

*Section 6*

**The Governance Units**

**6.1     SUBJECT:     UNIVERSITY GOVERNANCE SYSTEM**

Date Adopted:           October 24, 1981  
Revision Adopted:       November 15, 1986  
                              November 14, 1992  
                              December 6, 2002

Reference:               Minute Book: 26       Page: 103  
Reference:               Minute Book: 36       Page: 23

The Board of Regents of Murray State University endorses the concept of shared authority and responsibility in the governance of the institution. A university is comprised of many persons with knowledge and skills in diverse fields. Each member of the University community can make a special contribution to the vigor and progress of Murray State. Shared authority and shared responsibility tap these resources for the good of the University. Pursuant to the concept of shared authority and responsibility, the Board of Regents of Murray State University by this document recognizes and sets forth the role of the Faculty Senate, Academic Council, Staff Congress, Student Government Association, and the University Standing Committees, in relationship to University governance.

Policies governing University governance bodies, whether characterized as the power to propose, formulate, review, determine or as otherwise stated, shall be considered as advisory in nature to the President of the University. In those cases where a component part of the governance structure is instructed herein to make recommendations to other individuals or groups, a copy of this recommendation shall be delivered to the President or to an appropriate Vice President as the President may direct.

**Purpose**

This policy establishes and/or clarifies the role of the Faculty Senate, Academic Council, Staff Congress, Student Government Association and the University Standing Committees in relationship to the University governance system of Murray State University. This policy is designed to bring the special talents and expertise of the various elements of the University Community to bear on policy matters of vital interest. University governance bodies shall be considered as being advisory in nature.

**Authority**

The Legislature of the state of Kentucky has vested the primary responsibility for the governance of Murray State University in the Board of Regents. The Board of Regents has, in turn, delegated to the President of the University the responsibility of ensuring that the affairs of the University are handled in a manner which is consistent with the policies of the University. This policy will serve the purpose of ensuring University-wide participation in the decision-making process on those matters which involve faculty, staff and student responsibility and interest.

The component parts of the governance structure addressed herein (Faculty Senate, Academic Council, Staff Congress, Student Government Association, and University Standing Committees) may make recommendations to the President of the University on those matters wherein they are empowered to act unless otherwise directed by the president.

**Amendment and Review**

Periodically, no less than every three years and no more than every year, the governance system, or any part thereof, shall be formally reviewed by the Faculty Senate, the Student Senate, the Staff Congress, and the University vice presidents. Following the review, amendments or corrections may be recommended to

the President of the University. This provision shall not preclude the Board of Regents from making changes in the governance system at any time; nor does it preclude ad hoc recommendations to the President by any individual or group.

**6.2     SUBJECT:    THE FACULTY SENATE**

Date Adopted:            October 24, 1981  
Revisions Adopted:    November 15, 1986  
                                  November 14, 1992  
                                  May 3, 1995

Reference:                N/A

The Faculty Senate is empowered by the Board of Regents to act for the University faculty, with delegated authority to advise the President as to the formulation and/or review of policies regarding the educational functions of the university. The Faculty Senate is not precluded from making recommendations to the University Academic Council.

The composition of the Faculty Senate shall be in accordance with its constitution.

The Faculty Senate may:

1. Initiate and/or review policies relating to University academic matters and make recommendations to the University Academic Council. A copy of this recommendation shall simultaneously be delivered to the President and the Provost;
2. Initiate and/or review policies relating to the rights and responsibilities of faculty members incident to their employment by the University. Any recommendation pursuant to this provision shall be made to the President and the Provost;
3. Initiate and/or review changes and additions to the Faculty Handbook. Any recommendation pursuant to this provision shall be made to the President and the Provost;
4. Receive, when deemed appropriate by the president, any alteration of a proposal acted upon by the Faculty Senate prior to its transmission to the Board of Regents; and
5. Act as the official channel of faculty opinion on all matters which have a bearing on academic excellence.

The Faculty Senate will formulate its own rules and procedures consistent with its constitution, the policies of the University and the laws of the Commonwealth. All meetings of the Faculty Senate shall be open and the Faculty Senate may request the opinion of any individual or group concerning any matter before the Senate provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures. Members of standing committees shall be selected in accordance with the Bylaws of the Faculty Senate.

**6.3     SUBJECT:   UNIVERSITY ACADEMIC COUNCIL**

Date Approved:        October 24, 1981  
Revisions Approved:   November 15, 1986; November 14, 1991; June 30, 1999  
Reference:             N/A

The University Academic Council is an agency created to assist the faculty and the administration in the discharge of their responsibility for academic programs. All matters relating to academic programs may be considered by the Academic Council, whether such matters are brought to that body by the President, other administrative officials, the Faculty Senate, and/or Student Senate. The University Academic Council may make recommendations to the President of the University on all programs, policies, and other academic matters formulated, reviewed, or considered unless otherwise directed by the President.

The University Academic Council may make recommendations to the Board of Regents through the President of the University in cases where the Board's approval is required. In cases where the Board of Regents' approval is not required, the University Academic Council's actions and/or recommendations shall be transmitted to the President.

The University Academic Council shall consist of:

1. Two faculty members elected by each college faculty and the library faculty (for staggered three-year terms);
2. The academic deans; the Dean of Admission, and the Dean of continuing education;
3. Six faculty members, not more than two of whom may be from any one college or the library, selected by the Faculty Senate in accordance with the Bylaws;
4. A student member from each college selected by the Student Senate in accordance with its Bylaws; two graduate students selected in accordance with the Bylaws of the Academic Council; and
5. The Provost who shall serve as chair.

Members of the standing committees shall be selected in accordance with the Bylaws of the Academic Council subject to the provision that the Graduate Studies Committee be selected from members of the graduate faculty and in addition shall include the same two graduate students selected in accordance with 4. above who shall be voting members of the Graduate Studies Committee.

The University Academic Council may:

1. Formulate and/or review all University academic policies;
2. Formulate and/or review all University policies concerning the University libraries, the computer center, and other segments of the University which serve to support academic programs;
3. Formulate and/or review University and program admission requirements;
4. Formulate and/or review new degree programs and all major changes in existing programs;
5. Review proposals for academic reorganization; and
6. Consider all other academic matters as requested by the Faculty Senate, the Student Senate, and the academic officers of the University. A copy of any report or recommendation shall be simultaneously delivered to the President of the University.

The Academic Council will formulate its own rules and procedures consistent with the policies of the University and the laws of the Commonwealth. All meetings of the Academic Council shall be open and the Academic Council may request the opinion of any individual or group concerning any matter before the Council provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures.

**6.4     SUBJECT:     STAFF CONGRESS**

The Staff Congress is authorized by the Board of Regents to act for the University staff, with delegated authority to advise the President in matters involving the formulation and/or review of policies regarding staff concerns.

The Staff Congress shall consist of a maximum of 30 representatives:

1. Eighteen (18) Staff representatives shall be elected based on the University's organization chart.
  - a. Group A – President (includes MSU Foundation)
  - b. Group B – Provost and Vice President for Academic Affairs
  - c. Group C – Vice President for Finance and Administrative Services
  - d. Group D – Vice President for Student Affairs and Enrollment Management
2. The number of Staff Congress positions in each category shall be determined proportionally by the Credentials and Elections Committee based on the number of employees classified as regular staff working in that area as identified in the University organizational chart.
3. Ten at-large Staff Congress representatives shall be elected.
4. One representative shall be elected from the Breathitt Veterinary Center staff.
5. One representative shall represent all of the extended campuses. That position shall be filled by an employee whose primary work assignment is at one of Murray State's campus locations other than the main campus in Murray or the Breathitt Veterinary Center.

