



**Student Government Association**  
**Sam Houston State University**

*A member of The Texas State University System*

★ Box 2476 ★ Huntsville, Texas 77340 ★

★ 936-294-1938 ★ SGA@shsu.edu ★



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**Bill S19-02**  
**Bylaws Code Update**

**Author:** Chief Kennemer  
**Sponsor:** President Eller  
**Date:** January 20, 2019

- Whereas:*** The Sam Houston State University Student Government Association acts as “the Official Voice of The Student Body”; and,
- Whereas:*** Successful organization need a set of bylaws to help govern and dictate the rules and procedures of the organization; and,
- Whereas:*** The most recent copy of any bylaws that can be found are dated from 2014; and,
- Whereas:*** The bylaws are need of updating by the Senate; therefore,
- Be it enacted:*** The current bylaws be replaced with the attached bylaws; and
- Be it further enacted:*** Upon passing the new bylaws, all previous bylaws become null and void; and
- Be it further enacted:*** That this change be effective immediately; and
- Be it finally enacted:*** That copies of this resolution be sent to President Dana G. Hoyt, Dean of Students John Yarabeck, The Houstonian, and Channel 7 News.

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Eller, David  
President

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Wilkerson, Jaidyn  
Secretary

# Sam Houston State University Student Government Association

## By- Laws Spring 2019

### Preamble:

As outlined in Article XII of the Student Government Association Constitution, the Senate shall be responsible for the construction and adaptation of Rules and Procedures pertaining to the organization, laws, and procedures of the Senate. This document shall bind the actions of the Student Government Association, but in no way, can it provide for any action that contradicts the Constitution of the Student Government Association, University Policy, or System Rules.

### By- Law 1: MEMBERSHIP, PARTICIPATION AND OBSERVATION

- A. The members of the Student Senate shall be those duly elected as Officers of the Student Body (Student Body President, Vice President, Secretary, Treasurer, Chief of Staff) or as Senators to the Student Senate as prescribed in the Student Government Constitution, as outlined in Article III Section 2 of the Student Government Association Constitution.
- B. Student Senate shall have a Student Government Association Council, which shall consist of students nominated and confirmed into the Council as prescribed in Rule 12 of these Rules and Procedures.
- C. At all meetings of the Senate, all individuals whom are neither members of the Senate nor the Council shall be considered observers.
- D. In all meetings of the Student Senate, the members of the Senate shall have the following privileges:
  1. To vote in all matters before the body
  2. To introduce and sponsor legislation.
  3. To make motions
  4. To second motions
  5. To address meetings of the Student Senate or committees
  6. To raise Parliamentary Points
  7. To have all other general rights, privileges and responsibilities granted to members of the Student Senate
- E. In all meetings of the Student Senate, Councilors shall have the following privileges:
  1. To introduce and sponsor legislation

2. To request consideration of motions by the Student Senate
  3. To address meetings of the Student Senate or committees
  4. To raise Parliamentary Points
  5. To obtain the floor in the same manner as a member of the Senate, as outlined in these Rules and Procedures.
- F. In all meetings of the Student Senate observers shall have the following privileges:
1. To address such meetings when not specifically on the agenda when a majority of the members give their consent.
  2. To participate in a debate when, recognized by the chair and a Senator yields the floor.
- G. The Senate shall be divided into caucuses based upon colleges, with each receiving 15 seats, as outlined in Article VII Section 2 of the Student Government Association Constitution. Each caucus shall be directed by a Caucus Chair that shall be elected by the caucus.

