

Constitution of the Student Body Association

Preamble

In order to provide effective participation of students in college governance, to act for the students in matters involving the students' interests, to help maintain a high quality of life on campus, and to work with the administration, staff and faculty to build and preserve a learning community, the students of Millsaps College do hereby establish this Constitution.

Article I. General Organization

A. Membership and Rights

1. All Millsaps students who pay the student activity fee.
2. All members shall have full right to vote in Student Body Association elections.
3. All members may choose to pursue all elected or appointed positions of student government, but for Articles II & III, Sections 4.

B. Jurisdiction

1. All apportionment of Student Body Association funds consistent with the policies of Millsaps College; administration and Board of Trustees;
2. Any and all areas of student activities, concerns and needs as delegated by the Board of Trustees.

C. Government

1. The government of the Student Body Association shall be executed by the Student Body Association Executive Board, the Student Senate and the Student Conduct Council.
2. The Decisions of the Senate shall be under the title of SBA.

Article II. The Executive Board

A. Members and Functions

1. President

- a). Presides as chairperson over Senate meetings;
- b). Administers all resolutions and legislation of the Senate;
- c). Forms all ad hoc committees as deemed necessary;
- d). Appoints all ad hoc committee chairpersons subject to approval of the Senate;
- e). Appoints administrative assistants as deemed necessary;
- f). Acts as the official host and representative of the students to all dignitaries and student groups visiting on campus;
- h). May remove any presidential appointee as deemed necessary;
- i). Delegates additional authority or issues direction to members of standing, special, and/or ad-hoc committees;

- j). Acts as the official representative of the Student Body Association to various campus groups and organizations;
- k). Performs all other duties as specified in the Student Body Association Bylaws and statutes;
- l). Serves as ex-officio member of the Board of Trustees;
- m). Attends faculty meetings when invited by one or more faculty members and the invitation is approved by the Dean;
- n). Appoints one student ex-officio member to each of the following Board of Trustees' committees: Academic Affairs, Student Life, and Business Affairs; students meeting the Senate's approval will serve a term of one full academic year;
- o). Directs and administers general policy of the Student Body Association Officers;
- p). Shall not vote in Senate except in the case of a tie.
- q). Has the power to rule on questions arising from ambiguities and errors within the Constitution. The President shall issue a written decision within two weeks of the receipt of a written request (by any member of the Student Body Association) for a decision in a matter. This decision may be appealed to the Student Conduct Council.
- r). Will serve as chairperson and have full authority over the SBA Executive Cabinet
 - 1. The Executive Cabinet will be tailored to the President him/herself.
 - 2. It shall be comprised of formal or informal advisors of the President's choosing.
 - 3. The SBA Secretary serves as Chief of Staff of the Cabinet members.

2. First Vice President

- a). Serves as ex-officio member of all Senate Committees;
- b). Shall vote as a member of the Senate;
- c). Shall accumulate student applications for all Senate Committees;
- d). Shall develop and plan all SBA retreats and banquets;
- e). Shall serve as a liaison between the SBA and the Alumnae Council;

3. Second Vice President

- a). Shall oversee all SBA elections;
- b). Shall accumulate applications for and nominations by SBA Officers for the All-College Council, the Publications Board, the Honor Council and the Student Conduct Council. He/she will then present the Honor Council and Student Conduct Council nominees to the Senate for appointment/approval;
- c). Shall chair all interviewing/selection committees for the Publications Board, the Honor Council, the Student Conduct Council and the SAPS Programming Board.
- d). Shall vote as a member of the Senate;

4. Treasurer

- a). Serves as the chair of the Finance Committee;
- b). Receives and evaluates, along with the Finance Committee, all Budget requests from groups requesting funds and submits a comprehensive budget proposal to the Senate;

