

**Bylaws
of the
Stephen F. Austin State University
Student Government Association**

Article I: Executive Branch

**Section 1
President**

A. Powers

1. Appointment
 - a. Appoint the student members of all boards and student boards.
 - b. Appoint the Justices of the Student Government Supreme Court, subject to approval by the Internal Affairs Committee and the approval of two-thirds of the Senate.
 - c. Appoint executive commissions for the purpose of research and investigation.
2. Designate persons to represent Student Government at functions where such representation is deemed necessary.
3. Legislative
 - a. Veto, in part or in whole, legislation passed by the Student Senate.
 - i. Such veto must occur within ten (10) regular class days from the date of passage or the legislation will become law.
 - ii. Should the President choose to exercise veto power, the President must return the legislation, with all written objections, within the prescribed ten (10) days or the legislation will become law.
 - iii. Line-item vetoes will be allowed in all legislation affecting the SGA budget.
 - b. Issue executive orders.
 - c. Full speaking rights within the Senate, but no voting rights.
 - d. Sponsor and introduce legislation.
4. Call special sessions of the Senate.
5. Conduct inaugural Oath of Office ceremonies of all newly elected or appointed SGA members
6. Contract with commercial agencies for services deemed necessary, in compliance with Senate policy and university fiscal policy.
7. Chair the Student Organization Reserve Fund Committee.
8. Request that the University President place senate legislation on the agenda for consideration by the University Board of Regents.

B. Duties:

1. Report to the Senate on the progress of legislation at each regularly scheduled Senate meeting.
2. Attend Senate meetings and submit a Presidential report.

3. Submit a detailed written financial report to the Senate once per month.
4. Prepare the annual budget of the Student Government Association in conjunction with the Student Body Vice-President and submit the budget to the Senate for approval no later than the second Senate meeting of the if all semester.
5. Maintain regular office hours for twelve (12) months, beginning with the first summer session.
6. Attend Faculty Senate meetings, meetings of the Board of Regents, and meetings of the Alumni Association Board.
7. Carry out all actions which shall be necessary, and proper for carrying into execution the foregoing powers.

C. Responsibilities:

1. The care, upkeep, and maintenance of the Student Government office during his/her term of office.
2. Training of all new officers and committee chairs.
3. Accurately maintain the financial records of the Student Government Association.
4. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.
 - a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

Section 2

Vice President

A. Powers

1. Full speaking rights within the Senate, but no voting rights.
2. Introduce legislation.

B. Duties

1. Temporarily assume the office of President in the event of the President's absence, removal, or resignation from office.
2. To carry out all actions which shall be necessary and proper for carrying into execution the foregoing powers.

C. Responsibilities

1. Maintain regular office hours, beginning with the fall semester, as determined by the President.
2. Attend Senate meetings and submit a Vice-Presidential report.
3. Prepare and submit the annual budget of the Student Government Association in conjunction with the Student Body President.
4. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.

- a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

Section 3

Executive Secretary

A. Powers

1. The position of Executive Secretary is considered student employment and should be treated as such.
2. Executive Secretary is not an officer within SGA.

B. Duties

1. Serve regular office hours, as determined by the President.
2. Assume duties upon being hired by the President.

C. Responsibilities

1. Recording the minutes at Executive Advisory Committee meetings and other meetings as the President deems necessary.
2. The maintenance and cleanliness of the Student Government offices, current Student Government rosters, supplies and correspondence.
3. Responsible, in conjunction with the Senate Secretary, for collecting and keeping accurate documentation of all Student Government activities for the purpose of historical record.
4. Responsible for any other duties that the President or Vice-President deem necessary.

Section 4

Committees

A. The STUDENT SERVICE FEE ALLOCATION COMMITTEE will study the type, amount, and expenditure of Student Service Fees and make recommendations concerning the allocation and amount of these fees.

1. The members of this committee are:
 - a. The Student Body President.
 - b. The Speaker of the Senate.
 - c. Three (3) student representatives appointed by the Student Body President with the approval of two-thirds (2/3) of the Senate.
 - d. Four (4) representatives from the entire university appointed by the University President.
2. The Student Body President and Senate Speaker will serve up to one (1) year terms coinciding with their terms of office.
3. The appointed student representatives will serve one (1) year terms beginning with the fall semester.
4. In the event of a vacancy of one of the student positions on the committee, the Student Body President will appoint a replacement with Senate confirmation by two-thirds (2/3) vote.
5. The Student Body President shall chair this committee.

