

The Mississippi School for Mathematics and Science



Student Government Association Constitution

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Preamble

We, the students of the Mississippi School for Mathematics and Science, in order to achieve for ourselves academic excellence, to foster our social and intellectual growth, to provide a forum for the free and open expression of student ideas and opinions, to ensure and maintain for ourselves a representative and orderly government, and to uphold the ideals of scholarship, service, creativity, and community, do hereby establish this Constitution for the Mississippi School for Mathematics and Science Student Government Association.

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Article I – Organization

Section 1 Authority

The ultimate responsibility for all operations of the Mississippi School for Mathematics and Science is vested in the State Board of Education. Since the Executive Director serves as the Board’s agent in all school affairs and relations, the Student Government shall assume only those powers properly delegated to it by the Executive Director and provided by this Student Government Association Constitution.

Section 2 Appellation

All powers of the Student Government shall be vested in the Student Government Association, herein referred to as the SGA. The official school

name, the Mississippi School for Mathematics and Science, shall be herein referred to as MSMS.

Section 3 Advisors

A member of the MSMS faculty and/or administration will serve as SGA Advisor(s) to attend and monitor SGA activities.

Section 4 Delegation of Powers within the SGA

The SGA shall be composed of three branches: an Executive Branch, a Legislative Branch, and a Judiciary Branch.

Section 5 Review

All decisions by the MSMS SGA are subject to review by the MSMS Executive Director. All legislation that the MSMS SGA passes will be sent directly to the Executive Director, Director of Academic Affairs, and Director of Student Affairs.

Article II – Officer Elections

Section 1 Senatorial Elections

The process for electing Senators shall be as follows:

1. All candidates wishing to run must receive approval from the Director of Academic Affairs that the student has satisfactory grades, no more than ~~one~~ ~~two~~ Level II violations, and no Level III violations. Candidates will submit their names to the SGA Secretary.
2. Each residence hall floor shall hold its own election.
3. Only those on the residence hall floor will have the right to vote on the Senator for their floor.
4. The Borda Count Method shall be used to determine the new Senators for each floor, where voters will rank the nominees in

order of preference. A first place vote will be equal to the number of nominees and a second place vote will be equal to the number of nominees minus one. If there are more than two nominees, the process of subtracting one point for each place vote will continue until a final place vote is equal to one point.

5. The two Junior and two Senior candidates with the most points shall become the Senator-elects.
6. If a floor does not have enough residents eligible for or amendable to accept nomination to get two Senior and two Junior candidates, the floor shall elect all the candidates in each class they can. The newly elected Senate shall then hold a special election to fill the vacant Senate position(s). The special election shall happen no later than the second Senate meeting of the **semester year**. The replacement Senator(s) shall represent the same residence hall and hold the same standing as junior or senior, if possible. The special election shall take place as follows:
 - A. A mass email shall be sent to the class(es) and residence hall(s) and floor(s) in which there is an opening.
 - B. Each candidate shall obtain approval from the Director of Academic Affairs.
 - C. Each candidate shall give an up to two-minute speech to the standing Senate. The standing Senators shall then vote through the Borda Count method, and the newly elected Senator(s)'s term shall start at the very next Senate meeting.
 - D. If only one person runs for the vacant position, their term as Senator shall start at the meeting of their election.
 - E. **In the event of a tie in special Senate elections, the SGA officers shall serve as the deciding votes. This ought to be done in a private meeting between the officers. The officers do not have a responsibility to reveal their votes or points of debate. The only exception to this procedure is if the tie is between n number of candidates and the number of vacant Senate seats is greater than or equal to n .**
7. In the case of a tie for the second-most points, a runoff election shall be held between the candidates using the same process and the candidate with the most points shall become the Senator-elect.
8. **Senators will serve semester-long terms. The election process will be done once for first-semester Senators and again for second-semester Senators.**
9. The election process is determined by the SGA officers and must be accepted by the SGA advisor prior to the election. Once

accepted by the advisor, the process must be announced to the student body.

Section 2 Other Officer Elections

All MSMS SGA elections other than Senate elections shall follow this standard procedure:

1. Candidates will submit their names and desired position to the SGA Secretary for referral to the Director for Academic Affairs.
2. The candidates who receive the majority of the points by the Borda Count Method will be declared the winners of the election. ~~If a majority is not reached, a runoff election will be held between the tied candidates.~~ Runoffs for class-wide races will occur only between the top two candidates if and only if the difference between the top two candidates' Borda Count points is less than or equal to five percent of the maximum number of points they could have gotten. The maximum number of points available is computed by multiplying the total number of candidates for the specific position by the number of people who voted in the race. No run-offs will occur for position elections in which there are only two candidates.
3. The winner from the runoff election will be determined by the candidate who reaches the simple majority of the votes.
4. It is possible that a class-wide election results in a perfect tie. In this case, the Senate shall debate the election and be the deciding body. The Senate holds 28 voting members, though, so it is possible a tie could happen again. In this case, the SGA officers become the deciding votes. This ought to be done in a private meeting between the officers. The officers do not have a responsibility to reveal their votes or points of debate.

Section 3 Campaigning

All MSMS officer elections shall be subject to the following rules concerning campaigning:

1. Candidates for SGA Office and Class Office are limited to thirty-five dollars of expenditure for their campaign. These funds shall not be provided by the SGA. Candidates should make campaign purchases separate from any other purchases and keep their receipts in the case the SGA Officers request to see them. If the candidate does not have receipts when requested, the SGA Officers shall decide if they have gone over the limit by estimating and determine the appropriate amount of campaign materials to take down to make up for the over-spending.
2. In all MSMS SGA elections, the SGA prohibits the removal or defacement of any campaign materials by any person other than the candidate who appears on the material. If repeated instances of removal occur, the SGA shall call upon the Director for Student Affairs.
3. Cross campaigning is prohibited. Candidates should run for their

position independent of any other candidate and/or any other position.

4. Campaign materials shall be kept out of any classrooms.
5. Candidates wishing to place campaign materials in the Residence Halls must obtain Hall Director approval first.
6. Candidates are limited to ten posters/flyers per MSMS building.

Section 5 Debates

The races for SGA President, SGA Vice President, and Senior Class President will include an optional debate night between the candidates. The point of the debate is to allow candidates to express their ideas and plans in a way standard campaigning cannot. The following rules apply for all three debate nights:

1. The SGA President, SGA Vice President, and SGA Secretary will serve as the moderators, question-writers, and question-askers.
2. The SGA officers are not allowed to share details of the questions to any candidates. Questions written by the SGA officers must be approved by the Press Secretary to confirm they are not biased toward any one candidate or would prompt debaters to critique other candidates' characters.
3. Candidates participating in the debate are allowed to critique solely another candidate's ideas. Any criticism of a candidate's character or anything other than their ideas will result in the candidate being removed from the debate.
4. The debate is held only after all candidates' eligibility requirements have been verified and the list of all candidates has been sent to the student body.
5. Candidates are not allowed to bring any prewritten notes or props on stage. Candidates will be given a blank sheet of paper upon arriving at the debate to take notes on as other candidates are speaking.
6. The event shall be organized by the Press Secretary, with the Press Secretary deciding the structure of the debate, location, date, and time. The Press Secretary should make every effort to get these nights as Wellness Seminars. The debates for different positions can be held on different days, if necessary. The Press Secretary should be taking notes of the debate to write a summary article to be published by MSMS's journalistic body.

