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2
3 **BY-LAWS OF THE**
4 **NORTHEASTERN STUDENT GOVERNMENT ASSOCIATION OF**
5 **OF NORTHEASTERN STATE UNIVERSITY**

6
7 **TITLE ONE**
8 **ANCILLARY BODIES**

9
10 Chapter One
11 Executive Board

12
13 SECTION 100: The Executive Board will consist of five (5) members: the President,
14 who shall serve as its Chairman, the Vice President, who shall serve as
15 the Vice Chairman, the Attorney General, the Treasurer, and the
16 Student Affairs advisor. The Secretary of State shall serve as Board
17 Secretary, but shall not be a member of it.
18

19 SECTION 101: The President shall have the sole authority to call a meeting of the
20 Board of Directors, except as provided in this act, and shall do so at
21 least once per month during the Academic semester. In accordance with
22 Oklahoma State law, the Board shall meet even if there is no business
23 before it. At any time in which a simple majority of the Board deems it
24 necessary, a meeting of the Board shall be held as decided by the
25 majority voting. Notification of the meeting shall be sent to all
26 members of the Board and the Secretary of State no less than two (2)
27 weeks before the meeting shall occur. In the case of an emergency two-
28 thirds (2/3) of the Board may call an emergency meeting with no less
29 than three (3) days notice provided.
30

31 SECTION 102: If in the event that there has not been a meeting of the Board of
32 Directors during a calendar year prior to the month of December, then
33 the Vice President and the Attorney General in addition to the President,
34 have the duty and authority to call a meeting of the Board of Directors.
35 In the absence of the President, the officer calling the meeting shall
36 serve as Chairman.
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39 Chapter Two
40 Steering Committee

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42 SECTION 200: The Steering Committee shall consist of: the President, who shall be its
43 Chairman, the Vice President, the President Pro Tempore, the Deputy
44 President Pro Tempore, the Treasurer, the Attorney General, the
45 Secretary of State, the Chief Justice, the Student Affairs Advisor, and
46 the President's Cabinet.

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2 SECTION 201: The Steering Committee in the absence of any rules adopted by it, shall
3 use the latest edition of Robert's Rules of Order as its parliamentary
4 authority.

- 5
6 SECTION 202: A. The Steering Committee shall meet after the conclusion of each
7 regular semester during the Academic year, such meetings
8 designated "Post Mortem Session." Additionally, it shall meet
9 before each regular semester during the Academic year; such a
10 meeting designated "Interim Session." This shall not be construed
11 to require a meeting immediately prior to or after session of
12 Student Senate.
13
14 B. The purpose of the Post Mortem and Interim Sessions shall be as
15 follows:
16
17 1. To discuss business relevant to the administration of the
18 NSGA.
19
20 2. to serve as a forum for members to address the leaders of the
21 NSGA. However, the Committee may establish guidelines and
22 restrictions for such comments.
23
24 3. To develop plans of action for the NSGA as a whole.
25 However, it shall not have the power to compel any action
26 from any officer or branch, unless specifically authorized
27 through enactment of new by-laws.
28
29 4. To advise the President.
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31 5. Fulfill other obligations outlined in the by-laws.
32
33 C. The President may call additional meetings of the Steering
34 Committee as needed. Such meeting shall not interfere with
35 Legislative or Judicial business when either branch is in session.
36 Administrative meetings shall not be considered session for the
37 purpose of this provision.
38

39 **TITLE TWO**
40 **COURTS**

41
42 Chapter One
43 Courts in General
44

45 **SECTION 100:** Under no circumstances shall the Supreme Court or any court of the
46 NSGA judge, consider, or render an opinion on any, case, issue, action,

1 subject, or other matter resulting from the internal operation of either
2 Student Senate, or between the Senate themselves except when
3 constitution of the NSGA. This, however, shall not be construed to
4 allow any court to consider issues concerning rights of membership in
5 the Student Senate. Such shall present a question with regard to its
6 constitutionality under the c
7

8 SECTION 101: No Court of the NSGA shall hear any case that shall have arisen from an
9 internal dispute, excluding opinions of the Attorney General and
10 questions as to the constitutionality of Legislation, occurring more than
11 two (2) semesters prior to the filing of the case.
12

13 SECTION 102: No Court of the NSGA shall hear any case that shall not have arisen out
14 of actual fact, except for the consideration of opinions of the Attorney
15 General.
16

17 SECTION 103: No Court of the organization shall hear any case except those arising out
18 of alleged violations of the NSGA Constitutional and By-law or from
19 within the Senate approved Supreme Court rules. The Supreme Court
20 has no subject matter jurisdiction in any other matter. Any attempt to file
21 any type of action outside of these parameters shall result in the
22 immediate dismissal of the case without the scheduling of a hearing.
23

24 SECTION 104: A. The Supreme Court and other courts of the organization may
25 subpoena or summon those whose presence is required for the
26 conduct of proceedings surrounding internal disputes.
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28 B. No subpoena or summons shall require the presence of an
29 individual within two (2) hours of the time of service.
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31 C. No subpoena or summons shall require the presence of an officer
32 of the NSGA, or officer of the Senate within six (6) hours of the
33 time of service.
34

35 D. No subpoena or summons shall be served to any Senator except in
36 the time before his or her body convenes for its session or in the
37 time after his or her body has adjourned during the calendar day.
38

39 SECTION 105: All other Courts, unless otherwise specified by law, shall meet during
40 the regular Academic semester.
41

42 Chapter Two 43 Supreme Court 44

45 SECTION 200: The Supreme Court shall have jurisdiction to hear cases arising from
46 opinions of the Attorney General, constitutionally questioned actions of

1 executive officers, constitutionally questioned legislation which affects
2 the organization, the mock constitutionality of legislation for
3 educational purposes, matters outlined in the Senate approved Supreme
4 Court Rules, and constitutional or by-law disputes between branches of
5 government.

