

Constitution of the Milwaukee School of Engineering

Student Government Association (SGA)

Last amended: January 13, 2003

Preamble

We, the Student Government Association of the Milwaukee School of Engineering, in order to guarantee equal rights and responsibilities to all our students, academically and socially, within the framework of legal statutes and authority of the Milwaukee School of Engineering, do resolve:

- To direct student affairs and promote student cooperation among student organizations and academic departments on campus;
- To encourage dialogue and communication among the students, faculty, and administration;
- To promote inter-collegiate communication and understanding;
- To stimulate and improve democratic student government;
- To help maintain the high educational standards in the spirit of academic freedom;
- To improve student cultural, social, and physical welfare;
- To preserve the interest and integrity of the Student Government Association of the Milwaukee School of Engineering;
- To encourage the students to become involved within the community surrounding MSOE;

and do hereby establish this Constitution of the Student Government Association of the Milwaukee School of Engineering.

Article I: Name

Section 1: This organization will be known as the Student Government Association of the Milwaukee School of Engineering, hereafter called SGA.

Article II: Purpose

Section 1: The purpose of SGA is to represent the needs and concerns of MSOE students.

Article III: Organizational Structure and Election of Officers

Section 1: The Student Government Association will consist of students who serve as General Members and Organizational Representatives, Senators, and Executive Officers.

Section 2: General Members

- A. General Members are defined as any student who wishes to play an active role in SGA.

- B. General Members may be appointed to serve on Committees.
- C. Organizational Representatives are General Members selected from within their constituent organizations.

Section 3: Senators

- A. Senators are defined as official representatives of the student body.
- B. Senators are selected in accordance with the SGA Bylaws.

Section 4: President and Vice President

- A. The President and Vice-president are official representatives of the student body.
- B. The President and Vice-president are selected in accordance with the SGA Bylaws.
- C. The President and Vice-president are charged with directing the course of SGA during their term of office.
- D. The President and Vice-president are the Executive Branch.

Section 5: Cabinet

- A. The Cabinet is defined as the appointed representatives of the Executive Branch.
- B. The Cabinet is selected in accordance with the SGA Bylaws.

Section 6: Advisor

- A. The Advisor is the Director of Student Activities or a duly authorized representative thereof.

Section 7: Students

- A. A Student at Milwaukee School of Engineering is any person that is currently enrolled in classes.

Section 8: General Assembly

- A. The General Assembly consists of all members of SGA including the Executive Branch, Senators, Cabinet, Organizational Representatives, and General Members.

Section 9: Senate

- A. The Senate consists of all Senators.
- B. The Vice President is Chairperson of the Senate.

Section 10: Senate Committees

- A. Senate Standing Committees are defined as exploratory bodies of the Senate as outlined in the SGA Bylaws.

Article IV: Meetings

Section 1: Meetings for general business will be conducted on a regular basis, as set forth in the Bylaws.

Section 2: Meetings can be called by:

- A. The President.
- B. The Vice-president.
- C. Two-thirds of the Senate in a written notice to the President.

Section 3: All official business meetings shall be run according to the latest version of Robert's Rules of Order.

Section 4: Special meetings cannot replace a business meeting.

Section 5: A quorum is prerequisite for the conduct of business requiring voting. A quorum consists of one more than half of the entire Senate.

Article V: Use of SGA Funds

Section 1: All matters concerning spending of SGA funds must be dealt with in accordance with the Bylaws.

Article VI: Amending the Constitution and Bylaws

Section 1: The Constitution may be amended after a proposal to do so has been brought forth by a majority of the Senate. The proposal is then tabled until the next general business meeting of the Senate. When the proposal comes from the table, it requires a two-thirds vote of the Senate for approval.

Section 2: The Bylaws may be amended after a proposal to do so has been brought forth by a majority of the Senate. The proposal is then tabled until the next general business meeting of the Senate. When the proposal comes from the table, it requires a majority vote of the Senate for approval.

