

Bylaws

Last Updated on January 30, 2001

MISSION STATEMENT

The purposes of the Ouachita Baptist University Student Senate are to: serve as a voice by addressing student's wants and needs; to improve campus life; inform the student body of relevant issues and concerns; serve as a liaison between students and administration.

These purposes will be accomplished by constantly communicating with the student body, deciding what to do and how to accomplish it, and taking action to implement new projects.

We will work to better Ouachita Baptist University and serve in a spirit of unity and Christian servant-hood.

ARTICLE I. COMMITTEE STRUCTURE

Section One – Standing Committee Structure

1. Internal Affairs Committee
 - a. Election
 - b. Finance
 - c. Faculty-Administration
 - d. Special Events
2. External Affairs Committee
 - a. Public Relations/ Publicity
 - b. Campus Life
 - c. Community
 - d. Campus Clubs and Organizations
3. The Executive Cabinet

Section Two – Committee Membership

1. Membership of committees shall be confined to voting members of the Student Senate.
2. A committee chairperson may appoint whomever appropriate to serve on a committee in a non-voting capacity.
3. Every member of Student Senate, excluding the President, Vice-President of Internal Affairs, and Vice-President of External Affairs, shall be required to serve on at least one standing sub-committee.

Section Three – Leadership of Committees

1. There shall be a chairperson for each committee and sub-committee.
 - a. The chairperson is responsible for scheduling the committee meetings.
 - b. The chairperson is responsible for giving the committee report to the Student Senate.
2. Each committee and sub-committee shall have a recorder.
 - a. The recorder is responsible for taking minutes at each committee meeting.
 - b. The recorder is responsible for submitting a typed committee report to the Secretary of the Student Senate after each committee meeting.

Section Four – Attendance of Committee Meetings

1. Absences deemed by the Chairperson unexcused will be reported to the Secretary of the Student Senate.
2. The Secretary of the Student Senate shall refer committee absences to the executive cabinet for appropriate action to be taken.
3. Decisions concerning absences from committee meetings will be final.
4. A majority of the membership of the committee must be present to conduct business.

ARTICLE II. INTERNAL AFFAIRS COMMITTEE

Section One – Membership

1. Vice-President of Internal Affairs
2. Chairperson of the Election Committee
3. Chairperson of the Finance Committee
4. Chairperson of the Faculty-Administration Committee
5. Chairperson of the Special Events Committee

Section Two – Responsibilities

1. To determine the appropriate sub-committee to handle legislation referred to it from the floor of the Student Senate and/or the President of the Student Senate.
2. To create, if necessary, an ad hoc committee to perform a function not already performed by a standing sub-committee.
3. To over-rule, if necessary, any action of the Internal Affairs Committee's sub-committees.
4. To meet at least once a month.

Section Three – Sub-Committees

Clause A: Election

1. Membership shall consist of five (5) senators.
2. This committee shall:
 - a. Supervise all Student Senate elections according to Article IV of the Bylaws, "elections."
 - b. Conduct Surveys of the Student Body when appropriate.
 - c. Sponsor a voter registration drive at the beginning of each semester.
3. This committee shall meet at least once a month.

Clause B: Finance

1. Membership shall consist of five (5) senators. The Treasurer shall serve as chairperson of the committee
2. This committee shall:
 - a. Assist the Treasurer in drawing up the Student Senate budget.
 - b. Regularly review revenues and expenses of the Student Senate.
 - c. Act as the financial advisor, when necessary, to the Student Senate on monetary issues.
 - d. Allocate club funding when allotted for in the budget.
3. This committee shall meet at least once every two weeks.

Clause C: Faculty-Administration

1. Membership shall consist of five (5) senators.
2. This committee shall:
 - a. Investigate and recommend action on complaints by the students concerning faculty and the administration.
 - b. Coordinate representatives from the Student Senate to serve on faculty committees.
 - c. Assist the President of the Student Senate when requested with the execution of legislation passed by the Student Senate.
 - d. Coordinate the "Teacher of the Year", as outlined in Article V of the Bylaws.
3. This committee shall meet at least once a week.

Clause D: Special Events

1. Membership shall consist of five (5) senators.
2. This committee shall:

- a. Be in charge of Student Senate Homecoming activities.
 - b. Plan and organize "Guard the Tiger Week" for the OBU/HSU football game.
 - c. Plan, decorate, and prepare for the Academic and Athletic Banquets.
 - d. Plan a Fall and Spring Student Senate retreat.
 - e. Be in charge of any other "special events"
3. This committee shall meet at least once a month.