6
7 SECTION 201: The creation of inferior trial courts shall reside within the exclusive
8 jurisdiction of the Legislature. Under no circumstances shall the
9 Supreme Court establish an inferior court.

10
11 SECTION 202: The Chief Justice of the Supreme Court shall be considered as the
12 responsible agent of the Court for the purposes of this chapter of law.

13
14 SECTION 203: The Chief Justice of the Supreme Court shall be appointed by the
15 President no later than the third (3rd) regular Senate meeting.

16
17 SECTION 204: The Supreme Court may allow members of NSGA to come and
18 participate in the judicial process. Such persons shall be Officers of the
19 Court and shall be considered members of the Judicial Branch. The
20 Supreme Court shall make such guidelines as it deems necessary for the
21 execution of this Provision provided that the total number of persons
22 from each member institution coming for this purpose shall not exceed
23 five (5) participants, for every competition the Supreme Court holds
24 that session.

25
26 SECTION 205: Members of other branches may participate in the education activities of
27 the courts of the Organization under such provisions as the Supreme
28 Court may impose. The courts of the Organization shall not penalize
29 such persons when either House may require their presence.

30
31 SECTION 206: The Supreme Court shall determine codes of conduct for persons who
32 argue before the courts of the Organization with the advice and consent
33 of the Senate. All rules and procedures utilized by the courts must be
34 ratified by a simple majority vote of the Senate. The Supreme Court
35 shall also have the ability to remove any officer of the Court except
36 members of the Office of the Attorney General. Upon removal, such a
37 person, unless he or she shall hold membership in the Organization by
38 some other means, shall have his or her membership in the Organization
39 terminated.

40
41 SECTION 207: The Supreme Court may issue injunctions to any officer in the
42 executive branch. For purposes of this section no distinction shall be
43 made in the type of injunction. No bond shall be required for injunctive
44 relief.

1 SECTION 208: A. The Supreme Court shall meet and be in session during the regular
2 conferences of the Organization held during the fall and spring
3 semesters. At this time the Court shall transact the business before
4 it and engage in educational activities.

5
6 B. The Supreme Court may meet one (1) day prior to the beginning of
7 a regular conference for the resolution of internal disputes if the
8 Court and both parties to the dispute shall agree. In the disputes in
9 which the Organization is a party, such meeting shall require the
10 approval of the Attorney General.

11
12 SECTION 209: A. The Supreme Court shall simultaneously provide to all the
13 delegation chairs the ~~first~~ moot court case(s) three (3) weeks before
14 each session.

15
16 B. The Supreme Court must hold a moot court orientation before
17 beginning moot court proceedings, and it shall not conflict with
18 any other activity.

19
20 C. The sign up for the competition is to be at registration. The
21 competition times shall be posted and easily accessible.

22
23 SECTION 210: The Supreme Court shall have the authority to appoint a Bailiff and
24 Clerk, such administrative officers of the Court shall be members of the
25 Organization and shall not be elected or appointed officers of the
26 Legislature nor shall they hold any elected executive office.

27
28 SECTION 211: Upon appointment by the President, all judicial nominees shall be
29 interviewed by the Chief Justice or his or her appointee prior to the
30 nominee's consideration in the Senate. The Chief Justice or his or her
31 appointee shall discuss with the nominee the duties and responsibilities
32 of a Justice and the nominee's legal experience and background. The
33 Chief Justice or his or her appointee may be required by the Senate to
34 report to the full body or the committee considering the nomination by
35 testimony or written statements his or her opinions relating to the legal
36 experience and qualifications of the nominee.

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38 SECTION 212: The Supreme Court shall file its rules every session, as approved by the
39 Senate, with the Secretary of State.

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**TITLE THREE
ELECTIONS**

Chapter One
Elections Procedures

13 SECTION 100: All general elections for offices in the Executive Branch shall be held
14 on the first Wednesday and Thursday in the month of April. All general
15 elections related to Constitutional Amendments shall be held no later
16 than the last full day of the session before Sine Die Adjournment of the
17 Legislature.

18 SECTION 101: A. The NSGA Election Commission shall be formed by the President
19 Pro Tempore of the Senate, and the Attorney General prior to the
20 commencement of official election activities.

- 21 1. The President Pro Tempore of the Senate shall choose eight
22 (8) senate members for the Commission.
- 23 2. The Attorney General shall choose eight (8) members from
24 the student body for the Commission.
- 25 3. The Attorney General shall chair the Election Commission,
26 unless the Attorney General is a candidate for Executive
27 Office. In the event that the Attorney General is a
28 candidate for Executive Office, the Deputy Attorney
29 General shall chair the Commission. If both officers are
30 seeking Executive Office, then the Chief Justice of the
31 Supreme Court shall choose a member of the Judicial
32 Branch to serve as the Chair of the Commission.
- 33 4. No member of the commission may be an author of any
34 proposed Constitutional Amendment, or a candidate for
35 elective Executive Office.

36 B. The Election Commission shall have the duty to execute the
37 responsibilities stated in this Title, Title Nine, or otherwise
38 provided by the Constitution or By-Laws.