All regular staff employees who have one or more years continuous employment with Murray State University as of the date of the election are eligible to run, in one constituency, for election to the Staff Congress.

Each Staff Congress representative will serve a three-year term. Terms of office are staggered so that one-third are elected each year, as determined by the Credentials and Elections Committee. Terms of office begin with the regularly-scheduled July meeting each year.

The Staff Congress may:

1. Study and determine responsibly those policies and objectives that the Staff Congress feels will best fulfill the needs, concerns and interests of the staff;
2. Promote better cooperation among the administration, faculty, students and staff;
3. Make recommendations to the University administration, the Staff Regent and the Board of Regents on matters affecting staff;
4. Create a stronger bond within the staff by providing a means to solicit and express opinions and
5. Act as the official channel of staff opinion on all matters of staff concern.

The Staff Congress will formulate its own rules and procedures consistent with its Constitution and *Bylaws*, the policies of the University and the laws of the Commonwealth. All meetings of the Staff Congress shall be open and the Staff Congress may request the opinion of any individual or group concerning any matter before the Congress provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest or preempt orderly administrative procedures. Members of standing committees shall be selected in accordance with the *Bylaws* of the Staff Congress.

**6.5     SUBJECT:     STUDENT GOVERNMENT ASSOCIATION**

The officially organized body governing all students and student organizations at Murray State University shall be the Student Government Association. The Student Government Association shall be composed of the Student Senate, the Judicial Board, the Campus Activities Board, Residential College Association and any other boards as agencies created in accordance with the Bylaws.

The Student Senate shall be the governing body of the Student Government Association and shall have the power to pass resolutions, bills, rules, and regulations necessary for the general welfare of the University and to implement and maintain any programs consistent with Student Government Association purposes. Provided, however, that nothing contained herein shall be construed as giving to the Student Senate the power to alter or supersede state law, University policies, or administrative rules and regulations.

The Student Senate shall consist of:

1. Three elected Senators from each academic college of the University and the School of Agriculture, two freshman Senators, eight Senators elected at large and two Senators from each Residential College who, with the members of the Executive Council shall have the right to vote;
2. Two faculty advisors; and
3. One administrative advisor.

Any full time student or part-time student (paying the part-time student activity fee and enrolled in seven to 11 hours for undergraduates or five to eight hours for graduate students) at Murray State University shall have the privilege of seeking office in any branch of the Student Government Association. Part-time students are not eligible to run for or hold any of the top four executive offices. In order to be a member of the Student Senate one must maintain at least a 2.0 cumulative point standing during the term of office. The freshman Senators shall at the time of election be in their first or second semester at Murray State.

The Student Senate may:

1. Promote the welfare, growth, and development of student life in an environment of academic excellence;
2. Represent the students in those phases of administrative effort in which student participation has been approved and which are not otherwise specifically addressed by law, Board policy, or administrative rules and regulations; and
3. Provide a means of promoting cooperative efforts for the general welfare of the University community.

The Student Senate will formulate its own rules and procedures consistent with the policies of the University and the laws of the Commonwealth. All meetings of the Student Senate shall be open and the Student Government Association may request the opinion of any individual or group concerning any matter before the Senate provided that any individual or group may decline to give an opinion if to do so would constitute a conflict of interest, or preempt orderly administrative procedures. Members of standing committees shall be selected in accordance with the Constitution and Bylaws of the Student Senate.

**6.6     SUBJECT:     UNIVERSITY STANDING COMMITTEE SYSTEM**

Date Approved:            October 24, 1981

Revisions Approved:    November 15, 1986; November 14, 1992; December 10, 1999; March 11, 2003;  
December 10, 2010; August 26, 2011; March 2, 2012; June 10, 2016

The President's Office shall keep and maintain a current list of all standing committees and other university-wide committees. At a minimum, the list shall contain the name, special instructions, purpose and membership of each committee.

Elections to standing committees shall be held prior to May 1 of each year. Faculty and staff representatives to a committee, unless otherwise specified, shall be elected for three-year terms, beginning July 1, with the exception of the University Tenure Committee whose members begin their terms October 1. The terms of the elected faculty and staff representatives to each committee shall be staggered so that one third of each group is elected each year.

The election of faculty representatives shall be conducted by the Faculty Senate. Vacancies in elective positions shall be filled by appointment unless another provision has been made by the electorate for that position. The appointment shall be by the Dean for an academic college/school representative; the Dean of Libraries for a library representative; the Provost/Vice President for Academic Affairs for a representative normally selected by the whole faculty; and the President of the Faculty Senate, the Staff Congress, or the Student Government Association for representatives selected by those bodies.

When student membership is specified for a committee, those student members shall be elected by the Student Government Association for one year terms from May 1 to May 1 on the basis of submitted applications.

Ex officio members of the committees, unless otherwise specified, shall not have voting privileges.

The Vice President of the Faculty Senate and the Vice President of the Staff Congress shall ensure that these standing committees are convened for an organizational meeting not later than September 15 of each year unless otherwise specified. Each committee shall choose its own chair from its membership, exclusive of ex-officio members. The chair has full voting privileges.

Each committee shall have the authority to form sub-committees for the purposes contained in the charge to that committee and to invite other members of the University community to meet with the committee.

All committee meetings shall be open except for executive sessions.

Each committee shall keep minutes of each meeting and shall transcribe and maintain those minutes.

*University Standing Committees***Academic Appeals Board**

Submits decisions, policies, and/or recommendations to the Provost/Vice President for Academic Affairs as indicated below.

Purpose:

1. To adjudicate appeals from students or faculty members relating to decisions made by administrators and/or faculty members on grades, credits toward graduation and academic dishonesty. Such



appeals should occur only after all collegiate appeals procedures have been followed.

2. To adjudicate appeals from students relating to decisions by administrators on suspension or expulsion for academic reasons; and
3. To make recommendations to the University Academic Council relating to recurring curriculum problems which are not specifically dealt with in current policy and which may prevent some students from being graduated within appropriate time limits as determine by the committee.

**Membership:**

1. One faculty member elected from each academic college/school;
2. Two student members;
3. Student Engagement and Success Leader (or designee);
4. Registrar; and
5. Assistant or Associate Registrar who shall serve as secretary and be non-voting in adjudications

**Affirmative Action Committee**

Submits recommendations to the President.

**Purpose:**

Represents a cross section of the University community with the following goals:

1. To serve as a sounding board for individuals or groups with concerns that fall within the interests protected by equal opportunity/affirmative action law or policies of the University;
2. To review and survey those aspects of University life which involve affirmative action or equal opportunity;
3. To ensure that the University will comply with the Higher Education Guidelines for Executive Order 11246 (or succeeding relevant guidelines) as published by the Department of Education;
4. to evaluate and monitor existing affirmative action goals and timetables;
5. To survey and investigate past discrimination resulting from overt acts or from unconscious systematic exclusion of minorities and women;
6. To recommend to the President new policies and procedures which will aid the University in meeting its affirmative action or equal opportunity responsibilities; and
7. To serve as Affirmative Action Compliance Officers on search committees organized to fill vacant and/or new positions on which they may serve.

