

Student Association

STATUTES

**Title One: Presidential and Congressional Elections**

Chapter One: General

§100: The UCOSA Congress shall have the power to make rules and regulations concerning all campus-wide elections for positions within the UCOSA Congress and Executive Branch.

§101: UCOSA Executive Branch election rules shall be posted on the first day of the Spring Legislative Session. UCOSA Congressional Senator election rules shall be posted on the day that filling opens.

§102: A filing period for UCOSA Executive Branch and UCOSA Congressional Senator elections shall begin on the first day of the Spring Legislative Session and shall end no earlier than four weeks after the opening of the filing period and in accordance with the bylaws.

§103: The elections period for both the UCOSA Executive Branch and UCOSA Congressional Senator shall be held the first Tuesday after Spring Break. In the case of unusually circumstances, Congress may by two-thirds vote change the election date. If Congress does so, the Election Commission is required to announce and publicize, through various means, of said changes.

§104: Candidates for UCOSA office shall file all forms required by UCOSA Law and the Election Commission to the Chair of the Election Commission.

§105: No candidate may file in more than one race in a specific election.

§106: Slates shall be used during the campaign and indicated on the ballot for the UCOSA Presidential and Vice-Presidential elections.

§107: No candidate’s name shall be intentionally printed on the ballot in a different form than any other candidate’s name. Candidates may use a preferred name upon their request.

§108: Persons elected to the office of Congressional Senator shall take office the first meeting of the fall legislative session. Senators shall hold office until the next general elections for the position or until their successor is appointed, except where otherwise specified in the statutes. All Senators will take an oath of office on the same day that they are assumed into office.

§109: Students running for the positions of UCOSA President or Vice President shall be required to have at least a retention GPA of 3.0 at the time of filing for candidacy. UCOSA Presidents or Vice Presidents shall be required to maintain the minimum 3.0 retention GPA requirement for the duration of their tenure.

§110: Undergraduate nominees for UCOSA President or Vice President shall have and maintain an enrollment status at the University of Central Oklahoma of twelve hours or more with exceptions detailed below in subsection A. Graduate nominees for UCOSA President or Vice President shall have and maintain an enrollment status at the University of Central Oklahoma of nine hours or more with exceptions detailed below in subsection A.

1. Exceptions will be allowed if a waiver is presented by the individual in question, written by their department or academic college, verifying the number of hours they are required to be involved in academically that are not part of their enrollment. This number of hours for the semester shall be divided by the number of weeks in the semester, and this calculation shall be added to the enrolled hours of the student. If the total hours, including enrolled hours and calculated hours, are over the twelve hour minimum for undergraduate students or over the nine-hour minimum for graduate students, the individual shall fulfill the stated requirement. Exceptions will also be allowed if a waiver is presented by the individual in question stating that they are a first term undergraduate student or graduate student with no GPA, that they are an undergraduate student in their last semester, or that they are a graduate student working on a Thesis or Capstone Project. This waiver shall be verified by the Chair of the UCO Student Congress Accountability, Reform, and Transparency Committee, in consultation with UCOSA Advisors.

§111: Active Members of the UCO Student Congress must maintain a retention grade point average of at least two point five. Active Members not maintaining the required GPA or enrollment status shall be expelled from the Congress until the end of the current semester. Such an expulsion shall not require an act of procedure to be approved by the Congress. However, an appeal may be filed to the Chair of the Student Congress and the appeal will be made to Judicial Ad Hoc Committee.

§112: Active Members of the UCO Student Congress who are undergraduate students must maintain an enrollment status at the University of Central Oklahoma of six credit hours or more. Active Members of the UCO Student Congress who are graduate students must maintain an enrollment status at the University of Central Oklahoma of three credit hours or more with the exceptions detailed below in subsection A.

1. Exceptions will be allowed if a waiver is presented by the individual in question, written by their department or academic college, verifying the number of hours they are required to be involved in academically that are not part of their enrollment. This number of hours for the semester shall be divided by the number of weeks in the semester, and this calculation shall be added to the enrolled hours of the student. If the total hours, including enrolled hours and calculated hours, are over the six-hour minimum for undergraduate students or over the three-hour minimum for graduate students, the individual shall fulfill the stated requirement. Exceptions will also be allowed if a waiver is presented by the individual in question stating that they are a first term undergraduate student or graduate student with no GPA, that they are an undergraduate student in their last semester, or that they are a graduate student working on a Thesis or Capstone Project. This waiver shall be verified by the Chair of the UCO Student Congress Accountability, Reform, and Transparency Committee, in consultation with UCOSA Advisors.

§113: The Election Commission shall be required to notify candidates within twelve hours of any rule changes.

Chapter Two: Campaign Rules

§200: Every candidate in a campus-wide election shall abide by and follow the campaign rules established by Student Congress

§201: Each candidate shall assume the responsibly for the accuracy and truthfulness of his or her campaign.

§202: Posters, buttons, etc., may be used. These posters may be placed in department buildings, on bulletin boards or designated areas, only after receiving permission from the building supervisor or the Vice President for Student Affairs or their designee.

