

**By-Laws**  
of the  
**Student Government Association**  
of  
**Northern Kentucky University**

Board of Regents Date of Approval: 04/26/2017

Student Government Association Date of Approval: 02/27/2017

# Student Government Association Bylaws

## Student Government Association Bylaws

### Table of Contents

<b>1. MEMBERSHIP REQUIREMENTS.....</b>	<b>3</b>
I. ATTENDANCE.....	3
II. COMMITTEE WORK.....	3
III. MISCELLANEOUS REQUIREMENTS .....	3
<b>2. COMMITTEES .....</b>	<b>3</b>
I. COMMITTEE MEMBERSHIP REQUIREMENTS .....	3
II. CHAIRPERSON’S AUTHORITY .....	3
<b>3. FUNCTIONS OF THE SENATE: .....</b>	<b>4</b>
I. BUDGET APPROVAL .....	4
II. LEGISLATIVE FUNCTIONS .....	4
<b>4. METHOD OF MEETING .....</b>	<b>4</b>
I. AGENDA .....	4
A. ORDER OF BUSINESS .....	4
II. TIME AND PLACE OF MEETING .....	5
III. DEFINITIONS .....	5
A. DEFINITION OF QUORUM.....	5
B. DEFINITION OF VOTE MARGIN .....	5
IV. ADOPTION OF STANDING RULES.....	5
<b>5. STANDING RULES OF ORDER: .....</b>	<b>6</b>
I. RESPECT AND COURTESY.....	6
II. SUSPENSION OF THE RULES.....	6
III. WAIVING THE READING OF THE MINUTES .....	6
IV. SUPPLEMENTAL RULES OF ORDER.....	6
<b>6. MEETING ATTIRE .....</b>	<b>6</b>
I. DEFINITIONS.....	6
A. BUSINESS CASUAL MEETING.....	6
B. CASUAL MEETING.....	6
A. PANTS .....	6
B. SHOES .....	6

# Student Government Association Bylaws

C.	TOPS.....	6
E.	HATS .....	6
IV.	ENFORCEMENT.....	7
<b>7.</b>	<b>LEGISLATIVE PROCEDURE.....</b>	<b>7</b>
I.	COMMITTEE CHAIR CONSULTATION.....	7
A.	SUBMISSIONS .....	7
B.	CHAIR REVIEW.....	7
II.	CHIEF OF STAFF REVIEW .....	7
III.	EXECUTIVE BOARD REVIEW .....	7
IV.	FIRST READING .....	7
V.	SECOND READING.....	8
VI.	RESOLUTION FINAL FORMATTING .....	8
VII.	PRESIDENT’S CONSIDERATION.....	8
A.	SIGNED OR VETOED .....	8
<b>8.</b>	<b>ADOPTION AND AMENDMENTS OF BYLAWS .....</b>	<b>8</b>
I.	ADOPTION/AMENDMENT.....	8
II.	TIMELINE OF IMPLEMENTATION .....	8
III.	CONFLICT OF CONSTITUTION .....	8
<b>9.</b>	<b>PAYMENT OF OFFICERS .....</b>	<b>9</b>
I.	PRESIDENT .....	9
II.	VICE PRESIDENT.....	9
III.	SECRETARY OF PUBLIC RELATIONS.....	9
IV.	SECRETARY OF STUDENT INVOLVEMENT.....	9
V.	SECRETARY OF ADMINISTRATION.....	9
VI.	CHIEF OF STAFF .....	9
VII.	CHIEF JUSTICE .....	9
VIII.	COMMITTEE CHAIRS.....	9
<b>10.</b>	<b>MISCELLANEOUS BYLAWS .....</b>	<b>10</b>
I.	DISTRIBUTION OF DOCUMENTS.....	10
II.	TOWN HALL FORUMS .....	10
III.	STUDENT ORGANIZATION CONSTITUTION OUTREACH PROGRAM (S.O.C.O.P).....	10
IV.	STUDENT ORGANIZATION REPRESENTATIVE PROGRAM (S.O.R.P) .....	10
V.	CAMPUS BEAUTIFICATION AND SAFETY WALK .....	10

# **Student Government Association Bylaws**

## **1. Membership Requirements**

### I. Attendance

1. Representatives shall be required to attend all meetings of the Senate.

### II. Committee Work

1. Senators shall be required to serve on at least one (1) standing committee of the University and/or standing committee of SGA.

