester, the RSO that member represents will lose funding eligibility through the Student Budget Allocation Committee for that semester. The Speaker of the House may also refer that member to the Membership Committee, and the member may be removed by

two-thirds (2/3) vote of the SGA Membership Committee. In this case, the member and RSO President must be notified in writing a week prior to the vote. Until being officially removed by the Membership Committee, the House member remains a voting member of the House.

1. If an RSO is not able to elect an SGA House Representative, they may still be eligible for funding through the Student Budget Allocation Committee by submitting their case to the Hardship Review Committee

**SECTION 2- Senators** Each Senator shall:

1. Complete no less than three (3) office hours of SGA related work as approved by the Senate Leader. Committee participation and/or special project participation may also fill these hours upon the approval of the Senate Leader.
2. Complete all duties as assigned by the Senate Leader.
3. Attend formal and informal meetings of the SGA General Board and the SGA Senate.
4. Be an active member of only one SGA standing committee or constitutional committee.
5. Senators will not be allowed to switch committees after their third official SGA meeting of a given semester.
6. Represent all students within the college of their major or minor.
7. Plan and complete one senate project within their demographic as directed by the senate leader.
8. Not serve as a RSO Representative while serving as a Senator.

## SECTION 3- Representatives

Each Representative shall:

1. Complete all duties as assigned by the Speaker of the House.
2. Attend meetings of the SGA General Board, Committee, and the SGA House of Representatives.
3. Represent their RSO in SGA as the sole representative of their RSO at any given meeting.
4. RSOs will be allowed to send only one alternate/designated proxy to fulfill the duties of their representative each semester.
5. RSOs must submit membership information and a GPA release form for both their representative and their designated proxy at the beginning of each semester or as requested by the Chief of Staff.
6. The designated proxy can fulfill the duties of the official RSO representative at House of Representative/General Board meetings as often as necessary.
7. Designated proxies can replace official representatives at committee meetings.
8. Be an active member of only one (1) SGA standing committee or, alternatively, constitutional committee if approved by the Executive Cabinet and attend meetings of said committee. Representatives will not be allowed to switch committees after their third official SGA meeting of a given semester.
9. For voting purposes, individuals (RSO representatives) will be counted on an organizational level.
10. Serve as the representative for no more than one RSO at a meeting.

## SECTION 4- Senate Leader

The Senate Leader shall:

1. Prescribe duties to the Senate including but not limited to:
	1. Oversee senator projects
	2. Onboarding and training of new senators
	3. Adequate training of the Senate Leader Pro-Tempore
	4. Submit meeting materials to the Vice President a minimum of 24 hours prior to the meeting
	5. Meet with the Vice President twice per month to update on the progress of the senate
	6. Encourage and promote creation of legislation and proposals
2. Work alongside the Director of Operations and Chief of Staff to maintain a record of attendance and validate participation of the senate.
3. Hold no less than four (4) office hours per week.
4. Call meetings of the Senate whenever it is deemed necessary.

## SECTION 5- Speaker of the House

The Speaker of the House shall:

1. Prescribe duties to the House including but not limited to:
	1. Oversee special projects
	2. Onboarding and training of new representatives
	3. Adequate training of the Clerk and/or Speaker Pro Tempore
	4. Submit meeting materials to the Vice President a minimum of 24 hours prior to the meeting
	5. Meet with the Vice President twice per month to update on the progress of the house
	6. Encourage and promote creation of legislation and proposals
2. The Speaker of the house shall be exempt from representing an RSO.
3. Ensure that all active RSOs are getting proper SGA representation.
4. Hold no less than four (4) office hours per week.
5. Call meetings of the whole House whenever it is deemed necessary.
6. Serves as the chairperson of the SBAC Hardship Review Committee.

## SECTION 6- House Clerk

The House Clerk shall:

1. Be appointed by the Speaker of the House and confirmed by a majority vote of the House of Representatives.
2. Attend all meetings of the House of Representatives and General Board.
3. Prepare minutes, in accordance with Robert’s Rules of Order, for each formal meeting of the House of Representatives.
4. Maintain a record of legislation introduced in the House of Representatives.
5. Not forfeit the rights or privileges of membership if serving as the representative for an RSO.
6. Serve under the Office of the Speaker of the House.

**Article IV - Composition of the Executive Branch**

# SECTION 1

The Executive Board shall consist of the Student Body President, Student Body Vice President, and Student Body Treasurer.