Section 54 Election Periods

All election periods are decided upon by the SGA officers and must be announced at least one week in advance. All MSMS SGA ~~elections are recommended to~~ take place during the following election periods.

1. The SGA Officer and Senior Class Officer election period shall be no more than four weeks after the week containing the second Friday in April. The elections shall be held on the same day.
2. The Junior Class Officer election period shall be held no later than the end of the third week after the first quarter of the school year.
3. The Cabinet nomination period shall begin and end with the

new SGA President's term.

4. For the Senate, the **first** election period shall be **no later than** the final week of August. **The second election period shall be no later than the second week back from Christmas break.** For Senate Officials, the election period shall be no later than the second Senate meeting of the **semester school year.**
5. For the Judiciary Branch, the application period for justices shall be no later than two weeks after the Junior Class Officer elections. The application period for officers shall be no later than the first week of May.

Section 65 **Requirements**

To hold an elected or nominated position, all SGA candidates and members must satisfy and maintain the following requirements:

1. Any student seeking an elected or nominated position must have a numerical grade average equal to or greater than 85.0 (rounded to three significant figures). The Director for Academic Affairs shall be responsible for the calculation of these averages. The numeric average will be determined by taking the sum of the numeric grades as provided to the Director for Academic Affairs, and then dividing this sum by the number of classes a student is taking. Only MSMS classes evaluated with numeric grades shall be considered. This average shall be cumulative from **only final semester and final quarter grades. all final grades and current grades available.**
2. At the end of each nine weeks, if the numeric grade average of any SGA member does not fulfill the requirements set forth in this Section, then that person shall be forced to relinquish their position and the vacant position shall be filled according to the appropriate guidelines.
3. An SGA candidate or member cannot have **any more than** two Level II violations or any Level III violations.
4. If an SGA member does not meet the disciplinary requirements set forth in this Section, then that person must immediately relinquish their position and the vacant position shall be filled according to the appropriate guidelines.
5. At the end of each quarter, all **SGA members Senators and Representatives** will be given the opportunity to resign from the Senate.
6. All candidates seeking an elected or appointed office for their Senior year must be a Senior for the duration of their term. All candidates seeking an elected or appointed officer for their Junior year must be a Junior for the duration of their term.
7. Candidates for SGA Vice-President must have been a Senator or Representative for at least four Senate meetings.
8. The Chief Justice and Associate Justices of the Honor Court must have been an Honor Court justice the previous year.

Section 76 **Oaths of Office and Swearing-In Ceremonies**

The elected SGA officers — SGA President, Vice-President, and Secretary — shall be required to take an oath of office upon being elected. The oath shall be held before the student body immediately following the SGA Officer elections. The previous SGA officer shall swear in the newly elected SGA officer. The newly elected officers shall raise their right hand and have their left hand on a physical copy of the SGA Constitution. Students with no arm/hands may be exempted from this part of the oath. The oaths shall be as follows:

1. For SGA President: “I, [first and last name], affirm to uphold the values of the SGA Constitution, serve as an exemplary representative of the student body, and reflect the four ideals of MSMS: Scholarship, Creativity, Service, and Community.”
2. For SGA Vice-President: “I, [first and last name], affirm to uphold the values of the SGA Constitution, fairly and orderly preside over the Senate by enforcing proper rules of order and decorum, and reflect the four ideals of MSMS: Scholarship, Creativity, Service, and Community.”
3. For SGA Secretary: “I, [first and last name], affirm to uphold the values of the SGA Constitution, organize Senate legislation prior to meetings, and reflect the four ideals of MSMS: Scholarship, Creativity, Service, and Community.”

Article III – The Executive Branch

Section 1 Definitions

The executive powers of the SGA shall be vested in the SGA Officers.

Section 2 SGA Officers

The SGA Officers are the SGA President, the SGA Vice-President, and the SGA Secretary. The purpose of the SGA Officers is to lead over all the SGA branches, ensuring each branch runs as planned. The SGA Officers must be Seniors for the duration of their term, which shall begin on the last day of their Junior year. The SGA Officer-elects shall assume their roles as laid out below for the final Senate meeting of that year, and the current SGA Officers shall assume the role of Senators.

1. The Executive Branch shall be headed by the SGA President. The SGA President shall be elected by all provisions of Article II that are applicable to the Executive Branch. The powers vested in the SGA President include:
 - A. Presiding over the SGA.

- ~~B. Presiding over the Executive Branch.~~
 - C. Nominating a group of advisors, the Cabinet, to assist in the execution of the President's duties.
 - D. Presiding over all Cabinet meetings.
 - E. Removing Cabinet members should it be necessary
 - F. **Communicating SGA website changes to the Secretary of Digital Affairs.**
 - G. Writing and passing Executive Orders
 - H. **Presenting Senate legislation to administration in cooperation with the SGA Vice President and SGA Secretary.**
 - I. **Ensuring Legislation passed by administration is implemented.**
 - J. Serving as the representative of the entire Student Body at all public and school events as deemed necessary by the Executive Director.
 - K. Calling special sessions of any SGA bodies whenever necessary.
 - L. Leading over one Senate committee as Chairperson and ensuring the committee runs as intended.
 - M. Writing an end-of-year reflection on roles and responsibilities for future years' SGA Presidents.
2. To preside over the Senate, an SGA Vice-President shall be elected. The SGA Vice-President shall be elected by all provisions of Article II that are applicable to the Executive Branch. The powers vested in the SGA Vice-President include:
- A. Presiding over all meetings of the Senate.
 - B. Serving as the SGA President's assistant.
 - C. Taking responsibility for all Senate projects.
 - D. **Working with the head of the Faculty Senate to promote collaborative projects.**
 - E. **Casting tie-breaking votes on Senate actions that require a simple majority.**
 - F. **Planning at least one Senate fundraiser per semester.**
 - G. **Managing and distributing the Senate funds.**
 - H. **Presenting Senate legislation to administration in cooperation with the SGA President and SGA Secretary**
 - I. Maintaining the SGA Constitution.
 - J. **Appointing and directing Policy Directors.**
 - K. Fulfilling the duties of the SGA President, should the President take an absence.
 - L. Ensuring that the Director for Academic Affairs checks that all SGA members have maintained necessary grade and disciplinary requirements at the end of each nine weeks.
 - M. Leading over one Senate committee as Chairperson and ensuring the committee runs as intended.
 - N. Writing an end-of-year reflection on roles and responsibilities for future years' SGA Vice-Presidents.
 - O. Maintaining the Senate portion of the SGA OneDrive.
3. To keep the SGA under proper organization, an SGA Secretary

shall be elected. The SGA Secretary shall be elected by all provisions of Article II that are applicable to the Executive Branch. The powers vested in the SGA Secretary include:

- A. Receiving and organizing Senate legislation before each Senate meeting.
- B. Corresponding with MSMS administrators.
- C. Recording attendance for all Senate meetings.
- D. Tracking attendance for Representative candidates.
- E. **Presenting Senate legislation to administration in cooperation with the SGA President and SGA Vice President.**
- F. Assisting the SGA President's Cabinet in the execution of their duties, if needed.
- G. Leading over one Senate committee as Chairperson and ensuring the committee runs as intended.
- H. Writing an end-of-year reflection on roles and responsibilities for future years' SGA Secretaries.
- I. Maintaining the SGA OneDrive.

