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.