# SECTION 2

The Student Body President, Student Body Vice President, and Student Body Treasurer shall maintain a minimum cumulative grade point average of 2.75 over the entirety of their term.

# SECTION 3

All other Executive Cabinet members shall maintain a minimum cumulative grade point average of 2.5.

# SECTION 4

The Executive Cabinet shall consist of the Director of Operations, City Commission Liaison, Historian, the Committee Chair(s), Senate Leader, Speaker of the House, Chief of Staff, Press Secretary, Elections Director, Director of Diversity Equity and Inclusion, a Greek Life Representative from the Interfraternity Council, Collegiate Panhellenic Council, Multicultural Greek Council and the National Panhellenic Council, Athletics Liaison, International Student Services Liaison, and Student Disability Services Liaison.

# SECTION 5

Members of the Executive Cabinet shall not hold more than one Executive Position at any time.

## Article V - Duties of the Executive Branch

**SECTION 1- President**

The Student Body President shall:

1. Remove General Board members with (2/3) approval of the SGA General Board.
2. Call and preside over weekly Executive Board and Cabinet meetings.
3. Set the agenda for each formal meeting of the Executive Board.
4. Serve as a spokesperson for SGA.
5. Hold no less than fifteen (15) office hours per week.
6. Ensure that the Constitution and Bylaws are upheld.
7. Meet with the University Administration as needed.
8. Attend all formal and informal meetings of the SGA General Board and all retreats.
9. Serve on or appoint delegates to serve on the Board of Trustees Student Liaison Committee, police oversight committee, academic senate, Executive board, budget priorities committee, and as student conduct officers.
10. Appoint and remove students from University and other committees or positions as needed.
11. Appoint eligible students to serve in vacant SGA positions with the confirmation of the Senate. The President shall have the power to remove students from appointed SGA positions at their discretion.
12. Plan and execute a fall and spring Executive Board retreat.
13. Have the power to veto any legislation passed by the Legislative Branch.
14. At the end of their term, they must meet with the incoming President to provide training and information about their roles and responsibilities.
15. Preside over the Office of the Student Body President.

## SECTION 2- Vice President

The Student Body Vice President shall:

1. Execute the duties of the President in their absence.
2. Preside over all General Board meetings.
3. Set the agenda for each formal meeting of the General Board.
4. Serve as an *ex-officio* member of all standing committees and ad- hoc committees.
5. Serve as the chairperson of the Constitution and Bylaws Committee.
6. Hold no less than twelve (12) office hours per week.
7. Serve on the Executive Board of Academic Senate and appoint Executive Cabinet members to serve as Student Representatives on Academic Senate, as advised by Academic Senate Chair.
8. Handle all internal affairs including but not limited to:
	1. The House Representatives
		1. Advise the Speaker of the House.
		2. Meet with the Speaker of the House once per month.
	2. The Senate
		1. Advise the Senate Leader.
		2. Meet with the Senate Leader once per month.
		3. Call and preside over Senate meetings until a Senate Leader is elected.
	3. Committees
		1. Advise Committee Chairs.
		2. Meet with Committee Chairs twice per semester.
9. Attend all formal and informal meetings of the SGA General Board.
10. At the end of their term, they must meet with the incoming Vice President to provide training and information about their roles and responsibilities.
11. Preside over the Office of the Student Body Vice President.

## SECTION 3- Treasurer

The Student Body Treasurer shall:

1. Allocate up to $250 by a majority vote of the Executive Board.
2. Hold no less than six (6) office hours per week.
3. Execute the duties of the Vice President in their absence.
4. Attend all formal and informal meetings of the SGA General Board and all retreats.
5. Submit the Executive Board’s budget proposal for approval by a two-thirds (2/3) vote of the SGA General Board by the first meeting after the CPF Allocation Announcement.
6. Present budget updates and SBAC reports to the Senate and House of Representatives whenever there has been significant account activity (greater than $75).
7. Maintain a public record of the budget to be published online that can be accessed at any time by any CMU student, staff, faculty, or administrator.
8. Not be required to serve on any SGA standing committees except for the SBAC Committee.
9. Chair the SBAC committee.
10. Call and preside over House meetings until a Speaker of the House is elected.
11. At the end of their term, they must meet with the incoming Treasurer to provide training and information about their roles and responsibilities.
12. Serve as Chair of the Campus Programming Fund Committee (CPF).