Section 3 SGA Presidential Cabinet

1. To assist the SGA President in the execution of their duties, an SGA Presidential Cabinet shall be appointed.
 - A. After the election of the SGA President-Elect pursuant to all provisions of Article II applicable to the Executive Branch, the SGA President-Elect shall nominate Secretaries to their Cabinet as they see fit.
 - B. The Cabinet shall consist of as many Secretaries as the President deems necessary.
 - C. Secretaries must be Seniors for the duration of their term.
 - D. The President is not limited in his/her choices for nominees except by their status as Seniors for the duration of their term and the disciplinary and grade-point average requirements applicable to all members of SGA.
 - E. The cabinet shall consist of at least the following Secretarial Positions: SGA Officers - Senior Class Officers Liaison, **and** Press Secretary, **and Secretary of Digital Affairs.**
 - F. The Cabinet shall not be limited to these Positions; however, these are the permanent Positions which will be filled by appointment every year. The SGA President shall have the power to add new Cabinet positions as they see fit, provided that the appointments to that position are duly made.
2. The Cabinet Secretaries shall perform, but not be limited to, the following duties:
 - A. The SGA Officers – Class Officers Liaison shall be responsible for organizing MSMS traditions such as the Senior Tribute performance and more. The Liaison shall accomplish this through faculty and student testimonials of past traditions, approval from the Senate, and coordination with the SGA Officers and Class Officers. The SGA Officers – Class Officers Liaison shall be

responsible for any other event co-sponsored by the SGA Officers and Senior Class Officers. The SGA Officers – Class Officers Liaison is given power to introduce the plans for traditions as resolutions to the Senate. When the Liaison is presenting these resolutions, they are given all powers of a Senator. The Liaison is given permission to attend Junior and Senior Class Officer meetings, mainly for the purpose of planning promoting whatever tradition the Liaison has passed through the Senate and administration. The Liaison is required to present at least one resolution each semester.

- B. The Press Secretary shall be responsible for meeting with the school newspaper or other journalism organization monthly to report the Senate happenings to the Student Body. This report shall include, but not be limited to, an overview of all Senate legislation presented that month, the action the Senate took on said legislation, and updates on decisions from the Administration regarding past months' legislation. The Press Secretary shall also be responsible for posting a chart listing all members of the SGA and their positions in a publicly accessible place. The Press Secretary shall also maintain an active social media presence representing the SGA. The Press Secretary shall notify the Student Body of any SGA and SGA/SCO/JCO co-sponsored events. **The Press Secretary shall play an active role in elections by organizing, in cooperation with the SGA officers, the debate night(s) between SGA President, SGA Vice President, and Senior Class President candidates.** The Press Secretary is required to attend all Senate meetings with the same attendance requirements and repercussions laid out for Senators in Article IV, Section 2.
- C. **The Secretary of Digital Affairs shall be responsible for creating or maintaining a website for SGA. The website shall include information from all SGA branches, updates on Senate and administrative action on Legislation, a copy of the SGA constitution, and the names of all Senators, Cabinet Positions, Class Officers, and SGA officers. Generally, the website should include as much information as possible while still maintaining aesthetic appeal.**
- D. Additional Secretarial Positions added by the SGA President shall receive specific guidelines for their duties directly from the President.

Section 4 Class Officers

1. To organize Class events and activities, Class Officers shall be elected. The Class Officers shall be President, Vice-President, Secretary, Treasurer, and Historian. Class Officers should have meetings at least twice a month, depending on Sponsor(s) availability. If a sponsor is not available, a meeting between only the Class Officers should still be arranged to establish a state of current affairs and plan next steps. It is the responsibility of the Class President to plan both types of these meetings.

2. All Class Officers shall be elected by all provisions of Article II that are applicable to the Executive Branch. Only those members of the Class for which the Class Officers elections are held may have the right to run and vote for those positions.
3. The Senior Class Officers shall take office on the last day of school during their Junior year and will hold office for one year or until the last day of the school year after which they took office.
4. All Senior Class Officers shall be responsible for running a class gift project and assisting in Orientation activities, graduation activities, Class reunions, and all Class activities.
5. Junior Class Officers shall take office as soon as the final vote counts are tabulated and will hold office until the last day of school of their Junior year.
6. All Junior Class Officers shall be responsible for all Junior Class activities and planning the Prom.
7. The Class Officers shall inform their respective Class of the activities concerning them.
8. The powers vested in the Senior Class President include:
 - A. Being in charge of social activities of the Senior Class.
 - B. Being in charge of all Class reunions.
 - C. Calling Senior Class Officer meetings at least twice a month.
 - D. Presiding over all Senior Class Officer meetings.
 - E. Examining all transactions proposed by the Senior Class Treasurer for approval by the Class Advisor.
 - F. Presenting to the MSMS students a plan for the class gift project(s) for the year by the last week of April.
 - G. Requesting a graduation speaker.
 - H. Writing an end-of-year reflection on roles and responsibilities for future years' Senior Class Presidents.
9. The powers vested in the Junior Class President include:
 - A. Being in charge of social activities of the Junior Class.
 - B. Calling Junior Class Officer meetings at least twice a month.
 - C. Presiding over all Junior Class Officer meetings.
 - D. Examining all transactions proposed by the Junior Class Treasurer for approval by the Class Advisor.
 - E. Writing an end-of-year reflection on roles and responsibilities for future years' Junior Class Presidents.
10. The powers vested in both the Senior and Junior Class Vice-Presidents include:
 - A. Serving as assistant to the Class President.
 - B. Assisting all other Class Officers when necessary.
 - C. Writing an end-of-year reflection on roles and responsibilities for future years' Senior and Junior Class Vice-Presidents.
11. The powers vested in both the Senior and Junior Class Secretaries include:
 - A. Keeping accurate minutes of all Class Officer meetings.
 - B. Assisting all other Class Officers when necessary.
 - C. Performing various duties as assigned by the Class President.

- D. Writing an end-of-year reflection on roles and responsibilities for future years' Senior and Junior Class Secretaries.
 - E. Maintaining the Senior and Junior Class Officers portions of the SGA OneDrive.
12. The powers vested in both the Junior and Senior Class Treasurers include:
- A. Keeping accurate records of all funds collected or spent by the Class.
 - B. Being able to present accurate records of the Class's financial standings at any point in time.
 - C. Presenting at each Class Officer meeting a list of all new transactions and the current balance of the Class Treasury.
 - D. Ensuring all records are open to the SGA President and the SGA Advisor(s).
 - E. Writing an end-of-year reflection on roles and responsibilities for future years' Senior and Junior Class Treasurers.
13. The powers vested in the Senior Class Historian include:
- A. Keeping accurate records of any and all activities of the Senior Class.
 - B. Making a Class slideshow that reflects upon the Class's experiences at MSMS.
 - C. Serving as the Yearbook President.
 - D. Writing an end-of-year reflection on roles and responsibilities for future years' Senior Class Historians.
14. The powers vested in the Junior Class Historian include:
- A. Keeping accurate records of any and all activities of the Junior Class.
 - B. Writing an end-of-year reflection on roles and responsibilities for future years' Junior Class Historians.