## **By- Law 2: MEETINGS OF THE STUDENT SENATE**

- A. The Senate shall meet regularly during the Fall and Spring semesters at a place and time designated by the Department of Internal Affairs. All Senators shall be informed through official University Communication of the date and time of the first Senate meeting of the Fall Semester.
- B. As the presiding officer of the Senate, the President of the Student Government Association shall have the power to call special meetings of the Senate when he/she deems such meetings necessary.
- C. A majority of the current members of the Senate shall constitute a quorum for all meetings of the Student Senate.
- D. No business of the Senate shall be conducted at any meeting wherein a quorum is not present. In any such meeting, the only actions that are in order shall be a quorum call, a motion to recess, and a motion to adjourn.
- E. The regular order of business of the Senate shall be:
1. Call to order by the presiding officer
  2. Roll Call
  3. Pledge of Allegiance to the American Flag and to the Texas Flag
  4. Temporary Recess for "Meet & Greet"
  5. Reports of the Officers of the Student Body
  6. Reports from the Standing Committees
  7. Old Business of the Body

8. New Business of the Body
9. Open Forum
10. Adjournment

- F. The Department of Internal Affairs shall set the agenda for each meeting of the Senate in accordance with the regular order of business. Any senator wishing to be placed on the agenda to address the Senate shall inform the Department of Internal Affairs, whom shall place the senator on the agenda for the next regularly scheduled meeting of the Senate. Any observer wishing to be placed on the agenda to address the Senate must provide their request through official University communication to the Department of Internal Affairs, whom shall have full discretion to determine if observer is placed on the agenda.
- G. Any Student may address the Senate, and shall receive three minutes to address any item listed on the agenda or not, during the time of Open Forum. The entire Open Forum is not to exceed thirty minutes or until the expiration of the room reservation.
- H. All meetings of the Senate shall operate under a dress code as established by the Student Government Association President. Any officer, senator, counselor or agent of the chamber not in compliance with this dress code shall not be permitted to act in their capacity as an elected or appointed official and shall be considered an observer. This shall be considered an unexcused absence and they will not count towards quorum.
- I. No food or drink, with the exception of bottled water, shall be permitted in any meeting of the Senate, unless the Student Government Association President shall declare it permitted for a special occasion or event.
- J. If a person becomes so disruptive that the business of the Senate cannot continue, the President shall warn the individual that he or she is being a disruption to the Senate and if the offender is warned twice and continues to be a disruption, the President shall order the Sergeant-at-Arms to remove that person from the floor of the Senate for the remainder of the consideration of that bill or resolution and all motions and/or amendments pertaining to it. If the person returns to the Senate after consideration of that issue and continues to be disruptive he or she may be expelled for the rest of the meeting.
- K. As outlined in Article X Section 1 of the Student Government Association Constitution, all meetings are open unless an executive session is called. All meetings in executive session are bound by these rules with one exception. During executive session no documentation is to appear in the minutes of the business transacted during executive session.

**By- Law 3: REQUIREMENTS OF SENATORS**

- A. Senators of the Student Senate shall be required to attend meetings of the Senate.
- B. A Senator's, absence from a total of three meetings per semester or two consecutive meetings without a valid excuse shall be classified as dereliction of duty. Valid excuses shall be presented to the Secretary prior to the absence or within two class days after the absence. Such excuses shall consist solely of:
1. Personal Illness
  2. Serious illness of a family member of the immediate family
  3. Death in the immediate family
  4. Work - (Compensatory) other than homework
  5. University excused absences
  6. Other valid excuses as determined by the Student Government Association Secretary
- C. Senators shall be required to serve a minimum of one office hour per week. With approval from the President and Chief of Staff, these hours can be recorded inside or outside the confines of the Student Government Office, and can consist of any activity performed by the Senator on behalf of the Student Body. Office hours will be recorded in a manner as directed by the Chief of Staff, and the Chief of Staff will have final say in determining if an activity merits the awarding of an office hour. Two missed office hours shall be considered the equivalent of one absence from a regular Senate meeting. Request for a valid excuse must be presented to the Chief of Staff and shall follow the same requirements outlined in Rule 3 Section B, including the time frame for which the excuses shall be submitted and the type of excuse submitted.
- D. All senators shall attend an informational workshop to learn the Rules and Regulations of the Senate and be informed of how to use proper Parliamentary Procedures in a meeting of the Senate. This meeting time will be designated and presided by the Department of Rules and Regulations, and must be held no later than the third (3) general body meeting of the fall and spring semester. In the absence of a Rules and Regulations chair, the Vice President is tasked with the completion of this meeting. This shall be a mandatory meeting, and absence without valid excuse presented to the chair of the Department of Rules and Regulations shall be classified as dereliction of duty, as outlined in these Rules and Procedures.