- c). Informs all campus groups of proper budgeting and expenditure procedures and assists these groups in all budget related matters;
- d). Facilitates the requisition procedure with the Business Office to ensure that all financial transactions of the SBA are performed in a professional manner;
- e). Keeps current and accurate records of SBA expenditures;
- f). Evaluates special requests for the funds from General Account;
- g). Shall vote as a member of the Senate;
- h). Shall be present and assist in signing the major contracts of the Bobashela and any other organizations where the SBA is a major source of financial support;

5. Secretary

- a). Records the minutes of each Senate meeting and oversees the distribution of these minutes to the Senators and the Millsaps Community;
- b). Posts the hour and meeting place of all Senate meetings;
- c). Shall vote as a member of the Senate;
- d). Serves as Chief of office operations and Chief of Staff of the Executive Cabinet;

6. Executive Director of Programming

- a.) Shall serve as Chairman of the Socializing Activities and Programming for Students (SAPS) board;
- b.) Shall oversee all internal SBA programming;
- c.) Shall vote as a member of the Senate

B. Election and Term of Office

1. Each officer shall be elected at large from the Student Body Association.

2. All terms of the SBA Officers shall be concurrent with the calendar year beginning with the spring semester and concluding with the close of the fall semester. An inauguration ceremony shall be conducted by the SBA Officers after the new officers have been elected.

3. If an Officer is removed from his/her position, for any reason, his/her privilege to run for any SBA position will be suspended for one year, starting with the date of removal.

4. Impeachment

- a). Grounds for removal of an Officer:
 - 1. Breach of faith with the Student Body Association;
 - 2. Not carrying out specific obligations of the office;
 - 3. Not carrying out general obligations as a member of the Student Body Association or the Executive Board.
- b). A majority of the Senate shall be required before a formal impeachment shall be brought before the Student Body Association.
- c). Three-fourths of the Senate must find an officer guilty of charges before recommending removal by the Student Body Association.
- d). The officer shall then be subject to removal by a majority of those voting in a special election.

5. A new officer shall be elected within two weeks after removal or after any vacancy occurs.

Article III. The Student Senate

A. Members

1. Elections and Terms of Office

a). One member shall be the President of the Student Body Association Officers. The President shall serve as chairman of the Senate and shall cast a vote only in the case of a tie.

b). Five members shall be the First Vice President, the Second Vice President, the Treasurer, the Secretary and the Executive Director of Programming of the Student Body Association. They shall vote and have equal status as members of the Senate.

c) Members of the Senate, Senators, shall be elected by general election from the various resident districts. The resident districts shall be as follows:

- District 1 - Franklin Hall
- District 2 - Bacot Hall
- District 3 - Sanderson Hall
- District 4 - Ezelle Hall
- District 5 - Galloway Hall
- District 6 - Goodman House
- District 7 - Greek Row
- District 8 - New South Hall
- District 9 - Campus Wide
- District 10 - Independent
- District 11 - Off Campus
- District 12 - Off Campus Independent
- District 13 – New Buildings

d). To determine the number of Senators from the resident districts, the number of residents in that district shall be multiplied by twenty-two. The result shall then be divided by the total college enrollment. Each district shall be entitled to the number of senators equal to the result of said division. Each resident district shall have a minimum of one representative. In the event that this fails to apportion the total number of seats, the remaining seats shall be distributed singularly to the districts in descending order based on the size of their respective remainder after the aforementioned division. An accurate account of the numbers of the students in each district shall be obtained from the College to determine apportionment.

e). Eight Senators shall be elected by a campus-wide general election.

f). Two Senators shall be elected by independent students.

- 1). District 10's Senator will be elected by independents whose residence is on campus. District 12's Senator will be elected by independents whose residence is off campus. This guarantee of two positions does not exclude the right of an independent student to run for any other position on the Senate (District 1-10).

g). A Student Body Association member shall qualify for one Senate position either for his or her resident district or the general campus-wide election. A letter of intent shall be required, stating district, if applicable. The letter of intent shall be submitted to the Second Vice President.

h). In the event that a Senate seat becomes available in the Fall semester, the SBA President will appoint a new Senator. This person shall serve until the end of the appointed term. One special election shall be held in the beginning of the Spring semester to replace any empty seats vacated during Winter Break. If any seats become available in the Spring semester, the SBA President will appoint a new Senator. This person shall serve until the end of the appointed term.