Section 5 Honor Court Officers

The Honor Court Officers are the Chief Justice and two Associate Justices. The Honor Court Officers shall be selected by the Director for Student Affairs from the pool of judges. The Honor Court Officers must be seniors for the duration of their term, which shall start on the day they are notified of their selection by the Director for Student Affairs.

1. The Honor Court shall be headed by the Honor Court Chief Justice. The powers vested in the Honor Court Chief Justice include:
 - A. Redesigning the Honor Court application and interview process with the Director for Student Affairs.
 - B. Reviewing Honor Court applications.
 - C. Serving as an interviewer for Honor Court applicants.
 - D. Serving on and writing the decision rationale for any Honor Court case the Director for Student Affairs requests them for.
 - E. Recording all Honor Court cases, their rulings, and the decision rationales to create precedence for future cases.
 - F. Reviewing acts of the SGA Officers, Class Officers, and the Senate to determine their constitutionality.

- G. Serving as assistant to the Director for Student Affairs in all Honor Court related matters.
- H. Writing an end-of-year reflection on roles and responsibilities for future years' Chief Justices.
- I. Maintaining the Honor Court portion of the SGA OneDrive.
- 2. To assist the Honor Court Chief Justice, two Associate Justices shall be appointed. The powers vested in the Associate Justices include:
 - A. Reviewing Honor Court applications.
 - B. Serving as an interviewer for Honor Court applicants.
 - C. Ensuring all Honor Court applicants meet the grade and disciplinary requirements.
 - D. Serving on and writing the decision rationale for any Honor Court case the Director for Student Affairs requests them for.
 - E. Reviewing acts of the SGA Officers, Class Officers, and the Senate to determine their constitutionality.
 - F. Serving as assistant to the Honor Court Chief Justice in all Honor Court related matters.
 - G. Writing end-of-year reflections on roles and responsibilities for future years' Associate Justices.

Section 6 Temporary Succession

- 1. Throughout the school year, it is possible one or more members of the Executive Branch may be unable to perform his/her duties for an extended period of time. The following system shall be implemented to have members of the SGA temporarily succeed other members.
 - A. For the SGA Officers, the SGA President shall be succeeded by the SGA Vice-President, the SGA Vice-President by the President Pro Tempore of the Senate, and the SGA Secretary by a Cabinet Secretary duly appointed by the President.
 - B. For the Class Officers, the Class President shall be succeeded by the Class Vice-President. No other successions need be made.
 - C. If already in the act of temporary succession another position becomes vacant, a temporary succession for the vacated position shall occur immediately at the discretion of the SGA President.
 - D. For the Honor Court Officers, the Chief Justice shall be succeeded by one of the Associate Justices chosen by the Director for Student Affairs.
- 2. Temporary successions will only be valid during the absence of the member being succeeded. When the member temporarily succeeded returns, they shall resume the position.

Section 7 Permanent Succession

In the event that a member of the Executive Branch resigns their position or is no longer eligible to hold their position, that member will be replaced through implementation of a nominations process.

- 1. The SGA President shall be replaced by the SGA Vice-President. In the event that the SGA Vice-President declines or cannot accept

the presidency, a Class election shall be held for a new SGA President.

2. The SGA Vice-President shall be replaced by the President Pro Tempore of the Senate. In the event that the President Pro Tempore of the Senate declines or cannot accept the vice-presidency, the SGA President shall select a new SGA Vice-President. The new SGA Vice-President shall require a majority confirmation vote by the Senate.
3. The SGA Secretary shall be replaced by a Cabinet Secretary appointed by the SGA President. In the event that no Cabinet Secretary accepts the position, the SGA President shall appoint a Senior Senator to replace the SGA Secretary. This appointment need not be confirmed by a majority vote of the Senate.
4. Cabinet Secretaries shall be replaced by any eligible member of the Student Body as chosen by the SGA President.
5. The Class President shall be replaced the Class Vice-President. In the event that the Class Vice-President declines or cannot accept the presidency, a Class election shall be held for a new Class President.
6. All other Class Officers shall be replaced by any Class Officer selected by the Class President. In the event that no Class Officer accepts the vacant position, a Class election shall be held for the vacant position. In the event that a Class Officer accepts the vacant position, a Class election shall be held to fill the position left vacant by the Class Officer who took on the previously vacant position.
7. The Honor Court Chief Justice shall be replaced by one of the Associate Justices chosen by the Director for Student Affairs. The Associate Justice shall not refuse this appointment. The vacant Associate Justice position shall be filled by a senior Honor Court Judge chosen by the Director for Student Affairs.

Section 8 Checks and Balances

The SGA President shall have the power to veto any legislation passed by the Senate. The SGA President's veto may be overruled by a 2/3 vote of the Senate.

Article IV – The Legislative Branch

Section 1 **Legislative Powers**

The legislative powers of the SGA shall be vested in the Legislative Branch, which shall consist of the Senate.

Section 2 **Senators**

1. Each Senator shall have one vote in matters before the Senate. The powers vested in each Senator include:
 - A. Voting on any motion presented before the Senate.
 - B. Writing Bills, Resolutions, and Constitutional Amendments, which will be referred to collectively as Legislation.
 - C. Introducing Legislation and motions to be voted on by the Senate.
 - D. Debating Legislation and motions.
2. Any legislation to be considered by the SGA Senate must be properly submitted by an SGA Senator. To submit a piece of legislation for the consideration of the Senate, a Senator must submit the legislation to the SGA Secretary before study hours two days prior to a Senate meeting unless stated otherwise by an SGA Officer. The SGA Vice-President shall then send an agenda containing the legislation to be considered to all Senate members. If a Senator fails to meet this deadline after being

assigned to write a bill for the following meeting, they shall receive a tardy on their senatorial record.

3. A Senator shall be removed from office when ~~two~~ ~~three~~ unexcused absences are accumulated by that Senator, or he or she violates the requirements set forth in Article II, Section 5. Three tardies for any reason shall be counted as one unexcused absence, and any tardy over fifteen minutes late shall be counted as one unexcused absence. The SGA Secretary must warn a Senator when he or she has accumulated ~~one~~ ~~two~~ unexcused absences and when a Senator has accumulated one unexcused absence and two tardies. A Senate absence may be excused for the following reasons:
 - A. Out of town visitors.
 - B. Illness.
 - C. Being out of town.
 - D. Playing in a sport event (does not include practices).
 - E. Any situation approved by the SGA Officers, regardless of time of notice.
4. If a Senator has an excused absence but was scheduled to present Legislation for the meeting they are absent for, the Senator has the option of getting another Senator to present on their behalf.
5. All Senators will serve semester long terms.
6. All Senators are required to perform surveys of their floor once a month to see what issues their constituents would like to see resolved and/or their constituents' opinions on the Senator's current ideas for legislation.