B. The COMMITTEE APPOINTMENT BOARD, which will act as an advisory board to the Speaker of the Senate in appointing the Chairperson of the Academic Affairs Committee, Student Affairs Committee, Public Relations Committee, Events Planning Committee, Administrative Affairs Committee, Internal Affairs Committee and other such committees established by the Senate which have not been provided for in this Constitution.

1. The members of this board will be:
 - a. The Student Body President
 - b. The Student Body Vice-president
 - c. The Speaker of the Senate
2. The Speaker of the Senate will chair the committee.
3. The Student Body President and Student Body Vice-President shall act in an advisory manner only to the Speaker of the Senate in choosing Chairpersons.

Article II: Legislative Branch

Section 1 Meetings

A. Quorum

1. A quorum will be defined as a majority of the membership in each SGA body
2. A quorum will be defined as a majority of the membership in the Senate Body.
3. SGA will not conduct business without quorum.

B. Protocol

1. The legislature will operate under Roberts Rules of Order, except in the case of conflict with this Constitution or its bylaws, which take precedence over all other procedural regulations.
2. At the end of each legislative meeting the Speaker of the Senate will announce the time and place of the next legislative meeting and the next committee meetings.
3. At the beginning of all special legislative meetings the Speaker will announce the purpose of the meeting and any items relating to the purpose which may be considered and voted on by the legislature. Special legislative meetings are subject to the standing rules of the legislature and are governed and conducted by the same rules and procedures as regular legislative meetings.
4. Legislative meetings will be open for attendance by all who wish to attend and all present may address the Speaker and Senate when recognized.
5. The rule of one person, one vote will apply to this body and no proxy votes will be allowed.

C. Agenda

1. Any item submitted to the Executive Advisory Committee no less than fortyeight (48) hours prior to a regular legislative meeting will be placed on the agenda at the approval of the committee.
2. After completion of new business, a time period must be allowed for discussion of any item not on the agenda but forthcoming from the floor. During this open

period, discussion may take place but no action may be taken unless the rules are suspended.

D. Attendance

1. Attendance at all Senate and committee meetings shall constitute the physical presence and full participation of legislators immediately subsequent to the commencement of the assembly until adjournment.
2. SGA members meet an average of twenty (20) times per school year. One-half of the meetings are committee meetings and the other half are Senate meetings.
3. The secretary of the senate will send an e-mail to all members no later than twenty four hours prior to a meeting that detail its place and time.
 - a. The secretary will keep documentation of all official SGA communication.
 - b. All appeals on this matter will be directed to the SGA Supreme Court.
4. No more than four (4) unexcused absences per school year or two (2) unexcused absences per semester from the legislative and committee meetings combined will be permitted.
 - a. Any legislator absent more than the allotted number of times may be removed from office through the process of impeachment.
5. No unexcused absences per semester from any organizational retreats will be permitted.
 - a. Any legislator absent from any organizational retreat within any semester may be removed from office through the process of impeachment.
6. The membership of any voting member of the Senate whose ability to participate to the fullest extent within official Senate meetings, Senate committee meetings, and organizational retreats which may be compromised due to long-term or non-negotiable terms of employment, academic responsibilities, obligations to other student organizations, or any other conflicting responsibility will not be permitted.
7. In order for an absence to be excused members must notify the Sergeant- At-Arms either through e-mail or written notice no later than twenty four (24) hours before the meeting starts.
 - a. If a member fails to notify the Sergeant-At-Arms after twenty four (24) hours the absence will be unexcused.
 - b. All appeals on this matter will be directed to the SGA Supreme Court.
8. All excuses will be granted on individual basis, determined by a majority vote of the Sergeant-At-Arms, Speaker, Vice-President and President.
 - a. In the event of a tie the deciding vote will be determined by the Chief of Justice of the Supreme Court.
 - b. All appeals on this matter will be directed to the SGA Supreme Court.
9. Any legislator absent more than the allotted number of times may be removed from office.

E. The Senate will not endorse a revenue-producing product or service for the student community unless:

1. A bill or resolution concerning the product or service is written and passed by the Senate and

2. The SGA receives payment at the time the service or product is delivered and not before. The Student Body President must consult the Director of Student Affairs before such an endorsement is made.

Section 2

The Senate Body

A. Powers

1. Reject Executive Orders by a two-thirds (2/3) vote.
2. Approve and/or amend the SGA budget by a majority vote.
3. Determine senate regulations and procedural rules.
4. Override any presidential veto by a three-fourths (3/4) vote.
5. The Senate may create any temporary committees, subcommittees, or task forces by law, as it deems necessary.
6. The legislature may establish such committees, subcommittees, and task forces as it deems necessary.

