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**SENATE RESOLUTION 2223 – 015  
RESOLUTION TO AMEND THE SGA GENERAL BYLAWS  
WEDNESDAY, SEPTEMBER 21, 2022**

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**Whereas** the Student Government Association General Bylaws have traditionally had omnibus changes implemented at the start of each year, and

**Whereas** these changes are grouped together due to them being minor fixes, codification of existing or needed processes, and grammatical or formatting corrections, and

**Whereas** these changes are essential to the smooth functioning of the Student Government Association this coming year, let it be

**Resolved** that the Student Senate approves the attached amendments to the Student Government Association General Bylaws (Appendix A), effective upon the passage of Senate Resolution 2223-014.

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**Primary Sponsor:**

AJ Boes, Class of 2024 Senator

**Secondary Sponsor:**

Alex Stencil, Class of 2023 Senator

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**Vote:**

In Favor: 19

Opposed: 0

Abstained: 0

**Signatures:**

A handwritten signature in black ink, reading 'Reagan Markland', written over a horizontal line.

Reagan Markland, Speaker of the Student Senate

A handwritten signature in black ink, reading 'Cade Chezem', written over a horizontal line.

Cade Chezem, Student Body President



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**Appendix A: Proposed General Bylaws Amendments**

*Formatting and page breaks may appear different in actual document*

**Butler University  
Student Government Association  
General Bylaws**

**Ratified: 9/22/21**

**Effective: 9/22/21**

**Last Amended: \_\_\_/\_\_\_/22**



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## **Article I. Separation of Powers**

### Section 1. General Policy

The three branches of the Student Government Association are designed to be separate yet equal. No branch is to interfere with another branch's proceedings other than in a manner that is directly stated in the Student Government Association Constitution or these bylaws. If a branch believes that another branch has encroached on their power, duties, or processes, they may formally request that the third branch investigate the matter. Such a request may be made by the branch leader or by an affirming simple majority of voting members within the respective branch. Each branch may adopt bylaws for the proper process of investigating another branch's actions. Depending on the severity of the act, possible punishments may include performance improvement plans, censure, or impeachment.

### Section 2. Memorandums of Understanding

The branch leaders of the Student Government Association may enact memorandums of understanding between themselves as they see fit in order to facilitate the function of the organization. Memorandums of understanding may be drafted and enacted by any combination of the branch leaders of the Student Government Association, but may not affect any branch or function thereof that is not a signatory to the document. These documents shall be inherently limited in their power and scope, and may be overridden by a simple majority of voting members of the Student Government Association Senate. Further, all memorandums of understanding may be subject to judicial review. A memorandum of understanding may be in effect for no more than one academic year. Memorandums of understanding must be made public upon their signing and be transmitted to the Court Clerk within three school days for filing in the Student Government Association archives. Memorandums of understanding must abide by the Constitution and General Bylaws of the Student Government Association.

## **Article II. Executive Branch**

### Section 1. Executive Authority

The Executive Branch reserves the right to all powers delegated in the Student Government Association Constitution and in these bylaws. Only confirmed or elected members of the Executive branch may vote.

## **Article III. Duties of the Executives**

### Section 1. General Duties

The executives –the President and Vice President– shall carry out their respective duties in accordance with Article IV of the Constitution. Additionally, they shall uphold the dignity of the Student Government Association in their conduct and behavior.

### Section 2. Duties of the President

The President of the Student Government Association shall:

1. Serve as the Chief Executive Officer of the Student Government Association.
2. Serve as the primary spokesperson for the Student Body.
3. Appoint members of the Executive Branch with the advice of the Vice President and applicable Cabinet Members.
4. Assume responsibility for the proper execution of Student Government Association business.
5. Oversee the implementation and dissemination of legislation passed by the Student Senate.
6. Coordinate student representation on Butler University committees.
7. Work actively with the University Administration to ensure the well-being of the student body.
8. Possess the right to veto any legislation passed by the Student Senate.
9. Possess the authority to enter into contractual agreements with external agencies and organizations



with the approval of the Vice President of Student Affairs or designee.