**Membership:**

1. Three members of the faculty,
2. Three members of the staff;
3. Two students;
4. One representative of Public Safety; and
5. The Executive Director of Institutional Diversity, Equity and Access (IDEA).

Members of this committee are appointed by the President from lists provided by the Faculty Senate, Staff Congress, Student Government Association, and the Director of Public Safety. Faculty, staff and Public Safety representatives serve staggered three-year terms. Student members serve one-year renewable terms. Meetings of the committee will be called by the President or the Executive Director of Institutional Diversity, Equity and Access (IDEA).

**Committee for Institutional Studies and Research (CISR)**

Submits decisions and recommendations to the Provost/Vice President for Academic Affairs.

**Purpose:**

1. To evaluate faculty research proposals and determine allocations of institutionally sponsored research funds; and
2. To make recommendations for the development of the university research and institutional studies

programs.

Membership:

1. Two faculty members representing separate disciplines, appointed by the Dean of each academic college;
2. One faculty member appointed by the Dean of each school; and
3. Ex-officio, Associate Provost for Graduate Education and Research.

#### **Faculty and Staff Insurance and Benefits Committee**

Submits recommendations to the Vice President for Finance and Administrative Services

Purpose:

To evaluate and make recommendations concerning group health and life insurance and other benefits for faculty and staff

Membership:

1. One faculty member selected by the Faculty Senate from each academic college/school and the library;
2. An equal number of members selected by the Staff Congress; and
3. Ex-officio the Director of Human Resources and the Director of Procurement Services.

#### **Promotion and Leave Committee**

Submits recommendations and decisions to the Provost/Vice President for Academic Affairs or as indicated.

Purpose:

1. To evaluate and make recommendations on faculty applications for promotion, sabbatical leaves, and leaves without pay;
2. To establish procedures for promotion application and recommendations; and
3. To make recommendations to the Faculty Senate concerning policies on promotion, sabbatical leaves, and leaves without pay.

Membership:

1. One faculty member, holding the rank of full Professor, elected from each academic college/school and the library to a three-year term (if a college/school or the library does not have three full Professors, then an Associate Professor shall be eligible for election);
2. The Academic Deans ; and
3. Ex-officio the Provost and Vice President for Academic Affairs.

#### **University Appeals Board**

Purpose: Any party may appeal a decision of the University Judicial Board to the University Appeals Board. Appeal to the University Appeals Board is automatic when the University Judicial Board has imposed the sanctions of disciplinary suspension or expulsion.

Membership:

The University Appeals Board shall be comprised of nine members – six faculty members and three students. Two faculty members shall be named by the Board of Regents each year to serve three-year terms, and three students shall be named by the Board of Regents each year for one -year terms.

A quorum of the appeals board shall be any five members present and voting. The appeals board shall elect its own chairperson.

The Office of Student Affairs, with the approval of the President, is responsible for establishing and publishing the procedures for the University Appeals Board and its scope of review.

### **University Assessment Committee**

Submits recommendations to the President and the Provost and Vice President for Academic Affairs.

Purpose: The University Assessment Committee (UAC) works collaboratively to evaluate and provide feedback about university assessment plans and supports, ensuring that the University engages in best practices for institutional effectiveness. Through their educational efforts with faculty and staff, the UAC builds a culture of assessment at Murray State University. The UAC will work to:

1. Align institutional assessment procedures and policies with University and unit missions, best practices and SACSCOC standards;
2. Evaluate and provide feedback for assessment plans and reports for all reporting campus units; and
3. Educate MSU campus about the importance of assessment by providing workshops and individualized training; and Fostering a University culture that values assessment.

Membership: Members are appointed by the Provost and Vice President for Academic Affairs and are a representative group of faculty and staff supportive of assessment and continuous improvement of all campus units.

### **University Judicial Board**

Purpose:

1. To hear disciplinary cases involving students in which suspension or expulsion might result and in those disciplinary cases passed on to it by the Office of Student Affairs or the Office of Academic Affairs.
2. To act as an appellate body for review of informal administrative proceedings of the Office of Student Affairs.
3. The University Judicial Board shall be considered the representative committee of designated faculty, staff, and students with the power to suspend or expel students for disciplinary violations in accordance with KRS 164.370.

Membership:

The University Judicial Board shall be composed of three members of the Student Judicial Board, three faculty members and one administrative staff member. A hearing officer will conduct the hearing only to ensure proper procedures are followed. The three representatives from the Student Judicial Board shall be chosen by a random drawing for each hearing by the chairman of the Student Judicial Board. The three faculty members shall be elected by the faculty as a whole for staggered three-year terms. One administrative staff member shall be appointed by the President of the University for a one-year term. A quorum of the board shall consist of any five members present and voting. The University Judicial Board shall elect its own chairperson.

The University Judicial Board shall have original jurisdiction in all cases in which suspension or expulsion might eventually result, and in those cases passed on to it by the Office of Student Affairs or the Office of Academic Affairs. The University Judicial Board shall have appellate jurisdiction from the informal administrative hearings of the Office of Student Affairs. The University Judicial Board shall

have the authority either to find in favor of a student against whom allegations are made or to impose one or more of the following sanctions:

- Referral to alternative services, such as counseling - This sanction may be accompanied by other sanctions.
- Warning - Written notification that the student's actions are unacceptable and that a continuation or repetition of such action will result in more severe disciplinary action.
- Loss of Privileges - Denial of participation in specified activities, removal from a living group, denial of use of specified facilities, or other loss of privileges consistent with the offense committed. This sanction may be accompanied by other sanctions.
- Probation - A definite period of observation and review of conduct not to exceed twelve months' duration. Violations of university regulations during a probationary period may result in action leading to suspension or expulsion.
- Restitution - Reimbursement by transfer of money or services to the university or to a member of the university community in an amount not to exceed the damage or loss incurred. Restitution may be accompanied by other sanctions.
- Self-Improvement and Educational Programs - A program of self development or educational development to assist students in realizing the significance of their behavior.
- Suspension - Exclusion from the university for a definite period of time and/or exclusion until specified conditions set out by the University Judicial Board are met. The effective commencement date of such exclusion shall be specified by the University Judicial Board.
- Expulsion - Permanent termination of student status and permanent exclusion from the campus. The effective commencement date of such expulsion shall be specified by the University Judicial Board.

The Office of Student Affairs, with the approval of the President, is responsible for establishing and publishing the procedures for the University Judicial Board.

### **University Studies Committee**

Submits recommendations to the Provost and Vice President for Academic Affairs.

#### **Purpose:**

1. Monitor the content of the University Studies courses to assure compliance with the educational goals of the university;
2. Review all course proposals and guidelines designed for University Studies and make appropriate recommendation to the Undergraduate Studies Committee of the Academic Council; recommend, as appropriate, the addition and deletion of courses from University Studies;
3. Design or adopt assessment instruments to measure the effectiveness of the University Studies Program;
4. Sponsor faculty development seminars for individuals assigned to teach in the University Studies Program;
5. Institute strategies that encourage faculty collegiality and appreciation for all programs among faculty, staff, and students; and
6. Conduct a general review of the structure of the University Studies Program every six to ten years.

