

# Student Government Association Bylaws

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## 100. Method of Meeting

### A. Agenda

1. **The following shall be considered the order of business for the representative assembly:**
  1. **Call to Order**
  2. **Roll Call**
  3. **Pledge of Allegiance**
  4. **Reading of Minutes**
  5. **Open Session**
  6. **Executive Board Reports**
    - a. **Secretary of Public Relations**
    - b. **Secretary of Student Involvement**
    - c. **Secretary of Administration**
    - d. **Vice President**
    - e. **President**
  7. **Committee Reports**
  8. **Ex-Officio Reports**
  9. **Advisors Reports**
  10. **Old Business**
  11. **New Business**
  12. **Announcements**
  13. **Adjournment**

### A. 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.**

### B. 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.**

### C. 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.**

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## D. 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.**

## 101. Committees

### A. Membership Requirements

- 1. Membership and chairmanship of standing committees is restricted to Senators and Justices.**
  - i. 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 standing committees shall be required to have at least two (2) members.**
- 4. Committee meeting shall be announced at least three (3) days in advance of the meeting.**
- 5. Members of the committee shall be required to attend all scheduled committee meetings.**
- 6. Absences must be reported to the committee chairman at least one (1) day prior to the scheduled meeting.**

### B. Chairperson's Authority

- 1. The chairperson shall retain final authority over the committee, and shall be responsible for the actions of the committee.**
  - i. Committee members shall be responsible for all assignments given to them by the committee chairperson.**
- 2. The chairperson shall be responsible for reporting to the Vice President and the SGA on the actions of the committee.**
- 3. The chairperson shall be the repository of all working documents of the committee and shall be responsible for submitting those documents for review.**

## 102. Functions of the Senate:

### A. 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.**

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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 monthly detailed report of all expenditures from the SGA budget.**

### B. Legislative Functions

1. **The SGA membership reserves the right to enact legislation on behalf of the student body.**
  - i. **All resolutions must be submitted to the Secretary of Administration by 4:30 P.M. on the day before the next regularly scheduled Executive Cabinet 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.**

## 103. Membership Requirements

### A. Attendance

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

### B. Committee Work

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

### C. 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) hour in the SGA office per week during the regular school year.**

## 104. Miscellaneous Bylaws

- A. **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.**

## 105. Standing Rules of Order:

- A. **The first rule of order, it shall be remembered, is common courtesy for one another.**

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- B. 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.**
- C. A majority of those members present may waive the reading of the minutes.**
- D. 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.**

### 106. Adoption and Amendments of Bylaws

- A. These Bylaws shall be considered adopted upon a majority vote of the Senate.**
- B. These Bylaws shall become effective fourteen (14) days after adoption.**
- C. These Bylaws shall not be construed or amended in such a manner as to be in conflict with the SGA Constitution.**
- D. These Bylaws may be amended by a two-thirds (2/3) vote of the Senate.**

### 107. Meeting Attire

#### A. Women

- 1. Pants: Skirts or slacks (within reasonable color); no denim jeans.**
  - i. Any item of clothing three (3) inches above the knee is inappropriate.**
- 2. Shoes: Non-athletic shoes, no flip-flops.**
- 3. Tops: No spaghetti straps, no strapless shirts, no shirts with slogans or graphic art\*, no t-shirts (including SGA-sponsored t-shirts) \*\*.**
- 4. No excessive jewelry**
- 5. No hats**

#### B. Men:

- 1. Pants: Slacks (within reasonable color); no denim jeans; no shorts.**
  - i. A belt is required**
- 2. Shoes: Non-athletic shoes only; no flip-flops; no open-toed shoes**
- 3. Tops: Collared shirts, sweaters, no shirts with slogans or graphic art\*, no t-shirts (including SGA-sponsored t-shirts) \*\*.**
- 4. No hats**
- 5. No excessive jewelry**

**\*with an exception for SGA apparel within guidelines**

**\*\*Excluding meetings predetermined by the Senate as "casual meetings"**

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## C. Enforcement

- 1. Any person in non-business attire shall be dismissed from the meeting with 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”.**

## 108. Legislative Procedure

### A. Committee Chair Consultation

- 1. Resolution may be submitted by individual Senator or Committee (represented by the chair)**
- 2. Chair reviews research and language of proposed resolution with sponsoring Senator.**
- 3. Committee chair meets with Executive Board for review.**

### B. Legislative Liaison Review

- 1. Legislative Liaison reviews grammar and spelling as well as format consistency with all legislation.**
- 2. Returns updated resolution to sponsoring Senator via e-mail.**
- 3. Sponsoring Senator submits resolution to Secretary of Administration, via e-mail, to be placed on Meeting Agenda.**
  - i. Must be submitted by 4:30 P.M. the day before the next regularly scheduled Executive Cabinet Meeting.**
- 4. Secretary of Administration e-mails resolution to Senate 24-hours prior to Meeting.**

### C. Executive Board Review

- 1. Executive Board offers advice to Committee Chair on resolution.**
- 2. Committee Chair consults with sponsoring Senator regarding Executive Board’s review.**
- 3. Sponsoring Senator submits resolution to Legislative Liaison via e-mail.**

### D. 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.**
  - i. 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.**

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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.**

### E. 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 Legislative Liaison immediately following vote.**

### F. Resolution Final Formatting

1. **Legislative Liaison enters amendments into final copy and notes as “PASSED”, “FAILED”, or “TABLED”.**
2. **Legislative Liaison places on President’s desk for Consideration.**
  - i. **No legislation shall be submitted to the President unless ALL other signatures on the resolution are made.**
  - ii. **Failure by a Senator to sign their resolution may result in a pocket veto.**

### G. President’s Consideration

1. **Signs or Vetoes**
  - i. **If not signed after 10 days of Senate passage, Resolution is pocket vetoed.**
2. **If veto occurs, Legislative Liaison shall note as “VETOED” until overturned by Senate.**

## 109. Payment of Officers

### A. President

1. **The President shall be allotted on-campus housing 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, but shall not exceed twenty (20) hours per week.**

### B. Vice President

1. **The Vice President shall be paid minimum wage for each of his/her mandatory hours, but shall not exceed twenty (20) hours per week.**

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## **C. Secretary of Public Relations**

1. The Secretary of Public Relations shall be paid minimum wage for each of his/her mandatory hours, but shall not exceed ten (10) hours per week.

## **D. Secretary of Student Involvement**

1. The Secretary of Student Involvement shall be paid minimum wage for each of his/her mandatory hours, but shall not exceed ten (10) hours per week.

## **E. Secretary of Administration**

1. The Secretary of Administration shall be paid minimum wage for each of his/her mandatory hours, but shall not exceed ten (10) hours per week.

## **F. Legislative Liaison**

1. The Legislative Liaison shall be paid minimum wage for each of his/her mandatory hours, but shall not exceed ten (10) hours per week.

## **G. Chief Justice**

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

## **H. Committee Chairs**

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