## Section 4- Director of Operations

The Director of Operations shall:

1. Attend all formal meetings of the SGA General Board, Executive Board, and Senate.
2. Be appointed by the Student Body President and approved by the Senate.
3. Only accept assignments from the President or Vice President. These duties include schedule keeping, typing, creating thank-you notes, and completing any other special projects.
4. Not be required to serve on any SGA standing committees.
5. Hold no less than seven (7) office hours per week.
6. Hold no other office or position in SGA.
7. Work closely with the Chief of Staff and Senate Leader to maintain attendance for general board and Senate.
8. Be responsible for purchasing nametags, business cards, letterheads, etc.
9. In the absence of a Historian, the Director of Operations shall assume the responsibilities of the Historian.
10. Become a neutral resource for those writing legislation and work with the Senate Leader and Speaker of the House to ensure that legislation is ready to be discussed and voted on.
11. Ensure that meetings follow the current edition of Robert’s Rules of Order.
12. Serve as a resource to all members of SGA on issues of parliamentary procedure.
13. Work as the senior advisor to the President.
14. Submit legacy notes to the SGA Drive at the end of their term.
15. Serve under the Office of the Student Body President.

## SECTION 5- Chief of Staff

The Chief of Staff shall:

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Prepare minutes, in accordance with Robert’s Rules of Order, for each formal meeting as outlined above.
3. Oversee the membership and attendance standing of the Legislative branch.
4. Serve as an ex-officio member of the Student Budget Allocation Committee.
5. Compile the office hours for the legislative branch.
6. Work closely with the Director of Operations on attendance and new member information.
7. Hold meetings for all new members and construct a packet of useful information to assist them.
8. Excuse members from any SGA meetings, office hours or events in individual situations. Members may appeal any unexcused absence to the Membership Committee.
9. Chair the SGA Membership committee.
10. Hold no less than seven (7) office hours a week.
11. Work as the senior advisor to the Vice President.
12. Submit legacy notes to the SGA Drive at the end of their term.
13. Serve under the office of the Student Body Vice President.

## Section 6- Historian

The Historian Shall:

1. Serve as a liaison on legislative issues between the Legislative and Executive Branches.
2. Be responsible for compiling background research conducted on legislation passed by the House and the Senate and add to that research as deemed necessary by the President.
3. Maintain a record of past SGA action.
4. Upload and organize the documents on both the SGA website and Engage Central.
5. Spend time in the Clarke Library directly researching or copying legislation, counts towards the office hours for the position of historian.
6. Hold no less than four (4) office hours per week.
7. Attend formal meetings of the SGA General Board and Cabinet.
8. Submit legacy notes to the SGA Drive at the end of their term.
9. Serve under the office of Student Body President.

**Section 7- Elections Director**

The Elections Director Shall:

1. Form an elections committee that corresponds to the guidelines as assigned in the SGA Bylaws.
2. Assign duties to the members of the elections committee and ensure that all duties are fulfilled.
3. Submit a report to the Advisor after the completion of every election.
4. Publish an election summary of voter engagement through SGA social media and Engage Central.
5. Not be required to serve on any SGA standing committees.
6. Hold no less than three (3) office hours per week, individually.
7. Be appointed by the Student Body President and approved by the Senate.
8. Run all elections including but not limited to:
	1. Executive Board
	2. Senate
	3. Justices
	4. Any emergency Elections
9. Update Elections packet and processes.
10. Report any breach of election rules to the Judicial Branch.
11. Attend all formal meetings of the SGA Cabinet.
12. Submit legacy notes to the SGA Drive at the end of their term.
13. Serve under the Office Student Activities and Involvement.

## SECTION 8- Director of DEI

Director of Diversity, Equity, and Inclusion

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Serve as a liaison for the student body to the administration and executive board of the Student Government for any equity and inclusion topics.
3. Appointed by the Student Body President, the Student Body Vice President, and the Student Body Treasurer, The Director of Diversity, Equity, and Inclusion shall be appointed first, preceding the rest of the cabinet to then later assist in those appointments.
4. Submit a report to be read at the Board of Trustees Meeting with the option to present themselves.
5. Work with the Diversity Committee Chair to host one (1) educational event related to equity and inclusion each semester of their term.
6. Hold no less than five (5) office hours a week, one being required to be in the Center for Inclusion and Diversity with the following offices: Multicultural Academic Student Services, Office of Indigenous Affairs, LGBTQ services, and STEP.
7. Submit a monthly report to the Vice President.
8. Submit legacy notes to the SGA Drive at the end of their term.
9. Serve under the Office of the Student Body Vice President.