#### **Membership:**

1. One faculty member appointed by the Dean of each academic college/school
2. One faculty member appointed by the Dean of University Libraries; and
3. One faculty member from each academic college appointed by the Provost and Vice President for Academic Affairs from a list of candidates provided by the academic college.
4. The Director of the University Studies Program serves as chair.

**University Tenure Committee**

(This committee is established by the Tenure Policy as adopted by the Board of Regents August 7, 1975, and amended February 21, 1976, and September 6, 1980.)

Submits recommendations to the President or as indicated.

Purpose: (For further detail see the Tenure Policy)

1. To review tenure recommendations to ensure that the tenure policy, procedures and administrative guidelines have been observed uniformly throughout the University;
2. To consider appeals and make recommendations to the President
3. To write an annual report to the President of the University concerning areas of the University in which policy, procedures, or guidelines have not been followed;
4. To advise the Provost and Vice President for Academic Affairs, at his/her request, of the University Tenure Committee's interpretation of the Appointment and Tenure Policies in any instance where various interpretations may arise; and
5. To notify the Faculty Senate concerning recurring problems within the Tenure Policy, procedure and guidelines.

Membership:

One tenured faculty member elected from each academic college/school and the University Libraries. Staggered terms are for three years, beginning October 1. Should circumstances prevent a member of the University Tenure Committee from serving for a hearing or other official duty, a replacement shall be elected by the college/school or library tenure committee.

*University Advisory Committees***Campus Safety Committee**

Addresses campus safety issues, concerns, needs and makes recommendations to the President.

Purpose:

1. To review campus security and recommend appropriate policies.
2. To formulate parking policy.
3. To adjudicate faculty and staff parking violation appeals, either by committee or subcommittee.
4. To make recommendations concerning buildings and grounds.
5. To evaluate and make recommendations concerning the visual impact of the campus.

Membership:

Appointees of the Vice President for Student Affairs.

**Commencement Committee**

Submits recommendations to the Provost.

Purpose:

1. To be responsible for commencement ceremonies; and,
2. To review nominations and recommend individuals for honorary degrees to the Provost who submits recommendation for final approval to the President.

Membership:

One faculty member per academic college/school selected by the Dean, and in a non-voting capacity, the Associate Provost.

**Council for Faculty Development**

Submits recommendations to the Provost.

**Purpose:**

1. To serve as a forum for broad-based discussions;
2. To help provide direction, establish overall goals, and set priorities for faculty development initiatives; and
3. To advise the Center for Teaching, Learning and Technology.

**Membership:**

1. One faculty member from each academic college/school and University Libraries appointed by the Provost from nominations by the Deans;
2. the Faculty Senate representative;
3. Director of Center for Teaching, Learning and Technology;
4. Director of Office of Sponsored Programs;
5. CISR Chair;
6. Director of Undergraduate Research and Scholarly Activities;
7. Director of the Institute for International Studies;
8. KATE director; and
9. Associate Provost for Graduate education and Research(Chair).

**Honors Program Committee**

Submits recommendations to the Provost.

**Purpose:**

Screens, interviews and selects the scholarship applicants who qualify to attend the Academic Excellence recognition events; recommends guidelines for Honors Program members, including course offerings and faculty.

**Membership:**

1. One faculty member from each academic college/school and the University Libraries selected by the Provost upon recommendation of the Director of the Honors Program;
2. Honors Program Student Council President; and
3. Director of the Honors Program, non-voting.

**Information Technology Advisory Committee (ITAC)**

Submits information technology recommendations to the Provost and the Vice Presidents for their review and recommendation to the President. Policy and procedures that impact academics should be referred to the University Academic Council for review and recommendation in accordance with Faculty Handbook Section 1.4.3.

**Purpose:**

1. Recommend information technology policy, standards and procedures;
2. To study and recommend information technologies vital to the discovery, collection and communication of knowledge; and
3. To recommend technologies essential to the increased productivity required in the administration of higher education.
4. Foster collaboration, transparency and effective communications on University-wide technology related issues and
5. Recommend University-wide technology priorities and plans aligned with Murray State University's Strategic Plan and budget.

Membership (20 total members):

1. The University's Chief Information Officer, who serves as chair;
2. One faculty member from each academic college/school and the University Libraries, appointed by the respective Dean (seven total);
3. One representative from Regional Academic Outreach and one from Faculty Development Center (two total);
4. The Associate Chief Information Officer;
5. One administrator appointed by each Vice President and one from Enrollment Management (five total); and
6. One student member appointed by SGA and
7. Up to three "at large" representatives from either inside or outside Murray State University appointed by the Chief Information Officer.

### **International Studies Advisory Committee (ISAC)**

The advisory body for international education at Murray State University. Submits international education policy recommendations to the Director of the Institute for International Studies, the Provost, and President. Organizes and manages faculty and professional staff participation in international education activities.

Purpose:

To function as an advisory body to the Director of the Institute for International Studies, the Provost, and President on international education policies and activities on campus, as well as the policies and procedures of the Institute, including English as a Second Language and other special programs; international student enrollment, recruiting, admissions, retention, support services and scholarships; grants and other external funding in support of internationalization; international curricula, including foreign language and culture; student exchanges, study abroad, internships and scholarships; faculty development; and institutional international relationships and agreements.

Membership:

The Director of the Institute for International Studies (IIS), the IIS Associate Director for Education Abroad, the IIS Associate Director for International Enrollment, the IIS Associate Director for International Student Services, the IIS Associate Director/Director of the English as a Second Language (ESL) Program, the Director of the English Support Program, and the Director of the Marvin D. Mills Multicultural Center. One representative from the Offices of the President and each Vice President, international recruitment, the faculty of each academic college/school, the University Libraries, the Faculty Senate, Staff Congress, Student Government Association, International Student Organization, Office of Student Disability Services, Office of Enrollment Management; and ex-officio: Board of Regents' Academic Affairs Committee Chair, the Faculty Regent, representatives of Murray State study abroad consortia, representatives of units offering international degrees, and the Dean of Continuing Education and Academic Outreach. The ISAC Chair will be appointed by the Provost.

### **MSU Institutional Animal Care and Use Committee**

Submits recommendations to the Provost.

Purpose:

1. To review for ethical acceptability all research proposals for federally funded grants dealing with the use of animal subjects.
2. To advise individuals in the academic community regarding the ethical acceptability of proposed research utilizing animal subjects.

Membership:

At least five members are appointed for indefinite terms by the Provost.

**MSU Institutional Review Board**

Reports to the Provost.

Purpose:

1. To review for ethical acceptability all research activities dealing with the use of human subjects as defined by Department of Health and Human Services (DHHS);
2. To advise individuals in the academic community regarding the ethical acceptability of proposed research utilizing human subjects.

Membership:

Seven members are appointed for staggered, three-year terms by the Provost. Membership is determined in accordance with Federal DHHS regulations.

**Research Policy Committee**

Submits recommendations to the Provost.

Purpose:

A faculty advisory committee to the Provost on research, scholarship and creative activities of the MSU faculty. Submits recommendations to the Provost on University policies to strengthen the research environment on campus.