#### **By- Law 4: STANDING DEPARTMENTS OF THE SENATE**

- A. The Standing Departments shall be those outlined in Article VII , Section 8 of the Student Government Constitution.
- B. Each Senator must declare at least one standing department in which to serve. Two missed Department meetings shall be considered the equivalent

of one absence from a regular Senate meeting; at the discretion of the Director of their chosen Department, a Senator may substitute a meeting with a different Department.

- C. A Director, as outlined in Article VII, Section 6, of the Student Government Constitution, shall chair each Department.
- D. The Director of each Department shall establish a regular meeting time and location, with meetings being held at least once every-other week. Additional meetings may be called by the Director as he shall deem necessary.
- E. It shall be the duty of the Director of each Department to give regular reports to the Senate on the ongoing projects and needs of their Department and to report any absences to the Student Government Association Secretary. It shall also be the duty of the Director to attend the Internal Affairs Department meeting. Caucus Chairs are also required to attend the Internal Affairs Department meetings. Failure to do so shall subject the Director or Caucus Chair to impeachment as outlined in Rule 11 of these Rules and Procedures.
- F. Each Department shall keep official minutes of each meeting, copies of which shall be provided to the Student Government Secretary for entrance into the official record.
- G. Each Department shall be granted a monetary allotment to provide funds for their various activities and projects, as determined in each years Student Government Association Budget. Spending any department level funds shall require the majority approval of the members of the Department, and the consent of the Director.
- H. Each Department shall fall under the standing operating department procedure:
  - 1. Department meetings shall be open to any member of the Senate, members of the press, and all members of the student body.
  - 2. The Director, or their designee, and half of the registered members of the Department shall constitute quorum for official Department meetings.
  - 3. To become a voting member of a Standing Department, an individual must attend two consecutive meeting of the Department; all attendants of the first meeting of the semester will automatically be recognized as voting members of the Department.
  - 4. The Director shall only vote in the case of a tie, but shall have

the power to veto any measure proposed or passed by their Department. The membership of the Department may overturn the veto by a two-thirds vote.

5. If a member, not including the Department Director, misses two consecutive meetings or three meetings within the semester, the member will no longer be recognized as a voting member of the Department, and shall have to regain his voting privileges in the same method as a new member.
  6. The Department Director shall have the authority to appoint an assistant chair and a department secretary, with the two-thirds consent of the Department.
- L. Each Department shall have the ability, by a simple majority vote, to establish temporary sub-committees for the purposes of organizing a specific project or task, collecting information, or easing the job of the Department. These sub-committees may be recalled by the Department at any time, and shall expire upon the first day of June of each year. Serving on subcommittees will constitute serving in the Department, for attendance requirements, at the discretion of the Chair.
- M. Each of the Standing Department shall determine its own rules of precedence, so long as they do not conflict with the Constitution of the Student Government Association or the established Rules and Procedures.
- N. Departments shall be allowed to spend any funds allocated to them, through either budgetary guidelines or senate approval, with a majority vote of the members present and voting. All spending must be conducted in a manner approved by the guidelines in these rules, the Student Government Association Constitution, and any policies or rules established by the University or the State of Texas.