10. Possess the ability to create task forces to investigate and solve campus-wide issues.
11. Possess the ability to call an emergency meeting of the senior Student Government Association officers (Branch Leaders, Vice President, and Chief of Staff, or designees) or the Executive Cabinet by email or in writing with at least 24 hours notice.
12. Use Executive Orders to aid in the mission of the Student Government Association.
13. Convene and preside over meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Deliver a semesterly State of the Student Government address **before the Student Senate.**
15. Create and present a list of goals and objectives to the Executive Cabinet and Student Senate.
16. Report to the Student Senate on the status of legislation implementation on a semesterly basis.
17. **Meet weekly with the other Student Government Association Branch Leaders.**
18. Hold a minimum of two office hours per week **in the designated and recognized Student Government Association office.**

### Section 3. Duties of the Vice President

The Vice President of the Student Government Association shall:

1. Assume all the duties of the President in the President's absence or inability to perform.
2. Act as the President's deputy.
3. **Act as a surrogate for the president upon their request.**
4. Oversee organizational finances and applicable Student Government Association members.
5. Ensure that all accounts are properly kept, bills promptly paid, and revenues fully received.
6. Maintain detailed records of Student Government Association expenditures.
7. Oversee the disbursement of stipends and wages.
8. Supervise the distribution of funds to recognized student organizations, as allocated by the Student Senate.
9. Coordinate the organization's capital budgeting requests.
10. Create, with advice from the President, the annual operating budget.
11. Draft and present to the Student Senate a comprehensive budget for the subsequent academic year.
12. Train Student Government Association members on relevant fiscal policies and procedures.
13. Attend meetings of the Executive Cabinet and Executive Cabinet Advisory Board.
14. Establish and maintain a working, professional relationship with the University Administration.
15. Complete other duties assigned by the President.
16. Hold a minimum of two office hours per week **in the designated and recognized Student Government Association office.**

### Section 4. Executive Orders

Executive Orders are subject to judicial review and can be repealed by two-thirds **of voting members** of the Student Senate. **The Executive Order may be discussed and voted upon at the Senate meeting following receipt of the order, provided that that meeting is a minimum of two days following the receipt, to ensure time for Senators to review the order. If the Executive Order is not nullified by the Senate at this time, then it shall be in effect unless a resolution is passed countering it. Any Executive Orders issued must appear on the Senate agenda and be read at the appropriate meeting, though the Senate may elect not to discuss them.** The President must transmit the order to the other branch leaders within 24 hours of it being signed into effect. If the Student Senate is not in session, executive orders can be repealed by two-thirds **of present members** of the Student Senate **at the first meeting** of the next legislative session. **At the conclusion of the academic year in which an executive order is issued, it shall expire and require a simple majority of voting members** within the Student Senate to become legislation. **Resolutions to codify an executive order may be made and voted upon at any point during the academic year.**

### Section 5. Allocation of Executive Funds



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The President shall have the authority to allocate funds to projects both internal and external to the Student Government Association from the Executive Branch budget. All funding allocations of any type shall be reported to the Vice-President to ensure accurate records. Any monetary allocation exceeding \$999 to a third party organization for the purpose of provision of services external to the Student Government Association must be made through an Executive Order. Any allocation of a stipend by the President to a position that was not included in the Senate-approved budget must be made through an Executive Order. Internal expenditures of the Student Government Association shall not require an Executive Order. Executive Orders may not be used to allocate funds from the Student Government Association reserves.

#### Section 6. Installment of the President and Vice President

The President and Vice President will be elected annually in the spring semester by the student body. The President and Vice President will be sworn into office by the Chief Justice, or a designated member of the Court, at the last Student Government Association Student Senate meeting or at a public function of the spring semester.

### **Article IV. Board of Directors**

#### Section 1. Composition

The Board of Directors will consist of the Director of Diversity, Equity and Student Belonging and the Director of Public Relations. The President may appoint other Directors. The Board of Directors shall be a part of the Executive Branch and overseen by the Chief of Staff.