Section 3 **Representatives**

1. For students not elected to Senate but who still desire to contribute, the Representative position is available. There are only four open Representative positions. The powers vested in each Representative include:
 - A. Introducing Legislation and motions to be voted on by the Senate
 - B. Debating Legislation and motions.
2. To run for the Representative position, students attend at least three meetings within a quarter. Meeting attendance will not carry over into following quarters. Candidates must make their intent to run for a Representative position known to the SGA Secretary so they can track their attendance for the quarter. Candidates will be granted the power to debate on Legislation and motions, but only after their first full recorded attendance as a Representative candidate.
3. Representative elections shall take place at the beginning of the second, third, and fourth quarter. Eligible candidates must give an up to two-minute speech on why they should be elected to the Senate. The Senate shall vote on the Representatives, but the election is different from most in that it does not demand a winner. Instead of the Borda Count method, the Senate shall vote "Accept" or "Reject" for each candidate following the speeches. Representative candidates must receive a three-fourths majority vote in the affirmative to receive the position. Senators are

encouraged to keep in my mind there are only four Representative spots, and there is no need for all, or even any, of them to be filled.

4. Representatives are subject to the same legislation and attendance requirements for Senators as laid out in Article IV, Section 2, Points 2 and 3, respectively.
5. In the case of a vacant Senate seat after Representatives have been elected, Representatives are allowed to resign from their Representative position to run for the Senate seat. If they do so, however, they will not be granted their Representative position back if they lose the special Senate election.
6. **Elected Representatives will serve until the end of the Senate semester in which they are elected.**

Section 4 **Legislation**

1. Senators shall have the power to present, debate, and vote on three types of Legislation. Representatives shall only have the power to present and debate on Legislation. Senators can request to collaborate to present legislation jointly, but such requests must be submitted to and approved by the SGA Vice President. The requests should include the number of Senators wishing to work together, the goal of the legislation, and an explanation of why the legislation requires more than one Senator. The types of Legislation are as follows:
 - A. Bills are pieces of Legislation that propose direct changes to the Student Handbook. Bills must be passed through the Senate with a 3/5 supermajority. Bills will then be taken to the administration for ratification.
 - B. Resolutions are pieces of Legislation that propose an opinion or course of action that doesn't necessarily change or relate to the Student Handbook. Resolutions must be passed through the Senate with a 3/5 supermajority. Resolutions will then be taken to the administration for implementation.
 - C. Constitutional Amendments are pieces of Legislation that propose direct changes to the SGA Constitution. Constitutional Amendments must pass through the Senate with a 3/4 supermajority. Constitutional Amendments will then be reviewed by the SGA Officers for ratification.
2. Senators and Representatives have the power to amend Legislation. **To keep efficiency, Senators and Representatives can write down amendments and pass them to the SGA Secretary as a reference once they make their motion to amend. A Senator or Representative doing this action still must say their amendment out loud for the chamber to hear.** The types of amendments to Legislation are as follows:
 - A. Critical Amendments are amendments that change the purpose or approach of a piece of Legislation. Critical Amendments must pass through the Senate with a simple majority.
 - B. Friendly Amendments are amendments that correct technical errors without changing the meaning of a piece of Legislation. Friendly Amendments require the consent of the Senator or Representative presenting to be implemented. Friendly

Amendments denied by the Senator or Representative presenting can be introduced as Critical Amendments.

3. The SGA President has the power to unilaterally write and pass Executive Orders. The ~~SGA officers Senate Ambassador~~ shall include all Executive Orders signed by the SGA President in their monthly legislation report to the administration. Executive Orders are the same as Resolutions, and they are limited to only Resolutions. Honor Court officers are responsible for reviewing Executive Orders to determine their constitutionality as a Resolution prior to the Senate Ambassador's monthly legislation report. If the Honor Court officers fail to determine their constitutionality by that time, they shall be considered constitutional.

Section 5 Decorum

All Senate meetings will be conducted in an orderly manner. To this end, the following rules shall be held at all times:

1. All motions and debates must be addressed to the Presiding Officer.
2. Senators and Representatives are expected to raise their hand and be recognized by the chair to be given the floor to debate or make a motion with the exception of the interrupting motions.
3. No movements outside of those listed are acceptable in MSMS Senate meetings. All movements are subject to the discretion of the chair. The chair may ask the Senator or Representative questions to interpret the intentions of the Senator or Representative, so as to not continue with a misinterpreted motion.
4. Senators and Representatives may speak freely when granted the floor. Motions and points are still limited to those allowed by the Rules of Order, but general speech pertaining to the topic at hand is permitted.
5. **The Senate may only meet when a quorum of simple majority is met. The vote proportion requirements for legislation and motions to pass are calculated of the Senators present for a meeting.**

Below is a comprehensive chart of the Senate Rules of Order.

PURPOSE:	YOU SAY:	INTERRUPT	2ND	DEBATE	AMEND	VOTE
Poll the Senate	I motion to poll the Senate	No	No	No	No	No
Close Meeting	I motion to adjourn	Yes	Yes	No	No	No
Register Complaint	I rise to a question of privilege	Yes	No	No	No	No
Enforce Rules	Point of Order	Yes	No	No	No	No
Parliamentary Law Question	Parliamentary Inquiry	Yes	No	No	No	No
Request for More Information	Point of Inquiry	Yes	No	No	No	No
Clarify a Rule or Point	Point of Clarification	Yes	No	No	No	No

Lay Aside to Next Meeting	I motion to table	Yes	Yes	Yes	No	2/3
Lay Aside Indefinitely	I motion to table indefinitely	Yes	Yes	Yes	No	2/3
Close Current Period of Debate and Move to Next Step	I motion to move to the previous question	Yes	Yes	Yes	No	Presiding Officer Discretion
Limit/Extend Debate	I motion to limit/extend the debate by [time]	Yes	Yes	No	No	Presiding Officer Discretion
Amend Legislation (Friendly/Critical)	I move to propose a friendly/critical amendment	No	No/Yes	No/Yes	No/Yes	Presenter Discretion/Majority
Cancel Previous Action	I move to rescind [action]	Yes	Yes	Yes	No	Presiding Officer Discretion
Suspend Rules	I motion to begin an unmoderated caucus	Yes	Yes	No	No	Presiding Officer Discretion
Personal Privilege	Point of personal privilege	Yes	No	No	No	Presiding Officer Discretion
Rescind Vote	I move to amend the ballot	Yes	No	No	No	Presiding Officer Discretion
Ask someone x number of questions	Does _ yield to a series of x possible questions	No	No	No	No	Presiding Officer Discretion
Overrule an objection	I motion to overrule the objection	Yes	Yes	No	No	3/4
Demand a tallied vote	Division	Yes	No	No	No	No
Remove filibuster	I motion to remove the filibuster	Yes	Yes	No	No	Simple Majority
Impeach SGA member	I motion to impeach [member]	No	Yes	Yes (only on second round if member is a Senator or Rep. See Article VI of the SGA Constitution	No	See Article VI of the SGA Constitution

Section 6 Senatorial Officers

The Senate shall contain the following offices to be assumed and elected by Senators:

1. The first office is that of the President Pro Tempore. The powers vested in the President Pro Tempore include:

- A. Assuming all duties and powers necessary to preside over the Senate in the absence of the SGA Vice President.
 - B. Assuming the full role of the SGA Vice President should the SGA Vice President be indisposed for a prolonged period of time.
 - C. Serving as assistant to the SGA Vice-President
- 2. The second office is that of the Sergeant at Arms. The powers vested in the Sergeant at Arms include:
 - A. Preparing aspects of the Senate Chamber in advance.
 - B. Escorting unruly Senators out of the Senate chambers at the discretion of the SGA Vice President.
- 3. Policy Directors are appointed and led by the SGA Vice President and require a majority confirmation vote by the Senate. The SGA Vice President is not limited in the number of Policy Directors they can appoint, but it is recommended there is at least one for the following categories who is given the following powers:
 - A. The categories for Policy Directors shall include, but not be limited to, Student Life, Academics, and Student Government Association. Policy Directors must be seniors, and Policy Directors can hold a separate SGA position such as Class Officer or Senator or hold no SGA position.
 - B. Policy Directors are responsible for guiding Senators through the process of writing legislation for their respective focus area. Senators should contact the appropriate Policy Director when they have an idea for a piece of legislation. Policy Directors then recommend changes, potential interview subjects, research that can be conducted, and external sources to consider. All Senators are required to run their idea past the appropriate Policy Director before submission to the SGA Secretary. A proposal of an idea or a draft of legislation is due to the respective Policy Director by study hours the day before the legislation itself is due.
 - C. Policy Directors shall provide continuous legislation ideas to a document shared with all Senators and Representatives. A Senator or Representative taking an idea from this document is still required to meet with the appropriate Policy Director before submitting their legislation to the SGA Secretary.
 - D. Policy Directors are required to run legislation ideas past the SGA Vice President. The SGA Vice President can alter the legislation document at any point. Policy Directors not contributing at least one legislation idea once a week and/or failing to meet with Senators or Representatives upon request is grounds for impeachment. The SGA Vice President can remove and replace Policy Directors at any point. Policy Director replacements still must be confirmed by a majority vote of the Senate.

- E. The Policy Directors and the SGA Vice President shall prepare orientation packets for all Senators at the beginning of each semester. The orientation packets shall include, but not be limited to, a Rules of Order sheet, good example legislation from previous years, a copy of the Policy Directors' first legislation document, and advice from the SGA Vice President and/or Policy Directors.
 - F. The Policy Directors and the SGA Vice President shall present a legislative roadmap at the beginning of each month. The roadmap should compile the most pressing changes/issues on campus and potential routes Senators and Representative can explore these topics in as a way to promote legislation writing.
- ~~4. The third office is that of the Senate Ambassador. The powers vested in the Senate Ambassador include:~~
- ~~A. Scheduling meetings with the administration at least once a month, but more if need be, to introduce passed legislation and their reasonings.~~
 - ~~B. Bringing the administration's opinions into Senate debate.~~
 - ~~C. Providing Senators and the Press Secretary with written and oral updates of the action the administration took on their legislation.~~
 - ~~D. Writing an end-of-year reflection on roles and responsibilities for future years' Senate Ambassadors~~
5. Committees regarding residential life, mental health, and academics shall consist of one SGA Officer serving as chairperson and two junior Senators serving as members to be elected by the Senate. A Senator may only serve on one Committee. The powers vested in the Committee include:
- A. Working toward a large-scale change by gathering information from the student body about the student body and meeting with the administration.
 - B. Holding meetings as they see fit, with at least one meeting required per month.
 - C. Presenting monthly Senate reports to inform Senators of progress.
 - D. Presenting two pieces of legislation in the second semester that aligns with their committee's specialty. This does not count for the committee members' individual legislation requirement.
 - E. If Committee members do not fulfill their Committee requirements, the SGA Officers shall determine if the members need to be replaced with a special election by the Senate.

Section 7 **Devices**

The Senate shall observe a strict no-devices policy. SGA Officers shall prepare all materials in physical format Senators and Representatives will need for a productive meeting beforehand so no Senator or Representative needs to use

a device. Historically, such materials have included printouts of the Rules of Order and Legislation on the agenda. Senators requesting to use their device for a personal reason such as a phone call or for a debate reason such as looking something up in the handbook should make a point of personal privilege to use their device.

Section 8 Senate Awards

The SGA Officers, at the end of the year, shall give out Senate awards based on who the Senate thinks deserves them. Awards are based on behavior in the chamber and are meant to facilitate debate. Depending on the budget and discretion of the SGA officers, awards could either be tangible or an announcement/verbal recognition.

1. Each of the following awards are given to one junior and senior:
 - A. Best Overall
 - B. Best Legislation
 - C. Best Debater
2. The process for choosing the Senators to receive the awards is chosen to prioritize who the Senators themselves think best deserves them.
 - A. In the second-to-last week of April, the SGA officers shall send out a form to all Senators and Representatives with the Senate awards as “questions” and the names of all Senators and Representatives as “answer choices.” The form shall not be free response.
 - B. Senators and Representatives shall choose their top candidate for each award. Senators and Representatives can choose the same candidate for more than one award.
 - C. The SGA officers shall compile a voting form with the Senate awards as “questions” and the top three most voted names for each award as “answer choices.” This form should be sent out in the final week of April. A single Senator or Representative can show up on the form for more than award.
 - D. Senators and Representatives shall choose their top candidate for each award. Senators and Representatives can choose the same candidate for more than one award.
 - E. The SGA officers shall compile the results and announce the winners at any point after the SGA officer elections but before the end of the final Senate meeting of the year.
 - F. A single Senator or Representative cannot win more than one Senate award. If a single Senator or Representative wins more than one award but those awards do not include “Best Overall,” the Senator or Representative shall be awarded the award they won by the largest margin, with the other award(s) going to the second place Senator or Representative. If a Senator or Representative wins more than one award including “Best Overall,” the Senator or Representative shall be awarded “Best Overall” only, with

the other award(s) going to the second place Senator or Representative.

Section 9 Replacement

Should a Senator resign or be impeached, they shall be replaced following the same procedure outlined in Article II, Section 1, Point 7

Section 10 Checks and Balances

1. The Senate shall have the power to call any member of the SGA Presidential Cabinet to the Senate for an approval hearing. A Cabinet Secretary must get 2/3 vote in the negative for them to be removed from their position.
2. The Senate shall have the power to override the Presidential veto with a 2/3 vote. **The process of a Presidential veto is the SGA President making a motion to veto after a piece of legislation has been passed. The SGA Vice President will then give the SGA President the Senate floor to explain their reasoning for the veto. The SGA Vice President will then ask for any motions to overrule the veto. If there is a motion to overrule, the SGA Vice President will give the Senator raising the objection the Senate floor to explain their reasoning for the objection. The SGA Vice President will then ask for seconds, and if the motion receives one, the Senate will vote on overruling the veto.**

Section 11 Emergency Legislative Procedure

1. In the case of emergency of unusual circumstances after Senators have been elected that halt Senate meetings, including, but not limited to, over-breaks and sudden changes in the school year, the Senate shall have the power to vote on Legislation outside of the chambers. Legislation and voting forms shall be sent out to all Senators. The criteria for Legislation to pass remains the same.
2. In the case of emergency of unusual circumstances before Senators have been elected, the student body shall vote on Legislation sent to them from the SGA Secretary. Any Legislation voted on via this route must receive approval from the SGA Advisor prior to it being sent out. Any Legislation voted on by the student body needs only a 2/3 majority to pass.