2. Each Senator shall be allowed two absences per semester. Should any Senator miss more than two regular and/or emergency meetings a semester, that Senator will automatically be removed from the Senate.

3. Senators not present during roll call, but present at the remainder of the meeting will be marked by the secretary as tardy. The accumulation of two tardies will be equivalent to one Senate absence.

4. If a person is removed from a Senate position or a Senate-elect position, for any reason, his privilege to run for any SBA position will be suspended for one year, starting with the date of removal.

5. Impeachment

a). Grounds for removal of a Senator:

- 1). Breach of faith with the Student Body Association;
- 2). Not carrying out specific obligations of office position;
- 3). Not carrying out general obligations as a member of the Student Body Association or to the SBA officers.

b). A majority of the Senate shall be required before a formal impeachment shall be brought before the Student Body Association.

c). Three-fourths of the Senate must find a Senator guilty of charges before recommending removal by the Student Body Association.

d). The Senator shall then be subject to removal by a majority of those voting in a special election.

e). A new Senator shall be appointed within one week after removal or after any vacancy occurs.

B. Powers and Jurisdiction

1. The Senate shall exercise legislative power over those areas of collegiate activity that are the responsibility of students.

2. The Senate shall serve as spokesman for the Student Body Association on all matters of student concern.

C. Senate Committees

1. Delegation of Powers

- a). The consideration of any matters within the jurisdiction of the Senate may be delegated to committees which shall be responsible to the Senate.
- b). Such committees shall be of three types: standing, special and ad hoc.
- c). It shall be the duty of each committee to advise the Senate on matters within its scope of interest. Each committee shall have executive powers only as defined by the Bylaws or by special action of the Senate.

2. Appointments and Terms of Committees

- a). Chairs and members of all committees shall be chosen by the First Vice President subject to approval by the Senate.
- b). The notices of appointment shall include definitions of the duties and powers of the respective committees.
- c). The tenure of an ad-hoc ends within the completion of its assignment.
- d). The tenure of standing committees ends at the completion of the academic year.

3. Personnel

- a). Unless otherwise restricted, any member of the Student Body Association may be appointed to a standing Senate committee.

4. Reports

- a). An ad-hoc committee shall make a report to the Senate on the completion of its assignment.
- b). Standing and special committees shall present an annual written report in April to the Senate.
- c). Committee chairs shall take attendance at all committee meetings and report absences to the First Vice President and Secretary. An absence from a committee meeting shall count as one tardy, and two tardies shall count as one absence.

D. Senate Meetings

1. Regular Meetings: The Senate shall meet weekly during the fall and spring semesters unless, in the judgment of the chairperson and the Secretary, there is insufficient business to be considered at the scheduled meetings.
2. Emergency Meetings: Special meetings of the Senate shall be called by the Secretary at the direction of the chairperson, at the direction of the Senate, on the request of seven members addressed to the secretary, or at the request of the President of the College. If the Secretary vacates office, a special meeting may be called by the chairperson or Parliamentarian, who shall serve as acting secretary until a replacement is elected.
3. Two-thirds of all voting Senate members shall constitute a quorum for the transaction of business.

4. Meetings of the Senate shall be open to any members of the college community. Visitors shall not have the privilege of the floor except with majority consent of the senate.

5. Decisions of the Senate shall be made known to the college community.

Article IV. The Millsaps Student Conduct Council

A. Members

1. Eleven voting members shall be appointed as follows: two faculty members appointed by the Vice President and Dean of the College with the approval of the President; one administrative staff member appointed by the President; eight student members appointed by a committee chaired by the Second Vice President. This committee shall be composed of three Student Conduct Council members and two Student Body Association Officers and students appointed to this committee shall be confirmed by the Senate.