## SECTION 9- Press Secretary

The Press Secretary shall:

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Serve as the main point of contact for any media-related inquiries.
3. Maintain and post content for all of the SGA social media accounts.
4. Act as a resource for SGA Cabinet members regarding advertising and outreach for events/promotions.
5. Be responsible for keeping the SGA office orderly, updating the bulletin board, and ordering office supplies as needed.
6. Be the spokesperson for SGA when deemed by the President and/or the Vice President
7. Manage all logos of SGA.
8. Create all promotional materials for SGA, including assisting with all committee flyers/general announcements.
9. Hold no less than four (4) office hours per week.
10. Submit legacy notes to the SGA Drive at the end of their term.
11. Serve under the Office of the Student Body President.

## SECTION 10- Committee Chairs

Each Standing Committee Chair shall:

1. Hold committee meetings during each SGA meeting, unless otherwise canceled.
2. Ensure the fulfillment of the duties of their respective committee as outlined in the bylaws.
3. Recognize every student, staff, and faculty member at Central Michigan University as a potential member of their committee.
4. Be appointed by the Student Body President and Student Body Vice President prior to the start of the fall semester. Submit a weekly report to the Student Body Vice President.
5. Appoint one senator and one house representative to report back to their respective chamber on their committees' minutes.
6. Serve under the Office of the Student Body Vice President.
7. Hold no less than four (4) office hours per week.
8. Plan at least one (1) program per semester.
9. Submit legacy notes to the SGA Drive at the end of their term.

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## SECTION 11- Greek Liaisons Representatives

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Serve as a representative for Fraternity and Sorority life (respectively) regarding the student body.
3. Submit a monthly report to the Executive Board any student concerns/areas that SGA can work to improve Greek Life at CMU.
4. Meet with the Associate Director of Student Involvement & Organizations once a month to see if there are any areas SGA can better represent the Greek Life demographic on campus.
5. Serve under the Office of the Student Body President.

## Section 12- City Commission Liaison

The City Commission Liaison:

1. Attend all open meetings of the Mt. Pleasant City Commission.
2. Attend at least two Union Township meetings per semester.
3. Relate information that pertains to the student body back to the SGA Senate and House of Representatives in the form of reports to be issued as needed.
4. Provide information about the student body perspective to the City Commission.
5. Serve as a member of the Governmental Affairs committee.
6. Be appointed by the Student Body President and approved by the Senate.
7. Submit a monthly report to the President.
8. Hold no less than four (4) office hours per week.
9. Attend formal meetings of the SGA General Board and Cabinet.
10. Serve under the Office of the Student Body President.

## SECTION 13- Athletics Liaison

Athletics Liaison

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Serve as a representative for the athletic department regarding the student body.
3. Submit a monthly report to the Executive Board any student concerns/areas that SGA can work to improve athletics from a student perspective.
4. Meet with the Director/Assistant Director of Athletics Department once a month to see if there are any areas SGA can better represent students on campus.
5. Hold no less than four (4) office hours per week.
6. Serve under the Office of the Student Body President.

## Section 14- Student Disability Services Liaison

The Student Disability Services Liaison shall:

1. Attend all formal meetings of the SGA General Board & Executive Cabinet.
2. Serve as a bridge between students concerns, SGA, and Student Disability Services.
3. Submit a monthly report to the Executive Board any student concerns/areas that SGA can work to improve accessibility from a student perspective.
4. Hold no less than four (4) office hours per week.
5. Have regular meetings with the Director of Student Disability Services to maintain an open dialogue and to discuss students' opinions.
6. Serve under the Office of the Student Body President.

## Section 15- International Student Services Liaison

The International Student Services Liaison shall:

1. Serve as the Chief representative for international students in the SGA Cabinet.
2. Connect international students with resources available to them on the campus.
3. Work with international student RSOs to determine which issues are most pressing for international students on campus.
4. Hold no less than four (4) office hours per week.
5. Submit a monthly report to the Executive Board any student concerns/areas that SGA can work to improve from an international student perspective.
6. Serve under the office of the Student Body President.