Membership:

1. One faculty member from each academic college/school and University Libraries selected by the Provost;
2. One Sigma Xi faculty member, Director of Sponsored Programs, Director of Undergraduate Research and Scholarly Activities (URSA).

**Residency Review Committee**

Submits decisions to the Registrar.

Purpose:

Hears appeals of residency rulings made by the Registrar and

Membership:

1. Three faculty members appointed by the Provost;
2. Two staff members appointed by the President;
3. One student appointed by the President; and
4. Bursar, who serves as Chair.

**Undergraduate Admission Appeals Committee**

Submits decisions and/or recommendations to the Director of Admission Services for appropriate action.

Purpose:

3. To review admission appeals made by domestic undergraduate new freshman and new transfer students who have been denied admission to MSU by the Director of Admission Services
4. Meet monthly and render a decision on each student's appeal and, if an admission is granted, stipulate any conditions/restrictions.



5. A minimum of three votes is required to determine decision. Decisions of the Admission Appeals Committee are final.

**Membership:**

Three faculty members appointed by the Provost, one student member appointed by the SGA Executive Board, Director of the Murray State University Community College, and ex-officio, the Executive Director of Enrollment Management, chair.

**Undergraduate Research and Scholarly Activities Advisory Board**

Submits recommendations to the Director of Undergraduate Research and Scholarly Activities.

**Purpose:**

Advise and oversee the programs of the Office of Undergraduate Research and Scholarly Activities,

**Membership:**

1. Two faculty from each academic college/school;
2. One representative from the University Libraries.

**University Committee on Naming of Facilities, Programs and Activities**

Submits recommendations to the President.

**Purpose:**

Receives nominations for naming university buildings, rooms, sites, programs or other facilities or areas. Nominations approved by the committee shall be forwarded to the President for consideration and possible recommendation to the Board of Regents, who will make the final determination of the matter.

**Membership:**

One representative each recommended by the Faculty Senate, the Staff Congress, the Student Government Association, and the MSU Alumni Association. These members shall be nominated by their respective organizations and appointed by the President for a term of one year;

One or more of the following, as deemed appropriate by the President:

1. The Provost/Vice President for Academic Affairs, (or designated representative)
2. The Vice President for Student Affairs, (or designated representative)
3. The Vice President for Institutional Advancement (or designated representative) will serve as ex-officio as Chairman of the Committee and be responsible for forwarding the recommendation of the Committee to the President
4. Associate Vice President for Institutional Advancement
5. Vice President for Finance and Administrative Services.

**University Intercollegiate Athletic Council**

Submits decisions, policies, and/or recommendations to the President.

**Purpose:**

To facilitate continuous communication among the on- and off-campus constituencies interested in the intercollegiate athletic program

**Membership:**

Appointments to the Council shall be made by the University President as follows:

1. One faculty member representing the Faculty Senate;

2. One staff member representing the Staff Congress;
3. One alumnus representing the MSU Alumni Association;
4. One member representing the Registrar's Office;
5. One student member representing the Student Government Association;
6. Two student members representing the student athletes;
7. The Faculty Athletic Representative;
8. One faculty member representing SSLD or SSS;
9. One staff member representing the Bursar's Office;
10. Two faculty members at large;
11. One staff member at large;
12. One community member at large;
13. One representative from the Financial Aid Office;
14. The Senior Womens Administrator;
15. One representative from the President's Office; and
16. One representative from the Office of Institutional Diversity, Equity and Access (IDEA).

The Athletic Director, Vice President for Finance and Administrative Services; Executive Director of Institutional Diversity, Equity and Access/Affirmative Action; and Academics Coordinator for the Athletic Department shall each serve as ex-officio, non-voting members.

#### **University Budget Advisory Committee**

##### **Purpose:**

The University Budget Advisory Committee serves as an advisory committee to the President to discuss budgetary recommendations and priorities.

##### **Membership:**

1. Two members appointed by the Faculty Senate.
2. Two members appointed by the Staff Congress.
3. Two members appointed by the Student Government Association.
4. Vice President of Finance and Administration or his/her designee (ex officio).
5. President or his/her designee (ex officio).

The process for selection and the respective lengths of terms of the two members from each of the Faculty Senate, Staff Congress and Student Government Association (SGA) are to be determined by the respective body.

The Budget Officer, or other appointed staff member, will serve in a staffing role for the Committee.

**6.7     SUBJECT:     MSU FACULTY SENATE CONSTITUTION****PREAMBLE**

The Murray State University Faculty Organization, acting for and with the faculty of Murray State University, does hereby establish the Faculty Senate as a representative body through which the faculty may more effectively exercise its duties and responsibilities. The faculty has written this constitution in order to provide a more creative environment at MSU by expanding the range and diversity of what educational groups can know, evaluate, and deal with; increasing the faculty's ability to understand other components of University life and develop interdisciplinary communications; increasing the faculty's ability to deal with any pertinent issue in such a way that the resulting consequences express the faculty's character and fulfill the purposes of the university; and increasing the faculty's capacity to integrate into its own functioning a greater diversity of experiences so that all encounters become a source of enrichment and strength for the students, faculty and the university.

**Article I - Name**

The agency for the exercise of the responsibilities herein described shall be known as the Murray State University Faculty Senate.

**Article II - Purposes and Responsibilities**

The purpose of the Faculty Senate is to act as an effective faculty assembly which can, within the laws applicable to MSU, enter into a partnership for shared responsibility and cooperative action among the student, faculty, administration, Board of Regents, and other elements of the university. In accordance with this purpose, the Faculty Senate shall function as an agency:

- A. to promote the growth and general welfare of the university;
- B. to consider and express faculty judgment and recommendations on University affairs, including personnel, financial and academic matters, as the Senate deems appropriate and necessary; and
- C. to afford avenues and procedures whereby communications within the University may flow freely, fully and systematically, and to accept and share responsibility for creating, maintaining, and protecting a University environment conducive to the growth of scholarship, learning, teaching, research, service, and respect for human dignity and rights.

The Faculty Senate may, as it deems appropriate, consider and commend actions pertaining to all matters described in this article.

**Article III – Membership in the Faculty Senate**

- A. Faculty eligible for membership in the Senate are those members of the instructional/research staff who have been employed on a full-time basis at Murray State University for at least ONE academic year and whose major regular assignment is instruction of students, including those with released time for research. Chairs of departments are faculty if they have no other administrative title and if a part of their regular assignment is instruction of students. Members of the professional library faculty are faculty if they have no other administrative title. The Senate may, by two-thirds majority, waive this requirement for membership in the Senate for any individual. (Amended January, 1989)
- B. The Senate shall consist of one delegate elected from and by the faculty of each academic department, including the library faculty; five delegates elected at large, not more than two of whom shall be from

any one college or academic division; and the faculty member of the Board of Regents as an ex officio, nonvoting member. (Amended April 23, 1986)

The faculty representative to the Board of Regents (faculty regent) shall inform the Board of Regents of faculty concerns. The faculty regent shall communicate, in a timely manner, to the faculty and the Faculty Senate issues of the board involving and/or affecting faculty (Amended April 18, 1995)

C.