#### Section 2. Nomination Process

The nomination process of the Board of Directors shall follow the guidelines set in the Executive Branch Rules and Procedures.

#### Section 3. Confirmation Process

All nominees must testify to the Senate on their qualifications and goals for the position. To be confirmed, each nominee must receive a simple majority affirmative vote of the full Student Senate. The Chief of Staff is exempt from Senate confirmation.

#### Section 4. Vacancies

The President may appoint members of the student body to fill vacant positions within the Executive Branch. Appointments must follow Article IV Sections 2-3 of these Bylaws. See Article IV Section 3 of the Constitution.

### **Article V. Legislative Branch**

#### Section 1. Legislative Authority

The Senate has all rights listed in the Student Government Association Constitution. The Senate may also subpoena records when appropriate and serve as final policymaking authority through the use of Resolutions.

#### Section 2. Resolution Policy

Any resolution passed during a particular session will not lose its authority at the end of that session. Exceptions may be made if the primary sponsor of the resolution attaches a clause indicating that a resolution shall have an expiration date or the Senate, by two-thirds of voting members, attaches a clause indicating that a resolution shall have an expiration date. If the resolution is an amendment to the Student Government Association Constitution or to the General Bylaws, it shall never have an expiration date attached. All resolutions pertaining to the confirmation of an appointment shall have an expiration date attached. Resolutions shall be passed with a simple majority of voting



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members, unless otherwise specified.

### Section 3. Open Meeting Policy

All meetings of the Senate shall be open to the public with the exception of a meeting that is called into Executive Session by the Speaker of the Senate or a two-thirds vote of the present members of the Student Senate. Meetings of the Senate must allow time for members of the Student Body to voice concerns, but may take reasonable steps to organize such concerns.

### Section 4. Records

The Student Senate shall record minutes and video recordings of all meetings. They shall be sent to the Judicial Branch's Court Clerk weekly for their addition to the Student Government Association archives. All minutes of the Student Senate shall be available to the student body. All recordings shall be made available to the Student Body upon request to the Judicial Branch. Requests for access to minutes or recordings by persons who are not members of the Student Body should be submitted to the Judicial Branch and shall be handled on a case-by-case basis.

### Section 5. Time of Sessions

The Senate shall have two legislative sessions, one in the fall and one in the spring, dates to be determined by the Speaker of the Senate. A minimum of two school weeks prior to each legislative session, the Speaker of the Senate shall publicly announce the beginning and end dates of that legislative session in the following ways:

1. Posting on the Student Government Association website.
2. Posting in the official Student Government Association communication channel.
3. Any other additional means of announcement as seen fit by the Speaker of the Senate.

### Section 6. Executive Approval

In accordance with Article IV, Section 9 of the Student Government Association Constitution, the President retains the ability to veto appropriate legislation within five school days of receipt of the legislation. If the President vetoes the legislation, they are to notify the branch leaders in writing. The Speaker is then required to submit the veto remarks, in writing, to the entire Senate. The agenda for the subsequent voting session will also be updated to include an announcement that the legislation has been vetoed. If the remarks are received within the two days prior to a Senate meeting, the veto may be discussed and overrode then, but may be tabled until the next meeting to give Senators the proper time to review the remarks. Any Senator will then be able to motion to override the veto and with a two-thirds vote of present members, the veto shall be overrode and the legislation granted authority.

### Section 7. Proportional Representation of College Senators

Prior to the spring election, the Election Oversight Commission shall use the most recent Student Census to review the total enrollment of undergraduate students in each college. Following this step, the Election Oversight Commission shall utilize the following steps to determine how many seats will be up for election for each college:

1. Allocate each college one Senator, leaving six seats for proportional representation.
2. Determine the undergraduate student population of each college.
3. Divide the undergraduate student populations by the number of already allocated seats to the respective college plus one.
  - a.  $N/(s+1)$ ; N is the student population of the college, s is the number of already allocated seats for that college
4. Allocate a Senate Seat to the college with the highest value.
5. Repeat the process until all seats have been allocated to their respective colleges.