#### **By- Law 5: LEGISLATION OF THE STUDENT SENATE**

- A. The Student Senate shall entertain various types of legislation, including:
1. Senate Bills, which shall be introduced to initiate action on behalf of the Senate. Such bills shall include: allocating moneys, revising standing Senate procedure, creating positions, committees, or projects and any other task the Senate shall deem necessary.
  2. Senate Resolutions, which shall be introduced when the Senate wished to established or state a fundamental policy, theory, or belief of the Student Government Association, on behalf of the student body. Senate resolutions can include condolence or memorial resolutions, Student Government positions on important issues, support for outside activity, or

letters to legislative bodies.

3. Constitutional Referendums, which shall be any proposed amendments to the Student Government Association Constitution. All Constitutional Referendums shall be introduced to the Senate no later than ten class days before a student body wide election. All amendments submitted later than ten class days prior to an election shall be withheld from the ballot until the next election.
  4. Sense of the Senate Resolutions, which shall be introduced when the Senate wished to express itself on a chosen issue while speaking as a body, but not on behalf of the Student Government Association or the student body. These resolutions shall take no action nor consume any funds or resources of the Student Government Association, but shall not be subject to a presidential veto.
- B. Legislation may be suggested or written by several means, including Officers of the Student Body, Senators, Councilors, Senate Departments or committees, faculty members, University administration, or members of the student body.
- C. All legislation shall require a sponsor in order to come before the Senate. Legislation shall only be sponsored by Officers of the Student Body or Senators of the Student Senate.
- D. There shall be one avenue for legislation to come before the Student Senate.
1. Legislation that is germane to a specific Standing Department may be written and approved by that Department by a simple majority vote. The Department shall then report the legislation to the Department of Internal Affairs who shall place it the agenda of the next regular meeting of the Senate. By a two-thirds vote, the Department of Internal Affairs may rule that the legislation did not begin in the correct Standing Department, and may refer it to the correct Department.
- E. All Legislation on the official agenda to be brought before the Senate shall be either emailed through official University Communication to all members of the Senate in sufficient time for the legislation to be reviewed and printed, or shall be printed and provided to each member of the Senate at the meeting by the Department of Internal Affairs.
- F. Any Legislation for proposing new legislation, amendments, or referendums shall include both the current and proposed versions of the item of debate.



G. When Legislation comes before the Student Body, it shall be considered in the following manner:

1. The sponsor of the legislation shall receive a speech of not more than five minutes in which to outline the need for the legislation.
2. The Senate shall have a period of clarification in which to question the author and sponsor of the legislation about the specifics of the legislation or its intent; such a period shall not exceed five minutes.
3. The Senate shall discuss the legislation as provided under Rule 6 Section B Debate.
4. When debate has concluded or when a motion to previous question has prevailed, the presiding officer shall read the resolution by title only and the Senate shall vote on the measure.

H. When legislation is presented before the Senate body, the Senate shall have the power to approve or reject the legislation, amend the legislation, table the legislation or refer the legislation to the appropriate Department. If the Legislation is an allocation of funds, a referendum, or rule change being presented for the first time, it shall only be read to the Senate as a first reading and no further action shall be taken until the next scheduled meeting of the Senate.

I. Once a bill is presented before the Senate, it is the property of the Senate. No friendly amendments shall be applied to Senate legislation.

J. In order for legislation to be passed by the Student Senate, it must receive a simple majority vote of all Senators present and voting, except for Constitutional Referendums or amendments to the Standing Rules and Procedures, which shall each require the consent of two-thirds of the Senate.

K. In consideration of items of legislation or amendment with clearly distinct parts, the Senate may choose to consider it seriatim, or section by section. If considered seriatim, a question shall be discussed and amended section by section but shall then be accepted or rejected by a single vote.

L. It is the duty of the Student Government Association Secretary to see that legislation is sent to campus news media, and to all necessary parties.

#### **By- Law 6: PROCEEDINGS OF ORDER OF THE SENATE**

A. The following rules shall govern recognition of the floor:

1. To obtain the floor, a member shall raise his hand to be recognized by the presiding officer, whom shall yield the floor.
2. After the floor has been yielded, the member shall stand and state his official name and title.
3. An observer shall only receive the floor after it is yielded by an Officer of the Student Body or a member of the Student Senate.