39 SECTION 102: All polls shall remain open a minimum of eight (8) hours. The
40 Commission shall designate a time, place, and manner for polling for all
41 general and special elections. No poll may be operated unless two (2)
42 of the Commission members are present at the time of operations.

43 SECTION 103: No member of the Commission may display any preference for any
44 candidate or position. No material promoting a candidate or position
45 shall be allowed within twenty-five feet or view of the polling place.
46 The Commission may not require any member of the organization to

1 remove any campaign materials that the member wishes to display on
2 their person while the person is casting a ballot. No individual shall be
3 allowed to wear campaign materials near the ballot box unless he or she
4 is casting a ballot at the time. No candidate may be present near the
5 ballot box unless casting a ballot.
6

7 SECTION 104: All candidates wishing for their names to appear on the ballot in a
8 manner different than nominated must submit their name as they wish
9 for it to appear on the ballot to the members of the Election
10 Commission no later than fifteen (15) days before the Election is to be
11 held. The Commission shall then choose at random the names as they
12 are to appear on the ballot. The Commission shall place all contested
13 candidates and all propositions on a singular ballot which shall alone be
14 copied and provided to the membership of the organization for their
15 election.
16

17 SECTION 105: All candidates may have one (1) representative present during all
18 elections and related activities in which the Commission engages.
19

20 SECTION 106: The Commission shall have the authority to adopt such rules as they
21 deem fit, provided that any rules so adopted shall not supersede the
22 Constitution or By-Laws.
23

24 SECTION 107: The Commission shall determine the validity of all ballots cast in
25 general elections and certify the accuracy of all such elections. Any
26 ballot with the written name of a candidate not nominated as provided
27 in Chapter Three of this Title shall be considered void. The
28 Commission may not adopt any rules or regulations that would mandate
29 any form of voting other than by secret ballot.
30

31 SECTION 108: A candidate not present at the time of nominations may not seek
32 elective office for a position within the Executive Branch unless in
33 extreme circumstances, the Board of Directors by a super majority vote
34 deems the absence excused.
35

36 Chapter Two 37 Campaigns 38

39 SECTION 200: No candidate for Executive office may spend more than two hundred
40 dollars (\$200) for the production and distribution of campaign
41 materials. Each candidate must then file a disclosure form as defined
42 by the election commission with the Election commission no later than
43 5 p.m. on the day before the election commences.
44

45 SECTION 201: Candidates must report the donor names, addresses, and amounts given
46 from all donations over twenty-five dollars (\$25.00) and not accept any

1 donations above fifty dollars (\$50.00). The total amount is not to
2 exceed the original two hundred dollars (\$200).

3
4 SECTION 202: Candidates for Executive office may not use letterhead of the University
5 or the NSGA in furtherance of their candidacy.

6
7 SECTION 203: Campaign material shall be defined as: any paraphernalia excluding
8 organizational publications of NSGA bearing the name, likeness,
9 positions, or ideas of any candidate; any food or beverage items used
10 for the furtherance of a candidate's election, any postage required to
11 send campaign materials, and any gift items the candidate gives away to
12 the mass Public during the course of an election.

13
14 SECTION 204: Candidates shall not be required to report travel expenses, phone
15 expenses, lodging expenses, nonpartisan support given equally among
16 all the candidates for the same office, or any work performed by the
17 individual at no cost.

18
19 SECTION 205: In the event that a candidate cannot adequately report the price of any
20 item, the Election Commission shall attempt to find the fair market
21 value for any such items.

22
23 SECTION 206: A. Upon request, the Election Commission shall provide copies of this
24 Title and any additional rules as decided upon by the Commission.

25
26 B. In the event that a candidate is found in violation of this Title or
27 rules established and published by the Election Commission, the
28 Election Commission may, at its discretion, seek remedy in the
29 NSGA Supreme Court, who shall have the authority to void any
30 general election held under the auspices of the Commission. The
31 Supreme Court may exercise its power to declare an election void
32 at any time within two (2) days of the discovery of a violation of
33 the election rules, provided that in no case, shall this authority
34 extend beyond the adjournment Sine Die of the Legislature.

35
36 SECTION 207: At no time shall the Election Commission or the Supreme Court hear
37 questions regarding any elections held within the Student Senate.

38
39 Chapter Three
40 Nomination Procedures

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42 SECTION 300: The NSGA Election Commission shall accept an affidavit certifying
43 that the candidate meets the academic and other NSGA office
44 requirements from the candidate for executive office.

1 SECTION 301: All uncontested nominees shall not be placed on the ballot and shall be
2 accepted by acclamation unless opposed.
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10 **TITLE FOUR**
11 **EXECUTIVE BRANCH AND CABINET OFFICERS**

12
13 Chapter One
14 General Executive Branch
15

16 SECTION 100: Appointed members of the Executive branch may, with the consent of
17 the President, institute rules and policies to aid them in the performance
18 of their duties. All rules must be in written form and filed with the
19 Secretary of State's Office. Copies of all rules adopted by any
20 Executive Branch official must be published by the Secretary of State to
21 all members of the Steering Committee within thirty (30) days of
22 adoption.
23

24 SECTION 101: All rules adopted by one Executive Branch official shall be considered
25 permanent until repealed or revised by current or future administrations,
26 provided that the Legislature shall retain supreme authority to repeal or
27 enact rules for those offices. The Supreme Court shall retain authority
28 to void any rule or policy adopted on the grounds of unconstitutionality
29 or violation of statute. All rules and policies shall be considered
30 subservient to the Constitution and By-Laws of this Organization.
31