2. The Director of Campus Life shall serve in a non-voting advisory capacity.

3. The Student Conduct Council shall be chosen in the Spring term of each year. Terms of office shall be as follows: faculty members, two members for a one-year term each; student members, seven students each for a one-year term, one student for a two-year term.

4. The Council shall choose a chairperson, vice-chairperson and secretary from the student membership.

5. The Council may choose a Student Conduct liaison, that is not part of the Council, to advise any student of his rights before a council hearing.

B. Jurisdiction of Powers

1. The Student Conduct Council shall generally have jurisdiction over student disciplinary cases except in the following areas: cases involving extreme psychological and/or emotional problems which will be determined by and handled by the Dean of Students. In such cases the Dean of Students will inform the members of the Student Conduct Council of the reason for the determination; cases involving academic cheating, plagiarism or unruly behavior in the class room shall be determined and handled through the Office of the Vice President and Dean of the College and/or by the Honor Council; all disciplinary actions taken by the Office of Student Life on behalf of the Student Conduct Council and/or in lieu of a formal hearing shall be reported to the members of the Student Conduct Council by the Director of Campus Life.

2. The Student Conduct Council shall NOT have jurisdiction over offenses committed outside the college campus except those which occur during participation in a college activity or in an activity affiliated with Millsaps College.

3. The Student Conduct Council shall have the authority to levy appropriate monetary fines, service hours, alcohol classes as well as other sanctions.

4. The President of the College has prerogative of review in all matters of student discipline. The authority of the President to assume jurisdiction in cases of student discipline is reserved for those instances where, in his/her judgment, the best interests of the College would be served.

5. The Student Conduct Council has the power of review over decisions of the President of the Student Body Association concerning questions arising from constitutional interpretation and procedure. Any decision made by the SBA President may be overturned by a majority vote of quorum of Student Conduct Council and replaced by the Student Conduct Council's own decision. The Student Conduct Council can refuse to hear any case by a majority vote and the President's decision will then be final.

6. The Student Conduct Council may suggest amendments or present decisions in writing to the Senate concerning presidential review, the Constitution or the Bylaws.

7. The Student Conduct Council should review, periodically, the Constitution and Bylaws as recommended in writing by the Senate and SBA Officers.

8. The Student Conduct Council shall have the authority to reopen cases due to the appearance of additional evidence.

C. Appeals

1. Decisions rendered by the Student Conduct Council may be appealed to the Dean of Students. Decisions rendered by a Student Life administrator may be appealed to the Student Conduct Council.

2. Any decision rendered by the Student Conduct Council and/or an administrator which involves a recommendation of suspension or expulsion from the college will be reviewed by the Dean of Students.

D. Procedures of the Millsaps Student Conduct Council

1. The chairperson of the Student Conduct Council shall have plenary authority to control the conduct of persons in the council chambers and is subject to being overruled by a majority of the other members present.

2. When deemed necessary, the chairman or a member of the Student Life staff shall have the power to appoint an examiner to investigate the facts of a case, to present the case to the council, and to examine witnesses.

3. The Student Conduct Council shall establish rules and bylaws for the conduct of council hearings, subject to review of the Senate.

4. Any member of the Millsaps College community may bring charges against a member of the Student Body Association.

E. Relations to College Policy

1. Each member of the Millsaps Student Conduct Council is obligated to enforce the disciplinary regulations of the Student Body Association.
2. Each student is bound by honor to display proper conduct in the community and before the Council. Sanctions for refusal to cooperate with the Student Conduct Council may result in the recommendation of a hold on next semester registration or refusal of graduation in the case of students in their last semesters.

Article V. Conflicts of Interests

A. No member of the Student Body Association shall hold more than one of the following offices at any one time: Senator, Student Conduct Council member, Honor Council member, Student Body Association Officer or Editor of a chartered Student Body Association publication.