### III. Miscellaneous Requirements

1. Each member of the Senate shall work at least one (1) hour during each general or campus-wide election, unless that member is a candidate in that election.
2. Each member of the Senate shall be required to serve at least one (1) office hour in the SGA office per week during the regular academic year working on SGA related causes. There will be no office hours required during holidays, breaks, or the week of final exams.
3. Each member of the Senate shall be required to represent a group of student organizations per S.O.R.P. (See 10. Miscellaneous)

## **2. Committees**

### I. Committee Membership Requirements

1. Membership and chairmanship of an SGA standing committee is restricted to Senators and Justices. All chairperson positions shall be semester terms.
2. Ad hoc subcommittee chairpersons and committee members may be any member of the student body in good standing.
3. All SGA standing committees shall be required to have at least two (2) members.
4. Members of the committee shall be required to attend all scheduled committee meetings.
5. Committee Chairpersons must report committee meeting absences to the Secretary of Administration.

### II. Chairperson's Authority

1. The chairperson shall retain final authority over the committee, and shall be responsible for the actions of the committee.
  - a) Committee members shall be responsible for all assignments given to them by the committee chairperson.
  - b) Committee members shall be in regular communication with their chairperson in regards to all assignments.
2. The chairperson shall be responsible for reporting to the Vice President and the SGA on the actions of the committee.

# **Student Government Association Bylaws**

3. The chairperson shall be responsible for working with the Chief of Staff and their committee members for all proposed, pending, and final legislation.
4. The chairperson shall be the repository of all working documents of the committee and shall be responsible for submitting those documents for review.
5. The chairperson shall have the authority to name a Vice Chair, who will serve in the absence of the chairperson. Furthermore, this extends to the Chief Justice who will name a Deputy Chief Justice.

## **3. Functions of the Senate**

### **I. Budget Approval**

1. The Senate shall approve or disapprove any budget submitted to it by the Executive Board within the first two meetings of the semester.
2. The Senate shall have the power to appropriate monies necessary to carry out its actions.
3. The Senate shall have the power to disapprove any monies spent by the Executive Board or the committee chairpersons not appropriated by the Senate, provided they show just cause.
4. The Senate shall be provided a detailed report of all expenditures from the SGA budget each semester. However, a report may be provided upon request, by the Senate with a minimum notice of (1) one business week.

### **II. Legislative Functions**

1. The SGA membership reserves the right to enact legislation on behalf of the student body.
  - a) All resolutions must be submitted to the Secretary of Administration by 4:30 P.M. on the day before the next regularly scheduled Executive Board Meeting.
2. Only the Board of Regents, the SGA Senate, and the process of student recall can overturn a constitutional act of the SGA.
3. This legislation, provided it is not in conflict with the constitution of the SGA, shall be effective throughout the student body.

## **4. Method of Meeting**

### **I. Agenda**

#### **A. Order of Business**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Reading of Minutes

# Student Government Association Bylaws

5. Open Session
6. Liaison Reports
7. Executive Board Reports
  - a) Secretary of Public Relations
  - b) Secretary of Student Involvement
  - c) Secretary of Administration
  - d) Vice President
  - e) President
8. Committee Reports
  - a) Academic Affairs
  - b) Student Rights
  - c) University Improvements
9. Ex-Officio Reports
10. Advisors Reports
11. Old Business
12. New Business
13. Announcements
14. Adjournment

## II. Time and Place of Meeting

1. All regular meetings of the Student Government Association [SGA] shall be held on Monday of each week, at 3:30 P.M. during the regular school year, provided it is an official school day.
2. All regular meetings of the SGA shall, when possible, be held in the Governance Room in the Student Union.

## III. Definitions

### A. Definition of Quorum

1. A majority of the Senate, excluding vacancies, shall constitute quorum with the authority to conduct business, as provided for in the SGA Constitution.