32 SECTION 102: The Secretary of State shall publish, concurrently with publication of
33 the Constitution and By-Laws, regulations, which shall contain every
34 adopted rule, the date of adoption, and the officer who adopted such
35 policies.
36

37 SECTION 103: No rule or regulation may be adopted which orders or requires either the
38 Legislature or the Supreme Court to submit to any rules of an Executive
39 Branch official. Rules and regulations may only apply to members of
40 the Executive Branch.
41

42 SECTION 104: All members of the executive branch shall have chamber and speaking
43 privileges in the NSGA Senate.
44

45 Chapter Two
46 President

1
2 SECTION 200: The President shall be responsible for all non-legislative and non-
3 judicial arrangements of The NSGA. These arrangements shall include,
4 but not be limited to: Campus wide activities and Events.
5

6 SECTION 201: The President and President-elect shall call Post Mortem Session and
7 Interim Session in accordance with Title Two, Section 202 of these By-
8 Laws. The President and President-elect shall be responsible for the
9 selection of times and places for these sessions and shall serve notice to
10 the membership of the Steering Committee at least two (2) weeks in
11 advance. The President and President-elect shall have the power to
12 create all such positions that he or she shall deem necessary to complete
13 the functions of the Executive Branch upon the advice and consent of
14 the Senate.
15

16 SECTION 202: The President shall act as an official liaison between NSGA and the
17 members of the press, the State Board of Regents, the government of
18 the State of Oklahoma, the alumni of NSU, the OSGA, and the
19 members. This will not restrict other officers of the organization from
20 acting as liaisons on behalf of their office.
21

22 SECTION 203: President shall be responsible for the actions of the appointees of the
23 President and shall direct these appointees of the President to perform
24 duties as the President specifies.
25

26 SECTION 204: The President shall have general control over the fundraising activities
27 of the organization, and may, at his or her discretion, appoint, with the
28 advice and consent of the Senate, a Treasurer to assist him or her in
29 these duties.
30

31 SECTION 205: The President must meet a minimum requirement of thirty six (36)
32 credit hours completed before the office of President can be taken.
33

34 SECTION 206: The President of the NSGA shall receive a compensation not to exceed
35 allocated budget amounts of ten (10) hours per week at a minimum
36 wage
37
38

39 Chapter Three
40 Vice President
41

42 SECTION 300: The Vice President shall assist the President in all his or her duties. He
43 or she shall assume the duties of the President in the case of Ochment,
44 death, failure to qualify, resignation, removal from the city in which a
45 conference is being held, or inability to discharge the duties of the

1 office, the said office shall dissolve upon the Vice President for the
2 remainder of the term or until the disability shall be removed.

3
4 SECTION 301: The Vice President of the NSGA shall receive a compensation not to
5 exceed allocated budget amounts of ten (10) hours per week at a
6 minimum wage

7
8 SECTION 302: The Vice President must meet a minimum requirement of one (1)
9 semester as a member of the NSGA Senate completed.

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12 Chapter Four
13 Attorney General

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15 SECTION 400: The Attorney General, whenever called upon by a member of the
16 Organization, may issue opinions concerning the operations of the
17 Organization. Such opinions shall be binding upon all executive officers
18 unless overturned in an Organizational court.

19
20 SECTION 401: The Attorney General, whenever called upon by a member of the
21 Organization, may render legal advice as it pertains to the educational
22 simulation aspects of the Organization.

23
24 SECTION 402: When the codification as specified in an act creates a duplication of
25 numbering in the NSGA By-Laws or when no codification is specified
26 the Attorney General shall determine the codification of the act in the
27 NSGA By-Laws. Upon doing so he or she shall notify the Secretary of
28 State in writing as to such action.

29
30 SECTION 403: Whenever an act of the Legislature provides for the repealing of
31 conflicting laws in the NSGA By-Laws without specifying which laws,
32 the Attorney General shall inform the Secretary of State in writing of
33 the laws which should be repealed and at such time said laws shall he or
34 she considered null and void.

35
36 SECTION 404: Upon being elected, the Attorney General shall be authorized to appoint
37 a Deputy Attorney General, with the advice and consent of the Senate,
38 to assist him or her in the execution of his or her duties. The Deputy
39 Attorney General shall not be a member of the legislature but shall be
40 considered a member of the Organization. Any and all qualifications set
41 for the office of the Attorney General shall be met by the Deputy
42 Attorney General as well.

43
44 SECTION 405: The Attorney General may appoint up to three (3) Assistant Attorneys
45 General. This position shall not grant membership upon any person.
46 Persons serving in this position must possess membership by some

1 other means. Assistant Attorneys General may not be an officer of the
2 Legislature.

3
4 SECTION 406: The Attorney General shall be head of a department to be known as the
5 "Office of the Attorney General" to be composed of the Attorney
6 General and his or her appointees.

7
8 SECTION 407: The Attorney General may establish such policies and procedures as
9 may be necessary for the operation of the Office of the Attorney
10 General.

11
12 SECTION 408: The Office of the Attorney General shall be charged with the
13 representation of the Organization before any of its Courts, provided
14 that the Attorney General may agree to allow others to represent the
15 Organization if he or she deems it appropriate.

16
17 SECTION 409: The Office of the Attorney General shall assist members of the
18 Legislature in the formulation of legislation.