The election of faculty Senators shall be by secret ballot among the members of the unit from which they are selected. Elections for at-large Senators shall be conducted among the faculty by the Senate. The elections of departmental and at-large Senators shall be arranged so that, as nearly as possible, one half of the Senators will be elected each year. (Revised April 23, 1981)

D. The regular election of Senators shall be held in April of each year for a term of two calendar years beginning on the first day of the following May. Any vacancy which shall occur in the elected Senate shall be filled in accordance with Article III, Section C, except that in the event of a vacancy among the at-large Senators the President of the Senate may, with the approval of the Senate, appoint a replacement to serve until the next regular election of Senators.

#### **Article IV – Officers of the Faculty Senate**

- A. The Senate shall have the following officers: a president, a vice President and, in the absence of an executive secretary, a secretary. The Senate may create whatever other offices it deems appropriate. (Amended January 1989)
- B. The officers of the Senate shall be chosen from and elected by the Senate at the first meeting in May. Their term of office shall be until the first meeting of the following May.
- C. The President of the Senate shall preside at all meetings, call special meetings when he deems it necessary or upon petition of ten (10) members of the Senate, and take such actions as are necessary to expedite the operation of the Senate.
- D. The Vice President of the Senate shall perform all duties of the President in the absence of or during the incapacity of the President.
- E. The Secretary of the Senate, when elected, shall keep accurate minutes of all its regular and special meetings, distribute copies of minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (Amended January 1989)
- F. An officer of the Senate may be recalled by a two-thirds vote of the whole Senate. A vote to recall must be taken upon presentation to the Secretary of a petition signed by one-fourth of the whole Senate. (Amended January 1989)
- G. In the event of a vacancy in the office of President, the Vice President shall become President. In the event of a vacancy in any other office the Senate shall elect a replacement (it its next regular meeting.

#### **Article V – Committees of the Faculty Senate**

- A. The Senate may establish such committees as are necessary to carry out its purposes and responsibilities. All actions of its committees are subject to review by the Senate.
- B. Eligibility for membership on committees of the Senate shall not be limited to the membership of the Senate itself.

#### **Article VI – Operation of the Faculty Senate**

- A. Immediately following the election of its officers the Senate shall determine the frequency with which it will meet in regular session during the next year. These meetings will be termed regular meetings

and will be held at least once each month during the academic year. At least one week prior to each regular meeting the Executive Secretary of the Senate shall send to each member of the Senate an agenda for the meeting and the minutes of all meetings since the previous agenda was sent. (Amended January 1989)

- B. All meetings shall be open and no voting, except for elections, shall be by secret ballot or voice vote. (Revised April 23, 1982)
- C. Any faculty member, except a member of the Senate, may serve as a substitute for a Senator in any meeting of the Senate. In any one meeting a person may not serve as substitute for two different Senators.
- D. Unless otherwise stated, decisions of the Senate will be by majorities of those members, or their substitutes, who are present and voting. The whole Senate refers to the enfranchised members, or their substitutes, whether present or not. (Amended April 25, 1984)
- E. A quorum shall consist of a majority of the whole Senate.
- F. The most recent edition of Robert's Rules of Order, Newly Revised shall govern the conduct of all business unless other rules are adopted.
- G. The Senate shall be the final authority on any question of interpretation of this Constitution.
- H. At each regular meeting the Vice President of the Senate shall advise the Senate of any Senator who was absent from the three preceding regular meetings provided that the Senator's current term of office includes those meetings. Unless by a majority of the whole Senate it is decided otherwise, the secretary shall notify in writing the Senator (and in the case of departmental Senators, the Senator's department) of this action prior to the next regular meeting. A Senator who, during any one term, is notified in accordance with this provision and following such notification is absent from three regular meetings, shall be informed in writing by the Vice President that he/she will be removed from the Senate unless by a majority of the whole Senate it shall be decided otherwise at the next regular meeting. If a Senator is removed from the Senate under this provision, the Senate, the Senator, and in the case of the departmental Senators, the Senator's department shall be notified in writing. Attendance by a substitute shall be considered as attendance by the member. (Revised April 22, 1980; amended January 1989)
- I. The Executive Secretary of the Senate shall keep accurate minutes of all its regular and special meetings, distribute copies of the minutes to appropriate individuals and groups, conduct necessary correspondence, keep an accurate list of its membership and an accurate record of attendance, and perform such other duties as may be appropriate. (Revised January 1989)

#### **Article VII - Amendments**

- A. Proposed amendments to this Constitution must be presented in writing to the Senate during a regular meeting. At a regular meeting held not less than two weeks and not more than six months after this presentation the amendment may be approved by a majority of the whole Senate.
- B. Following the approval of an amendment by the Senate the President of the Senate shall select a date for a secret ballot by the faculty and appoint an ad hoc committee to supervise the balloting.
- C. The balloting shall take place during the same academic year and not more than six weeks after the approval of the amendment by the Senate. Not less than five days prior to the balloting a copy of the amendment and a notice of the time and place of balloting shall be sent to each faculty member.
- D. An amendment shall be in effect immediately upon ratification which shall be by a two-thirds majority of those faculty Members voting.

#### **Article VIII - Ratification, Initial Elections, And Initial Meeting**

This Constitution shall be in effect immediately upon ratification by the MSU Faculty Organization. Ratification shall require a two-thirds majority of those voting, in accordance with a procedure approved by the Faculty Organization.

Upon ratification of this Constitution, the chair of the MSU Faculty Organization shall issue a call for the initial election of senators in accordance with Article III, convene the first meeting of the Faculty Senate, and preside until the Senate elects its first president. The requirement in Article III, Section C, that elections occur in April is suspended for the initial election of senators.

**6.8     SUBJECT:   MSU STAFF CONGRESS CONSTITUTION**

Date Adopted:           October 7, 1983  
Reference:               Minute Book: 30           Page: 243

**Preamble**

In order to more effectively direct the talents, energies, and efforts of the Murray State University staff, to promote better cooperation among the administration, faculty, students, and staff; we, the staff of Murray State University, do establish this representative body to be called the Murray State University Staff Congress. Further, we pledge to determine responsibly and to administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the staff and to exert to the utmost our efforts to enhance the University family and help the University achieve its educational goals.

**Article I - Name**

This organization shall be known as the Murray State University Staff Congress.

**Article II - Representation**

The Staff Congress represents all staff employees at Murray State University. A staff employee shall be defined as a regular employee who is classified as staff but is not employed in any of the following administration positions (1) President, (2) Provost/Vice President, (3) Associate Provost, (4) Assistant Provost, (5) Vice President, (6) Assistant Vice President, (7) Associate Vice President, (8) Dean, or (9) Assistant Dean.

**Article III - Purpose**

The Murray State University Staff Congress shall:

1. create a stronger bond within the staff;
2. solicit and express opinions;
3. represent staff concerns; and
4. make suggestions and recommendations for the entire staff on matters of their concern.

The Staff Congress shall make recommendations, when appropriate, to the University administration, the University Staff Regent and the Board of Regents.

**Article IV - Membership and Eligibility**

**Section 1.** The Staff Congress shall consist of representatives elected from their respective constituencies by eligible staff members. The constituencies, the date of, and the manner of the elections shall all be determined in the Bylaws of the Staff Congress.

**Section 2.** The number of representatives shall be prescribed by the formula determined in the Bylaws of the Staff Congress; the total membership of the Staff Congress shall consist of not more than thirty representatives.