## **Article VI. The Speaker of the Senate**





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### Section 1. Duties of the Speaker of the Senate

The Speaker of the Senate shall:

1. Preside over all legislative meetings.
2. Schedule legislative sessions and meetings.
3. Appoint and manage all Student Senate officers.
4. Facilitate and set the agenda for all Senate meetings.
5. Work with the Senate Secretary to maintain proper parliamentary procedure and documentation.
6. Serve as the overall head of the Student Government Association Legislative Branch.
7. Have final authority over all appointments to Senate committees.
8. Have final authority over all removals from Senate committee positions.
9. Have final authority over all appointments to Senate committee chair positions.
10. Have final authority over all removals from Senate committee chair positions.
11. Oversee and serve as an ex-officio member of all Senate committees.
12. Determine the outreach initiatives for Senators to complete.
13. Ensure all passed legislation is sent via official email to the President for signature or veto.
14. Vote only in the case of a tie in the Student Senate.
15. Meet weekly with the other Student Government Association Branch Leaders.
16. Call the Student Senate, a specific committee, or the Branch Leaders into an emergency meeting when necessary.
17. Hold a minimum of two office hours a week in the designated and recognized Student Government Association office.
18. Fulfill other duties that the Senate may require.

### Section 2. Election

The Speaker of the Senate shall be elected by a majority vote of the full Student Senate in accordance with Article V Section 4 of the Student Government Association Constitution. All senators who submit a letter of intent to the current Speaker of the Senate will be automatically nominated. The Speaker shall serve a term in office of two legislative sessions. In the case that the office is vacated early, a Senator should be elected to serve the remainder of the term. The Speaker may be re-elected. In the event that the Speaker of the Senate runs for re-election or the office of Speaker is vacated, the Vice President should preside over the Speaker of the Senate election. If there is only one candidate for the office of Speaker, then the Senate must confirm them with a majority vote of the full body.

## **Article VII. Legislation and Voting**

### Section 1. Voting

Unless otherwise specified, voting, and the counting of votes, shall be taken from those members who are present and voting, as in those who cast a vote in favor or against. Members who abstain from voting on matters shall be recorded, but this number shall not count one way or another, unless otherwise specified. Votes taken of those present shall require a majority of all persons recorded in attendance of the vote, even if a member chooses to abstain from voting. The act of abstaining from a vote should only be used if a member is not in possession of enough knowledge to cast an informed vote, has a conflict of interest with the matter being voted upon, or was absent from debate upon the matter up for vote. The full body shall be defined as the full number of currently occupied positions.

### Section 2. Amendments to Governing Documents



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Amendments to governing documents shall be kept consistent with the style of the document in question. Amendments to multiple documents in a single resolution is prohibited. Amendments covering multiple topics in a single resolution is prohibited, with an exception made at the beginning of each academic year for an omnibus bill of minor changes to the governing document.

### **Article VIII. Judicial Authority**

#### Section 1. Constitutional Interpretation

The Supreme Court serves as the sole constitutional authority of the Student Government Association and is thus endowed with the power to interpret the Constitution, Bylaws, Legislation, Regulations, Rules, and Procedures.

#### Section 2. Oversight & Investigation

The Supreme Court, in its role as the primary oversight body of the Student Government Association, shall have the power to lead investigations into areas of interest for the betterment of the organization, and shall be endowed with powers to subpoena documents and persons in accordance with these investigations, with the understanding that such subpoenas are subject to appeal and discussion. The Judiciary shall have the power to call hearings in the course of its investigations, and all such hearings must be open to the public. The Judiciary shall be endowed with the authority to injunct resolutions, executive orders, and memorandums of understanding following passage while awaiting judicial review, with this action subject to appeal.