Article VI. Amendment

A. An amendment may be introduced only by a Senator. The proposed amendment must then receive a two-thirds majority vote of the Senate in order to pass.

B. An amendment shall become effective upon ratification by a majority vote in a Student Body Association election.

By-Laws of the Student Body Association

Article I. Student Senate Meetings

- A. Meetings of the Senate shall be held at the hour and place designated by the Secretary.
- B. The President shall have the authority to change the regular meeting date when such date falls on a holiday or at a time of special campus or community activity.

Article II. Parliamentary Authority

- A. In the conduction of Senate meetings, the Robert Rules of Order shall be followed except as otherwise provided by the Constitution or these Bylaws.
- B. If deemed necessary, the Officers of the SBA shall appoint, from the Senate, a parliamentarian to rule on issues of parliamentary procedure within Senate meetings. The parliamentarian may be a voting member of the Senate and shall succeed the position of Secretary should that vacancy arise.

Article III. Order of Business

The order of business to be followed at meetings, unless deemed otherwise by the officers of the SBA, shall be 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. Second Vice President
- 5. First Vice President
- 6. President
- 7. SBA Advisor Report

E. Committee Reports

- 1. Standing:
 - Diversity
 - Campus Services
 - Community Outreach
 - Campus Safety
 - Academic Affairs

2. Special:

Admissions
Finance

- 3. Ad-Hoc
- G. Unfinished Business
- H. New Business
- I. Special Orders of Business
- J. Voluntary Remarks
- K. Adjournment

Article IV. Senate Committees

Standing Committees

- A. Each Senator will be assigned to one standing committee, along with any other Millsaps student who applies to be assigned to a standing committee.
- B. Meetings shall be scheduled weekly to be held before the regular weekly meeting of the Senate, or otherwise, under the discretion of the chair or First Vice President.
- C. Finances shall be planned by the First Vice President with approval of the Treasurer.

1. Campus Services

a). Composition

- 1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.
- 2. Members will be placed on a sub-committee concerned with one of the following: a) dining services, b) environmental awareness, c) campus maintenance
- 3. Chair(s) and members to be appointed by the First Vice President.
- 4. This committee will act in an advisory position to the Vice President of Campus Services.

b). Responsibilities shall include advising the Senate with concerns relating to the structural, dining, or environmental aspects of the campus. Furthermore, the Committee acts as a developer of plans to aid in the fixing of problems by scheduling “Walk-Arounds”, Campus Clean Ups, developing energy saving strategies, engaging with the student body concerning recycling, water conservation, and pollution. The subcommittee concerned with dining services will schedule periodic meetings with Valley Food Services representatives to discuss student concerns as they pertain to dining services. They will also maintain a “Suggestions Box” to be placed in the Caf. The Committee will also receive e-mails addressed to suggestions@millsaps.edu and will either address the concern amongst themselves or forward the e-mail to the appropriate Senate Committee or Executive Board member. The Committee shall also plan and advertise the Senate Christmas / Spring Parties.

c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

2. Community Outreach

a). Composition

1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.
2. Chair(s) and members to be appointed by the First Vice President.

b). Responsibilities shall include communicating and planning and/or participating in important philanthropic events on and off campus on behalf of the SBA and shall be responsible for planning and advertising the SBA Carnival, as well as coordinating a Millsaps Buddy Walk. This committee will also participate in the Millsaps “1 Campus, 1 Community” project.

c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

3. Campus Safety

a). Composition

1. Chair(s) under the authority of the 1st Vice President and Senate who shall oversee the work of this committee.
2. Chair(s) and members to be appointed by the First Vice President.
3. At least one representative from Millsaps Campus Safety.

b). Ticket appeals shall be schedule by the chair and the representative from Millsaps Campus Safety and all students shall be made aware of these schedulings.