19
20 SECTION 410: The Office of the Attorney General may engage in educational activities
21 with the Courts of the organization, provided that actual disputes and
22 questions concerning the internal operation shall receive priority.

23
24 SECTION 411: The Attorney General of the NSGA shall receive a compensation not to
25 exceed allocated budget amounts of ten (10) hours per week at a
26 minimum wage

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29 Chapter Five
30 Secretary of State

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32 SECTION 500: The Secretary of State shall be the custodian of the Records of the
33 NSGA, and with it shall authenticate all official documents of the
34 Organization.

35
36 SECTION 501: A. The Secretary of State shall be entrusted with the maintenance of
37 all official documents of the Organization. The presence of the
38 embossed seal of the organization on documents shall be
39 considered Prima Facie evidence of their accuracy and
40 authenticity. Subject to legislative approval, the Secretary of State
41 shall have the power to correct the language of every piece of
42 enrolled legislation that has been signed by the President, provided
43 that such corrections shall not change the substance or spirit of the
44 legislation, or the intent of the Legislature. The power of
45 correction shall be limited to corrections of spelling, grammar,
46 punctuation, and the placing of legislation into proper form.

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B. Each Secretary of State shall maintain a complete record of any and all changes made to enrolled legislation by his or her authorization and power. Such record shall at a minimum include a copy of the unedited enrolled legislation and a copy of the legislation as edited by the Secretary of State. The Secretary of State shall cause a copy of this record to be transmitted to the President Pro Tempore of the Senate before the commencement of each legislative session.

C. All corrections made by the Secretary of State shall be accorded the full force of law unless and until rejected by the Legislature or overturned by the Supreme Court.

SECTION 502: A. Following each session of the Legislature the Secretary of State shall publish a digest of all legislation that had passed and become law. Said digest shall be named "NSGA Session Laws" and shall be modeled after the Session Laws of the State of Oklahoma. The Secretary of State shall authenticate and distribute copies to each member of the Steering Committee, and shall provide one copy to all member institutions.

B. The Secretary of State shall distribute authenticated copies of the Constitution of the Organization and NSGA By-Laws to the Senate, Supreme Court, President, Attorney General, and all members who ask for a copy.

C. The President by executive order may authorize the Secretary of State to publish new copies of the Constitution and By-Laws of the Organization when such documents may be added to or amended to such an extent that, in the opinion of the President, such action is necessary to insure clarity.

D. The Secretary of State shall publish a reporter styled "NSGA Reporter" which shall contain all decisions of the Supreme Court and any other organizational court in the resolution of internal disputes, appeals of decisions by the Attorney General, any education activity except Moot Court cases, and all test cases. Any opinion of any court which is not delivered to the Secretary of State within fifteen (15) days from the time of its rendering shall be void and unenforceable but posted to the NSGA website.

E. The Secretary of State shall publish an updated copy of the NSGA

1 Reporter concurrently with the publication of each Legislative
2 Digest, Constitution, and By-Laws. The Reporter shall not be a
3 part of the Legislative Digest, Constitution, or By-Laws.
4

5 SECTION 503: The Secretary of State shall keep a register of the official acts of the
6 President.
7

8 SECTION 504: The Secretary of State shall attest to and submit to the Legislature all
9 documents to which he or she is entrusted at such times as the
10 Legislature may require.
11

12 SECTION 505: A. The Secretary of State shall distribute all proposed legislation for
13 each session of the Legislature. This provision, however, shall not
14 prohibit the Legislature from doing so in addition to, or exclusive
15 of the Secretary of State.
16

17 B. The Secretary of State shall provide such administrative assistance
18 to the NSGA as a whole under the direction of the President.
19

20 SECTION 506: The Secretary of State shall keep a record of the proceedings of the
21 Board of Directors and shall submit them to the proper officials of the
22 State of Oklahoma.
23

24 SECTION 507: The Secretary of State shall keep a record of the proceedings of the
25 Board of Directors and shall publish them from time to time as directed
26 by the President.
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28 SECTION 508: A. The Secretary of State upon taking office shall be allowed to
29 appoint, with the consent of the Senate, a Deputy Secretary of
30 State to assist in the execution of the duties of that office. Such
31 person shall not be a member of the Legislature or administrative
32 officer of any court. Such person shall be a member of the
33 Organization.
34

35 B. The Secretary of State may also appoint such assistants with the
36 President's approval as may be deemed necessary. Such
37 appointment shall not grant membership.
38

39 C. The Secretary of State, along with his or her appointees, shall
40 constitute a division of the Executive Branch known as the "Office
41 of the Secretary of State."
42

43 D. The Secretary of State, with the approval of the President, may
44 implement policies as may be necessary for the administration of
45 the Office of the Secretary of State.
46

1 E. The Secretary of State may assign duties, imposed by this act, to
2 any person in the Office of the Secretary of State. However, such
3 assignment shall not relieve the Secretary of State from
4 responsibility for execution of such duties.
5

6 SECTION 509: The Secretary of State may not serve as a member of the Legislature or
7 the court.
8

9 SECTION 510: The Secretary of State shall provide an official copy of every document
10 published by his or her office to the NSGA Historian for the
11 Preservation of NSGA historical records.
12

13 SECTION 511: The Secretary of State shall retain, until the next legislative session will
14 have convened, any bill jackets, documents, amendment forms, and any
15 other material related to any legislation passed by the Legislature that
16 had effect on the internal operation of the organization.
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20 Chapter Six
21 Other Cabinet Members
22

23 SECTION 600: The Secretary of Public Relations shall:
24

25 A. Be responsible for media relations and all other external relations
26 as directed by the President.
27

28 B. May appoint assistants with the consent of the President. Such
29 appointees are not required to hold, and continue to hold,
30 membership in the Organization in some other capacity.
31

32 SECTION 610: The Historian shall be the guardian of the history of NSGA and of its
33 membership.
34

35 A. The Historian shall write and develop a narrative history of the
36 events which occurred during his or her term in office, which is to
37 be the official History of the Organization when approved by the
38 Steering Committee.
39

40 B. The Historian shall expand and elaborate upon previous narratives
41 which may be filed by drawing upon personal experience or
42 interviews with others.
43

44 C. The Historian shall be the possessor of historic documents and
45 photographs, and may, at the direction of the President, see to their
46 reproduction.