Bylaws of the Milwaukee School of Engineering

Student Government Association (SGA)

Last amended: January 21, 2002

Article I: Responsibilities of Members

Section 1: The responsibilities of the President will include the following:

- A. To provide vision and direction to SGA.
- B. To call Senate meetings.
- C. To serve as the official representative of SGA to the Administration and faculty of the Milwaukee School of Engineering.
- D. To appoint Senators to Senate Committees and be a tie-breaking voting member of all Senate committees. These Committee appointments do not need Senate approval.
- E. To appoint student representatives to all university committees, subject to Senate majority approval.
- F. To appoint student representatives to University Disciplinary and Ad Hoc Committees. These appointments do not need Senate approval.
- G. To appoint Senators in the event of an open Senator position with majority approval of the Senate.
- H. To appoint the Cabinet. The Cabinet consists of the Secretary, Treasurer, and Communications Director.
- I. To appoint a parliamentarian and/or sergeant-at-arms on a per-meeting, as needed basis.
- J. Has veto power over all matters of the Senate. This power must be exercised before the next business meeting of the Senate.
- K. To provide Presidential reports to the Senate.
- L. To direct the activities of the Executive Branch.
- M. To assign Cabinet Members responsibilities on an interim basis in the absence of a Cabinet Member.

Section 2: The responsibilities of the Vice-President will include the following:

- A. To provide vision and direction to SGA.
- B. To preside over all Senate meetings.
- C. To be a voting member of the Senate in the case of a tie.
- D. To succeed the President in the event that the President is unable to serve.
- E. To serve as the Cabinet representative to any of the Senate Committee

Section 3: The responsibilities of the Secretary will include the following:

- A. To maintain and make available a written record of all Senate and committee meetings.
- B. To maintain records of all officially recognized student organizations
- C. To provide informational materials to all General Assembly Members.
- D. To maintain a current membership listing of the General Assembly.
- E. To oversee the SGA Webmaster.
- F. To serve as the Cabinet representative to any of the Senate Committees.

Section 4: The responsibilities of the Treasurer will include the following:

- A. To prepare a SGA budget proposal in conjunction with the Funding Review Committee.
- B. To maintain an accurate record of all SGA and officially recognized organizational expenditures.
- C. To receive a Milwaukee School of Engineering monthly printout of the Student Government Association

- budget.
- D. To conduct all financial correspondence.
- E. To serve as the Cabinet representative to any of the Senate Committees.

Section 5: The responsibilities of the Communications Director will include the following:

- A. To organize Public Relations efforts between the SGA and the student body, campus organizations, faculty, and staff, through, but not limited to the following mediums:
 - i. Newspaper Articles
 - ii. Bulletin Boards
 - iii. Emails
 - iv. Campus Flyers
- B. To serve as the Cabinet representative to any of the Senate Committees.
- C. To work on special projects as assigned by the President and the Senate.

Section 6: The responsibilities of the Sergeant-of-Arms will include the following:

- A. To maintain order at all SGA functions.
- B. To assist the President with the enforcement of all SGA policies.

Section 7: The responsibilities of the Parliamentarian will include the following:

- A. To maintain properly functioning SGA meetings in accordance with The SGA Constitution and Bylaws.
- B. To have a working knowledge of Robert's Rules of Order.

Section 8: The responsibilities of the Senators will include the following:

- A. To represent the student body of the Milwaukee School of Engineering.
- B. To serve on Senate Committees as appointed by the President.
- C. To vote on all matters of the Senate.
- D. To approve all Presidential appointments to university committees by a simple majority vote of the Senate.
- E. To approve all Presidential appointments to the Cabinet by a majority vote of the Senate.
- F. To approve all non-Senator Presidential appointment to Senate committees by a simple majority vote of the Senate.
- G. Can overturn a Presidential veto with a two-thirds majority vote of the full Senate.
- H. In the event that the elected Vice President is unable to serve, only Senators may become Vice President, appointed by the President, and approved by a majority vote of the senate.