B. The following procedure shall govern debate:

1. There shall be no limit to the number of Senators or observers who shall be allowed to speak on an issue, unless the Senate shall consent by a two-thirds vote to limit debate.
2. The Senate can limit debate only after two pro-speakers and two con-speakers have been heard on each issue.
3. Each speaker shall be limited to five (5) minutes.
4. The presiding officer shall, in recognizing speakers, give primary consideration to those members not having previously spoken on the question before the Senate.
5. The Right of Immediate Reply shall be preserved. Any member shall be given the floor after they have been mentioned in the speech of the previous speaker. The person wishing the floor for rebuttal must call a point of order and be recognized to speak by the presiding officer. The point must be called before the next speaker has spoken.
6. Debate shall be held to the immediate pending legislation or motion as stated by the presiding officer. The presiding officer shall rule out of order any speaker failing to adhere to the subject of discussion.
7. No speaker shall conclude a speech by moving a nondebatable motion.
8. Debate may be ended in two ways:
  - i. By the presiding officer, when debate appears to be finishing inquiring if the Student Senate is ready for the Question. If, after a reasonable pause, no one rises to claim the floor, the presiding officer shall assume that no member wishes to speak, and proceed to put the Question.  
By a member moving the previous question, and the Senate consenting by a two-thirds vote. If there is an objection to a motion to the previous question prior to

there being at least two speakers in favor and two speakers in opposition in the matter under debate, the motion to previous question shall not be entertained.

C. In meetings of the Senate, certain privilege points shall be in order:

1. Points of Order shall be in order at all times except during the act of voting, wherein they must relate specifically to voting procedures. General points of order must relate to: a breach of the Constitution, Standing Rules, or parliamentary authority, a breach of decorum, irrelevancy of debate, or departures from the orders of the day. The member that raises the Point of Order shall be allowed three minutes to explain the violation, and there shall be a three minutes rebuttal from the floor. After this process, the presiding officer shall be free to consult with the Senate Parliamentarian and the Director of the Rules and Regulations committee prior to making a ruling on the point of order. The ruling of the presiding officer is appealable to the Senate body, and can be overturned by a two-thirds vote.
2. Points of Personal Privilege shall be in order at all times. A Point of Personal Privilege must deal with the personal comfort of the Senate, or with the clear slander of an individual or group. The member that raises the Point of Personal Privilege shall be allowed one minute to explain the violation, and there shall be a one minute rebuttal from the floor. After this process, the presiding officer shall make a ruling on the Point of Personal Privilege. The ruling of the presiding officer is appealable to the Senate body, and can be overturned by a two-thirds vote.
3. Points of Information shall be in order at all times. A Point of Information shall be raised when a member is seeking information, or wishes to provide information to the body. Such points shall consist of parliamentary inquires, clarification questions to the speaker, or any general questions of the body. A Point of Information shall be limited to one minute, with a one minute answer from the floor if necessary. A Point of Information exists solely for the attainment of information, and as such cannot be used to persuade the body on a motion or piece of legislation. It shall be at the full discretion of the presiding officer to call a speaker out of order if the speaker's Point of Information is persuasively based.