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1. The Historian shall serve as a reserve depository for the following official documents, copies of which shall be provided by the Secretary of State:
 - a. the NSGA Constitution;
 - b. the NSGA By-Laws;
 - c. the legislative digest of each session;
 - d. copies of the Organization's judicial reporter;
 - e. Opinions of the Attorney General;
 - f. a member directory of each session;
 - g. official record of awards.
 2. In the event of the destruction or loss of the Secretary of State's copies of the documents so named in this section the Historian shall see to their reproduction and delivery to the Secretary of State.
 3. In the event of the destruction of the Historian's copies of documents so named in this section, the Secretary of State shall see to their reproduction and delivery to the Historian.
- D. The Historian shall maintain and expand the Historian's alumni files, which shall include current addresses, participation information, and such information deemed important by the Historian or by the President.
- E. The Historian shall obtain addresses and participation information at the close of each session from those members retiring from the Organization, and shall add this to the Historian's alumni files.
- F. The Historian shall not be restricted from being a member of either the Legislative or Judicial branches.

SECTION 620: The Secretary of Fundraising shall assist the President in all areas of fundraising, provided that the Secretary may not:

- A. Solicit funds from lobbyists or lobbying organizations registered with the Oklahoma Ethics Commission.

- B. Engage in games of chance, including raffles, as a means of raising funds.

SECTION 630: The Secretary of Campus Affairs shall:

- A. Be responsible for the for heading any events that the NSGA may be asked to run or be evolved in.
- B. May appoint assistants with the consent of the President. Such appointees are not required to hold, and continue to hold, membership in the Organization in some other capacity.

SECTION 640: The Secretary of Technology and Electronic Information Systems shall:

- A. Periodically provide information to the President relating to ways in which NSGA could make use of affordable technology to modernize the administration and operation of NSGA.
- B. Maintain the NSGA official World Wide Web site at <http://arapaho.nsuok.edu/~nsga/> functioning as either the webmaster or being directly responsible for the activities of the webmaster.
 - 1. Updates to the website must be made within two (2) weeks of Post Mortem and Interim Sessions as referred to in Title 2, Chapter 2, Section 202 of these By-laws.
 - 2. All other updates to the website will be made by the Director on request from any one of the Executive Board of Directors or the Secretary of State.
 - 3. When a web service contract is with one (1) month of coming to a close the Secretary of Technology shall research service providers and the costs. He or she must then report to the President with at least three (3) separate proposals taking into account the needs of the organization.
 - 4. To ensure that the computer files of the official website do not become lost, redundant backup copies must be made and kept with the office of the Secretary of State.
 - 5. All bills, resolutions, amendments, and any other documents that have been read into the minutes must be posted on the website within 24 hours after being read into the minutes.
- C. Have the authority to make recommendations to the President regarding all modern technological multimedia publicity.

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- D. Advise the President regarding the purchase of technology and regarding all NSGA organizational and administrative policy involving technology.
- E. The Secretary of Technology, upon taking office, shall be allowed to appoint a Deputy Secretary of Technology, with the advice and consent of the Senate, to assist in the execution of the duties of the office. He or she may also appoint up to three (3) Assistants to help in carrying out the duties of the office. Such appointments shall not confer membership in the Organization to a person if he or she does not hold membership by some other means.
- F. All adopted documents and rules must be posted on the NSGA website with twenty-four (24) hours after passage so that the public may have twenty-four (24) hour access.

SECTION 650: The President shall have the power to create other Cabinet members with the approval of the senate

Chapter Seven
Treasurer

SECTION 700: The Treasurer shall be responsible for the collection, disbursement, and accounting of all organizational funds. No person shall be elected to the Office of Treasurer unless he or she has completed with a passing grade of “B” or higher at least three (3) hours of Accounting at the college level or has documented, comparable experience.

SECTION 701: The Treasurer shall perform all duties as outlined in Title Six of these statues.

SECTION 702: Upon being elected, the Treasurer shall be authorized to appoint a Deputy Treasurer, with the advice and consent of the Senate, to assist him or her in the execution of his or her duties. The Deputy Treasurer shall not be a member of the legislature but shall be considered a member of the Organization. Any and all qualifications set for the office of the Treasurer shall be met by the Deputy Treasurer as well.

SECTION 703: The Treasurer shall be head of a department to be known as the “Office of the Treasurer” to be composed of the Treasurer and his or her appointees.

SECTION 704: The Treasurer may establish such policies and procedures as may be necessary for the operation of the Office of the Treasurer.

