

Student Government Bylaws 53rd Session

Article I - Steering

1. The President, Vice-President, Committee Chairs, Chief Justice, Speaker of the Senate and Secretaries must meet every Monday at a location agreed upon by 2/3 of members of the Steering Committee excluding federal holidays, agreed upon cancelations and other days in which classes are not being held at the university.
2. Steering Meetings shall start at 7:15 and end at 8:30 pm and can be extended in half hour increments with a majority vote of Steering members.
3. 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.
4. In cases in which no Steering meeting can be held prior to that week's General Body meeting, the Speaker of the Senate reserves the right to decide the agenda for the General Body meeting.
5. Absences:
 - a. Steering members must attend every Steering meeting unless they provide a legitimate excuse 24 hours prior to the Speaker of the Senate. Excused absences include medical issues, mandatory events for classes, and other issues that the majority of Steering must approve. Unexcused absences include work, 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 (2) 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).
6. 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 at the end of the semester so that their position may be filled.

7. 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.
8. 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.
9. 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.
10. All pieces of legislation to be discussed at the Steering Meeting must be emailed to the Recording Secretary and Speaker of the Senate 24 hours prior to the Steering Meeting.

Article II - 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, days in which the University is not in operation 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 Speaker of the Senate and the recording secretary 24 hours prior to the senate meeting. In the case of an emergency 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 half of an 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 Speaker of the Senate reserves the right to:

a. Rule on Objections

i. Override excessive objections in cases where he/she believes there is no legitimate reason for the objection.

i. The Speaker's overriding of objections may be overruled by a 2/3rds majority vote of the Senate

ii. Sustain Legitimate objections in cases where he/she believes there is a legitimate reason for the objection

b. Reprimand Senators for disruptive behavior through a loss of speaking rights or expulsion for the remainder of that meeting, resulting in one full absence.

4. Senate meetings shall conclude no later than 10:30 p.m.:

a. If it is necessary, a Senate meeting can be extended in 30 minute increments 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 record attendance at the beginning and end of each meeting, keep minutes, as well as a record of each Senators 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.

7. 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 1/2 of an absence.

8. Any legislation that is approved and requires the use of the Student Government budget must be submitted directly to the Treasurer and with a copy of a receipt of the transaction by the author of the resolution within 24 hours after the purchase is made.

Article III - Committees

1. Each member of the Senate is required to be a part of one of the three committees:
 - a. Internal Affairs.
 - b. External Affairs.
 - c. Campus Culture.
2. The Committee Chair is responsible for holding one 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. The Speaker of the Senate is not required to be a part of a committee.
8. 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.
 - a. The Vice Chair can also be assigned additional duties at the discretion of each committee.
9. Each Senate Committee is responsible for establishing bylaws that cover the responsibilities of each member as well as establish basic operational ground rules.
10. 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 IV - Elections

1. The Election Manual must be passed the last meeting of the first semester by Senate.
2. Election Board Membership:
 - a. Election Board members are appointed and confirmed by a majority vote of the Senate.

- b. Election Board Members are ineligible to run for elected positions.
3. Additional rules or changes to the Election Manual have to be approved by 2/3 majority vote of the Senate before they are added to the current format of the Manual.

Article V - 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, Chair of Internal Affairs, or Treasurer has given a member permission to make a purchase.
2. The active President, Vice-President, Chair of Internal Affairs, or Treasurer 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 (2) copies of the final receipt:
 1. One copy shall be given to the Dean of Students Accountant.
 2. One copy shall be given to the Treasurer.
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 VI - Senator Requirements

1. Weekly Requirements:
 - a. Attend Senate Meetings.
 - b. Attend Committee Meetings.
 - c. Office Hour.
 - d. Surveys:
 - i. Each Senator must complete the delegated responses per survey.
 - e. Each of these aforementioned requirements must be met before Monday at 7:00 P.M.
2. If these requirements are 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 each failure of Senator Requirements is an offense.

TABLED 9/12/2017

PASSED 9/19/2017