ARTICLE III. EXTERNAL AFFAIRS COMMITTEE

Section One – Membership

1. Vice-President of External Affairs
2. Chairperson of the Public Relations/ Publicity Committee
3. Chairperson of the Campus Life Committee
4. Chairperson of the Community Committee
5. Chairperson of the Campus Clubs and Organizations Committee

Section Two – Responsibilities

1. To determine the appropriate sub-committee to handle legislation referred to it from the floor of the Student Senate and/or the President of the Student Senate.
2. To create, if necessary, an ad hoc committee to perform a function not already performed by a standing sub-committee, as stated in the constitution.
3. To over-rule, if necessary, any action of the External Affairs Committee's sub-committees, as stated in the constitution.
4. To meet at least once a month.

Section Three – Sub-Committees

Clause A: Public Relations/ Publicity

1. Membership shall consist of three (3) senators.
2. This committee shall be responsible for:
 - a. Posters, Flyers, mailings, etc. which promote Student Senate sponsored events or causes.
 - b. Maintain the Student Senate website through the Tiger-net.
 - c. A Student Senate newsletter
 - d. Media coverage for Student Senate activities, when appropriate.
 - e. Any other publicity deemed necessary.
3. This committee shall meet at least once a week.

Clause B: Campus Life

1. Membership shall consist of seven (7) senators.
2. This committee shall:
 - a. Investigate complaints and request by the students concerning any area of campus life.
 - b. Recommend action concerning student complaints and request.
3. This committee shall meet at least once a week.

Clause C: Community

1. Membership shall consist of five (5) senators, one of which shall be the President of the Student Senate.
2. This committee shall:
 - a. Be in charge of the Student Senate sponsored Blood Drives on campus.
 - b. Coordinate other civic and community service activities sponsored by the Student Senate.

- c. Coordinate the can food drive for the community food bank, known as "Food Fight."
3. This committee shall meet at least once a month.

Clause D: Campus Clubs and Organizations

1. Membership shall consist of five (5) senators.
2. This committee shall:
 - a. Hold a meeting of campus clubs and organizations at least once a month.
 - b. Keep a current copy of each club and/or organizations constitution on file in the Student Senate office.
 - c. Obtain activity reports from each club and/or organization at least once every three months.
3. This committee shall meet at least once every two weeks.

ARTICLE IV. ELECTIONS

Section One – General Election Guidelines

Clause A: Student Senate elections shall be held on Wednesday.

1. The first general election shall be held during the first full week of April.
2. The second general election shall be held during the third full week of April.

Clause B: Runoff elections, if necessary, shall be held no later than the following Wednesday.

Clause C: Polls are to be open, without closing, from 8 A.M. until 3 P.M. on the day of the election.

Clause D: All bylaws concerning the elections shall be made available to candidates upon request.

Section Two – Candidate Guidelines

Clause A: All candidates must be approved through the Student Services Office before their name shall be placed on the ballot.

Clause B: All candidates shall attend a mandatory meeting to be held one week before the election.

1. This meeting shall be at 12:30pm on the third floor of Evans Student Center.
2. The chairperson of the elections sub-committee shall preside over the candidates meeting.
3. Either the Student Senate President or the Vice-President of Internal Affairs shall also be present at this meeting. He/she shall preside over the meeting if the chairperson of the elections sub-committee is unable to do so.
4. All candidates must be present at the start of the meeting to be counted present.
5. Any candidate that is late to the meeting must submit a written explanation to the election sub-committee chairperson by 5 PM on the day of the candidates meeting to be eligible to run for office.
6. No candidate that is more than (10) minutes late to the meeting shall be eligible to run.
7. All students unable to attend the candidates meeting because of class, or other reasons, must submit a written explanation to the chairperson of the

election sub-committee or the Internal Vice-President prior to the candidates meeting.

Clause C: Failure to attend the candidates meeting automatically disqualifies a candidate from eligibility to run for office.

1. Exceptions, for the reasons stated above, shall be approved by a majority vote of the election sub-committee. Without a written letter, no one shall be excused for their absence.
2. Appeals to the decision of the election sub-committee may be made to the Student Senate body. A two-thirds (2/3) majority vote is required to overturn the committee decision.

Clause D: Candidates running for Student Body President shall give a short speech in a chapel service prior to the election.