1 SECTION 705: The Treasurer of the NSGA shall receive a compensation not to exceed
2 allocated budget amounts of ten (10) hours per week at a minimum
3 wage.
4

5 **TITLE FIVE**
6 **FINANCE**
7

8 Chapter One
9 Treasurer

10 SECTION 100: A. The Treasurer shall maintain written records relating to the
11 finances of the organization as follows:
12

13 1. All sources of revenue, which shall be itemized to each
14 subsection of the NSGA budget and shall be reconciled through the
15 main operating account.
16

17 2. All expenditures, which shall be itemized to each subsection of
18 the NSGA budget and shall be reconciled through the main
19 operating account.
20

21 3. A list of all transactions, referenced to the corresponding
22 account from which the expense was generated, shall be
23 maintained.
24

25 B. The Treasurer shall at the beginning of each legislative session,
26 prepare and submit to the Senate a written statement of the financial
27 condition of the organization. Copies of the statement shall also be
28 provided to the President, Vice President, Attorney General, Chief
29 Justice of the Supreme Court, Secretary of State, and Advisor. Such a
30 statement shall consist of but not be limited to:
31

32 1. itemized amounts of revenue and their sources from the date of the
33 last report given;
34

35 2. itemized listings of expenditures, categorized from each subsection
36 of the budget, from the date of the last report given;
37

38 3. the current balance of the subsection compromising the budget;
39

40 4. the Current balance of the Appropriations Fund;
41

42 5. the amounts and names of those people, organizations or
43 companies to whom the organization owes money;
44

45 6. the amounts and names of those people or companies who owe
46 money or services to the organization; and

1
2 7. any and all other information that may be requested by the
3 President, the Senate, the Supreme Court, or any other officer
4 under whose care is entrusted money of the organization.
5

6 C. All records and reports shall be presented to the Steering Committee
7 no later than the Interim Session following the spring session of the
8 legislature and Post Mortem session following the fall session of the
9 legislature and shall be immediately made available for public
10 inspection by any member of the organization.
11

12 SECTION 101: The Treasurer shall prepare and deliver to the other members of the
13 Board of Directors and to any other person in whose care money is
14 entrusted by the organization, by the last calendar day of each month
15 of his or her term, an official statement reflecting the following:
16

17 1. An itemized statement of the Budget, detailing each individual
18 branch's amount of funds spent, amount of funds available for
19 expenses and current balance.
20

21 SECTION 102: The Treasurer shall in no way allocate or disburse monies except as
22 provided by statute and by order of an officer under whose care money
23 of the organization is entrusted by NSGA or student affairs.
24

25 SECTION 103: In no way shall money be denied to any requesting official under
26 whose care money of the organization is entrusted by NSGA or
27 student affairs, provided that the amount of funds is available in the
28 subaccount. In the event that an officer of the Executive Branch
29 requests money that would exceed any spending caps imposed by law,
30 the President shall either disallow the expenditure or shall use monies
31 from other areas to offset the total amount. Under no circumstance
32 shall any Executive Branch officer be allowed to spend monies
33 without express consent to each transaction by the President. The
34 Treasurer shall require receipts of all officers requesting funds no later
35 that fifteen (15) days after said funds have been disbursed. If the
36 requesting officer does not comply with the request the Treasurer may
37 seek recourse through the Board of Directors.
38

39 SECTION 110: Under no circumstances shall the Treasurer, or any other individual
40 authorized to issue checks reimburse officers or members of the
41 organization with out a super majority vote of the Board of Directors
42 for any of the following items:
43

44 1. Off campus telephone calls (excluding those made in
45 conjunction with fundraising, upon which only those calls
46 authorized by the President shall be allowed);

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- 2. Alcoholic Beverages;
- 3. Meals; and
- 4. Entertainment.

Chapter Two
Accounting

SECTION 200: A. Funds allocated to the budget may not be removed without the consent of the officer in whose care the money is entrusted. In the event that funds appropriated to a section of the budget are not spent by the close of the legislative session, all excess funds shall be returned to the NSGA general operating budget.

B. Officers may spend monies from amounts appropriated to them by Student Affairs.

Chapter Three
Financial Responsibility

SECTION 300: Definitions:

A. Revenue is defined as all monies received by the organization, its representatives, or any branch thereof unless otherwise specified by law or otherwise.

B. Fundraising is defined as all activities in which the substantial and controlling purpose is to increase the amount of revenue for the organization. Fundraising shall not be considered the substantial or controlling purpose of legislative or judicial sessions, leadership training activities, or activities in which the charge for participation is necessary to reimburse the organization for its costs and not give rise to substantial profit.

SECTION 301: There is hereby created a General Revenue Fund of the organization to be administered by the Treasurer under the auspices of the office of President in accordance with these by-laws and all bills of appropriation passed into law.

**TITLE SIX
LEGISLATURE**

Chapter One
Rules

1
2 SECTION 100: The senate shall operate under the guidelines of Roberts Rules of
3 Order.

4
5 SECTION 101: To be eligible to have a Senator, an organization must meet the
6 following requirements:

7
8 A. Have a written constitution or bylaws, including a no hazing, non-
9 discrimination statement, that give the organization an expectation of
10 continuity.

11
12 B. Be recognized as a campus organization by the Office of Student
13 Affairs.

14
15 SECTION 102: Senators shall be counted present or absent only during roll call.
16 After roll call is complete, Senators arriving late may not receive credit
17 for attending the meeting.

18 A. Roll call consists of the Secretary of the Senate calling each Senator's
19 organization or name, allowing all in attendance to be given credit for
20 attending the meeting.

21 B. At the end of roll call, the organizations not recognized by the
22 Secretary of the Senate will have an opportunity to receive credit for
23 attending the Senate meeting through an additional roll call.

