

Student Government Bylaws
52nd Session
02/22/2017

Article I- Steering

1. The President, Vice-President, Committee Chairs, Chief Justice, and Secretaries must meet every Monday at 8:00pm in a location agreed upon by $\frac{2}{3}$ of members of the Steering Committee excluding federal holidays and other days in which classes are not being held at the university.
2. In cases in which Monday is priorly known to be cancelled (i.e. federal holiday) Steering meetings shall be held at a time agreed upon by the majority of steering members.
3. In cases in which Monday is not priorly known to be cancelled (i.e. weather issues) the Steering meeting shall be held the Tuesday of the General Body Meeting at a time agreed upon by the majority of members of steering.
4. If the majority of steering members cannot attend the meeting, the meeting must be rescheduled to another time prior to the General Body meeting of that week.
5. In cases in which no Steering meeting can be held prior to that week's General Body meeting, the President reserves the right to decide the agenda for the General Body meeting.
6. Absences:
 - a. Steering members must attend every Steering meeting unless they provide a legitimate excuse 24 hours prior to the meeting to every member of steering. Excused absences include medical issues, mandatory events for classes, and other issues that the majority of Steering must approve. Unexcused absences include work, class, homework, and other issues the majority of Steering do not approve.
 - b. Communication of absences shall occur via GroupMe Chat or Rocket Email.
 - c. One unexcused absence (consecutive or nonconsecutive within each semester) will result in loss of speaking rights for the following Steering Meeting. Two unexcused absences (consecutive or nonconsecutive) will result in loss of voting rights for the following Steering meeting. Three unexcused absences (consecutive or nonconsecutive) will result in the member's forced resignation from Steering and their position to be filled at the following General Body meeting)
7. Any steering member that does not maintain the proper GPA as stated in the constitution is expected to email their resignation ten days prior to resignation to the organization advisor so that a new person may be elected in their place.
8. Steering meetings are closed and minutes will be made available and emailed to every member of Student Government by the Recording Secretary by 10:00 am following the meeting or before senate if the time of Steering has changed to later than a normal time.

9. Steering Meetings shall end at 9:00pm and can be extended in half hour increments with a majority vote of Steering members.
10. The legislative secretary must keep all minutes and legislation (passed by senate) in a legislative binder. They must also upload all files to the Student Government google drive and website.
11. If the recording secretary is unable to attend a steering meeting, the legislative secretary must record the minutes and send them to all General Body members by 10:00am following the meeting
12. All pieces of legislation to be discussed at the Steering Meeting must be emailed to the Recording Secretary 24 hours prior to the Steering Meeting.

Article 2- Senate Meetings

1. Senate meetings will be held every Tuesday at 8:15pm in SU 2592 (room is subject to change). Days in which classes are cancelled and the university is not in operation will result in cancellation of a meeting.
2. Absences
 - a. All members of Senate, Steering, and SJC must attend every meeting during this session. If a member cannot attend a meeting they must notify the chair of their committee and the recording secretary 24 hours prior to the senate meeting. In the case of an emergency notify they must offer notification as soon as possible.
 - b. Excused absences include medical issues, mandatory events for classes, and other issues that the majority of Steering must approve. Unexcused absences include work, class, homework, and other issues the majority of Steering does not approve.
 - c. Leaving a meeting (unexcused) early or “walking” out will result in one whole absence.
 - d. Coming late will result in one half of an absence.
 - e. One unexcused absence (consecutive or nonconsecutive within each semester) will result in loss of speaking rights for the following General Body meeting. Two unexcused absences (consecutive or nonconsecutive) will result in loss of voting rights for the following General Body meeting. Three unexcused absences (consecutive or nonconsecutive) will result in the senate member being presented to SJC at the following General Body meeting.
3. The President/Moderator of debate reserves the right to override excessive objections in cases where he/she believes there is no legitimate reason for the objection.
4. Senate meetings shall conclude no later than 10:30 pm.
 - a. If it is necessary, a Senate meeting can be extended in 30 minute intervals with a simple majority vote by Senate.
5. Any motions (including objections) must receive a “second” from a voting member of the senate for it to be taken into consideration.
6. The Recording Secretary must take attendance- at the beginning and end of each meeting, keep minutes, as well as tallies of votes at each Senate Meeting. The minutes

must be emailed to all Senate members and uploaded to the google drive by 10:00am the following day.

- a. "Yes/No" by acclamation
 - b. "Super majority (more than $\frac{2}{3}$) yes/no" by hand raising, standing, etc...
 - c. "#yes, #no" by hand raising, standing, etc...
7. The Legislative Secretary must present legislation at each meeting using his/her personal laptop.
 8. Attire at the meetings must be business casual. Each member will receive one warning, **enforced and recorded by the Internal Affairs chair**, other offenses will result in $\frac{1}{2}$ of an absence.
 9. Any legislation that is approved and requires the use of the Student Government budget must be submitted directly to the Chair of Internal Affairs with a copy of a receipt of the transaction by the author of the resolution within 24 hours after the purchase is made.