c). Responsibilities include advising the Senate on regulations and laws pertaining to security issues; this Committees acts as a liaison between the SBA and Millsaps Campus Safety. It also presides over hearings for ticket appeals. The Committee holds three ticket appeals hearings per semester, plans and advertises Security Forum, and will help in re-stripping parking lots.

d). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

4. Student Services

a). Composition

1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.
2. Chair(s) and members to be appointed by the First Vice President.

b). Responsibilities include those of the former Academic Affairs and Diversity committees (ex: planning “Lunch with the Deans” events, planning a “Faculty Appreciation Day,” working with the Millsaps – Wilson Library staff to

provide the campus with the best library experience possible, holding events and establishing relationships for the promotion of diversity)

c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

Special Committees

A. Only Senators are assigned to the special committees; every Senator may serve on every special committee.

1. Admissions

a). Composition

1. Liaison(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.

2. Liaison(s) to be appointed by the First Vice President.

3. Liaison(s) shall not necessarily be a staff member of admissions.

b). Responsibilities include being a link between Senate and Admissions, organizing Senate involvement with recruitment, notifying Senators of prospective student events, and will assist in the various Admissions Days.

c). This committee will operate on behalf of Senate with Admissions for the betterment of the College.

2. Finance

a). Composition

1. Liaison(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.

2. Liaison(s) to be appointed by the Treasurer and/or First Vice President and will work with the Treasurer.

C. Ad-Hoc: Only Senators are assigned to the ad-hoc committees; the SBA President will assign ad-hoc committee assignments.

D. All Committees shall have new duties and/or responsibilities added to their list of goals when deemed necessary by their chair/Liaison and/or the First Vice President.

Article V. Elections

A. SBA sanctioned elections will include, but not limited to, Senate, SBA Officers, Homecoming Court & Queen, All College Council, and Millsaps Most Distinguished Man and Woman. (Only seniors will be eligible for Most Distinguished Man and Woman).

B. Powers of Second Vice President

1. To enforce all rules and regulations established by the Constitution and these Bylaws of the Student Body Association;

2. To issue and collect statements of intent from candidates and to judge the legitimacy of candidates according to established qualifications;
3. To set dates of elections;
4. To hear all complaints brought forth by candidates;
5. To suspend certain election rules when the present situation merits such a suspension.
6. To meet with candidates to explain election rules and procedures and polling area decorum as well as rules for solicitation.
7. Enforce the following criteria to the candidates and to disqualify those who fail to meet these qualifications.
 - a. The candidate may not use more than thirty signs to solicit the campaign.
 - b. There will be a set week for election designated by the 2nd Vice President :
 - c. Friday Prior to Elections, 2:00 PM-All signs for elections may be put up
 - d. Wednesday, 8:00 AM-Polls open; polls must be open for a minimum of twenty-four hours.
 - e. Thursday, 8:00 PM-Polls close
 - f. Friday, 8:00 AM-Run-Off Election if necessary; polls must be open for a minimum of twelve hours.
 - g. Following Monday, 8:00 AM-All signs must be taken down and results must have been announced by this time to the candidates, unless extenuating circumstances arise.
 - h. Candidates may be charged a fee if campaign signs are not taken down when asked to do so (Fee would be equal to the costs incurred to have campaign material taken down). Also, candidate will be disqualified from taking office, and may not run for an office for a period of one year if the candidate does not meet this qualification.
 - i. All signs may be standard poster board size, and may not exceed this size limit.
 - j. Candidates cannot use clusters of signs that exceed the previously stated maximum sign size
 - k. If a sign includes any other information other than the name of candidate and the office, such as a slogan, it must be approved by the 2nd VP before being displayed.
8. The candidate must attend the mandatory candidate meeting or if unable to attend, he/she notifies the Second Vice President 24 hours before the meeting and makes alternate plans to receive candidate information
9. The candidate shall not make use of email by means of mailing lists or campus wide lists to solicit his/her campaign-including mailings sent by other people.
10. The candidate may use 'Facebook' and other internet social networks; however, the following guidelines must be followed when doing so:
 1. No mass messages may be sent through the network.
11. Sidewalk Chalk may utilized within the candidates campaign:
 1. 2nd VP will assign places that the chalk may be used
 - a. Chalk may not be placed on walls or buildings.