Section 9: The responsibilities of the General Members will include the following:

- A. To represent the student body of the Milwaukee School of Engineering.
- B. To serve on committees as elected or appointed.
- C. To vote on all procedural matters of the General Assembly.

Section 10: The responsibilities of the Organizational Representatives will include the following:

- A. To represent their constituent organizations.
- B. To hold all the same responsibilities of General Members.
- C. To represent only one organization per meeting.

Section 11: The responsibilities of Committee Members will include the following:

- A. Open and Senate Committee Members:
 - i. Report to the General Assembly on all matters of their respective committees.
 - ii. To represent the best interests of the student body as directed by the SGA.

B. All other committees:

- i. To represent the best interests of the student body as directed by the SGA.

Section 12: The responsibilities of the Advisor will include the following:

- A. Provide information to SGA for matters concerning the Milwaukee School of Engineering.
- B. To be active in SGA meetings and decision-making processes and provide advice when asked.

Article II: Qualification of Members

Section 1: To become an active member in SGA, one must be in good standing with the Milwaukee School of Engineering as defined in the Whole Student Life Handbook.

Article III: Terms of Office and Succession

Section 1: The term of office for the Senators and Executive Officers shall commence the first week of the Spring Quarter and conclude with the end of the Winter Quarter the following year.

Section 2: The SGA Senate will consist of fifteen Senators.

Section 3: Senate votes shall be defined as:

- A. Simple majority Senate vote – one more than half the Senate present.
- B. Majority Senate vote – one more than half the total Senate.
- C. Two-thirds Majority Senate vote – two-thirds of the total Senate.

Section 4: In the event of an open Senator position, the President can appoint a General Member with approval by a majority vote of the Senate.

Section 5: In the event of an open Cabinet position, the President can appoint a General Member with approval by a majority vote of the Senate.

Section 6: In the event the Vice President is unable to serve, the President can appoint a member of the General Assembly with approval by a majority vote of the Senate.

Section 7: In the event the President is unable to serve, the Vice President assumes the Presidency and then appoints a member of the General Assembly to become the new Vice President with approval by a majority vote of the Senate.

Article IV: Attendance

Section 1: General Business Meetings will be held weekly during the Fall, Winter, and Spring Quarters (excluding the eleventh week of each Quarter).

Section 2: If an Officer or Senator misses three consecutive business meetings in one Quarter, then that person will be subject to impeachment at the recommendation of the President.

Section 3: Special Business Meetings may be held at the discretion of the President. Attendance at Special Business Meetings is mandatory for all Cabinet Members and Senators as deemed necessary by the President. All members will be notified a minimum of 48 hours before Special Business Meetings are held.

Article V: Committees

Section 1: University Committees

- A. SGA may provide student representatives to University Committees that request student representation.
- B. The President will define which University Committees require student representation.
- C. The Senate may add to this list of committees or change a representative to a committee by making a motion to do so and then passing the motion by a two-thirds majority vote.