B. Duties

1. Investigate matters which concern SGA and the students of SFASU.
2. The Senate must abide by the results of an initiative or referendum election.
3. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.
 - a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

C. Responsibilities

1. Make recommendations to the university administration regarding the formulation or alteration of university policy.
2. Initiation legislation deemed necessary and proper for the well-being of the student community.

Section 3

Senators

A. Powers

1. Sponsor and introduce legislation.
2. Full voting and speaking rights within the Senate.
3. Call a special session of the Senate by a petition to the Speaker signed by one third (1/3) of the members of the Senate.

B. Duties

1. Ultimate responsibility is the representation of the needs and opinions of the students.
2. Serve office hours deemed necessary by the Speaker of the Senate
3. Serve on at least one (1) Senate Committee as chosen by the Speaker
4. Any other duty and/or power deemed necessary by the Speaker.

Section 4

Speaker of the Senate

A. Powers

1. Preside over legislative meetings, maintain order, ensure the procedural rules and bylaws of the Senate are not breached, and protect the freedom of speech of both senators and visitors.
2. Appoint Senators to the various standing committees.
3. Call a special session of the Senate.
4. Sponsor and introduce legislation.
5. Vote only for the purpose of making or breaking a tie.

B. Duties

1. Post the tentative agenda of the legislature in a public place, 48 hours prior to each regularly scheduled legislative meeting.
2. Refer legislation to the appropriate legislative committee.
3. Not engage in discussion or debate while presiding over a legislative meeting.
4. Keep office hours, beginning with the fall semester.
5. Maintain the Senate office's upkeep.
6. Train incoming senators.
7. Appoint a temporary Sergeant-at-Arms should the current Sergeant at Arms take the floor to present legislation.
 - a. This temporary Sergeant-At-Arms will perform those duties until the current Sergeant-at-Arms returns to his position after presenting legislation.
8. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.
 - a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

Section 5

Sergeant at Arms

A. Protocol

1. Appointed by the Speaker of the Senate from the Senate body
2. Requires an approval by a two-thirds (2/3) vote of the Senate
3. Serve a term ending at the closure of the spring semester
4. Retain full powers and duties as a Senator.

B. Duties and Powers

1. Serve office hours beginning immediately after appointment and Senate approval, as determined by the Speaker.
2. Provide the Senate with information on filed legislation.
3. Consult with the Speaker on questions of procedure and parliamentary inquiry during Senate meetings.
4. Responsible for the removal, at the Speaker's discretion, of those individuals

- in attendance at Senate meetings ruled as being out of order.
5. Responsible for any other duties that the Speaker deems necessary.
 6. Perform the duties of the Speaker should he relinquish his chair in order to present legislation.
 - a. During this time, the Sergeant (now Speaker) will appoint a temporary Sergeant in order to perform his duties while he is performing the duties of Speaker.
 - b. This temporary Sergeant-At-Arms will perform those duties until the current Sergeant-at-Arms returns to his position after presiding over the Senate.
 7. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.
 - a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

Section 6

Senate Secretary

- A. Assume duties upon being hired by the Speaker and approved by a majority vote of the Senate.
- B. Powers & Duties
 1. Record the minutes at meetings of the Student Senate, the Internal Affairs Committee, and other meetings the Speaker deems necessary.
 2. Responsible for the maintenance of the Student Government offices, current Student Government rosters, supplies, and correspondence.
 3. Responsible, in conjunction with the Executive Secretary, for collecting and keeping accurate documentation of all Student Government activities for the purpose of historical record.
 4. Responsible for any other duties that the Speaker deems necessary.
 5. The Senate Secretary is not an officer within SGA.
 6. Contact SGA members at least twenty-four (24) hours in advance of Senate meetings to remind them of the meeting time and location.
- C. The position of Senate Secretary is considered student employment and should be treated as such.

Section 7

Legislative Committees:

- A. Committee Chair
 1. A chairman will head each committee, to be officially titled “The Chair of (committee name).”
 2. Appointment

a. All Committee Chairpersons shall be nominated by the Speaker of the Senate from among the Senate and shall have their Chairmanship affirmed by a majority of the voting membership of the Senate.

i. Any Committee Chairpersons nominated by the Speaker of the Senate who do not hold membership with the Senate shall be subject to the standards of appointment as outlined in Article II, Section 7, Sub-Section A, Article 7 of the By-Laws.

3. Removal

a. All Committee Chairpersons shall be removed from their Chairmanships at the discretion of the Speaker of the Senate and shall have their removal affirmed by a majority of the voting membership of the Senate.

b. All Committee Chairpersons shall be removed from their chairmanship through the process of impeachment.