#### Section 3. Election Oversight Commission

The Judicial Branch, in accordance with its role as the administrator of elections, shall form the Election Oversight Commission, which shall be tasked with the conduction of elections, administering rulings on Election Guideline violations, and creating and maintaining such guidelines for the Student Government Association Presidential and Senatorial elections.

#### Section 4. Oaths of Office

Members of the Student Government Association who are elected or confirmed are required to receive an oath of office. The Judiciary shall be responsible for the creation and administration of oaths of office for elected or confirmed members of the Student Government Association. The Chief Justice shall administer the oaths of office, but, in the case of unavoidable absence, may designate another Justice to administer the oath. Following the election of a new Chief Justice, the outgoing Chief Justice shall administer the oath to their successor. In the case that the Chief Justice is reelected, they shall designate another Justice to readminister the oath.

### **Article IX. Constitutionality**

#### Section 1. Challenges

As stated in Article VI Section 2 of the Constitution, the Student Body Supreme Court shall provide students and Student Government Association members alike with the opportunity to challenge the constitutionality of any act of legislation, change in bylaw or constitution via a typed motion submitted to the Student Body Supreme Court. The Student Body Supreme Court shall evaluate such requests and make known the final opinion concerning the request, in writing, two school weeks following the date of submission. The Court Clerk shall be responsible for filing and ensuring proper documentation of challenges.



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## Article X. Supreme Court Overview

### Section 1. Justice Nomination

The President and Chief Justice shall hold interviews for vacant Justice positions. Eligible candidates will apply and be interviewed, at a minimum, by the President and the Chief Justice. The President reserves the sole right to nominate all justices to the branch. The Chief Justice may provide recommendations, but holds no authority in the nomination process. **Should the nominations in question be for the following academic year, then the President-elect and Chief Justice-elect shall conduct interviews instead of the President and Chief Justice. In this case, the justice candidate may not be nominated before the Senate until the President-elect assumes office.** All nominations must be in accordance with Article VI Section 1 of the Constitution.

### Section 2. Justice Confirmation

Once the president has nominated members of the student body to the Judicial Branch, the Senate must confirm the nominees with a simple majority vote **of the full body.**

## Article XI. The Chief Justice

### Section 1. Duties of the Chief Justice

The following job responsibilities are required of the Chief Justice:

1. Chair all proceedings of the Supreme Court and vote in the event of a tie.
2. Preside over the Election Oversight Commission, or appoint another justice as the chair.
3. Preside over any Student Government Association Student Senate removal process for President, Vice President, Speaker of the Senate, and any member of the Board of Directors.
4. **Preside over any Student Government Association Student Senate removal process for Senators, if requested by the Speaker, or in the case of a conflict of interest between the Speaker and Senator.**
5. Present any rulings or public decisions made by the Supreme Court to the President and the Speaker of the Senate.
6. Oversee the internal operations of the Judicial Branch.
7. Vote on Judicial Branch administrative matters for the purpose of breaking a tie.
8. Lead the organization in onboarding and retreat planning.
9. Remain an unbiased member of the Student Government Association.
10. **Meet weekly with the other Student Government Association Branch Leaders.**
11. Call the Judicial Branch, Election Oversight Commission, or Branch Leaders into an emergency meeting when necessary.
12. **Hold a minimum of two office hours per week in the designated and recognized Student Government Association office.**
13. Complete any other tasks to support the Judicial Branch.

### Section 2. Election

In an administrative meeting of the Judicial Branch as determined yearly by the Chief Justice, the justices shall nominate and **vote upon** a Chief Justice to serve for the summer and following academic year. The term of the Chief Justice shall end in line with the Presidency. Justices may nominate themselves to serve as Chief Justice via a letter of intent addressed to their fellow justices as to why they should serve as the next Chief



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Justice. Any nominee must be a sitting justice and have a minimum of a full year of experience as a justice. Votes shall be cast by anonymous paper ballot and shall be tallied and read out by the Court Clerk or presiding officer of the election. The election for Chief Justice shall take place in the month of April at some point before the final administrative meeting of the Judicial Branch.