Article 3- Committees

1. Each member of the Senate is required to be a part of one committee- Internal, External, Student, Campus.
2. The Committee Chair is responsible for holding one half hour meeting each week to discuss issues pertinent to the committee.
3. Each Committee Chair is responsible for regulating absences and assignments for each member of the committee.
4. If a Committee member is not regularly attending meetings/carrying out their duties, they will be presented to SJC.
5. Committee meetings are open and can be held at a location and time determined by the Committee Chair
6. SJC members are not required to be part of a committee, however they must meet once a week to discuss policies/upcoming legislation at a time and location determined by the Chief Justice.
7. Each Senate Committee is responsible for electing a Vice Chair who will fulfill the role of the Chair at Steering if the Chair cannot attend for any reason. The Vice Chair can also be assigned additional duties at the discretion of each committee.
8. Each Senate Committee is responsible for establishing bylaws that cover the responsibilities of each member as well as establish basic operational ground rules.
9. Committees have the power to establish subcommittees within their committees for specific purposes and issues related to the committees defined roles established in the UTSG Constitution.

Article 4- Mentorship Program

1. The Mentorship Program will be run by the Chair of Internal Affairs
2. Applications for the program must be submitted within the second week of joining (for new members) and the second week of the new session (for returning members).
3. New members will be matched up with returning members with the intention of forming relationships and providing guidance to new members.

4. A returning member can mentor up to two new members.
5. The head of the program will provide monthly activities for each group

Article 5- Events

1. The following are mandatory events for all Senate, Steering, and SJC members:
 - a. The Big Event
 - b. Relay for Life
 - c. Rocketthon
2. Missing any of these events (unexcused) will result in one whole absence.
3. Excused absences include medical issues, mandatory events for classes, and other issues that the majority of Steering must approve. Unexcused absences include work, class, homework, and other issues the majority of Steering does not approve.
4. If a member is part of another organization at the same event, they must check in with Student Government and spend the whole time with Student Government for at least one event.
5. Members of senate must attend for the entirety of the event

Article 6- Elections

1. The Election Manual must be passed by the last meeting by of the first semester by Senate and the Election Board must be determined by the third meeting of the second semester.
2. The Election Board will consist of eight individuals- an Election Board Chair and seven members- that will be chosen by the Senate and Judicial Council on the basis of plurality after the approval of the Election Manual
3. Anybody in Student Government can run for an Election Board position so long as they are in good standing with the organization (conduct, GPA, and any other requirement the Steering Committee deems necessary for the execution of this position), and they are not running for any elected positions as dictated by the constitution.
4. Additional rules or changes to the Election Manual have to be approved by $\frac{2}{3}$ majority vote of the Senate before they are added to the current format of the Manual.
5. The Election manual cannot be changed AT ALL as of March 1st.

Article 7- Purchases

1. Purchases utilizing the university p-card may be conducted by any active member of UTSG if at least one of the following applies:
 - a. The member was the author of an approved piece of legislation that authorizes a purchase.
 - b. The member was explicitly given permission to make a purchase in an approved piece of legislation.
 - c. The active President, Vice-President, or Chair of Internal affairs has given a member permission to make a purchase.
2. The active President, Vice-President, or Chair of Internal Affairs must be present or must send an email to the Dean of Students Accountant whenever the university p-card is being utilized.

3. Following the purchase, the member must obtain two copies of the final receipt.
 - a. One copy shall be given to the Dean of Students Accountant.
 - b. One copy shall be given to the Internal Affairs Chair.
4. Failure to comply with the purchasing procedure defined by Article 7, Sections 1-3 can be subject to a disciplinary meeting with SJC, as deemed necessary by the Chair of Internal Affairs.

Article 8- OUTREACH

1. Two requirements must be met by every Senator, including the President and the Vice President, every week
 - a. Surveys: for each question of the week on Survey Monkey, each Senator must obtain 14 responses per question per week.
 - i. Senators must sign up to table on a Wednesday on the dates we have the table book at least once a month. The only exception shall be class (the Senator must submit a schedule as proof). Any other excuse shall be deemed acceptable or not acceptable by the Steering Committee.
 - b. Office Hours: Senators are required to sign into the Student Government office (SU 3512) for ONE hour each week.
 - i. These hours should be used to speak with non-Senators about any questions they have and to speak to other Senators about ideas for Student Government. If no non-Senator is present in the office, then and ONLY then may the Senator performing office hours do other tasks such as homework.
2. These two requirements must be completed by the next Monday by 5 pm. If one or more of these requirements is not met:
 - a. First offense (consecutive or nonconsecutive within each semester) will result in loss of speaking rights for the following General Body meeting.
 - b. Second offense (consecutive or nonconsecutive) will result in loss of voting rights for the following General Body meeting.
 - c. Third offense (consecutive or nonconsecutive) will result in the senate member being presented to SJC at the following General Body meeting.
 - d. These consequences are stackable. This means that one offense in another category will be added to an offense in any other category.
 - i. For example, if a Senator has one unexcused absence, they will lose speaking rights for the following General Body meeting. If they have the one excused absence AND missed OUTREACH for one week, that person will not have voting OR speaking rights.
3. Each member of Student Government must attend one social event each semester in order to promote strong relationships and morale within the organization. Failing to fulfill this requirement will result in one absence.