§203: It shall be illegal to remove, cover, obscure, alter, or otherwise tamper with any candidate’s campaign materials until the election is officially concluded and the winner announced by the UCOSA Election Commission.

§204: Any person may remove campaign materials after the election is officially concluded and after the winner is announced.

§205: No campaign material shall be attached or affixed to the outside of a building, window, lamp post, or tree. No campaign material may be used that may destroy or alter University property. Each candidate must abide by all campus litter rules of the Student Affairs office.

§206: There shall be no active campaigning in the building where the official UCOSA polling place is stationed. Active campaigning is defined as the candidate or members of his or her campaign may not have contact with any person (includes but not limited to the following: shaking hands, introducing himself or herself, or passing out brochures).

§207: There shall be no campaign materials placed within thirty feet of the polling station. The only exception applies to campaign materials placed outside the building where the polling station is located. Candidates who place campaign materials shall be required to remove the campaign materials within twenty-four hours of notification.

§208: There shall be no campaigning from any vehicle, which includes yelling or soliciting votes.

§209: Voter fraud shall be defined by O.S. 26 §16-113. Voter fraud also is defined as any form of intimidation (as defined by a reasonable person) upon a student, with or without malicious intent. Voter fraud is strictly prohibited. If a candidate or an associated member of their campaign is found to have engaged in voter fraud, that candidate or slate of candidates shall be subject to sanctions (including but not limited to fines or disqualification) by the Election Commission. Any student caught committing voter fraud that is not directly connected with a candidate or slate of candidates shall be subject to sanctions (including but not limited to fines or suspension from voting) by the Election Commission.

§210: Dorm-storming is strictly prohibited. Dorm-storming shall be defined as the campaign action incorporating knocking on doors within all living situations to solicit votes during days which voting has commenced.

§211: Candidates shall abide by a one-thousand-dollar spending limit. The UCOSA Presidential and Vice-Presidential candidates running as a slate shall file together and be held to a two-thousand-dollar spending limit.

§212: Candidates are required to file campaign finance reports weekly starting at the Friday after filing closes until the Friday following the election with the Chair of the Election Commission. Campaign finance reports shall consist of both revenue (donations) of over twenty-five dollars and all expenditures. Candidates are required to report the names of those making donations above twenty-five dollars. Candidates must also report in-kind donations (donations of materials or services).

§213: Candidates are strictly prohibited from receiving donations and in-kind donations from members of the University of Central Oklahoma administration, faculty, or staff. Administration, faculty, and staff of the University of Central Oklahoma are strictly prohibited from advocating for a specific candidate or slate of candidates for a position. If an instance is found, the candidates benefiting from such shall be subject to sanctions (including but not limited to fines or disqualification) by the UCOSA Election Commission.

§214: The UCOSA Election Commission shall establish at least one polling stations, staffed by Election Commission members or volunteers, during each election held on campus. Only UCOSA Election Commission members shall have access to the voting counts and information therein during elections.

§215: On dates for all UCOSA elections, official UCOSA polls shall open at or before 8 AM and close at 5 PM.

§216: No candidate, slate of candidates, or any person campaigning for a candidate or slate of candidates shall provide any means of casting a ballot to any person.

§217: No speaker or megaphone device, electronic or otherwise, shall be used by any candidate, slate of candidates, or any student campaigning for a candidate or slate of candidates before 10 AM and after 6 PM. Each candidate and each person campaigning for a candidate or slate of candidates must follow all noise guidelines consistent with UCO policy.

§218: No candidate or slate of candidates, or any student campaigning for a candidate or slate of candidates shall yell or shout to solicit votes before 10 AM and after 6 PM.

§219: Any regulation not explicitly granted or prohibited shall be reserved to the UCOSA Election Commission.

§220: Failure to follow any UCOSA law or campaign guideline as established by the UCO Student Congress and UCOSA Election Commission may result in sanctions from said Election Commission. Candidates may appeal these sanctions. These appeals shall be heard by the Ad Hoc Judicial Committee,

Chapter Three: Campaign Rules Jurisdiction and Appeals

§300: In order to win any election, a slate or candidate must receive a majority vote.

§301: If no slate or candidate receives a majority vote, a runoff election shall occur within one week, as determined by the UCOSA Election Commission.

§302: All complaints and grievances must be filed with the Chair of the Election Commission within twenty-four hours after the polls have closed, excluding Saturday, Sunday, any national holiday, and any UCO holiday.

§303: All complaints or grievances must be submitted in appropriate form, as determined by the Chair of the UCOSA Election Commission. All information relating to grievance or complaint history, incidents of grievance or complaint, and witnesses must be submitted with any complaint or grievance.

§304: All complaints and grievances shall be decided by the UCOSA Election Commission in a regular or special session. A majority vote shall be required of those Commissioners present when ruling to accept or reject any grievance or complaint.

§305: The Election Commission may institute any additional rules relating to the procedure of filing any complaint or grievance. The UCOSA Election Commission shall be required to notify all candidates within twelve hours of any rule changes.