Article V – The Judiciary Branch

Section 1 **Judiciary Powers**

The judiciary powers of the SGA shall be vested in the Judiciary Branch, which shall consist of the Honor Court. The Honor Court consists of 15 justices, 7 seniors and 8 juniors. The justices are chosen through an application and interview process overseen and created by the Director of Student Affairs, Chief Justice, and Associate Justices. The Director of Student Affairs shall serve as the Honor Court Supervisor. Cases brought to the Honor Court are handled by a panel of five randomly selected Justices, with at least one of the Honor Court Officers serving on a panel at all times. Justices with a conflict of interest are not to be selected for a case. If a Justice leaks information about a case, they shall be removed from the Honor Court.

Section 2 **Purpose**

The purpose of the Judiciary Branch shall be to ensure that the rules of conduct of the MSMS community are upheld, the consequences of breaking these rules are appropriate, and the discipline process is followed fairly and accurately by ruling on student appeals of disciplinary infractions and/or punishments.

Section 3 **Procedure**

The Honor Court shall convene when a student makes a disciplinary appeal. The Honor Court Officers will randomly select four Justices and one Honor Court Officer to be part of the panel of Justices who hear and rule on the appeal. Once a ruling has been made, the Honor Court Officer on the panel

must write a decision rationale, which shall be sent to the appealing student and Chief Justice for records.

Section 4 **Eligibility**

All Justices shall be subject to the eligibility requirements set forth in Article II, Section 5.

Section 5 **Checks and Balances**

The Honor Court shall have the power to review the actions of the Executive Branch and Legislative Branch in regards to their constitutionality. To declare an action unconstitutional, two-thirds of the Honor Court Justices must vote to declare it unconstitutional.

Article VI – Impeachment

Section 1 **Motion to Impeach**

1. The Senate shall have the power to impeach any member of the SGA for the following reasons:
 - A. Failure to execute the duties assigned to this member by the Constitution.
 - B. Improper conduct.
 - C. Violations of the Student Handbook.
2. Impeachment charges shall be brought by a motion raised by any member of the Senate. This Senator shall present their arguments for impeachment, and the Senate shall summarily debate the issue of approving the motion to impeach. To approve the motion to impeach, a two-thirds majority vote by secret ballot is required.

Section 2 **Impeachment of Senators and Representatives**

If the member charged is a member of the Senate, the SGA Officers and other members of the Senate shall be the deciding bodies. Impeachment processes for senators shall follow this general procedure:

1. The impeachment process begins with a motion to impeach. The motion to impeach a Senator is a direct motion, meaning it shall not be debated on or objected to. **With a one-minute time limit following the motion, if they wish to, the member will give one reason for impeachment of that Senator or Representative. With the same time limit, the member can then state why they should not be impeached. Each member has the ability to yield if they do not wish to speak.** The motion to impeach a Senator or

Representative requires a second to be voted on and a 2/3 supermajority to pass.

2. Within four days of the passing of the motion to impeachment, the Senator or Representative who introduced the motion and the Senator or Representative who is being impeached must submit written arguments to the SGA Secretary.
3. The SGA Officers shall review the written arguments as unbiased judges. After reviewing each argument, the SGA Officers shall decide if the motion to impeach has merit. If an Officer is romantically involved with, related to, or living with the impeached Senator or Representative or the Senator or Representative who introduced the motion, they must excuse themselves from evaluating the written arguments. An Officer may excuse themselves if they do not meet these criteria but still believe they will be biased. In such a case, the remaining two Officers consider the written arguments. If more than one Officer must excuse themselves or if the remaining two Officers tie, the President Pro Tempore shall be called in to be the deciding vote. If the President Pro Tempore has a conflict of interest, they shall be excused and the next elected officer in the line of succession shall be called in until an unbiased voter is found.
4. If the SGA Officers decide the motion has merit, a special session of the Senate shall be called. Senators shall debate the impeachment, then motion to move to the previous question to vote on impeaching the Senator. Impeachment requires a 3/4 supermajority .
5. The Senator or Representative being impeached is not allowed to object to the motion to move to the previous question on the matter of their impeachment. If another Senator or Representative objects to the motion to move to the previous question, a Senator or Representative may respond with a motion to overrule the objection. The motion to overrule the objection is a direct motion as well. It requires a second to be voted on and a 3/4 supermajority to pass. If the motion to overrule the objection passes, the Senate will immediately move to the previous question and vote on the matter of impeachment.
6. Impeached Senators or Representatives cannot run to be a Senator or Representative.
7. This process is the same for impeaching a Senator specifically from a Senatorial Officer role (e.g., President Pro Tempore). The Senator or Representative raising the motion should make it clear whether they wish to impeach the person from their Senate seat or their Senatorial Officer role, as impeachment from the Senatorial Officer role would result in the impeached officer still retaining their Senate seat.

Section 3 Impeachment of Honor Court Members

If the member charged is a member of the Honor Court, the MSMS Administration shall hold the trial. Impeachment trials held by the

MSMS Administration shall follow this general procedure:

1. Within twenty-four hours of the approval of the motion to impeach, the SGA President must inform the Honor Court Justice that they have been charged.
2. The SGA President shall call a special session of the Honor Court to order no less than one week after the motion to impeach has been approved. The trial will follow the procedures of the Honor Court but with the Executive Director, Director for Academic Affairs, and Director of Student Affairs serving as the panel of justices.
3. The Senator who moved to impeach shall be declared the plaintiff, and the Honor Court Justice who has been charged shall be declared the defendant. A two-thirds majority vote of the panel is required to impeach the Honor Court Justice.

Section 4 Impeachment of the SGA President

If the member charged is the SGA President, a special session of the Senate shall be called to hold the trial. Impeachment trials held by the Senate for the SGA President shall follow this general procedure:

1. Within twenty-four hours of the approval of the motion to impeach, the SGA Vice-President must inform the SGA President that they have been charged.
2. The SGA Vice-President shall call a special session of the Senate to order no more than one week after the motion to impeach has been approved in order to begin the trial.
3. The trial shall follow the procedures of the Honor Court, except that the Senate as a whole shall be able to vote. The Senator who moved to impeach shall be declared the plaintiff, and the SGA President shall be declared the defendant. A 2/3 supermajority vote of the Senate is required to impeach the SGA President.

Section 5 Impeachment of all other SGA members

The Honor Court shall hold all impeachment trials of SGA members, unless the member who has been charged is a Senator, the SGA President, or a member of the Honor Court. Impeachment trials held by the Honor Court shall follow this general procedure:

1. Within twenty-four hours of the approval of the motion to impeach, the SGA President must inform the member that they have been charged.
2. The SGA President shall call a special session of the Honor Court to order no less than one week after the motion to impeach has been approved.
3. The trial will follow Honor Court procedures. The Senator who moved to impeach shall be declared the plaintiff, and the SGA member who has been charged shall be declared the defendant. A two-thirds majority vote is required to impeach the defendant.