**Section 3.** All regular staff members with a minimum of one year continuous University employment shall be considered eligible to seek election to the Staff Congress, provided they are not an ex-officio member as determined in the Bylaws of the Staff Congress.

**Section 4.** Representatives shall be elected for a term of three years. Each representative shall retain his Congress seat until an election has been conducted to select a successor and the successor has been seated.

**Section 5.** Each representative shall have one vote.

**Section 6.** Any representative may be removed from the membership of Staff Congress for cause (as defined in the Bylaws of Staff Congress) by a two-thirds vote of the Staff Congress.

#### **Article V – Staff Regent**

**Section 1.** The non-teaching personnel of Murray State University shall elect a Staff Regent to the University Board of Regents representing all non-teaching University employees including, but not limited to, building facilities and clerical personnel according to KRS 164.321.

#### **Section 2. Eligibility**

Regular Staff Employees, excluding the President, Provost/Vice President, Associate Provost, Assistant Provost, Vice President, Assistant Vice President, Associate Vice President, Dean, and Assistant Dean, who have been employed three consecutive years at Murray State University are eligible.

#### **Section 3. Duties**

The Staff Regent described in Section 1 of this Article shall perform the duties determined in the Bylaws of the Staff Congress and such other duties as are designated by the Staff Congress and the Board of Regents.

#### **Section 4. Term of office**

The Staff Regent shall be elected to serve a term of three years in the manner determined by the Bylaws of the Staff Congress. The term of office no matter the timing of the swearing in meeting shall begin on July 1 of the year in which an election was held. The Regent shall remain in office until an election to select his/her successor has been conducted and the successor has been seated.

#### **Article VI – Officers**

**Section 1.** The Staff Congress shall elect three officers from its own membership: President of the Murray State University Staff Congress; Vice President of the Murray State University Staff Congress; and Treasurer of the Murray State University Staff Congress.

#### **Section 2. Eligibility**

All members duly elected to the Staff Congress shall be eligible for election to the offices described in Section 1 of this Article, and only duly elected members of the Staff Congress may nominate or cast ballots in the election of any office.

#### **Section 3. Duties**

The officers described in Section 1 of this Article shall perform the duties determined in the Bylaws of the Staff Congress and such other duties as are designated by the Staff Congress.

#### **Section 4. Term of office**

Officers of the Staff Congress shall be elected to serve for a term of one year in the manner determined in the Bylaws of the Staff Congress. Officers shall remain in office until an election to select their successors has been conducted and the successors have been seated.

#### **Section 5. Limitation**

No elected Staff Congress member shall hold more than one office at any one time. No officer may be elected to more than two successive terms in the same office. An exception may be made provided no



eligible candidate is identified to hold an office. This term then may be extended one year with a 2/3 affirmative vote of the Staff Congress membership.

**Section 6. Removal from office**

Any officer may be removed from office for cause (as defined in the Bylaws) by a three-fourths vote of the elected Staff Congress members.

**Article VII – Meetings**

The Staff Congress shall meet regularly at a convenient time and day as determined in the Bylaws of the Staff Congress.

**Article VIII – Standing Committees**

Standing committees of the Staff Congress shall be established in the Bylaws of the Staff Congress.

**Article IX – Quorum**

A quorum for conducting all business of the meetings of the Staff Congress within the scope of this Constitution shall be fifty-one percent of the current elected membership.

**Article X – Parliamentary Authority**

**Section 1.** The Staff Congress shall be governed by the procedures contained in *Robert's Rules of Order* (latest revision) in the consideration of all matters properly referred.

**Section 2.** Any conflict between the source cited in Section 1 of this Article and the Constitution and Bylaws of the Staff Congress shall be resolved in favor of the Constitution.

**Section 3.** Where necessary and proper, the interpretation and application of the governing procedures outlined in the source cited in Section 1 of this Article shall be the responsibility of the Staff Congress Parliamentarian, who shall be appointed by the President of the Staff Congress.

**Article XI – Amendments and Bylaws**

**Section 1.** The Staff Congress shall have the power to enact Bylaws to implement the provisions of the Constitution. Any proposed changes in the Bylaws shall be determined in a manner prescribed in said Bylaws.

**Section 2.** Any proposal to amend this Constitution shall be submitted by a petition signed by five representatives of the Staff Congress or twenty-five percent of the staff as defined in Article II of this Constitution. Amendment petitions must be submitted to the secretary of Staff Congress at least two weeks prior to said meeting of the Staff Congress.

**Section 3.** A proposal to amend the Constitution shall be voted on at a regular meeting of the Staff Congress. If the proposal receives an affirmative, two-thirds majority vote from those members present and voting, it shall be placed on the agenda of the next meeting of the Staff Congress for final consideration. The said meeting shall be held within thirty business days of the first reading. Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total membership of the Staff Congress, subject to approval of the Murray State University Board of Regents.

**Article XII- Ratification**

This Constitution shall be ratified by a two-thirds vote of the entire elected body of the Staff Congress, subject to the approval of the Murray State University Board of Regents.

**6.9     SUBJECT:    CONSTITUTION OF THE MURRAY STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

Date Adopted:        May 10, 1980  
Date Amended:        June 22, 1987  
Date Amended:        May 2, 1989  
Date Amended:        May 8, 1993  
Date Amended:        May 20, 2011  
Date Amended:        June 6, 2014  
Date Amended:        June 9, 2017  
Date Amended:        August 25, 2023

The purposes of the Student Government Association are to promote the welfare, growth and development of student life in an environment of academic excellence, to represent the students in all phases of administrative effort and to provide a means of promoting cooperative efforts for the general welfare of the University community.

**Article I – Composition and Eligibility**

**Section 1.** The officially organized body governing all students and student organizations at Murray State University (MSU) shall be the Student Government Association. The Student Government Association (hereinafter SGA) shall be composed of the Student Senate, the Judicial Board, the Campus Activities Board, the Residential College Association and any other boards as agencies created in accordance with the *Bylaws*.

**Section 2.** Any full-time student and any part-time student (a part-time student, for the purposes of this Constitution, shall be defined as any student enrolled in 7 to 11 hours for undergraduates or in 5 to 8 hours for graduate students) shall have the privilege of seeking office in any branch of the SGA, as prescribed in the *Bylaws*. "Part-time students" are not eligible to run for or hold Executive Council positions.

**Article II – Officers**

**Section 1.** The officers of SGA shall be the President, Executive Vice President, Vice President of Administration and Vice President of Finance of the Student Senate.

**Section 2.** The President shall be the Chief Executive Officer of the SGA and serve as the Student Regent on the University Board of Regents. The qualifications for office require one to be a full-time student at the time of election and thereafter. In addition, the President shall have attained at least Junior Class standing the fall semester following the election. The President's duties and powers shall be to serve as President of the Student Senate and to serve as an ex-officio member of all SGA committees, councils and boards. The office holder shall maintain these standards, as well as others prescribed in the *Bylaws*, at the time of election and during the term of office.

**Section 3.** The Executive Vice President, whose qualifications shall be the same as those for President, shall serve as Vice President of the Senate and as Chairman of the Campus Activities Board.