Section 2: SGA Senate Committees

- A. Senate Committee structure
 - i. Membership shall consist of the President, a Representative of the Executive Branch, Senators, and General Members.
 - ii. Appointed Committee members shall have voting rights on all matters before the committee.
 - iii. All General Assembly members may attend any committee meetings but will not have voting rights
 - iv. The President has voting rights on all matters before the committee only in the case of a tie.
 - v. During the first committee meeting under a new Senate the Representative of the Executive Branch shall open the meeting and take nominations for Chairperson. The Chairperson must be a Senator appointed to that committee. The nomination must be seconded and accepted. After the Chairperson is elected according to majority vote of the committee, the Chairperson runs the remainder of the meeting.
- B. Funding Review Committee
 - i. This committee will discuss matters related to the raising, allocation, and budgeting of SGA funds according to the SGA Constitution and By-laws and make motions and recommendations to the Senate for approval.
 - ii. This committee will be responsible for writing and revising the Organizational Funding Application (OFA).
- C. Organization Review Committee
 - i. This committee will review and make recommendations for approval of all new constitutions for organizations that wish to be officially recognized by SGA.
 - ii. This committee will review all current organization constitution revisions and make recommendations to the Senate for approval.
 - iii. This committee will, as directed, perform organizational judicial review. This will take place after the Senate receives a petition to do so from an organization or individual. This committee will then set forth a procedure, to be approved by a majority vote of the General Assembly. This procedure must include the opportunity for all involved parties to be heard and the final decision and penalties to be approved by a two-thirds majority vote of the Senate.
 - iv. This committee will perform Office Assessments on a bi-annual basis with the final proposal being approved by a simple majority Senate vote. In addition this committee will be responsible for guaranteeing office spaces are being utilized to their fullest potential and making recommendations to the Senate to ensure this.
- D. Community Action Committee
 - i. This committee will, as directed, plan and execute, with the help of the Senate, projects that benefit the MSOE student body, campus community, and general community as a whole.
- E. Issues Committee
 - i. This committee will be responsible for addressing concerns that are brought before the Senate. The committee's response may include but is not limited to drafting resolutions, setting up forums, surveying students, and maintaining relationships with key members of the MSOE community.

Section 3: Special Committees

- A. These committees include but are not limited to Appeals Hearings and Disciplinary Hearings. Due to the nature of these committees, the President will have sole discretion in these appointments with a formal request from a University Official. Otherwise these appointments will require a simple majority Senate vote.

Article VI: Trial of Members

Section 1: Purpose

- A. If SGA decides to investigate the character or conduct of one of its members, a Special Committee will be selected by Senate or appointed by the President and will conduct itself in accordance with this Article.

Section 2: Procedure

- A. The Special Committee must state the charges and make a recommendation to the SGA on the accused within one week.
- B. If there is sufficient need to warrant a trial, then notice will be given to all concerned parties and a trial will be scheduled to be held within a reasonable amount of time. A reasonable effort must be made to accommodate all individuals involved.
- C. All parties present must be allowed to present their case and questions may be asked by the Senate of those involved.
- D. At the time of the trial a motion must be made and votes must be cast on the charges before adjournment.

Article VII: Official Recognition of Student Organizations

Section 1: Purpose

- A. In order for an organization to enjoy the rights of a officially recognized organization as defined by SGA and the Whole Life Student Handbook the group must be recognized by SGA as an officially recognized organization.

Section 2: Procedure

- A. An interested organization must obtain the current organizational registration packet.
- B. The organization then submits the packet and a constitution for review by the Organizational Review Committee. The Committee will then make recommendations to the organization in regards to the submitted information.
- C. Based off of the changes the organization chooses to make the Committee will then make a recommendation to the Senate and the Senate will vote, by simple majority, to approve or reject the organizations registration.
- D. From the conclusion of that Senate Meeting, the Organization will enjoy the rights of an officially recognized organization as defined in Article VII, Section 1-A of the SGA Bylaws.

Section 3: Exceptions

- A. The Office of Student Life may grant temporary status to organizations, provided:
 - i. The status may only last for six weeks. Extensions may be granted by a simple majority vote of the Senate after a request by the organization to the Organizational Review Committee.
 - ii. The organization has not been turned down for officially recognized status within the past three years.

- iii. The Office of Student Life must inform SGA of its decision within five working days of the decision. The Office of Student Life must provide SGA with the name of the organization, the members of the organization, the reason for the temporary status, and when the organization intends on applying for organizational status.

Article VIII: Organization Funding Process

Section 1: Overview

- A. The object of this funding process is to make a clear, concise process to allocate funds to student organizations officially recognized by SGA.
- B. The funding process occurs in the spring quarter of every year; however, provisions have been made to allocate funding for organizations throughout the year (based upon availability of SGA funds).
- C. All requirements apply to the MSOE academic year (fall through spring quarter) unless otherwise noted.
- D. Hereafter, the term “organization” refers to the SGA officially-recognized student organization applying for funding.
- E. There are three types of SGA organization funding available: Standard Funding, Supplementary Intermittent Funding, and Presidential Discretionary funding.
- F. The final determination for all funding allotments will be determined by the Senate based upon funding provided by Student Activities.