2. A maximum of 5 chalk signs may be used to solicit the candidates campaign
 - a. These 5 signs are not included in the previous maximum number of signs.
 - b. These 5 are additional to the previous twenty maximum number
3. All chalk must be removed from the ground by the candidate by the following Wednesday if rain has not done so.
 - a. If this requirement is not met then it will result in the removal of any office won during the election, and the candidate may not run for any office for the time period of one year.
4. All sidewalk chalk signs must be no larger than a standard poster board
5. All signs displayed must be approved by 2nd VP before written on the ground if it contains any other material besides the name of the candidate and name of office, such as a slogan.”

12. No disqualification from an election may occur without the consultation of the Second Vice President.

C. Voting

1. Millsaps students shall vote on-line with voting software provided by the SBA/College.
2. The Second Vice President must email/display the web address, to vote, during elections.
3. The Second Vice President is in charge of the maintenance of all on-line voting software and passwords.

D. Polling Times

1. Polls shall be open a minimum of six hours in run-off elections and twelve hours in general elections.

E. Write-In Ballots

1. In any general election, it shall be permissible for any qualified voter to write the name of a student on the ballot. This act shall indicate that the voter is casting the vote for that written name appearing on the ballot.

F. Procedure

1. Candidates running in elections held by the SBA must submit a statement of intent. These statements must include:
 - a). Name that is to appear on the ballot
 - b). Candidate's campus mailing address
 - c). Candidate's telephone number
 - d). Candidate's username
 - e). Candidate's classification
 - f). Office/position which the candidate seeks
 - g). signature of candidate stating that he/she has read and understood all elections rules and will comply with them or risk disqualification

2. No person may be a candidate for more than one office in any election.
3. Each candidate shall meet with the Second Vice President who will inform the candidates of their responsibilities and it shall be the duty of the candidate to read and obey these regulations.
4. Elections will be held with all qualified candidates' names on the ballot in alphabetical order by position, and the voters shall vote for the number of positions available.
5. The candidate with the greatest number of votes shall be considered the winner with the exception of the following elections: SBA Officers and Millsaps Most Distinguished Man and Woman.
 - a). In an election for an SBA Officer or for Millsaps Most Distinguished Man and Woman in which no one receives a majority of the votes, a run-off will be held between the two candidates with the highest number of votes.
 - b). In the event of a tie during run-offs, the candidates will go before the Senate for a deciding vote.
6. Posting of election results shall include only the names of the winning candidates. The Second Vice President will provide a copy of the results including names, number of votes, and percentages to any candidate who requests it.
7. In all general elections, only those students who are undergraduates, full-time, and in good financial standing may cast a ballot. A list of qualified voters shall be present on the ballot.
8. Each voter must present a current Millsaps' I.D. for verification to the poll worker. This will serve as a form of registration if the on-line voting software is unavailable to a student.

G. Violations

1. All students shall comply with the rules and policies for elections as stated by the SBA Constitution, Bylaws and Second Vice President. All students shall be responsible for any campaigning on their behalf. This responsibility shall include enforcing the election rules and policies to any President shall provide a written warning to the student who violates, or whose campaign violates the rules and policies of the elections, which shall include instructions for eliminating the violation(s). If the violation(s) occur again, or are not dealt with as instructed in the warning, the Second Vice President shall disqualify the student, and a written letter of disqualification shall be issued stating the reason(s).
2. 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. This petition must be submitted to the Second Vice President in writing and a recount may be requested in this petition.
3. Petitions will be heard without delay by the Second Vice President in consultation with the officers and judgment passed. Any violations of the rules, regulations, or procedures established shall constitute grounds for holding a new election or for the disqualification of a candidate.
4. Candidates who have been disqualified may submit a written appeal to the Second Vice President and the appeal will be decided on before the election.