§306: Any bestowing of title or acceptance of office to the candidate(s) in a campus-wide election shall immediately be suspended when any complaint or grievance has been filed with the Chair of the Election Commission.

**Title Two: Legislative Branch**

Chapter One: General

§100: This Title shall serve as the establishment and coordination of policies, procedures, regulations, and operations of the UCOSA Congress.

§101: Definitions

1. Legislatures shall be defined as beginning on the first day of the Fall Legislative Session and ending on the day before the Fall Legislative Session of the following year. Legislatures shall be numbered by Arabic numerals.
2. Legislative sessions shall begin on the first Monday of the semester and ending on third Monday from the end of the semester. The Fall Legislative Session may be referred to as the First Legislative Session, and the Spring Legislative Session may be referred to as the Second Legislative Session. Legislative sessions shall be numbered by Arabic numerals.

§102: Apportionment

The UCOSA Congress shall be made up of a total of forty-eight seats, elected by the student body, with ten seats allocated to residential status, twenty-eight seats divided up by academic college, two seats to the graduate college, eight seats for Freshman Assembly, in addition to two seats allocated to each of the four councils.

1. The ten seats reserved for residential situation shall be divided as follows: five seats for On Campus students and five seats for Off Campus students.
2. Off Campus students shall consist of commuter students and those living in fraternity or sorority housing. On Campus students shall consist of all students residing in university housing.
3. Off Campus and On Campus seats shall be At Large seats within the respected confines of residential situation
4. Students representing a residential situation shall remain representing that residential situation even in the event of a change in residential situation for the rest of their elected term.
5. The twenty-eight seats divided between each of the five Undergraduate Academic Colleges shall be divided:

$\frac{Number of Undergraduates in the College X 28 Seats}{Total Number of Undergraduates attending UCO }$ = Number of Seats for College

1. The Academic Affairs Committee of the UCO Student Congress will be charged with conducting an annual census of the Academic College and report on their findings to the Student Congress by the final meeting of the Fall Session of Congress
2. Student representing a college shall remain representing that college even in the event of a change of major for the rest of their elected term.
3. Each of the council that receive funding from UCOSA (International Student Council, Diversity Round Table, Sports Club Council and Student Life Council will have two seats. Each Council will have the power to appoint its own Student Senators following its own internal rules but must be appointed by the time of the new Fall Legislative session.

§103: Congressional Committees

1. General
2. Standing committees shall have the power to recommend legislation to the floor of the UCO Student Congress or kill legislation in a committee meeting.
3. The Chair of the UCO Student Congress may create special temporary committees to address specific issues, but such committees shall not have the authority to recommend legislation to the floor of Congress.
4. Committee membership may consist of any member of the UCO Student Body, provided that said member is not a member of the UCOSA Executive.
5. The Chair, Vice Chair, and Secretary of Congress shall be considered ex-officio members of all standing committees of the Congress.
6. Quorum shall consist of a majority of all members who are active Senators of Congress, but ex-officio and associate members may be counted when attempting to establish a quorum.
7. The Congressional Bylaws may specify how associate members of Congress are appointed; furthermore, the Congressional Bylaws may provide further requirements for committee members.
8. Committee officer roles, officer appointment procedures, officer resignation procedures, officer expulsion procedures, officer responsibilities, and additional membership requirements shall be further defined in the Congressional Bylaws.
9. Each committee shall be required to establish weekly meeting times before the third Monday of each legislative session.
10. Standing Committee Establishment and Duties
	1. The Academic Affairs (AA) Committee shall address academic issues that affect the university and shall strive to improve the academic quality of the university. Furthermore, the Academic Affairs Committees hall ensure that the number of academic seats in the UCO Student Congress accurately represents the population of each UCO Academic College.
	2. The Accountability, Reform, and Transparency (ART) Committee shall address appointments to the Executive Branch, Legislative Branch, Judicial Branch, and various auxiliary bodies (including Councils). Furthermore, it shall investigate UCO procedures and operations and promote accountability and transparency through reform. This committee shall also address all issues concerning student organizations, their constitutions, and university policies that affect them as well as Congressional membership policies in general.
	3. The Campus Development (CD) Committee shall address all non-academic issues concerning the physical development of campus affecting student life within the university, which includes (but is not limited to) transportation, parking, housing, green initiatives, sustainability, and campus security.
	4. The Diversity, Equity, and Inclusion (DEI) Committee shall address any issues regarding to the matters of diversity, equity, and inclusion of any student, faculty, or staff members.
	5. The Public Relations (PR) Committee shall address issues, organizations, and institutions either partially or entirely outside the University of Central Oklahoma, as well as be responsible for conceptualizing, planning, organizing, and executing the public and alumni relations for the UCO Student Congress. The Public Relations Committee shall also be responsible for measuring students’ familiarity with the UCOSA, and as such it shall hold a poll once each semester to measure how effectively and efficiently students are being reached throughout the course of each semester.
	6. The Ways and Means (WAM) Committee shall address all matters concerning the expenditure or appropriation of student funds. Furthermore, the Ways and Means Committee shall advocate for affordable education.
	7. The membership of the Internal Affairs (IA) Committee shall consist of the Chair of the UCO Student Congress, the Vice Chair of the UCO Student Congress, the Secretary of the UCO Student Congress, and all chairs of the other standing congressional committees denoted herein. No member not listed herein shall be considered an active or associate member of the Internal Affairs Committee. The Internal Affairs Committee shall concern itself with all matters that should not be seen by another committee due to the scope or controversiality of a particular issue.
11. The Ad Hoc Judicial Committee (JC)
	1. Shall be created in as need basis in to order to resolve issues regarding interpretation of the Constitution and Statues or as otherwise stated in these Statutes or Bylaws. The President in their own initiative shall call upon the committee to resolve the issues at hand. Alternatively, one-third of Congress’ present and voting members, by motion, can call upon the committee at any time.
	2. In any of the two cases mentioned above, the President shall appoint the chairman and its members for a makeup of five UCOSA Senators to the committee with the approval of present and voting members of the UCOSA Congress.
	3. While formed, the committee shall make regular reports to UCOSA Congress.