Section 2: Standard Funding Requirements

- A. Eligible student organizations must be officially recognized by the SGA (Student Union Board, Greek Council and the Ingenium have separate OFA procedures that are established by Student Activities)
- B. Organizational Funding Application (OFA)
 - i. OFA must be completed during the required time period in which funding will be requested, this must be submitted to the SGA Treasurer.
 - ii. Organization Funding Application (OFA) Requirements
 1. Complete Funding Review Committee OFA packet
 2. An incomplete OFA will be returned to the organization.
 3. The Funding Review Committee, as a service to the organizations, will review OFAs for completeness if they are received two weeks prior to the OFA deadline. SGA’s Funding Review Committee (FRC) will review and return OFAs one week prior to the deadline for final submission.)
 4. Late OFAs for funding will not be processed until all other on-time OFAs have been settled.
- C. Organization Funding Hearing
 - i. A presentation including the following:
 1. Organization accomplishments in the past academic year.
 2. Organization goals for the upcoming academic year.
 3. A detailed explanation of how the organization’s funding request relates to the goals of the organization.
 - ii. One presenter must be an officer of the organization.
 - iii. At least one presenter must have a working knowledge of the OFA submitted.
 - iv. No presenter may be an SGA senator.
 - v. If the requirements are not met, the OFA will not be considered.
 - vi. Failure to appear or be prepared to present their organization’s OFA during this initial funding review period may negatively impact their funding request.
- D. Allowable Funding Request Amounts
 - i. *ESTABLISHED ORGANIZATIONS*: are those which have been officially recognized by SGA for more than one academic year are eligible for the following funding:
 1. The amount of funds raised by the organization during the current academic year:
 - a. Acceptable sources of income include: net profit from fundraisers, officially-recognized donations/gifts in kind (as determined by Student Activities), membership dues paid directly to the MSOE student organization, and Community Service Credit (* please see

- D. Organization must submit a funding proposal to the Funding Review Committee (FRC).
- E. After review by the FRC, organization must make a presentation at an SGA meeting.
- F. Funding will then be voted upon by all SGA senators and subject to Veto by the President of the SGA.

Section 4. Presidential Discretionary Funding Requirements

- A. SGA will set aside a percentage of its funding for the Presidential Discretionary Fund.
- B. These moneys will be allocated at the President's discretion.
- C. The allocation of these moneys will be reported to the Senate, but do not need to be approved by the Senate prior to their dispersal.
- D. If the President requests the Senate to ratify the allocation these moneys will returned to the Presidential Discretionary Fund from the appropriate budget line item.
- E. The President can request the Senate to replenish the Presidential Discretionary Fund as needed by a majority Senate vote.

Article IX: Election Policies and Procedures

Section 1: Nomination for Ballot

- A. Nomination for office is accomplished by nomination papers, which must consist of:
 - i. Twenty-five MSOE student signatures for Senators.
 - ii. Fifty MSOE student signatures for the executive ticket of President and Vice President.
- B. No candidate for an elected position may sign another member's nomination papers for the same office.
- C. All nomination papers will be made available at the beginning of third week of winter quarter.
- D. All nomination papers are to be submitted to the SGA advisor.
- E. All nomination papers are due no later than the end of the sixth week of the Winter Quarter.

Section 2: Election Procedures

- A. Elections shall take place on the Wednesday, Thursday, and Friday of the eighth week of the Winter Quarter.
- B. The terms of office shall commence the first week of the Spring Quarter and conclude with the end of the Winter Quarter the following year.
- C. All election procedures will be proposed by the Advisor at the beginning of the winter quarter and then approved by a simple majority of the Senate.
- D. All election results must be certified by the Senate no later than the end of the tenth week of winter quarter.