### B. Definition of Vote Margin

1. The vote on motions to adjourn, to approve officers or their actions shall be determined by those Senators present and voting at the meeting.
2. The vote on any other matters and business before the SGA shall be determined by the total votes cast by those Senators present and voting.

## IV. Adoption of Standing Rules

1. The SGA shall establish any standing rules of order it deems fit for the orderly process of business.
2. These standing rules shall not conflict with any of the bylaws adopted herein.

# Student Government Association Bylaws

## 5. Standing Rules of Order

- I. Respect and Courtesy
  1. The first rule of order, it shall be remembered, is respect and common courtesy for one another.
- II. Suspension of the Rules
  1. The order of business shall be observed at all regular meetings of the SGA. A two-thirds vote of all present members may suspend the rules for a special purpose.
- III. Waiving the Reading of the Minutes
  1. A majority of those members present may waive the reading of the minutes.
- IV. Supplemental Rules of Order
  1. Robert's Rules of Order, Newly Revised, shall be used for all areas not specifically encompassed by the SGA Constitution, SGA Bylaws, or Standing Rules of Order.

## 6. Meeting Attire

- I. Definitions
  - A. Business Casual Meeting
    1. A business casual meeting attire shall be comprised of the appropriate dress. Please refer to the following categories for requirements for pants, shoes, tops, jewelry, and hats.
  - B. Casual Meeting
    1. A casual meeting shall be determined by a passed motion, from a Senator in an SGA meeting, or through an executive order by the President.
- II. Attire
  - A. Pants
    1. Skirts or slacks (within reasonable color); no denim jeans, shorts
      - a) Skirts or Dresses must be of appropriate length
      - b) Belt is required with slacks
  - B. Shoes
    1. Non-athletic shoes (including appropriately presentable boat shoes), no flip-flops, no open-toed shoes.
  - C. Tops
    1. Collared shirts, sweaters, vests, blouses, turtlenecks and dresses are acceptable.
    2. No spaghetti straps, no strapless shirts, no sleeveless shirts, no shirts with slogans or graphic art (with an exception to SGA sponsored apparel, within guidelines), no t-shirts (unless meeting is predetermined by Senate or Executive Order to be held as a "casual meeting").
  - D. Hats

# Student Government Association Bylaws

1. No hats

## III. Enforcement

1. Any person in non-business attire shall be either dismissed from the meeting with an unexcused absence, or may be permitted to stay without voting authority and will be assessed an unexcused absence.
2. Any Senator has the authority to report violations to any elected officer.
3. The President has final say in any disputes concerning definition of “business casual”.

## **7. Legislative Procedure**

### I. Committee Chair Consultation

#### A. Submissions

1. Resolution may be submitted by individual Senator or Committee (represented by the chair)

#### B. Chair Review

1. Chair shall review the research and language of proposed resolutions with their sponsoring Senator.
2. Committee chair shall meet with Chief of Staff and Executive Board for review.

### II. Chief of Staff Review

1. Chief of Staff shall review grammar and spelling as well as format consistency with all legislation.
2. Chief of Staff shall return updated resolution to the sponsoring Senator via e-mail within twenty-four (24) hours after the Executive Board meeting.
3. Sponsoring Senator submits resolution to Secretary of Administration, via e-mail, to be placed on Meeting Agenda.
4. Secretary of Administration e-mails resolution to Senate 24-hours prior to Meeting (after Executive Board Review).

### III. Executive Board Review

1. Executive Board offers advice to Committee Chair on resolution.
2. Committee Chair and/or Chief of Staff consults with sponsoring Senator regarding Executive Board’s review.
3. Sponsoring Senator resubmits resolution to Chief of Staff via email for First Reading.
4. Chief of Staff shall pass the resolution on to the Secretary of Administration to submit with the minutes and agenda for the next SGA Meeting.

### IV. First Reading

1. Committee Chair shall announce resolution, along with any accompanying comments, in their respective report.
2. Under “New Business,” Committee Chair or Sponsoring Senator reads before the Senate.



# Student Government Association Bylaws

a) Suggestive (non-motioned) amendments may be offered prior to the second reading.