**Title Three: Legislation**

Chapter One: General

§100: This Title shall serve as the establishment and process of all legislation developed, debated, and passed by the UCOSA Congress.

§101: Definitions

1. Bills shall be defined as legislation that shall have the force and effect of law; they must be passed by Congress; they must be signed by the UCOSA President unless their veto is overridden, or a five school day period where the UCO Student Congress is in session has passed without their signature or veto, or the bill modifies a UCO Student Association Congress Bylaw; Bills can propose new UCOSA Statutes or amend existing UCOSA Statutes; Additionally, bills can propose new UCOSA Congress Bylaws or amend existing UCOSA Congress Bylaws; finally, bills can be passed when they need to have a long-term effect on the UCOSA and other governed entities.
2. Resolutions shall be defined as legislation that shall not have the force and effect of law; must only pass the Congress; shall be used to express the will or opinion of the Congress.
3. Financial Resolutions shall be defined as legislation that shall have the force and effect of law regarding the appropriation of funds; must be passed by Congress; and signed by the UCOSA President: unless their veto is overridden, or within one week where the UCO Student Congress is in session has passed without their signature or veto.

§102: Legislation Numbering and Lettering

All legislation shall be numbered by the UCOSA Student Congress Secretary. The numbering system shall be established as follows:

1. Arabic numbers shall be used in the numbering system. The last two numbers of the year in which any legislature begins shall be followed by a hyphen and then either the number “1” if the measure originates in the fall legislative session or “2” if the measure originates in the spring legislative session. Two numbers shall follow the legislative session numbers which shall number “01” to “9,” numbering all legislation in the order which it is filed with the UCOSA Student Congress Secretary.
2. The lettering of all measures shall precede the numbering of all measures.
3. Bills shall be lettered as “CB.” Resolutions shall be lettered as “CR.” Financial Resolutions shall be lettered as “CFR.”

**Title Four: UCOSA Freshman Assembly**

Chapter One: General

§100: Name

 The UCOSA Freshman Assembly shall be established as a function of UCO Student Congress.

§101: Purpose

The purpose of the UCOSA Freshman Assembly shall be to expose and engage first year students at UCO to the Legislative processes and operations of UCOSA. The Freshman Assembly will have the opportunity to define their duties year to year.

§102: Membership Selection Procedures

All freshman or first year students are eligible to apply. Application shall be created and made available at least by July 1st each year. The Vice-Chair of UCO Student Congress shall be responsible for advertising ~~of~~ the applications for that council. The applications shall be due the second week of classes on Friday.

§103: Leadership

The Vice-Chair of the UCOSA Congress shall serve as the overall Director of the Freshman Assembly.

§104: Proceedings

Shall establish rules and are empowered to create any committees, boards, or other such entities that it deems necessary in order to further its purpose.

105: Elections

Freshman Assembly shall elect eight members to the UCO Student Congress. These eight members shall take the Oath of Office by the fourth UCO Student Congress meeting. Voting members of the Freshman Assembly shall include those who have attended a majority of the Freshman Assembly meetings by the time of elections.

**Title Five: Finance and Appropriations**

Chapter One: General

§100: Definitions

1. Student organizations shall be defined as the officially recognized student organizations as established from the process established by the UCO Student Organizations Coordinator.
2. Student Activity fund manager shall be defined as those persons responsible for the distribution of Student Activity money from specific accounts.
3. Political organizations shall be defined as organizations officially representing a political party that received more than five percent of the vote in the last presidential election within the state of Oklahoma.
4. Annual Appropriation shall be defined as the funds provided to an organization for their annual programming during the annual appropriations process, as detailed in Chapter Three of this Title.
5. Sponsorship Funding shall be defined as any funds allocated to organizations throughout the year independent from the annual appropriations process, and are to be divided into the following three categories: (1) new student organizations requesting an annual budget that did not receive funding for the current fiscal year, (2) existing student organizations requesting an annual budget that did not receive funding for the current fiscal year, or (3) an existing student organization that did receive funding for the current fiscal year that is requesting funding for a specific event.