D. In meetings of the Senate, the following order shall govern the precedence of motions:

1. Motion to Adjourn, which shall require a simple majority Motion

2. to Recess, which shall require a simple majority
  3. Motion to lay on the table, which shall require a simple majority
  4. Motion to previous question, which shall require a two-thirds majority
  5. Motion to limit debate, which shall require a two-thirds majority
  6. Motion to table, which shall require a simple majority
  7. Motion to refer to committee, which shall require a simple majority
  8. Motion to Amend, which shall require a simple majority
  9. Motion of postpone indefinitely, which shall require a two-thirds majority.
- E. Motions to reconsider shall be in order at any time during the meeting at which the vote to be considered was taken. Such a motion must be made and seconded by members of the prevailing side. The motion of reconsideration shall not interrupt the pending item of business, but shall have preference over all other business after then pending item is concluded. In all cases, reconsideration requires a simple majority vote. It such a vote passes, the order of business will immediately move to the previous question of the reconsidered motion.
- F. The following procedures shall govern the voting process of the Senate:
1. Votes shall be primarily taken as voice votes, with those standing in affirmation answering aye and those standing for negation answering nay.
  2. Votes by division of the Senate, wherein members shall raise their hands or stand, can be demanded by any member of the Senate.
  3. A roll call vote shall be conducted at the discretion of the presiding officer, or on any vote that shall be determined by less than five votes.
  4. A vote by ballot shall solely be used in the case of impeachment.
  5. Any member may request that his vote be entered on the record in the official minutes, and in all such cases the presiding officer shall order the Secretary to do so.
- G. The Rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern in all cases in which they are applicable and in which they are not inconsistent with the Constitution, these Standing Rules, and the statutes of the Sam Houston State University Student Government Association.

**By- Law 7: AGENTS OF THE CHAMBER**

- A. The Senate shall have Agents of the Chamber, including an Attorney General, Parliamentarian, Sergeant-at-Arms, Technology Coordinator, and any other such auxiliary officers the Senate shall deem necessary.
- B. The Agents of the Chamber shall be considered auxiliary members of the Student Government Association, and shall have the privilege to receive the floor at Senate meetings, but shall not receive the ability to vote. Such offices can be held concurrently with a Senate position.
- C. The Attorney General shall serve as the official representative of the Student Government Association to the Student Courts. He shall be nominated by the President of the Student Body and confirmed by the Senate. After confirmation, he shall serve at the pleasure of the President.
- D. The Parliamentarian shall serve as the parliamentary advisor to the Senate. He shall be nominated by the President of the Student Body and confirmed by the Senate. After confirmation, he shall serve at the pleasure of the President.
- E. The Sergeant-at-Arms shall maintain order in all Senate meetings, serve writes and summons as required by the Senate, and maintain control of the door at all meetings of the Senate. He shall be nominated by the President of the Student Body and confirmed by the Senate. After confirmation, he shall serve at the pleasure of the President.

**By- Law 8: NOMINATIONS OF THE SENATE**

- A. The Senate shall have the authority to advise and consent to nominations of Presidential Appointments, Department Directors, Agents of the Chamber and Candidates for the Student Senate.
- B. The following process shall govern proceedings on nominations:
  - 1. When a nomination shall come before the senate, the candidate shall rise and have no more than five minutes to introduce themselves to the Senate.
  - 2. The Senate shall then have a five minute question and answer period to ask clarification questions of the candidate.
  - 3. The candidate will then leave the meeting, and the Senate shall enter discussion as outlined in Rule 6 Section B Debate.

- C. The Senate shall have the authority to refer a Presidential appointment or nomination to a committee or department.
- D. All nominations confirmed or rejected by the Senate will be recorded in the Official Senate Minutes.
- E. During recesses of the Senate, the Student Body President shall have the authority to make recesses appointments that shall last until the next meeting of the Senate.

**By- Law 9: THE SENATE DELEGATE PROGRAM**

- A. All registered SHSU Student Organizations and Residence Halls shall have the ability to elect a Delegate to Student Government as that organizations SGA liaison.
- B. In order to become a Delegate to Student Government, prospective Delegates shall be required to present a signed letter from the President or equivalent of their respective Organization or Residence Hall detailing their election as their Organization or Residence Halls SGA Delegate.
- C. Senate Delegates shall be permitted to speak on all issues that shall come before the Senate, but shall not be able to vote on any matter before the Senate, make or second motions, or sponsor legislation.
- D. As non-voting auxiliary members, Senate Delegates shall have no effect upon Senate quorum requirements.
- E. No individual shall serve as a Student Government Delegate for more than two Organizations or Residence Halls.
- F. Student Government shall have no requirements or regulations on Senate Delegates attendance at Senate meetings or participation in SGA events, but each sponsoring organization or Residence Hall shall be empowered and encouraged to establish such requirements.
- G. Senate Delegates shall be subject to the same meeting procedures and rules of decorum as Senators.