1. The faculty chapel committee shall determine the chapel service the speeches will be given in. If the chapel committee does not set aside a time for this speech, candidates will not speak in chapel.
2. In the event there is only one candidate for Student Body President, he/she shall give a speech on his/her plans for the upcoming school year.
3. Decisions of the chapel committee concerning the length of the speech, content of speech, etc. shall be final.

Section Three – Campaigning

Clause A: There are to be no campaign posters, flyers, banners, etc. hung prior to the candidates meeting.

Clause B: All forms of campaign material must follow standards deemed appropriate by the University.

Clause C: Candidates may not solicit votes inside Evans Student Center on the day of the election.

1. Any campaigning by the candidate in ESC automatically disqualifies a candidate from his/her race.
2. Appeals may be made to the election sub-committee and the Student Senate body. Appeals shall be granted with a majority vote of the election sub-committee or a 2/3 majority vote of the Student Senate body.

Clause D: All campaign posters must be taken down by 5:00 p.m. on the Friday after the election.

Section Four – Rules Governing Operation of the Polling Tables

Clause A: Two people must officiate the polls at all times. They shall consist of:

1. Student Senate members
2. Student workers from the activities office

Clause B: Campaigning by a poll worker is strictly prohibited.

Clause C: No one with a conflict of interest may officiate the elections.

Clause D: Students must show a photo identification to vote in elections conducted by the Student Senate.

Clause E: There shall be two separate tables placed by the mailboxes for conducting the elections.

1. One table will hand out the ballots and check photo identification.

- a. Each student may vote only once.
 - b. Names shall be highlighted on a classification roster to indicate those students that have voted.
 - c. Students must vote in the class for which they have credit hours for according to the University.
2. One table will have the locked ballot boxes placed on it for voters in which to place their ballot.
 - a. There will be one box for each class.
 - b. The boxes are not to be opened until after the conclusion of the elections and only by those responsible for counting ballots.

Section Five – Ballots

1. The candidate's names shall be placed on the ballot according to their position on the sign up posters, as stated in the Constitution.
2. The election sub-committee shall appoint three Student Senate members to be responsible for the counting of the ballots following the election.
3. Ballots are to be stored in the Student Senate office in a secure place.
4. The election sub-committee will conduct a recount of the ballots if a written request is made to the Student Senate within a 24 hour time period of the posting of the results.
5. Ballots are to be destroyed after the 24 hour recount period. If the Election Committee finds an error in the tabulation of the ballots during a recount, the ballots are not to be destroyed.

Section Six – Election Results

1. Results shall be posted immediately following their tabulation by the Student Senate in the cafeteria.
2. The candidate, in any given race, which accumulates more than fifty percent of the popular vote, will be declared the winner of a race.
3. In the case that no one receives more than fifty percent of the vote, the two candidates which receive the most votes will enter a run-off which will be held no later than the following Wednesday.
4. In the case of a tie between two candidates in the run-off election, a winner will be determined by a vote on the floor of the Student Senate at the next called business meeting.

Section Seven – Appeals

Clause A: All appeals must be made within 24 hours of the ending of the election.

1. Exceptions or questions concerning the election bylaws shall be made to the election sub-committee. A majority vote of the sub-committee shall be required for interpretation.
2. Appeals to the decision of the election sub-committee may be made to the Student Senate body. A two-thirds (2/3) majority vote is required to overturn the committee decision.

Clause B: All appeals must be submitted in writing.

ARTICLE V. TEACHER OF THE YEAR AWARD

Section One – There shall be two awards sponsored by the Student Senate.

1. The Lavell Cole Most Inspirational Professor Award
2. Most Innovative Professor

Section Two – The Lavell Cole Most Inspirational Professor Award

Clause A: Purpose: To recognize a faculty member who excels in the classroom in instruction, motivation, and inspiration. This award is given in honor of Mr. Lavell Cole, who taught history at OBU for over 30 years.

Clause B: Guidelines

1. The recipient of the award must be a full time faculty member.
2. The student body shall determine the recipient of the award by popular vote.
3. No one individual shall be eligible to receive the award more than once every four years.
4. The recipient of the award shall be announced at the Academic Awards Banquet.

Section Three – Most Innovative Professor

Clause A: Purpose: To recognize a faculty member who has shown achievement in his/her field through published journals, books, discoveries, etc.

Clause B: Guidelines

1. The recipient of the award must be a full time faculty member.
2. Full time faculty members shall vote to determine the recipient of the award in the last school faculty meeting of the year.
3. No one individual shall be eligible to receive the award more than once every four years.
4. The recipient of the award shall be announced at the Academic Awards Banquet.