## Article VI - Composition of The Judicial Branch

**Section 1- Purpose**

The judicial power of the Student Government Association shall be vested in the Judicial Branch.

## Section 2- Composition

The Judicial branch shall be composed of four (4) Associate Justices, one (1) Chief Justice and one (1) Clerk of the Court.

1. The Judicial Branch shall elect one Justice to serve as the Chief Justice. The Chief Justice shall be elected by a majority vote of the Justices.
2. Associate Justices shall be elected by a campus election process.
3. Justices shall be elected for a two-year term. Justices are not limited to a number of terms but must be re-elected after every term.
4. Justices shall not hold an elected SGA office until they have ceased to be a Justice for at least one semester.
5. Clerks are appointed by the Chief Justice and serve a one-year term.
6. In the case of a vacancy in the Court, the Student Body President shall immediately appoint a new justice to be confirmed by the Senate until the next election cycle.

## Section 3- Jurisdiction and Power of the Supreme Court

The Supreme Court shall:

1. Determine violations of this constitution and Bylaws or statutes within the powers of SGA.
	1. Failure to complete duties by an SGA official as defined by the Governing Documents of the Student Government Association.
	2. Interpretation of any provision of the constitution, governing councils’ constitutions, and/or any governing documents.
	3. Host hearings regarding recall or impeachment of a Student Government Association members.
	4. Hear appeals on matters pertaining to Attendance, Code of Conduct, and Membership.
	5. Hear appeals on matters pertaining to elections violations.
2. Determine violations of election policy.
3. Remove members for breach of Attendance, Code of Conduct, and Membership policies with a simple majority vote.

## Section 4- Due Process

1. Cases against SGA officials, and/or group(s) of officials, members, or other parties shall have the right to due process. The right to due process shall include the following rights:
	1. To a speedy and public hearing.
	2. To be informed at least 72 hours prior to the hearing, by the Chief Justice of the charges and hearing process.
	3. To be given a date, time, and location for the hearing.
	4. To refrain from providing self-incriminating testimony.
	5. To provide witnesses.
	6. To receive written notification from the Court regarding the outcome of the case.

## Article VII - Duties of The Judicial Branch Section 1- Duties and Procedures

1. The Supreme Court shall meet at least once a month and when deemed necessary by the

Chief Justice

1. A grievance, to be defined as a charge against any SGA official, and/or group of officials for breach of any Student Government responsibilities.
2. A request for Constitutional review, to be defined as a request for the evaluation of SGA

By-laws to determine constitutionality and/or consistency with the Governing Documents of Student Government Association.

1. A petition for membership is defined by a breach of the membership requirements as outlined in the By-Laws.

## Section 2- Duties of the Justices

The Justices shall:

1. Have the power and duty to recuse themselves from participating in hearings for the following reasons:
	1. If they are active members of an organization the accused is a member of
	2. If they are relatives of the accused
	3. If they feel they are in another form of conflict of interest

## Section 3- Duties of the Chief Justice

The Chief Justice shall:

1. Be responsible for the creation of the judicial docket
2. Be the chair of all judicial proceedings, in the absence of the chief justice, they may appoint an associate justice to fulfill this role
3. Be a non-partisan, non-biased arbiter of matters before the Supreme Court
4. Sit on university committees as appointed by the SGA president.

## Section 4- Duties of the Associate Justices

The Associate Justices shall:

1. Have the ability to vote on judicial business
2. Be non-partisan, non-biased arbiters of matters before the Supreme Court
3. Sit on university committees as appointed by the SGA president.

## Article VIII- Duties of Standing Committees SECTION 1- Governmental Affairs

Governmental Affairs shall:

1. Act as a liaison between SGA, CMU, and all levels of government to promote awareness of student-related issues.
2. Remain non-partisan and objective in the duty.
3. Plan at least one program per semester.
4. Establish and remain in contact with Michigan University Student Governments or other representative bodies.

## SECTION 2- Diversity

Diversity shall:

1. Foster diversity awareness within CMU, Mt. Pleasant, and SGA.
2. Plan at least one (1) program per semester.
3. Meet with the Vice President and Chief Diversity Officer at the beginning of each semester.
4. Monitor university enforcement of public acts related to diversity and the *Strategic Plan for Achieving Diversity*.