H. Millsaps Most Distinguished Man and Woman

1. Qualifications

- a). must be a Senior
- b). must have a cumulative GPA of 3.0 or better

- c). must be nominated by five students and one faculty member.

I. Homecoming Court

1. The Millsaps College Homecoming Court shall consist of eight female members of the Millsaps College Student Body Association. Five members of the Court shall be seniors; one shall be a junior; one shall be a sophomore; and one shall be a freshman. The Homecoming Queen shall be selected from among the five senior members of the court.

a). Nomination Procedure

1. Any two members of the Millsaps Student Body Association may nominate any female member of the Student Body Association as a candidate for Homecoming Court maid by submitting a letter of intent to the Second Vice President of the Student Body Association.
2. Letters of intent must contain the signatures of the two nominating persons and the signature of the nominated person.

b). Election Process

1. Each academic class will elect the respective number of representatives. The female candidates receiving the highest percentage of a class-wide vote will be designated as the Homecoming Court.
2. In the case of a tie, there will be an extra slot allocated on the court for the candidates involved in the tie.
3. After the election of the court, a run off election will be held with the five senior court members. The person receiving the highest number of votes during the run off shall be the Queen. Only those who are elected to the court shall be eligible for Queen.

c). Announcement of the Court and Queen

1. The Homecoming Queen shall be announced during the half time festivities of the Millsaps College Homecoming Football Game. The Second Vice President is responsible for the submission of the name of the queen to the Office of the Sports Information Director for the announcement.
2. The Second Vice President is charged with the responsibility of not revealing the name of the Queen prior to the announcement.

J. All College Council

1. Members

- a). Four Student Representatives on behalf of the whole of the Millsaps community
- b). One seat must be filled by an independent, this guarantee of one seat does not exclude the right of an independent student to run for the other seats on the council.

2. Qualifications

a). Any member of the SBA is eligible to run and if elected will serve on the All College Council until the next election the following year.

3. Elections will be held at the end of the Spring Semester and members will become active at the Fall meeting of the All College Council.

K. Senate Awards

1. The Senate will vote in April, each year, on four SBA Awards to be awarded at the Student Life Awards ceremony.

2. The awards and criteria are as follows:

a.) SBA Leader of the Year - must be a senior 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 Senators, Officers, and Student Conduct Council members. The winner is voted on by the entire Senate and given a \$250 cash award.

b). Outstanding Senator Award - any member of the SBA senate who went above the duties and responsibilities of a senator for the betterment of the senate; one who has consistently developed significant legislation, shown leadership, and given service. The winner is voted on by the entire Senate and given a \$250 cash award.

c). Senate Committee of the Year Award - recognizes the members of the Senate committee that has been active in producing significant legislation and activities for the improvement or change of the Millsaps College campus community. The winner is chosen by the Executive Board.

d). Outstanding Non-Senator Committee Member - must be a non-senate member of a Senate Committee who has shown consistent devotion to the Committee's goals and has contributed greatly to the activities of the committee. Nominee is presented by Committee chairperson, and winner is voted on by entire Senate. This award will only be given in those years when Committee chairpersons feel that a nomination is warranted.

Article VI. Approval of Expenditures

A. Any expenditure of SBA funds in the excess of \$250.00 shall be reported to the Senate.

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

C. Once the requesting organization head/treasurer 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 \$100.00, 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 \$100.00 the responsible person(s) will receive a check in their mailbox from Millsaps College.

D. Any active group on campus including organizations recognized but not allocated money in the SBA Budget may request funding from the SBA in the form of a new proposal. A certain amount of the SBA Budget will be allocated each year for such proposals.

Article VII. Amendments

A. These articles may be amended by a two-thirds majority vote in the Senate.

B. Also under Article VI of the Millsaps College SBA Constitution