4. Powers

a. Create subcommittees deemed necessary for the execution of duties of handling special projects with the power to appoint the chairs and members of such subcommittees.

b. Have full speaking rights within the Senate.

c. Call and hold committee meetings.

5. Duties

a. Research and investigate progress legislation referred to the committee by the Speaker.

b. Oversee initiation and presentation of legislation relevant to their committee.

c. Maintain records of committee membership and attendance in accordance with senate absence policy.

d. Maintain records and files on committee actions, programs, and activities.

e. Serve office hours, beginning at the time of appointment as determined by the Speaker.

f. Deliver a committee report at each regularly scheduled legislative meeting.

g. Any other duties deemed necessary by the President, Vice President, or Speaker.

h. Should the holder of this position fall below the standards GPA requirements listed in the Constitution to be in said position, one semester probationary period will be assigned. Any one person is allowed one probationary period during their academic term at SFASU.

a. The holder of this position will hold all regular powers deemed by the Bylaws during the probation period.

b. The committee chairperson will be mandated to submit a plan or project that the committee will pursue for the semester. The project will be submitted before the following meeting after their appointment.

- j. The chairmen will submit a list of the minimum and maximum amount of members for the semester and must be approved by the speaker.
 - k. The committee chairmen will be responsible for submitting an attendance report to sergeant at arms.
 - l. The chairmen must submit meeting times to the speaker and sergeant at arms before the next meeting following their appointment.
6. Non-Senator committee chairpersons may be appointed at the discretion of the Committee Appointment Board, with the approval of two-thirds (2/3) of the Senate and minimum 2.0 GPA
7. Non-Senator committee chairpersons maintain the same speaking rights as non-SGA members. Non-Senator Chairpersons will not receive voting rights within the senate and the Internal Affairs committee.
- B. The Senate Committees are responsible for researching & advising on legislation.

Section 8

The Standing Senate Committees

A. Academic Affairs Committee

1. This Committee shall assume responsibility for reinforcing the quality of the academic and scholarship offerings of SFASU and shall:
 - a. report to the Senate its recommendations for improving the relationship between students and teaching faculty, staff and administration;
 - b. report to the Senate its recommendations for changes in the curriculum offered by SFASU;
 - c. report to the Senate on State and Federal legislative matters pertaining to academics at SFASU;
 - d. maintain attendance at Faculty Senate Meetings and collaborate with the Faculty Senate, the Provost, the offices of the Deans of SFA's academic colleges, and the Office of the Dean of Student Life concerning relevant proposals and legislation;
 - e. recognize and promote the academic achievements of this University and its faculty, staff, and students.

B. Administrative Affairs Committee

1. This Committee shall assume responsibility for maintaining the consistency of the SGA governing documents and providing the assistance necessary for the Speaker of the Senate to fulfill their stated duties and responsibilities, and shall:
 - a. report to the Senate its recommendation of revisions to the Constitution, By-Laws, Election Code, Code of Official Conduct, and any other governing document of this SGA as may be necessary;
 - b. report to the Senate its recommendation of any revisions to the annual SGA Budget as may be necessary;
 - c. provide assistance in collecting, organizing, and preserving materials of historical significance to this SGA;

- d. report to the Senate its recommendations of additional funding requests made before the SGA membership by students and student-led organizations throughout the academic year;
 - e. report to the Senate its recommendations of any affirmed Legislation for presentation before the State Legislature.
- C. Civil Affairs Committee
 - 1. This Committee shall assume the responsibility for reinforcing outlets and opportunities that promote student awareness of civics through active civil engagement, and shall:
 - a. report to the Senate its recommendations for encouraging the progression of a civil Student Body;
 - b. report to the Senate its recommendations in improving student awareness of issues pertinent to their own civil rights and responsibilities;
 - c. report to the Senate on local, State, and Federal matters affecting student sovereignty and freedoms;
 - d. administer voter registration outlets and outlets that encourage student participation within elections administered at the local, state-wide, and Federal levels;
 - e. administer outlets that enable the Student Body of SFASU to harness their voice as student citizens.
- D. Public Affairs Committee
 - 1. This Committee shall assume the responsibility for facilitating, maintaining, and improving relations between this SGA, the SFASU Student Body, and the other communities impacted by the actions of both, and shall:
 - a. publicize the activities and initiatives of this SGA;
 - b. report to the Senate its recommendations for furthering effective communication and collaboration between this SGA, the Student Body, and the University;
 - c. report to the Senate its recommendations in improving student awareness of issues pertinent to their physical and mental wellness;
 - d. report to the Senate its recommendations in administering outlets that encompass the professional and personal development of students;
- E. Student Affairs Committee
 - 1. This Committee shall assume the responsibility for advancing the welfare, sense of pride, and standard of living of the Student Body of SFASU, and shall:
 - a. report to the Senate its recommendations for facilitating and advancing student concerns pertinent to housing, food, technology, disability, medical, environmental, employment and co-curricular services;
 - b. report to the Senate its recommendations for advancing the quality of life and existing services on the campus of SFASU;
 - c. recognize and promote the non-academic achievements of this University and its faculty, staff, and students;
 - d. report to the Senate its recommendations for anchoring the identity of the Student Body of SFASU.

