

Student Government Association Bylaws

100. Method of Meeting:

- a. Agenda
 - i. 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 the Minutes
 5. Open Session
 6. Executive Board Reports
 - a. Vice President of Public Relations
 - b. Vice President of Student Involvement
 - c. Vice President of Administration
 - d. Executive Vice President
 - e. President
 7. Committee Reports
 8. Ex-Officio Reports
 9. Advisors Reports
 10. Old Business
 11. New Business
 12. Announcements
 13. Adjournment
- b. Time and Place of Meeting
 - i. All regular meetings of the 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.
 1. Special meetings of the SGA called by the President or the Senate must be publicly announced and posted three (3) days before said meeting.
 - ii. All regular meetings of the SGA shall, when possible, be held in Room 11 of the University Center.
- c. Definition of Quorum
 - i. A majority of the Senate, excluding vacancies, shall constitute a quorum with the authority to conduct business, as provided for in the Student Government Constitution.
- d. Definition of Vote Margin
 - i. The vote on motions to adjourn, to approve officers or their actions, or to amend bylaws, shall be determined by the total votes of those Senators present and voting at the meeting.
 - ii. The vote on amending the constitution and the impeachment of SGA members shall be determined by the total votes of those Senators present and voting at the meeting.
 - iii. 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.
- e. Adoption of Standing Rules
 - i. The SGA shall establish any standing rules of order it deems fit for the orderly process of business.
 - ii. These standing rules shall not conflict with any of the Bylaws adopted herein.

101. Committees:

- a. Membership Requirements

- i. Membership and chairmanship of standing committees is restricted to Senators
 - 1. All chairperson positions shall be semester terms.
 - ii. Ad hoc subcommittee chairpersons and committee members may be any member of the student body in good standing.
 - iii. All standing committees shall be required to have at least two (2) members.
 - iv. Committee meeting shall be announced at least three (3) days in advance of the meeting.
 - v. Members of the committee shall be required to attend all scheduled committee meetings.
 - vi. Absences must be reported to the committee chairman at least on (1) day prior to the scheduled meeting.
- b. Chairperson's Authority
 - i. The chairperson shall retain final authority over the committee, and shall be responsible for the actions of the committee.
 - 1. Committee members shall be responsible for all assignments given to them by the committee chairperson.
 - ii. The chairperson shall be responsible for reporting to the Executive Vice President and the SGA on the actions of the committee.
 - iii. 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
 - i. The Senate shall approve or disapprove any budget submitted to it by the Executive Board within the first two meetings of the semester.
 - ii. The Senate shall have the power to appropriate monies necessary to carry out its actions.
 - iii. 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.
 - iv. The Senate shall be provided a monthly detailed report of all expenditures from the SGA budget.
- b. Legislative Functions
 - i. The SGA Membership reserves the right to enact legislation on behalf of the student body.
 - 1. All resolutions must be submitted to the Executive Vice President by 4:30 p.m. on the Thursday before the Senate meeting in which they are to be introduced.
 - ii. Only the Board of Regents, the SGA Senate, and the process of student recall can overturn a constitutional act of the SGA.
 - iii. This legislation, provided it is not in conflict with the constitution of the SGA, shall be effective throughout the student body.
- c. Impeachment of SGA Members
 - i. The SGA Senate reserves the right of impeachment of SGA Members.

103. Membership Requirements:

- a. Attendance
 - i. Representatives shall be required to attend all meeting of the Senate.
- b. Committee Work
 - i. Senators shall be required to serve on at least one standing committee of the University, or committee of SGA.
- c. Miscellaneous Requirements
 - i. 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.

104. Miscellaneous Bylaws:

- a. Each Senator shall receive a copy of the Bylaws in order to be able to carry out his/her duties.
- b. The SGA Vice President of Administration shall provide members with a copy 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 each other.
- b. The order of business shall be observed at all regular meetings of the Student Government. A two-thirds vote of all members present may suspend the rules temporarily for a special purpose.
- c. A majority of those members present may waive the reading of the minutes.
- d. Roberts' Rules of Order, Newly Revised, shall be used for all areas not specifically covered by the SGA Constitution, SGA Bylaws, or Standing Rules of Order.

106. Adoption and Amendments of Bylaws:

- a. Adoption of Bylaws
 - i. These Bylaws shall be considered adopted upon a majority vote of the Senate.
 - ii. These Bylaws shall become effective fourteen (14) days after adoption.
 - iii. These Bylaws shall not be construed in such a manner as to be in conflict with the Student Government Constitution.
 - iv. Adoption of these Bylaws voids and nullifies all previous Bylaws governing the conduct of the SGA Membership.
- b. Amending the Bylaws
 - i. These Bylaws may be amended by a majority vote of the Senate.
 - ii. Amended Bylaws shall go into effect fourteen (14) days after passage.
 - iii. No amendments may be added that are contradictory to the Student Government Association Constitution.