3. Sponsoring Senator is responsible for acceptance or denial of ALL suggestive amendments proposed.

4. The amended resolution must be submitted, via e-mail, to the Secretary of Administration by 4:30 P.M. the Thursday prior to Second Reading

5. Secretary of Administration e-mails amended resolution to Senate 24-hours prior to meeting.

## V. Second Reading

1. Committee Chair shall announce resolution in their report.

2. Under “Old Business”, Chair or sponsoring Senator reads amended copy before the Senate.

3. ONLY motioned amendments may be offered at this time.

4. Upon a “Call to Question”, the resolution is read as amended and a “Motion to Accept Resolution as Read” may be made.

5. Sponsoring Senator must submit final amended copy to Chief of Staff immediately following vote.

## VI. Resolution Final Formatting

1. Chief of Staff enters amendments into final copy and notes as “PASSED”, “FAILED”, or “TABLED” as well as the appropriate resolution number following the appropriate format “XXXX-XXXX.XX” (i.e. Year-Year.##).

2. Chief of Staff shall place on the President’s desk for Consideration.

a) No legislation shall be submitted to the President unless ALL other signatures on the resolution are made.

b) Failure by a Senator to sign their resolution may result in a pocket veto.

## VII. President’s Consideration

### A. Signed or Vetoed

1. If not signed after (10) ten days of Senate passage, the Resolution is considered pocket vetoed.

2. If veto occurs, Chief of Staff shall note as “VETOED” until overturned by Senate.

## **8. Adoption and Amendments of Bylaws**

### I. Adoption/Amending

1. These Bylaws shall be considered adopted and/or amended upon a supermajority vote of the Senate following a second reading.

### II. Timeline of Implementation

1. These Bylaws shall become effective (14) fourteen days after adoption.

### III. Conflict of Constitution

# Student Government Association Bylaws

1. These Bylaws shall not be construed or amended in such a manner as to be in conflict with the SGA Constitution.

## **9. Payment of Officers**

### I. President

1. The President shall be offered on-campus housing and a meal-plan for the entirety of his/her term, not to be paid via the SGA budget.
2. The President shall be paid minimum wage for each of his/her mandatory hours.

### II. Vice President

1. The Vice President shall be paid minimum wage for each of his/her mandatory hours.

### III. Secretary of Public Relations

1. The Secretary of Public Relations shall be paid minimum wage for each of his/her mandatory hours.

### IV. Secretary of Student Involvement

1. The Secretary of Student Involvement shall be paid minimum wage for each of his/her mandatory hours.

### V. Secretary of Administration

1. The Secretary of Administration shall be paid minimum wage for each of his/her mandatory hours.

### VI. Chief of Staff

1. The Chief of Staff shall be paid minimum wage for each of his/her mandatory hours.

### VII. Chief Justice

1. The Chief Justice shall be given a stipend of \$300 per semester.

### VIII. Committee Chairs

1. Each committee chair shall be given a stipend of \$300 per semester.

# **Student Government Association Bylaws**

## **10. Miscellaneous Bylaws**

### **I. Distribution of Documents**

1. The SGA Secretary of Administration shall provide members with a copy, online or physical, of the Constitution, Bylaws, and Membership roster within two (2) weeks of appointment.

### **II. Town Hall Forums**

1. The Student Government Association shall hold Town Hall Forums throughout the year in order to address the needs or concerns of the student body.

### **III. Student Organization Constitution Outreach Program (S.O.C.O.P)**

1. The Chief Justice, in conjunction with the Judicial Council, shall maintain the Student Organization Constitution Outreach Program. This program is designed to reach out to Student Organizations that need or request help with the restructuring and organization of their constitution and bylaws.

### **IV. Student Organization Representative Program (S.O.R.P)**

1. The Secretary of Student Involvement, in conjunction with the Senate, shall maintain the Student Organization Representative Program. This program serves as a way for Student Organizations to directly voice their comments, questions, and concerns to the Student Government Association.

### **V. Campus Beautification and Safety Walk**

1. The Student Government Association shall hold Campus Beautification and Safety Walks throughout the year. These walks will be held to review our overall campus safety, as well as appeal, in order to see what can be improved and how we are performing as a campus.