- H. Senate Delegates shall be subject to removal at any time by either the sponsoring organization or Residence Hall, or by a majority vote of the Student Senate.

#### **By- Law 10: THE SUMMER SENATE**

- A. The Summer Senate shall consist of all the Senators able to attend during the Summer Semester.
- B. The quorum shall be the chair and 5 voting members of the senate.
- C. The Summer Senate shall be granted the full powers of the Student Senate for any actions, which are necessary for the normal functioning of the Association during the period between the final Senate meeting of the Spring Semester and the first such meeting of the Fall Semester.
- D. The Summer Senate shall be responsible for the formulation and adoption of its own rules of procedure, and shall not be bound by the Standing Rules, except for Rule 11: Impeachment Procedures.

#### **By- Law 11: IMPEACHMENT PROCEDURES**

- A. All elected and appointed officials of the Student Government Association shall be liable to removal from office through the impeachment process.
- B. Impeachment charges shall only consist of dereliction of duty, or malfeasance. Dereliction of duty shall be defined as the refusal or inability to perform duties of the office. Malfeasance shall be defined as any act that severely harms the wellbeing of the Senate or its reputation.
- C. To impeach any elected or appointed officer, Senator, or Senate approved position, a Member of the Senate shall bring a petition to the Department of Internal Affairs.
- D. The Department of Internal Affairs shall inform the accused of the petition and the charges against the accused within two class days of receiving the petition. Within two Senate meetings, for Officers and Senators, or one Senate meeting, for Senate approved positions, of the presentation of the petition to the Senate, the trial shall be put on the Senate agenda.
- E. The accused shall be granted all rights of due process including, but not limited to: a fair and speedy trial; the right to counsel, prepare a defense; the confrontation and presentation of witnesses; and the protection against self-incrimination.
- F. The Attorney General shall act as prosecutor in the interest of the Student Government Association, unless they are the accused or cannot

conscientiously fulfill this duty, and in such case, a prosecutor shall be appointed by the President with advice and consent of the Senate. The Student Government Association President will act as presiding officer unless they are the accused. In such case, the Vice-President will preside over the meeting. In any case where the President is the accused, and there is a need to appoint a prosecutor, the Vice-President will make the appointment with the advice and consent of the Senate.

- G. The Attorney General has the authority to approve or deny a petition after receiving all evidence from the petitioner.
- H. Conviction requires a 2/3 vote of the Senate present and voting. Conviction carries with it the automatic penalty of removal from the office and the rights and privileges thereof. Anyone relieved of office by the Senate may appeal that decision to the Supreme Court.

### **By-Law 12: THE STUDENT GOVERNMENT COUNCIL**

- A. Any student in good academic standing shall become an official member of the Council upon stating his or her intent to join the Senate and shall be given voting power only inside the meetings of the Council.
- B. All Council candidates shall only become Councilors upon completion of the Student Government Association Student Senate Application and a passing score of 70 percent on the Council Exit Quiz created by the President and conducted by the Director of Council. The quiz will cover topics such as Parliamentary Procedure, Office Hours, and Senate Functions that are reviewed during Council Meetings.
- C. The President will then present the candidate to the Senate, where the candidate must be confirmed by a two-thirds (2/3) vote of present Senators.
- D. Councilors will be eligible to be confirmed by the Senate during an exclusive period of three consecutive Senate meetings. This period will begin upon completion of the Student Senate Application. If a Councilor fails to meet this requirement they shall lose eligibility until they have recompleted the Student Senate Application. During their term of eligibility, a missed meeting will not count against their term eligibility if they submit a valid excuse as outlined in By-Law 3, Section B in this document.
- E. Councilors will not be full representatives of the Student Body but assistant members to the Student Government Association.
- F. The council shall act as pseudo Standing Department.
- G. The Council shall be chaired by a Senator appointed by the President and approved by a two-thirds (2/3) vote of the Senate.
- H. The Director shall act as an advisor to the Council but shall not have the



power to vote in Council matters.