Chapter Two: Student Activity Fun Policies and Procedures for Student Organizations

§200: Mission Statement

Student Activity funds for student organizations shall be used to benefit students, to enhance the educational experience of the students at UCO, and to support other activities that are to the benefit of the students at large.

§201: Responsibly

While funds expended from students’ organizations should support student needs and wishes, the final approval shall occur according to the policies and procedures set forth herein, as approved by the University President. Requests for expenditure of funds shall be signed by the designated Student Activity fund~~s~~ manager. The UCOSA Congress shall monitor student needs in regard to student activity fee funding.

§202: General Guidelines

Student organizations should not expect to be fully funded by Student Activity Fee allocations. Fundraising, donations, dues, or other sources should assist planned activity expenses If additional funds are needed, a request must be submitted to the UCOSA Congress Ways and Means Committee for approval by the student organization’s treasurer. Over expenditure of activity fund budgets shall not be allowed. Costs incurred in excess of the budgeted amount shall be the responsibility of student organizations and designated Student Activity fund~~s~~ manager.

§203: Permitted and Prohibited Student Activity Expenditures by Student Organizations

1. Donations: Student Activity funds shall not be used as donations or contributions to members, or other entities including charities or fundraising events.
2. Wages: Student Activity funds shall not be used to support any full-time or part-time positions with the exception of part time UCOSA student workers approved by the Vice President for Student Affairs.
3. Equipment: All purchases for equipment and other tangible (non-consumable) items shall be approved by the Vice President for Student Affairs, or designate, and these items shall become property of the University. Such purchases shall be inventorie~~d~~ appropriately and shall not be given away or sold by student organizations.
4. Sales, including tickets: If Student Activity funds are used to purchase items for resale or tickets, any income resulting from the sale of such items shall be deposited back into the appropriate Student Activity account.
5. Scholarships: Student Activity funds allocated to student organizations by UCOSA shall not be used for scholarships.
6. Travel: Travel shall only be for appropriate, specific, and organized events for students. Sponsors and advisors may use Student Activity funds for travel only when accompanying students.
7. Personal Items: Student Activity funds shall not be used to purchase personal items such as t-shirts or gifts for speakers, or campus parking fees for members or speakers. Promotional items for group events shall be permitted, as determined by the UCO Student Congress Ways and Means committee.
8. Membership Fees: Regional or national organizations’ dues, when approved by the UCO Student Congress Ways and Means committee and the Vice President for Student Affairs, or designate, are permitted. Student Activity funds shall not be used for sponsor, advisor, faculty, or staff professional organization memberships. Student Activity funding for registration fees for specific events shall be permitted by the UCO Student Congress Ways and Means committee.
9. Budget Transfer: Transfer of funds from one Student Activity account to another shall only be affected through a budget transfer approved by the Vice President for Student Affairs or the UCO Student Congress Ways and Means committee.

§204: Student Activity Funding of Political Student Organizations

Political student organizations requesting and receiving Student Activity funding shall receive equal amounts. No political student organization shall receive more funding than any other political student organization.

§205: Student Activity Funding Requests

Each student organization or entity receiving Student Activity funding from the UCOSA appropriation process must submit a budget request containing all information that the UCO Student Congress Ways and Means Committee has required.

§206: Student Activity Funding and Winnings/Profits

Student organizations may at times use student activity fee funding to participate in activities that could lead to winnings and/or profits. Should a student organization receive winnings and/or profits in such a situation, said winnings and/or profits must be used to reimburse the student activity fee funding used. If sponsorship funding was granted to the student organization by the UCO Student Congress Ways and Means Committee for the event, the allocated amount and/or refunded amount shall be placed back into the Ways and Means sponsorship fund. Any amount beyond the amount of student activity fee funding used shall be authorized to be placed into the student organizations appropriate university managed account.

Chapter Three: UCOSA Annual Appropriation Process

§300: UCOSA Annual Appropriation Timeline

All organizations requesting funding for the following fiscal year shall submit Student Activity funding requests to the UCOSA office by the first Friday of February.

§301: Division of the Annual Student Activity Fee Budget

Funds appropriated to the UCOSA by the University shall be divided as follows before any other subdivision or appropriation of funds:

1. Fifteen percent of the funds appropriated to UCOSA by the University shall be set aside for the following fiscal year as Sponsorship Funding, further divided as stated in Statute.
2. Eighty-five percent of the funds appropriated to the UCOSA by the University shall be used for student organizations as allocated during the annual appropriation process, further divided by statute.