Article VII – The SGA OneDrive

Section 1 Purpose

The SGA OneDrive is meant to serve as a collection of all SGA activities to aid future SGA Officers and members in their SGA pursuits. It also meant to record information Officers and members thought necessary to pass along to future Officers and members. Officers and members are encouraged to explore years of SGA history to find ways to be a proactive SGA Officer or member.

Section 2 Structure

The SGA OneDrive shall have three main folders: The Senate folder, the Class Officers folder, and the Honor Court folder. SGA Officers and Sponsor(s) shall have access to all three folders and other folders and documents in the SGA OneDrive.

1. The Senate folder shall be accessible only by Senators, Representatives, SGA Officers, and SGA Sponsor(s). The Senate folder shall contain:
 - A. A folder titled “Senate Legislation [current school year].” Inside this folder are individual folders for each month of the school year containing the legislation presented in those months.
 - B. A folder titled “Previous Senate Legislation.” Inside this folder are individual folders for each past school year. Inside each of those folders are individual folders for each month in their respective school year containing the legislation presented in those months.
 - C. A folder titled “Previous Rules of Order.” Inside this folder are past versions of the Senate Rules of Order, which may or may not also be recorded in the SGA Constitution, with the school year they were used in noted in some way. If a

- school year has multiple versions of the Rules of Order, it shall be noted with a V2, V3, V4, etc.
- D. A folder titled "Previous Constitutions." Inside this folder are past versions of the SGA Constitution with the school year they were used in noted in some way. If a school year has multiple versions of the SGA Constitution, it shall be noted with a V2, V3, V4, etc.
 - E. A folder titled "Mock Legislation." Inside this folder are the past mock pieces of legislation presented by Senators and Representatives.
 - F. A folder titled "Legislation Templates." Inside this folder are templates for each type of Legislation created by an SGA Vice-President. The SGA Vice-President shall update the templates as they see fit. There is no need to keep a record of past legislation templates.
 - G. A folder titled "Impeachments." Inside this folder are individual folders for each school year. Inside each of those folders are individual folders for each Senator or Representative impeached in that year. Inside each of those folders are the written arguments presented by the Senator or Representative who was impeached and the Senator or Representative who raised the motion to impeach and the rationale for the SGA Officers decision on the motion to impeach.
 - H. A folder titled "Elections." Only the SGA Officers and Sponsor(s) shall have access to this folder. Inside this folder are individual folders for each school year. Inside those folders are election details for Senate, Senate Committees, and Senatorial Officer elections. For no reason other than random assignment of the SGA elections to a single folder, this folder shall also contain the details for SGA elections. These details include candidates lists, outcomes, any relevant Microsoft forms, etc.
 - I. A folder titled "Ambassador Reports." Inside this folder are individual folders for each school year. Inside those folders are the Senate Ambassador's written reports for each month.
 - J. A folder titled "Reflections." Only the SGA Officers, Senate Ambassador, and SGA Sponsor(s) shall have access to this folder. Inside this folder are individual folders for each SGA Officer position and the Senate Ambassador position. Inside each of those folders is an end-of-year reflection on roles and responsibilities written by the person who held the position for future people who hold the position to read, meant to serve as a guide of sorts. There shall also be a folder titled "SGA Overall Reflections." This folder shall contain a guide for the SGA Officers as a group, containing valuable information such as how to set up elections, decide on impeachments, etc.

- K. An updated copy of the SGA Constitution.
 - L. An updated copy of the Rules of Order sheet.
2. The Class Officers folder shall be accessible only by the Class Officers, Class Officers Sponsor(s), SGA Officers, and SGA Sponsor(s). The Class Officers folder shall contain:
 - A. A folder titled "Senior Class Officers." This folder shall only be accessible by the Senior Class Officers, Senior Class Officers Sponsor(s), SGA Officers, and SGA Sponsor(s). This folder shall contain individual folders for each SCO position. Inside each of these folders shall be an end-of-year reflection on roles and responsibilities written by the person who held the position for future people who hold the position to read, meant to serve as a guide of sorts. There shall also be a folder titled "SCO Overall Reflections." This folder shall contain a guide for the SCO as a group, containing valuable information such as the events they planned, how they planned them, large-scale projects, etc.
 - B. A folder titled "Junior Class Officers." This folder shall only be accessible by the Junior Class Officers, Junior Class Officers Sponsor(s), SGA Officers, and SGA Sponsor(s). This folder shall contain individual folders for each JCO position. Inside each of these folders shall be an end-of-year reflection on roles and responsibilities written by the person who held the position for future people who hold the position to read, meant to serve as a guide of sorts. There shall also be a folder titled "JCO Overall Reflections." This folder shall contain a guide for the JCO as a group, containing valuable information such as the events they planned, how they planned them, large-scale projects, etc.
 - C. A folder titled "Elections." Only the SGA Officers and Sponsor(s) shall have access to this folder. Inside this folder are individual folders for each school year. Inside each of those folders are election details for SCO and JCO elections. These details include candidates lists, outcomes, any relevant Microsoft forms, etc.
 - D. An updated copy of the SGA Constitution.
 3. The Honor Court folder shall be accessible only by the Honor Court Officers, Director of Student Affairs, SGA Officers, and SGA Sponsor(s). The Honor Court folder shall contain:
 - A. A folder titled "Cases." This folder shall contain individual folders for each school year. These folders shall contain a summary of the cases heard and the majority rationale for the decision made on each case. If necessary, the folder for a single school year can contain folders for each individual month in that school year, and the above information for cases would be sorted into those folders by month they were heard in.
 - B. A folder titled "Reflections." This folder shall contain individual folders for each Honor Court Officer position,

treating the Associate Justices positions as one position. Inside each of these folders is an end-of-year reflection on roles and responsibilities written by the person who held the position for future people who hold the position to read, meant to serve as a guide of sorts. There shall also be a folder titled "Overall Reflections." This folder shall contain reflections for the Honor Court officers as a group, such as how they came to decisions on applications, timelines, etc.

- C. A folder titled "Applications." This folder shall contain individual folders for each school year. Inside each of those folders there shall be the applications and the reviews of the applications by the Honor Court officers. This shall include applications to the Chief and Associate Justices roles.
- D. An updated copy of the SGA Constitution.

Article VIII – Maintenance of the Constitution

Section 1 Amendments

The SGA Constitution being a document that is internal to SGA, the SGA Senate may amend the Constitution by presenting a Bill that is passed with a two-thirds majority vote. These amendments need not be approved by the administration before taking effect.

Section 2 Conflicts with the Student Handbook

Should a Senator propose an amendment to the Constitution that conflicts with a practice outlined in the MSMS Student Handbook, the Senator must author a Bill that amends both the Handbook and the Constitution. The Bill being passed by a two-thirds majority, the administration must approve of the Bill before either document can be changed.

Section 3 Yearly Officers' Revision

The SGA Officers shall have the privilege of making revisions to the Constitution as they see fit in order to reflect any changes in MSMS policy. This revision must be confirmed by the Senate with a 3/4 majority vote. SGA Officers must keep an accessible record of previous versions of the SGA Constitution if they implement any changes.

Section 4 Authority

The Executive Director remains the absolute authority over SGA. Even though amendments to the Constitution need not be directly approved by the Executive Director before going into effect, the Executive Director has the power to investigate and halt any such amendments.

