By-Laws of the Student Body Association

Article I. Senate Meetings

A. Time and Manner
   1. Meetings shall be held at a predesignated time and place set by the SBA Secretary;
   2. A Parliamentarian may be selected from any member of the Student Body who does not serve on Senate or the Executive Board by the Senate with the majority approval of the Senate to rule on Parliamentary Procedures.
   3. Special meetings of the Senate shall be called by the Chairperson, at the direction of the Senate, on the request of five members addressed to the secretary, or at the request of the President of the College;
   4. The Chairperson shall have the authority to change the regular meeting place, date, and time at his/her discretion in extemporaneous circumstances.

B. Procedure
   1. When Senate meetings are conducted, Robert's Rules of Order shall be followed except as otherwise specified by the Constitution or these By-Laws;
   2. A Parliamentarian may be selected from any member of the Student Body association who does not serve on the Senate, Executive Board, Honors Council, or Conduct and Review Council by the Senate with the majority approval of the Senate to rule on Parliamentary procedures;

C. Attendance
   1. Each Senator is allowed two absences per semester. If any Senator misses more than two meetings, they will be automatically removed from the Senate;
   2. Each tardy counts as half an absence;
   3. Meetings of the Senate shall be open to any members of the college community. Visitors shall not have the privilege of the floor except at the discretion of the Chairperson and during the Voluntary Remarks Section of the Agenda.
   4. Each member that arrives more than five minutes late to a regularly scheduled Senate meeting will receive a half absence. Each member that attends less than thirty minutes of a regularly scheduled Senate meeting will receive a full absence.

D. Order of Business
   1. Meetings, unless deemed otherwise by the Chairperson, shall be conducted as follows:
      a. Call to Order
      b. Roll Call
      c. Reading of Minutes
      d. Officer Reports
      (1) Executive Director of Programming
      (2) Secretary
      (3) Treasurer
      (4) Vice President
      (5) President
      (6) Advisor
      (7) Dean of Students
      e. Unfinished Business
      (1) Committee Reports
Article II. Senate Committees

A. Creation and Members
   1. Any matter that falls under the jurisdiction of the Senate may be delegated to a committee;
   2. Any member of the SBA may serve on a Senate Committee with approval of the SBA Vice President unless otherwise specified by the Chairperson of the Committee;
   3. Only Senators have a vote in Committee meetings;
   4. Each Committee shall have at least three members, and one Chairperson. Each senator must serve on at least two committees;
   5. Members of the SBA may serve on multiple committees;
   6. The Chairperson must be a Senator, and the Chairperson is nominated by a Senator and approved by the Senate.

B. Standing Committees
   1. Are populated at the beginning of each semester, last until the end of each Semester, and can only be added or retracted by changing these By-Laws;
   2. The Standing Committees are the Campus Beautification Committee, Dining Committee, Finance Committee, Rules Committee, SAPS Committee, and Communication Committee;
   3. The SBA Treasurer serves as the chairperson of the Finance Committee, the Parliamentarian serves as chairperson of the Rules Committee, and the Executive Director of Programming serves as chairperson of the SAPS Committee;
   4. The chairperson of each committee shall provide a report to the Senate at each Senate meeting.

C. Special Committees
   1. Are created at the recommendation of a Senator and approval by a majority of the Senate;
   2. Are populated at its conception and last until the end of the semester in which they were created;
   3. The chairperson of each committee shall provide a report to the Senate at each Senate meeting.

D. Ad Hoc Committees
   1. Shall be created through a proposal by a Senator and the approval of the majority of the Senate;
   2. The Senate shall designate a time span that the committee will work within;
   3. The chairperson of the committee must give a report by the end of their allotted time in the form of a written document or a piece of legislation.

E. Funding Coverage
   1. All travel request funding for any part of the travel request shall be left up to the discretion of the Finance Committee and approval by the senate.
   2. Registration fee is only considered if:
      i. The student is presenting something on behalf of Millsaps or is travelling on behalf of Millsaps.
      ii. The student is able to show that Millsaps can benefit from their attendance at the event or conference they go to.
   3. Organizations
i. Must be attending a leadership conference in order to receive funding for travel
ii. Same allocation procedures apply as those for individual student travel requests

**Article III. Elections**

A. SBA sanctioned elections will include, but not limited to, Senate, SBA Officers, Homecoming Court, Homecoming King and Queen, All College Council, and Millsaps Most Distinguished Man and Woman.

B. Conduction
   1. The SBA Secretary will be in charge of conducting all elections and overseeing that they are completed in the correct manner;
   2. The SBA Secretary cannot oversee elections that he or she is running in;
      a. In this case, the Senate must choose someone else who is not running to conduct all election procedures.