§302: UCOSA Operating Budget

Of the funds for student organizations as allocated during the annual appropriation process sixteen percent shall be allocated to UCOSA, as further divided:

* 1. Fourteen percent of the UCOSA Operating Budget shall be appropriated for use by the UCOSA Executive Branch, the Executive Cabinet, and all entities and endeavors contained within. This fund shall be managed by the President of the UCOSA.
	2. Fourteen percent of the UCOSA Operating Budget shall be appropriated for use by the UCO Student Congress, Congressional Committees, and all entities and endeavors contained within. This fund shall be managed by the Chair of the UCO Student Congress.
	3. Two percent of the UCOSA Operating Budget shall be appropriated for use by the UCOSA Freshman Assembly and all entities and endeavors contained within. This fund shall be managed by the Vice Chair of the UCO Student Congress.
	4. Five percent of the UCOSA Operating Budget shall be appropriated for use as the UCOSA Office Operational Budget, to include contractual obligations, office supplies, and other purchases for the UCOSA Office. This fund shall be managed jointly by the UCOSA President and Chair of the UCO Student Congress.
	5. Sixteen percent of the UCOSA Operating Budget shall be appropriated for student worker wages to maintain optimal office hours year-round in the UCOSA Office. This fund shall be managed jointly by the UCOSA President and Chair of the UCO Student Congress.
	6. Forty-nine percent will be allocated to High Impact spending. This funding will be used to fund high impact events through UCOSA executive branch.

Chapter Four: UCOSA Student Activity Fund Accounting

§400: General Accounting

In the event that funds appropriated to an account or subaccounts are not spent by the close of the fiscal year, all excess funds shall be removed from said account(s) to the Student Activity Fund Reserve, unless approved by the UCO Student Congress Ways and Means Committee.

Chapter Five: Student Activity Fund Reserve

§500: The overall Student Activity Fund Reserve generated by the Student Activity Fee shall be coordinated by the UCOSA Congress Ways and Means Committee. All Student Activity monies deposited to the Student Activity Fund Reserve shall be allocated by the UCO Student Congress Ways and Means Committee.

§501: General Guidelines

The Student Activity Fund Reserve shall be used within the same guidelines as set forth by Statute and the UCO Student Congress Ways and Means Committee. All activities and, or entities requesting or receiving funding from the Student Activity Fund Reserve shall abide by all Permitted and Prohibited Student Activity Expenditures by Student Organizations as set forth by Statute.

§502: Student Activity Fund Reserve Funding Requests

Each student organization or entity requesting or receiving Student Activity Fund Reserve monies must submit all applicable materials as set forth by the UCO Student Congress Ways and Means Committee.

§503: General Accounting for the Student Activity Fund Reserve

1. The Student Activity Fund Reserve shall not be depleted in its entirety by any account manager, including but not limited to the UCO Student Congress Ways and Means Committee.

B. The Student Activity Fund Reserve shall be structured into the following:

1. The Student Activity Fund Reserve shall act as a “Permanent Reserve” and shall be held at $250,000. This Fund shall be maintained at $250,000 unless otherwise in part and not in its entirety by a two-thirds vote of Congress. The Permanent Fund shall be deemed as the “UCOSA Rainy Day Fund”.
2. The Student Organizations’ leftover Student Activity Fee funding from the previous fiscal year shall be split with 60% of the funding granted to the Bronchos Helping Bronchos program and 40% of these funds shall be deposited into the UCOSA Ways and Means Sponsorship Funding account.

C. If the UCOSA Rainy Day Fund does not contain two hundred and fifty thousand dollars ($250,000) at the start of the fiscal year, then money rolled over from the previous year shall be used to replenish said UCOSA Rainy Day Fund until it reaches two hundred and fifty thousand dollars ($250,000). Any remaining rollover funds may then be distributed as mentioned previously.

Chapter Six: Student Activity Fund Expenditure Violations

§600: Student Activity fund manager~~s~~, and all designated persons, shall be responsible for the Student Activity monies appropriated to them.

§601: Student organizations or entities receiving Student Activity funding shall be responsible for Student Activity monies appropriated to such groups.

§602: Student organizations or entities receiving Student Activity funding which violate the guidelines and policies established by Statute, as stated herein, may have current and, or future Student Activity funding reduced or revoked.

Chapter Seven: UCOSA Sponsorship Funding

§700: UCOSA Sponsorship Funding

1. Sponsorship Funding provided by the UCOSA shall be allotted in three categories of appropriation: new student organizations requesting an annual budget that did not receive funding for the current fiscal year, existing student organizations requesting an annual budget that did not receive funding for the current fiscal year, or an existing student organization that did receive funding for the current fiscal year that is requesting funding for a specific event.
2. Funds allocated for annual budgets shall be at large for the current fiscal year and shall revert to the Student Activity fund reserve if not used.
3. Funds allocated for specific events shall only be used for the event as approved by the UCO Student Congress Ways and Means Committee. Following the completion of the event, all unused funds shall revert to the UCOSA Sponsorship Funding Account.

**Title Six: Executive Branch**

Chapter One: President

§100: The President of UCOSA shall have the power to appoint members of the UCO student body for the purpose of helping develop and implement UCOSA laws and policies. These students shall be considered as members of the Executive Cabinet.