24
25 SECTION 103: The Senate shall keep minutes of its proceedings and from time to time
26 Publish the same; and the Yeas and Nays of the members of the Senate on
27 any question shall, at the desire of one-fifth (1/5) of those present, be
28 entered in the minutes. The minutes shall, at stated times, be made freely
29 available for public inspection.

30
31 SECTION 104: No Senator shall, during the time for which they was elected, hold any
32 other office in any other Branch of the NSGA.

33
34 SECTION 105: The Senate may determine the Rules of its proceedings, and shall have
35 the sole power to interpret the same; the Senate may punish its members
36 for disorderly behavior, and, with the concurrence of two-thirds (2/3),
37 expel a member.

38
39 **TITLE SEVEN**
40 **ORGANIZATIONAL MEETINGS**

41
42 Chapter One
43 The Open Meetings Act

44
45 SECTION 100: This act shall be known as the "Open Meetings Act."
46

1 SECTION 101: It shall be a violation of statute for the Board of Directors or any
2 organizational body whose membership is defined by Constitution or
3 By-Laws, including the Steering Committee, to meet without the
4 public being allowed to attend the complete meeting. This section shall
5 not apply to the Supreme Court when deciding cases, provided that the
6 Court shall both hear all testimony and argument publicly and
7 announce all decisions publicly.
8

9 SECTION 102: Agendas must be presented by the President prior to the
10 commencement of all regular meetings of the Board of Directors and
11 Steering Committee. Members shall be notified by the Secretary of
12 State of all meetings of the Board of Directors and Steering Committee
13 concurrently with the memberships of the Board and the Steering
14 Committee.
15

16
17 **TITLE EIGHT**
18 **MISCELLANEOUS**
19

20 Chapter One
21 **Impeachment and Removal of NSGA**
22 Elected and Appointed Officers
23

24 SECTION 100: For the purposes of clarity and full understanding the following
25 definitions shall apply as relates to the process of impeachment and
26 removal from office:
27

28 A. Impeachment - An impeachment is the prosecution, by and
29 before the Senate, of any member of the Executive or Judicial
30 branches, for willful neglect of duty, corruption in office, gross
31 misconduct, dereliction of duty, or incompetence.
32

33 B. Articles of Impeachment - The Articles of impeachment are the
34 written accusation against the officers, drawn up, and approved
35 by the Student Senate.
36

37 SECTION 101: Articles of Impeachment must originate either in the Student Senate
38 signed by no less than twenty-five (25) senators or by no less than two-
39 hundred (200) members of the NSGA.
40

41 SECTION 102: Articles of Impeachment must state with reasonable certainty, the
42 offense in office for which the officer is impeached, and if there be
43 more than one they shall be stated separately and distinctly.
44

45 SECTION 103: Upon the adoption of the Articles of Impeachment, the Senate shall
46 select a Board of Managers, which shall consist of five (5) members of

1 the body. The Board shall act as prosecutors during the course of the
2 Impeachment Trial. One of the five Senate members selected to the
3 Board shall be named Chairman.
4

5 SECTION 104: The Chairman of the Board of Managers shall appoint a Marshal and
6 Deputy Marshal from the members of the Board. The Marshal and
7 Deputy Marshal shall be empowered to serve all process, writs and
8 subpoenas, issued by the Court of Impeachment, on behalf of the
9 Prosecution.
10

11 SECTION 105: The Board of Managers shall be responsible for presenting the Articles
12 of Impeachment to the Senate within five (5) business days of their
13 adoption.
14

15 SECTION 106: The Board of Managers may select a Trial Clerk who shall be
16 responsible for taking accurate records of the trial into a "Trial Journal",
17 the issuance of all summonses, writs and process which is deemed
18 proper and necessary for the execution of the trial.
19

20 SECTION 107: Upon receipt of the Articles of Impeachment, the Senate shall within ten
21 (10) business days organize itself into a Court of Impeachment in order
22 to try the Impeachment charges.
23

24 SECTION 108: The presiding officer of the Court of Impeachment shall be the Supreme
25 Court Justice unless he or she is the subject of impeachment, in which
26 case the senate shall choose from the other associate Justices to be the
27 presiding officer
28

29 SECTION 109: The Senate shall have the power to prescribe and adopt rules and
30 procedures it deems necessary to expediently hear and try the
31 impeachment charges brought forth by the Board of Managers. The
32 Senate may also adopt rules regarding the amount of the trial which
33 may be missed, by a Senator, before the Senator may be excluded on
34 the final vote.
35

36 SECTION 110: When the Board of Managers shall have concluded their case in support
37 of removal of the defendant and the Senate has exhausted all debate
38 upon the case the Senate shall then move immediately into a separate
39 roll call vote on each charge brought forth in the Articles of
40 Impeachment. All Senators present and voting shall cast a vote of
41 either "yea", for concurrence with the charge, or "nay", for dissent of
42 the charge(s) validity. Upon the tally of the roll call, the Presiding
43 Officer of the court shall determine the verdict. Any charge not
44 receiving the two-thirds (2/3) majority required by the Constitution
45 shall be dismissed. The punishment for any guilty verdict shall be
46 removal from office.

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SECTION 111: Upon completion of the voting, the Presiding Officer shall certify the results and affix his or her signature to the document. The certificate of results shall be included into the Trial Journal and shall be delivered to and filed with the Secretary of State, by the Trial Clerk, immediately upon adjournment of the trial.