- A. Primary responsibility is to act as an advisory committee to the executive branch as well as to address internal SGA issues.
- B. The members of this committee will be:
 - 1. The Senate Speaker, who will chair this committee.
 - 2. The Sergeant at Arms, who will serve as vice- chair.
 - 3. The Student Body Vice President
 - 4. The Chairs of each of the Senate's Standing Committees
- C. Appoint legislators to fill vacant senate seats with the approval of a two-thirds (2/3) majority of the Senate.
- D. Review the eligibility of SGA members and election candidates.
- E. Appoint members of the Election Commission prior to each election cycle.
- F. Interview and screen potential Supreme Court nominees.

Section 10: Senate Ethics and Rules Committee

- A. Primary responsibility is to ensure that the members of the Student Government Association are properly executing, upholding and acceding to the governing documents of this Student Government.
- B. The members of this Committee will be:
 - 1. The Sergeant-at-Arms, who shall Chair this committee.
 - 2. Four senators to be nominated and confirmed by a 2/3 (two-thirds) vote of the senate.
 - 3. Once a Senator has been confirmed by the Senate to hold membership in this Committee, they may not be removed from this committee unless through the process of impeachment.
- C. This Committee shall assume authority over any primary investigations of any violations committed against this Student Government's Constitution, By-Laws and Code of Official Conduct.
 - 1. The Sergeant-at-Arms shall have the authority to bring forward charges and lawfully initiate investigations concerning alleged violations of the Student Government Association Constitution, By-Laws and Code of Official Conduct.
 - 2. All requests for investigations not originating from the Sergeant-at-Arms must be submitted in writing to the Sergeant-at-Arms and must be approved by two seated Senators within this Committee before an investigation may be initiated.
 - 3. All votes for official decisions shall be by secret ballot and shall be by simple majority.
 - 4. The accused shall be allowed to represent themselves before this committee before a vote is cast by this committee.
- D. This Committee shall have immediate jurisdiction over the Legislature of this Student Government Association and its voting members and shall have the authority to pursue punitive measures against members its' members through impeachment charges, censure, and any lawful means in accordance with Article IX on the Constitution of this Student Government.
- E. This committee shall have the authority to investigate charges brought forward concerning allegations against members of the Executive Branch of this Student Government and publicly report any official decisions, but shall not have the authority to

pursue punitive measures dependent upon those official decisions independent of the Student Supreme Court.

Article III: Judicial Branch

Section 1 Chief Justice

A. Powers

1. Conduct all sessions of the SGA Supreme Court.
2. One vote in all cases argued before the court.
3. Full speaking rights with in the Senate but no voting rights.

B. Duties

1. Write and post the opinion of the Court in all non-traffic cases within forty eight (48) hours of the hearing.
2. Carry out all actions that shall be necessary and proper for carrying into execution the foregoing powers

Section 2 Associate Justices

A. Powers

1. One vote in all cases argued before the SGA Supreme Court.
2. Full speaking rights with in the Senate but no voting rights.

B. Associate Justices shall execute any duties delegated by the Chief Justice.

Article IV: Impeachment & Removal

Section 1 Impeachment

A. Process

1. Any Senator in the Student Government Association may call for the impeachment of any SGA member by placing a motion on the floor and by providing evidence of the negligence and/or malfeasance of said member in conducting his duties.
2. This motion must be seconded.
3. A motion of impeachment requires a majority vote to proceed to the appropriate hearing board.

B. Hearing Boards

1. The Senate will be responsible for decisions of impeachment concerning any Supreme Court Justice or Executive Officer.
2. The Supreme Court will be responsible for decisions of impeachment concerning any Senator.

Section 2 Removal

A. A decision to finalize impeachment charges and remove from office requires a two-thirds (2/3) vote of the hearing board

B. A decision to finalize impeachment charges and remove from position (i.e. Chair or Officer Status) but not revoke membership requires a majority vote of the hearing board.