§101: Undergraduate members and undergraduate nominees for the Executive Cabinet shall have and maintain an enrollment status at the University of Central Oklahoma of twelve hours or more with exceptions detailed below in section 102. Graduate members and graduate nominees for the Executive Cabinet shall have and maintain an enrollment status at the University of Central Oklahoma of nine hours or more with exceptions detailed below in section 102.

§102: Exceptions will be allowed if a waiver is presented by the individual in question, written by their department or academic college, verifying the number of hours they are required to be involved in academically that are not part of their enrollment. This number of hours for the semester shall be divided by the number of weeks in the semester, and this calculation shall be added to the enrolled hours of the student. If the total hours, including enrolled hours and calculated hours, are over the twelve hour minimum for undergraduate students or over the nine-hour minimum for graduate students, the individual shall fulfill the stated requirement. Exceptions will also be allowed if a waiver is presented by the individual in question stating that they are a first term undergraduate or graduate student with no GPA, that they are a undergraduate student in their last semester, or that they are a graduate student working on a Thesis or Capstone Project. This waiver shall be verified by the Chair of the UCO Student Congress Accountability, Reform, and Transparency Committee, in consultation with UCOSA Advisors.

§103: Members and nominees for the Executive Cabinet shall be required to have a retention GPA of 2.75 at the point of their nomination and for the duration of their tenure.

§104: No executive appointment or nomination needing approval or consent of Congress shall be presented or passed by Congress without the nominee or nominees appearing before the Accountability, Reform, and Transparency Committee so that they may assess the qualifications of said executive nominee.

§105: When the Student Body President submits an executive appointment, reliable contact information of said nominee(s) must be provided to the Chair of the Accountability, Reform, and Transparency Committee.

Chapter Two: Executive Cabinet

§200: The Executive Cabinet shall consist of the following positions:

1. Press Secretary
2. Director of Athletic Affairs
3. Director of Special Projects
4. Director of Philanthropy
5. Director of Political Affairs
6. Director of Programming
7. Director of Military and Veteran Affairs
8. Director of International Student Affairs

Nominations shall be made as soon as possible by the newly elected President in the Spring Semester. Students holding these offices shall serve concurrently with the President and shall also serve at the pleasure of the President.

§201: The Press Secretary shall be in charge of public relations regarding the Executive Branch. They shall be responsible for keeping the UCO campus aware of UCOSA information through social media and other means. The Press Secretary shall be nominated by the President and confirmed by the UCOSA Student Congress.

§202: The Director of Athletic Affairs shall act as the liaison between the Executive Cabinet and the Athletics department. They shall also coordinate sponsored tailgating. The Director of Athletic Affairs shall be nominated by the President and confirmed by the UCOSA Student Congress.

§203: The Director of Special Projects shall serve as the liaison between the Executive Cabinet and the students for the purpose of student involvement. They shall coordinate various UCOSA campus-wide initiatives as approved by the UCOSA President and UCOSA Student Congress. The Director of Special Projects shall be nominated by the President and confirmed by the UCOSA Student Congress.

§204: The Director of Philanthropy shall serve as the liaison and coordinator for community service and general philanthropic events for the UCOSA Executive Branch. They will coordinate fundraising efforts and sponsorship opportunities to aid in funding UCOSA initiatives. The Director of Philanthropy shall be nominated by the President and confirmed by the UCOSA Student Congress.

§205: The Director of Political Affairs shall serve as the liaison between the UCOSA Executive Branch and the UCOSA Student Congress. They will help develop policy and legislation in concurrence with student congresspeople and serve as a political advisor to the UCOSA President and Vice President. The Director of Political Affairs shall be appointed by the President.

§206: The Director of Programming shall serve as the liaison between the UCOSA Executive Branch and programming entities at the University of Central Oklahoma. The Director of Programming shall oversee all executive branch programming efforts under the direction of the UCOSA President. The Director of Programming shall be nominated by the President and confirmed by the UCOSA Student Congress.

 §207: The Director of Military and Veteran Affairs shall serve as the liaison between the UCOSA Executive Branch and the military and veteran students on campus. They shall advise the President on military and veteran student issues. The Director of Military and Veteran Affairs shall be nominated by the President of the UCOSA and confirmed by the UCO Student Congress.

§208: The Director of International Student Affairs shall serve as a liaison between the UCOSA Executive Branch and international students on campus. They shall advise the President on all international student issues. The Director of International Student Affairs shall be nominated by the President of the UCOSA and confirmed by the UCO Student Congress.

Chapter Three: Presidential Succession

§300: In the case of removal, resignation, inability, or vacancy, both of the President and Vice President the Chair of the Congress shall, upon his or her resignation as Chair and as Senator, act as the Student Body President.

§301: If at the time when under §300 the Chair of the Congress is to begin the discharge of the powers and duties of the office of President, there is no Chair or the Chair fails to qualify as or declines to be Acting President, then the Vice Chair of the Congress shall, upon his or her resignation as Vice Chair and as Senator, act as President.