C. Election Commissioner Duties
   1. To issue and collect statements of intent from candidates, to collect nominations for positions, and to judge if the candidates and nominees are eligible;
      a. Candidates and nominees must be in good standing with Millsaps College;
      b. Candidates and nominees cannot run for another position for a calendar year from the day of removal.
   2. To set date of elections;
   3. To make a schedule for election procedures and times to be reviewed by the Senate;
   4. To hear all complaints brought forth by candidates;
   5. To suspend certain election rules with approval of a majority of the Senate when a situation merits such a suspension;
   6. To meet with candidates to explain election rules and procedures;
   7. To enforce the following criteria and to disqualify the candidates who fail to follow them;
      a. All students shall comply with the rules and policies for elections as stated in the SBA Constitution and By-Laws. All students shall be responsible for any campaigning done on their behalf;
      b. Candidates must submit a statement of intent that must include the candidate’s:
         (1) Name that is to appear on the ballot;
         (2) Campus mailing address;
         (3) Telephone number;
         (4) Millsaps username;
         (5) Classification;
         (6) Desired office;
         (7) Signature stating that he/she has read and understood all election rules and will comply with them or risk disqualification.
      c. The candidate must attend the mandatory candidate meeting or give the election commissioner a 24 hour notice that they will not attend as well as set up a time with the commissioner to receive candidate information and rules;
      d. The candidate may only solicit his or her campaign during the specified election week;
      e. The candidate may use a maximum of thirty standard 8x11 signs and three posters;
      f. No stickers may be used;
      g. Candidates must remove all signs and posters within a week of the polls closing or face a fine of $50. If the fee is not paid the candidate is removed from office and is ineligible for SBA positions for one year;
h. The election commissioner may assign an area in which sidewalk chalk may be used;
i. Candidates must get approval for all signs, posters, and sidewalk chalk messages that contain information other than the candidates name and position he or she is running for;
j. No mass messaging may be used on behalf of a candidate.
8. Shall notify all candidates of the results as soon as the results are known;
9. Shall post election results that shall include only the names of the winning candidates;
10. Can request that candidates stop using unfair tactics, which are defined by the election commissioner and reviewed by the Senate.

D. Qualifications, Requirements and Procedure for

1. Millsaps Most Distinguished Man and Woman
   a. Must be a graduating Senior;
   b. Shall be nominated by the Senate and Executive Board;
   c. The nominations will then be presented to the Student Body for voting and selection;
   d. These awards will be presented at the Student Life Awards program each year.
2. Homecoming Court
   a. The Millsaps College Homecoming Court shall consist of 13 members of the SBA: 10 members of the Court shall be seniors (5 of which will serve on the King’s Court and 5 of which will serve on the Queen’s Court); one shall be a junior; one shall be a sophomore; and one shall be a freshman. The Homecoming Queen and King shall be selected from among the five senior members of the court;
   b. Shall be nominated by a member of the Student Body Association;
   c. Nominated students will be voted on by the entire student body.
3. All College Council
   a. The Non Greek and four other Senators must represent the entire Millsaps Community at the All College Council;
   b. Senators are nominated by a Senator and approved by a majority of the Senate.
4. Awards
   a. SBA Leader of the Year
      (1) Must be a member of the SBA who displays the best leadership character in the SBA, has shown devotion to the SBA during their Millsaps career, and is a role model for present and future SBA members;
      (2) Shall be nominated by the Senate and Executive Board;
      (3) Shall be voted on by the Senate.
   b. Outstanding Senator of the Year
      (1) Any member of the Senate who went above the duties and responsibilities of a senator for the betterment of the Student Body as a whole; one who has consistently developed significant legislation, shown leadership, and given service;
      (2) Shall be chosen by the Executive Board.
   c. Outstanding Class Senators
(1) Must be a Senator
(2) The Executive Board shall choose one Senator from each class.
d. Service and Leadership Award
(1) Any member of the Senate who has served the Senate diligently over several
terms, and who embodies service and leadership at Millsaps in a way that
should be emulated by other students.
e. Organization of the Year
(1) Given to the most outstanding SBA registered organization;
(2) Nominated by the Senate and Executive Board;
(3) Voted on by the Senate.
f. Campus Event of the Year
(1) Given to the most outstanding campus event;
(2) Nominated by the Senate and Executive Board;
(3) Voted on by the Senate.
g. The Senate and the Executive Board has the discretion to add or remove any
awards when they deem necessary;
h. These awards are presented at the Student Life Awards and/or at the final
Senate meeting as deemed by the Senate and Executive Board.

E. Voting
1. All Millsaps undergraduate students shall have equal opportunity to vote in the
elections they qualify to vote in;
2. No person may be a candidate for more than one office in any election;
3. Students shall vote online or at an election booth;
4. Each voting student will be provided with the names of the students running in
alphabetical order, what position they are running for, and a blank space for a
write in ballot;
5. Voters may choose to vote for as many positions as they wish;
6. Polls will open at 8 AM and must remain open for at least 36 weekday hours;
7. The candidate(s) with the greatest number of votes shall be considered the winner
with the exception of SBA Executive Officers;
a. In an election for an SBA Executive Officer in which no one receives a
majority of the votes, a runoff will be held between the two candidates with the
highest number of votes.
8. In the event of a tie, the Senate shall have the deciding vote.

F. Appeals
1. Disqualification
   a. Candidates who have been disqualified may submit a written appeal to the
election commissioner for a decision.
2. Election results
   a. The election commissioner shall provide a copy of the results including
      names, number of votes, and percentages to any candidate who requests it;
b. Any candidate wishing to protest the election must file a written petition
declaring this intent and the grounds for the protest within seventy-two hours of
the closing of the polls;
c. The petition shall be submitted to the election commissioner;
d. The election commissioner will send the petition and a report to the Student
Conduct and Review Council who will hear the petition without delay;

**Article IV. Approval of Expenditures**

A. Any expenditure of the operating or reserve budget in excess of $250 shall be reported to the Senate.

B. To request funds, a recognized organization must send a written request to the Treasurer two weeks before the end of the semester to receive reimbursement for these funds. Organizations and groups should present all receipts and a written description of the funds spent to the Treasurer.

C. Once the requesting organization has turned in their receipts and the explanation of the receipts, the Treasurer will contact them with how to get their money. For all amounts below $200.00, the responsible person will receive an accounts payable voucher in their box that they can take to the business office to get their money. For all amounts over $200.00 the responsible person(s) will receive a check in their mailbox from Millsaps College.

**Article V. Amendments**

A. The SBA By-Laws may be amended by a two-thirds majority vote in the Senate.