- I. The Council shall meet regularly, as determined by the Chair, and shall behave as a Standing Department as outlined in Rule 4 of this document.
- J. All members of the Council shall be required to meet regularly with their assigned mentor as outlined in Rule 13 of these Rules and Procedures.
- K. The sole authority to remove Councilors shall be vested in the discretion of the Director of Council with permission from the President.

#### **By- Law 13: THE MENTORSHIP PROGRAM**

- A. The Mentorship Program shall be directed by the Director of Council as outlined in Rule 12 Section D.
- B. All Councilors shall have a mentor from the Senate to be assigned by the Chair. While attempts will be made to insure that each Councilor is matched with a Senator from their college, and to ensure that each Senator is assigned no more than one Councilor per semester, the Chair of the Council shall be empowered to assign Councilors to any voluntary mentor, and to assign more than one Councilor to a mentor.
- C. All Councilors shall meet with their mentors on a regular basis. Such meetings will cover such topics as the SGA Constitution, the Rules and Procedures, the goals of SGA, current affairs within SGA, or new projects and ideas. Each mentor is encouraged to work with their Councilor(s) on developing leadership skills, conducting research, writing legislation, and brainstorming ideas.
- D. Mentors shall serve on a volunteer basis, unless extenuating circumstances make this impractical or impossible, as determined by the Senate.

#### **By- Law 14: FINANCIAL PROCEDURES**

- A. The Student Government Association will only consider requests to co-host events and provide funds, of any amount, to outside student organizations if the following criteria are met in full:
  - 1. The event is co-hosted by the Student Government Association and is publicized as such.
  - 2. The requesting Student Organization is registered and in good standing with the Department of Leadership Initiatives.
  - 3. The event is hosted on campus.
  - 4. The event must improve the reputation of the University,

educate the student population, provide leadership experiences, and/or establish a connection between students or student organizations to encourage networking and interaction.

5. The Student Government Association is provided with an accurate and detailed budget.
6. The presentation of all requests are made within an appropriate timeline.
7. The requesting organization must have exhausted all possible funding sources possible, including the Campus Life Development Fund. The Student Government Association shall not co-host any event that has been denied from the Campus Life Development Fund for any reason.
8. Money cannot, and will not, be given directly to a student or student organization. With approval of the Senate to co-host such event, the Student Government Association will purchase items for the event.

B. The following shall govern transactions of the Student Government Association:

1. The President or Vice President shall oversee all transactions in the absence of the Treasurer.
2. The only members of the Student Government Association that is allowed to obtain a quote is an Executive Board member, unless they have directed another member to do so.
3. The Treasurer shall fill out a Purchase Order form for the items after gaining approval from the President, Senate, or from a Department Director that are funding the purchase.
4. The President and the Treasurer shall be the only individuals to confirm a purchase order.
5. The President and Treasurer shall only act on the guidelines granted through the Dean of Students' Office.
6. Any items that are labeled promotional in nature, as determined by the Policies and Procedures of the University, shall require the presentation and approval of artwork from the Office of the Vice President of Student Affairs via the Dean of Students' Office.
7. The Treasurer shall schedule regular meetings with the Financial Coordinator in the Dean of Students' Office on weekly or bi-weekly basis and continually update the President and the Financial Coordinator on all current and future transactions.

**By- Law 16: AMENDMENTS TO THE By-Laws**

- A. The By-Laws of the Senate from the preceding session of the Senate shall continue to be the By-Laws for each session unless changed as provided in these Rules.
- B. The Senate may amend these rules by a 2/3 vote.

SH