## SECTION 3- Academic Affairs

Academic Affairs shall:

1. Actively seek academic issues from students and the Academic Senate and act on them.
2. Be responsible for addressing all academic-oriented issues on campus that can either directly or indirectly affect students.
3. Plan at least one (1) program per semester.
4. Serve on the Academic Senate, if able.

## SECTION 4- Outreach & Engagement

Outreach & Engagement shall:

1. Work with the SGA Vice President to strengthen the relationship between SGA and the student body.
2. Create and implement outreach strategies targeted to specific audiences.
3. Encourage cooperation between RSOs through programs, workshops, and networking.
4. Encourage students, faculty, staff, and administrators to show school spirit by putting on programs and other initiatives.
5. Act as SGA’s liaison to the Office of Student Activities and Involvement programming.
6. Appoint members to maintain and manage the SGA Tampon Initiative created by Vice President L. Rose
7. Shall work with the Mary Ellen Brandell Volunteer Center, the Sarah R. Opperman Leadership Institute, and other relevant campus organizations to coordinate and develop diverse volunteer opportunities for the members of Student Government Association and the student body at-large.

## SECTION 5- Sustainability

Sustainability shall:

1. Have a chair who serves on the Campus Sustainability Advisory Committee during their term if possible.
2. Lead educational initiatives to encourage sustainable choices on campus.
3. Meet with Facilities Management once a semester to establish goals and promote CMU’s sustainable ventures.
4. Work actively with sustainability-focused organizations on campus.
5. Serve on the Sustainability Leadership Committee, when said committee is active.
6. Plan at least one (1) event each semester.

**Article IX - Constitutional Committees**

# SECTION 1- SBAC

Student Budget Allocation Committee shall:

1. Present all rules and guidelines governing SBAC allocation protocol to the SGA House of Representatives and Senate. All allocations must be made using the guidelines established by the committee to ensure a fair and impartial allocation process within two weeks after guidelines are established by the committee.
2. Be confirmed by the SGA Advisor and Student body Treasurer.
3. Publish a list of all approved allocations on a monthly basis noting the organization that received funding, full budget breakdown of the funding, and name of the project or conference.
4. Consist of CMU students who meet the following criteria:
	1. A candidate must be eligible for a full academic year, September to May.
	2. Candidates must be free from both academic and disciplinary probation.
5. Candidates should have some background in student organizations.
6. Contain up to ten (10) seats: Two (2) seats shall be occupied by two (2) appointed members of the SGA General Board, with confirmation from the Senate.
	1. One (1) seat shall be reserved for the SBAC chairperson (Treasurer).
	2. Five (5) seats shall be filled by members of RSO’s with confirmation from the House of Representatives.
	3. One (1) seat shall be reserved for a senate member
	4. One (1) seat shall be reserved for the Chief of Staff of SGA.
7. Determine quorum as two-thirds (2/3) of the SBAC membership.
8. Only allocate funds to organizations meeting one of the following criteria:
	1. Those organizations that have an SGA Representative in good standing in the SGA House of Representatives.
	2. Those organizations that have demonstrated a hardship, as determined by the SGA SBAC Hardship Review Committee, which precludes them from being able to have an SGA Representative.
9. Reside under the Office of the Treasurer

# SECTION 2- BOT

Board of Trustees Student Liaison Committee shall:

1. Be headed by the Student Body President who will set goals.

b. The Student Body President shall appoint a vice chair for the committee.

c. Members must attend all meetings of the Student Liaison Committee (SLC). Failure to attend a meeting with the Board of Trustees members may result in removal from the SLC by the President. The SGA President can issue an excuse for times of sickness or other reasons deemed excusable.

 d. The Student Body President shall appoint additional members for each meeting as deemed necessary.

1. Reside under the Office of the President.

## SECTION 3- Constitution and Bylaws

Constitution and Bylaws Committee shall:

1. Be composed of three (3) members of the House of Representatives, three (3) Senators, and three (3) members of the Judicial Branch chosen by the Vice President.
2. Be chaired by the Vice President
3. Present any proposed changes in the Constitution and Bylaws to the Senate and House of Representatives prior to the spring general election.
4. Reside under the Office of the Vice President

## SECTION 4- Elections

Elections Committee shall:

1. Have no less than four (4) and no more than ten (10) members in addition to the Elections Director. These members shall be appointed by the Elections Director.
2. Run all external SGA elections.
3. Consist of only members not seeking candidacy for President, Vice President, Treasurer, Senator, or Associate Justice during the election.
4. Schedule a debate of candidates
	1. The debate(s) must be held before voting for the election begins.
	2. Candidates must receive debate guidelines at least a week prior to the debate(s).

e. Facilitate the operation of the online voting system and certify the results.

f. Distribute a copy of election rules, schedule, and deadlines to approved candidates two (2) weeks prior to the onset of campaigning.

g. No changes to be made in the election process after the election date is set.

h. Report any known instances of breach of election rules by candidates to the Elections Committee.

i. Approve candidates based on the GPA requirements of the elected positions as defined in the bylaws.

j. Decide the nominations and elections processes.

k. Set the election dates.

l. Submit a report to the SGA Senate and House of Representatives at every meeting beginning in February.

m. Reside under the Office of Student Activities and Involvement.

Election Integrity:

1. Ethical Campaign Practices
2. All candidates must adhere to ethical standards while campaigning in accordance with the SGA Code of Conduct, CMU Student Code of Conduct, SGA Constitution and Bylaws, and all University policies established by the Board of Trustees.
3. Candidates shall not engage in behavior that includes but is not limited to; slander, libel, bribery, coercion, or using University resources for personal gain.
4. Candidates must respect the rights and dignity of other candidates, students, and SGA members.
5. Prohibition of Election Interference
	1. Any attempt to interfere with, manipulate, or disrupt the fairness of the election process may result in disciplinary actions through the Elections Committee.
6. Recusal from Election Duties
	1. Any member of SGA who has a role in overseeing elections, such as the Election Director or Executive Board Members, and is simultaneously running for an elected position, must immediately recuse themselves from all election-related decisions, proceedings, and oversight.
	2. In the event member (s) of the Executive Board runs for an election, the Election Director must work with the SGA Advisor and the Office of Student Activities and Involvement to ensure a smooth election process.
7. Reporting violations
	1. Alleged election ethics or integrity violations may be reported to the Election Committee.
	2. Investigations into violations shall be conducted promptly, ensuring fairness for all parties involved.

## SECTION 5 - Ad hoc

Ad hoc Committees shall:

1. Have a proposal outlining each ad hoc committee’s duties to keep on file with the Vice President.
2. Be created by either the Speaker of the House or Senate Leader or an Executive Board member.
3. Have a chairperson appointed by the Speaker of the House and Senate Leader.
4. Have membership as determined by the person creating the committee

Resolve specific issues in time of need.

# SECTION 6 - CPF

The Campus Programming Fund (CPF) Committee shall:

1. Be chaired by the SGA Treasurer.
2. Consist of: the SGA Treasurer who will act as a non-voting member, two members of the SGA House of Representatives, two members of the SGA Senate appointed by the Student Body President and approved by the SGA Senate, one staff member from the Office of Student Activities & Involvement appointed by the Executive Director of Leadership & Programs
3. Hold public meetings,open to the entire Student Body that are announced two weeks in advance of CPF meeting date.
4. Request budgets from all organizations or departments eligible to receive CPF funding no later than March 1 for the next fiscal year.
5. Review each submitted budget from the organizations and departments eligible for CPF funding.

f. Recommend CPF allocations to organizations and departments eligible to receive CPF funding and forward recommendations to the Office of Student Activities and Involvement.

g. Serve under the Office of the Treasurer.

## SECTION 7- Hardship Review

The SGA SBAC Hardship Review Committee shall:

1. Be chaired by the SGA Speaker of the House, who will vote only in the event of a tie.
2. Meet as needed to review and discuss RSO hardship petitions.
3. Be appointed by the Speaker of the House, the Treasurer, and confirmed by the SGA Senate.
4. Consist of two (2) Senators, two (2) Representatives from the SGA House of Representatives, and one (1) SGA SBAC representative.
5. Have a membership that serves a one semester term and must be appointed every semester.
6. Determine if a Registered Student Organization (RSO) has met a sufficient hardship as to allow them to be able to obtain SBAC funding without having representation in the SGA House of

Representatives. Hardships can include, but are not limited to, insufficient membership in the RSO to sustain an SGA Representative, meeting time conflicts, and inability for RSO members to meet the SGA Membership requirements.

1. Submit a bi-weekly report to the SGA Executive Board to inform them of the committee’s activities.
2. Only be overruled by a two-thirds (2/3) vote of the SGA House of Representatives.