**Section 4.** The Vice President of Administration shall serve as the Secretary of the Student Senate and Campus Activities Board. The Vice President of Administration must be a full-time student. The office holder shall maintain these standards, as well as others prescribed in the *Bylaws*, at the time of the election and during the term of office.

**Section 5.** The Vice President of Finance shall serve as the Treasurer of the SGA and monitor all funds received from the University. The Vice President of Finance shall be a full-time student. The office holder shall maintain these standards, as well as others prescribed by the *Bylaws*, at the time of election and during the term of office.

**Section 6.** The President of the Residential College Association (RCA) and the Chief Justice shall be considered as “ex-officio” members of the Executive Council and they shall work as liaisons for their respective branches but will not have voting privileges in the Executive Council or Senate.

### **Article III - The Student Senate**

**Section 1.** The Student Senate shall be the governing body of SGA and shall have the power to pass resolutions, bills, rules and regulations necessary for the general welfare of the University and to implement and maintain any programs consistent with SGA purposes.

**Section 2.** The Senate shall be comprised of the Executive Council of the SGA, three (3) elected senators from each Academic College or School of the University, two (2) “freshman senators,” eight (8) senators elected at-large and two (2) senators from each Residential College who, along with the members of the Executive Council, shall have the right to vote. The President of the SGA shall only vote in the case of a tie.

**Section 3.** There shall be a maximum of six (6) Director positions, which shall serve as standing committee Senate Chairs. These positions will not have voting privileges in the Student Senate. The specific duties of these offices are described in the *Bylaws* (Article IV – Section C, Article V and Article VI).

**Section 4.** In order to be a member of the Senate one shall be a full-time student or a part-time student of the University and shall maintain all qualifications as established in the *Bylaws* at the same time of elections and during the term of office.

**Section 5.** The officeholders for “freshman senator” must be a freshman in classification or have completed no more than 30 credit hours after high school graduation at the time of election.

**Section 6.** The Senate shall be advised by the Student Activities Advisor/Administrative Assistant to the SGA,

### **Article IV – The Judicial Board**

**Section 1.** The Judicial Board shall have the power to hold hearings and to render decisions and interpretations in cases brought to it by students, faculty, staff or administrators involving the University Code of Conduct or the Constitution of the SGA. It shall have the authority to hear parking/traffic violation appeals.

**Section 2.** The Judicial Board shall comply with the Kentucky Open Meetings Laws, KRS 61.800 et.seq. and shall notify interested parties of their meetings at least one (1) week in advance.

**Section 3.** The Judicial Board shall be the judicial branch of the SGA and shall be composed of seven (7) Justices and three (3) Alternate Associate Justices.

**Section 4.** The Judicial Board Chief Justice shall serve as Chairperson of the Murray State University Student Judicial Board. The Chief Justice will preside over the Murray State University Student Judicial Board and be responsible for communicating concerns and issues to the SGA Executive Council. The Chief Justice shall serve as a liaison between the SGA, MSU Police Department and various judicial offices of the University. This position will be selected by the SGA President, then confirmed by the Student Senate, from the members selected to serve on the Murray State University Student Judicial Board. The Student Senate must confirm this position annually. The Chief Justice of the Judicial Board will be responsible for a report to the Student Senate each week or following each specially called Judicial Board hearing.

**Section 5.** The SGA shall solicit applications for the Judicial Board. The Executive Cabinet shall interview the applicants and the SGA President shall select ten (10) nominees for the seven (7) Associate Justices, three (3) Alternate Associate Justices and from the list of nominations recommending a Chief Justice and an Associate Chief Justice. Upon the nomination from the SGA President, the Senate must confirm the nominees.

**Section 6.** No member of the Judicial Board shall vote on any question in which he/she has an interest.

**Section 7.** Structure of the Judicial Board, qualifications of membership, duration of term, specific duties and responsibilities, absences and vacancies, etc. shall be detailed by the *Bylaws*, otherwise known as the Judicial Board Operating Principles.

#### **Article V. – The Campus Activities Board**

**Section 1.** The purpose of the Campus Activities Board shall be to serve and unify the interests of the students, faculty and staff of MSU and the University service region through co-curricular programming and policy recommendations for the operation of the University Center.

**Section 2.** Funding for the Campus Activities Board shall be through the accounts of SGA.

**Section 3.** Structure of the Campus Activities Board, qualifications of membership, duration of term, specific duties and responsibilities, absences and vacancies, etc. shall be detailed by the *Bylaws* in accordance with the Campus Activities Board Operating Principles.

#### **Article VI – Residential College Association**

**Section 1.** The Residential College Association shall serve as the voice of the students of the Residential Colleges. The organization will maintain its own *Bylaws* and function to increase communication between residential students and SGA.

**Section 2.** The membership of the Residential College Association shall consist of the officers, sixteen (16) Residential College Senators, the President of each Residential College, at least one (1) representative chosen by election from each college and President of NRHH. Each college shall have one vote.

**Section 3.** The officers of the Residential College Association shall be the President, Vice President of Programming, Vice President of Finance and Records, Vice President of Recognition and Vice President of Leadership and Development.

**Section 4.** The Residential College Association President shall preside over the Residential College Association and shall be responsible for communicating RCA concerns to the SGA Executive Council. The RCA President shall be a full-time student. The RCA President shall be elected during the SGA elections each spring by a student body vote. The office holder shall maintain these standards, as well as others prescribed in the *Bylaws*, at the time of election and during the terms of office.

**Section 5.** The budget for the Residential College Association shall remain based upon a fee levied on students who live within the Residential Colleges.

**Section 6.** The individual Residential College Councils shall maintain their autonomy in constitution and in their rights to create policy specific to their Residential Colleges.

#### **Article VII – Voting and Constituencies**

**Section 1.** Any student enrolled in a college shall have the privilege of voting for Senate positions representing that college, all SGA officer positions and at-large Senate positions. Any student with a freshman classification or with less than 30 credit hours earned after high school graduation may have the privilege of voting for the "freshman Senators."

**Section 2.** The primary constituency of SGA Officers, at-large Senators and students on the Campus Activities Board shall be all students in the University. The primary constituency of a Senator representing a University or residential college or school shall be students in that college. The primary constituency of the "freshman Senators."

#### **Article VIII – Removal from Office**

**Section 1.** The Student Senate or the Judicial Board shall have the power to remove from office any member of its respective body for cause by a two-thirds (2/3) majority vote.

**Section 2.** Senators or Executive Officers of the SGA can be recalled on the petition of twenty-five percent (25%) of their respective constituencies, subject to a majority vote of such constituency.

#### **Article IX - Amendments and Bylaws**

**Section 1.** The Student Senate shall have the power to enact *Bylaws* to implement the provisions of this Constitution.

**Section 2.** Any proposed changes in the *Bylaws* shall be endorsed by one-fifth (1/5) of the Senators and shall require approval by two-thirds (2/3) of the membership of the Senate.

**Section 3.** Amendments to this Constitution can be proposed by a three-fourths (3/4) majority vote of the Student Senate or by a petition signed by 25% of the total student body. Such amendments shall be ratified by a plurality vote of the student electorate subject to approval of the MSU Board of Regents.

#### **Article X – Ratification**

**Section 1.** This Constitution shall be ratified by a majority of those voting, subject to final approval of the Murray State University Board of Regents.