§302: If at the time when under §301 the Vice Chair of the Congress is to begin the discharge of the powers and duties of the office of President, there is no Vice Chair, or the Vice Chair fails to qualify as or declines to act as the Acting President, then the Secretary of the Congress and the Chairs of the several standing committees shall become Acting President in this order: Secretary of the Congress; Chairperson of the Accountability, Reform, and Transparency Committee; Chairperson of the Ways and Means Committee; Chairperson of the Academic Affairs Committee; Chairperson of the Human Diversity Committee; Chairperson of the Campus Development Committee; Chairperson of the Public Relations Committee; the Chairperson of the Graduate Student Affairs Committee.

1. An individual who is acting as president under this chapter shall continue to do so until the expirations of the current presidential term.
2. The taking of the Presidential Oath of Office by an individual specified in §302 shall be held to constitute his or her resignation from the Legislative Branch.

**Title Seven: Council System**

§100: Membership

1. The membership of the Council System shall consist of member organization of the Council System choice.
2. The Council System members shall also retain an advisor for their respective council, who shall be the Director of said council.

§101: Officers

The Council System shall be allowed to set up their own officer systems and positions. Council System Chairs

1. The Council System shall appoint and approve of their own leadership

§102: Council Connections

1. Any new organization shall be under UCOSA unless the council submits a form to the financial office for student affairs
2. Every three years councils will be allowed to remove or add any organizations they feel are in line with their mission. The new budget allocations must be passed by the Fall legislature
3. Every three years the Internal Affairs committee will review the council percentage allocations and determine if changes need to be made.
4. Each year the Chair will find a time in the Spring session to allow each council to give a short presentation to congress in order to stay more connected with each council.
5. The President or Vice President should request a meeting with each council in the Fall semester. During these meetings councils can discuss UCOSA’s high impact funding.

§103: Rules and Proceedings

1. The Council System shall create and maintain independent rules, procedures, and guidelines to manage the functions, duties, and other responsibilities of the organization. The rules shall not need approval from any other branch of UCOSA but must be given to both the President of UCOSA and the Chair of Student Congress within seven business days of any changes.

§104: UCOSA/Council Publicity

1. All logos, insignia, or other instance where Councils are referenced must include “UCOSA” as part of the design or wording.

Chapter Two: Council System Funding

|  |  |  |
| --- | --- | --- |
| Council | Annual | Sponsorship  |
| Student Engagement | 39% | 40% |
| Sports Club | 7% | 10% |
| International Student | 7% | 15% |
| Diversity Round Table | 13% | 15% |
| UCOSA Exec | 16% | 0% |
| UCOSA Ways and Means | 18% | 20% |

**Title Eight: UCOSA Ceremonies**

Chapter One: Inaugurations and State of the Campus Address

§100: The President, Vice President, and members of the Executive Cabinet shall serve an effective term starting the day after the last day of the Academic Spring Semester and ending the last day of the Academic Spring Semester. The President, Vice President, and members of the Executive Cabinet shall participate in an Inauguration Ceremony to be held during the opening meeting of the Fall Legislative Session following their election or confirmation. During this meeting the President and Vice President shall take the UCOSA Oath of Office, as stated in the UCOSA Constitution.

§101: The Chair, Vice Chair, and Secretary of Congress shall serve an effective term starting the day after the last day of the Academic Spring Semester and ending the last day of the Academic Spring Semester. The Chair, Vice Chair, and Secretary of Congress shall participate in an Inauguration Ceremony to be held during the opening meeting of the Fall Legislative Session following their election. During this meeting the Chair, Vice Chair, and Secretary of Congress shall take the UCOSA Oath of Office, as stated in the UCOSA Constitution.

§102: All UCO Student Congress Representative shall participate in the Congressional Oath of Office, as stated in the UCO Student Congress Bylaws, during their first available meeting.

§103: The President of UCOSA shall give the State of the Campus Address at the opening meeting of the Fall Legislative Session following their election.

§104: In the event of an individual filing a vacancy for President, Vice President, Chair, Vice Chair, Secretary, or Representative, the individual shall recite the appropriate oath in front of the UCO Student Congress at the next regularly scheduled meeting.

**Title Nine: Miscellaneous**

Chapter One: General

§100: This Title shall serve as the establishment of miscellaneous UCOSA policy, procedure or other UCOSA business.

Chapter Two: UCOSA Office

§200: The UCOSA office its furniture, supplies, computer equipment and related software, and any other UCOSA office related furnishings shall be established and directed by the direction of the majority vote of the UCOSA President, UCOSA Vice President, Chair of Student Congress, Vice Chair of Student Congress, and Secretary of Student Congress.

§201: The authority of the UCOSA office shall be given to the individual selected by majority vote of the UCOSA President, UCOSA Vice President, Chair of Student Congress, Vice Chair of Student Congress, and Secretary of Student Congress.



# Amended \_\_\_\_\_\_\_\_\_\_\_, 2020

Lauren Harman, President of the University of Central Oklahoma Student Association

Izzi Barry, Chair of the University of Central Oklahoma Student Congress