**Article X - Legislative Process**

# SECTION 1

Legislation adopted by the House of Representatives and Senate in identical form will be sent to the President within one day of its passage by both houses.

# SECTION 2

Legislation shall be considered adopted by SGA when it has been signed by the President or has not been vetoed by the President after one week of being passed.

# SECTION 3

Legislation may come before the House or Senate in one of three forms.

1. A resolution serves as an official statement of SGA, or a position taken by SGA. A majority vote shall be required for the House or Senate to adopt a resolution.
2. A legislative bill serves to amend the bylaws of the SGA. A two-thirds (2/3) vote shall be required for the House or Senate to adopt a legislative bill.
3. A spending bill serves to amend the SGA budget after it has been adopted. A two-thirds (2/3) vote shall be required for the House or Senate to adopt a spending bill.

## SECTION 4

Legislation Timeline- Note: If tabled at any time, this timeline moves back by one (1) week. Reference the “Legislation Tracking Sheet” for each piece of legislation.

1. Week 0- Notification of Legislation
	1. Legislation must be emailed to the Student Body President, Student Body Vice President, Speaker of the House, and Senate Leader.
	2. Senators and Representatives must receive legislation by email a minimum of one week prior to the official introduction in their chamber
2. Week 1- Legislation introduced in the Senate.
	1. Actions: Read, Discussion, Table or Vote.
	2. The final approved version with any edits made by the Senate is forwarded to the House for discussion.
3. Week 2- Pending Approval of Senate, Legislation introduced in the House.
	1. Actions: Read, Discussion, Table or Vote.
	2. If Any amendments are made from the Senate version by the house, a committee must be formed. (See Section 6)
4. Week 3- Pending Approval from the House, Legislation is forward to the President or a Committee Session.

## SECTION 5

Edits to Legislation

1. Members can motion to edit legislation at any time prior to the final vote on that legislation within their respective legislative body.
2. Editing Process
	1. Motion for edits
		1. Second
	2. Discussion
		1. Any secondary edits within this discussion should be motioned and seconded.
		2. Once discussion has ceased, motion (and second) to Vote on the final version of edit. (Simple Majority)
	3. Continue Discussion repeating Editing Process until all discussion has ceased.
	4. Motion (and second) to vote on or table the legislation as a whole.
		1. Resolution- Simple Majority
		2. Legislative Bill & Spending Bill- ⅔ Majority

# SECTION 6

Legislation must be passed by the House and Senate in identical form to be sent to the President.

1. A joint committee of the House and Senate shall be appointed when legislation similar in nature, but not identical in form, is passed by the House and Senate.
2. Joint committees shall be composed of two (2) Representatives appointed by the Speaker of the House and two (2) Senators appointed by the Senate Leader. If the Speaker of the House and Senate Leader agree, an SGA standing committee may act as a joint committee.
3. Joint committees shall be chaired by the Vice President, who will serve as a non-voting member of the committee. This rule does not apply if a standing committee is appointed to act as a joint committee.
4. Joint committees are charged with the task of resolving differences between versions of legislation passed by the House and Senate. Joint committees will report recommended amendments to legislation referred to them to the House and Senate.
5. Legislation previously adopted by the House and Senate, but not yet signed by the President, may be amended by accepting a recommendation of a joint committee by a majority vote.

# SECTION 7

All legislation approved by the legislative branch and signed by the President (or passed over the President’s veto), shall be assigned a legislation number in a manner that conforms to the following model: “SGA ACT T.YYYY.##” where “T” represents the Term Designator (“F” for Fall and “S” for Spring), “YYYY” represents the digits of the current calendar year, and “##” represents the digits of the number assigned to the legislation according to the order in which it was approved.

**Article XI – Use of Logos**

# SECTION 1

1. Changes of the SGA Logo must be put forth by the Student Body President and approved by the SGA Senate and House of Representatives.
2. Those events that fall under SGA committees must utilize the SGA logo in all materials.
3. The SGA logo must adorn all promotional materials intended for the public.
4. The logo must adorn all clothing and/or trinkets that coincide with an SGA event or committee unless waived by the Communications Team or the Student Body President.

*Approved by Vice President Aashka Barot on* ***February 3rd, 2025****, as voted by the Student Government Association Senate and House of Representatives.*