1. If no nominee garners a majority of the vote, a run-off shall be held, based upon those who earned the most votes.
2. A candidate must receive a simple majority of the full body in order to be elected to office.
3. The sitting Chief Justice shall retain the right to run for reelection.
4. The sitting Chief Justice shall retain the right to vote in the election of the Chief Justice.
5. In the case that a candidate for Chief Justice is unopposed, they must be confirmed by a simple majority vote of all justices.

## **Article XII. Judicial Oversight**

### Section 1. Judicial Review

The Judiciary shall conduct automatic judicial review on Senate resolutions and executive orders in order to ensure proper compliance with the Constitution, General Bylaws, and the appropriate Branch Bylaws of the Student Government Association. The Judiciary shall also have the power to conduct judicial review on other documentation, such as memorandums of understanding, on a case-by-case basis. The Judiciary shall share the results of the judicial review process with the branch leaders, who then shall assume the duty of appropriately disseminating the decisions to their branches, external groups, and the student body.

The process for automatic judicial review of Senate resolutions shall be as follows:

1. The Student Government Association Student Senate shall pass a resolution, and the Speaker of the Senate will forward the passed legislation to the Executive Branch to receive the signature of the President.
2. Upon the resolution being signed into effect, or left to become effective without the signature of the President, the President shall have three school days to forward the resolution to the Judicial Branch to undergo judicial review.
3. The Judiciary shall inform the Executive and Legislative Branch leaders of decisions resulting from judicial review within five school days with possible explanations or suggestions attached, as well as information regarding appealing a judicial review decision.
4. The Court Clerk will file all resolutions in the Student Government Association Archives.

The process for Automatic Judicial Review of Executive Orders shall be as follows:

1. The Student Government Association President shall put forth an Executive Order, and the President shall transmit this order to the Judicial Branch and the Legislative Branch within three school days of the Executive Order's creation.
2. The Judiciary shall inform the Executive and Legislative Branch leaders of decisions resulting from Judicial Review within five school days with possible explanations or suggestions attached, as well as information regarding appealing a Judicial Review decision.
3. The Court Clerk will file all Executive Orders in the Student Government Association Archives.

The process for appeal of Judicial Review decisions shall be as follows:



1. The Judiciary shall make available an easily accessible method through which members of the Student Government Association and the student body may file appeals of decisions relating to judicial review.
  - a. Information as to this method must be included by the Judiciary in correspondence relating to initial decisions resulting from judicial review.
  - b. Appeals may be made for Senate resolutions and executive orders rejected through judicial review as well as those accepted by the process.
2. The Supreme Court shall review appeals in their weekly administrative meeting to determine if evidence and arguments presented in the filings is substantive enough to warrant a hearing.
  - a. If the Court determines a hearing will not be undertaken, the petitioner(s) shall be informed as such within five school days.
  - b. If the Court determines a hearing will be undertaken, the petitioner(s) shall be informed as such within five school days, and information regarding the hearing procedures as defined in Court policies will be diffused.

#### Section 2. Supreme Court Appeals

The following decisions may be appealed by the Supreme Court:

- Student Government Association Grant
- New Student Organization Endorsement
- Senate Legislation
- Executive Orders
- Constitution or bylaw changes
- Removal of a board member
- Impeachment of an executive member of the Student Government Association
- Other issues as determined by the Court

### **Article XIII. Finances**

#### Section 1. Standard Budget Procedure

For budgetary purposes, the Student Government Association shall observe a fiscal year beginning on June 1 of each year. The budget shall be developed annually in the spring by the Vice President for the following fiscal year and should be in compliance with the Student Government Association's governing documents. The budget is subject to judicial review.

#### Section 2. Budget Approval

The annual operating budget will be drafted by the Vice President in collaboration with the President. It must be reviewed and confirmed by a majority vote of the present members of the Student Senate. The Student Senate may motion to amend any part of the budget before it is approved. The budget for the following academic year must be approved by the Student Senate in a meeting held over the summer break. The approved budget must be signed by the Student Body President.

#### Section 3. Stipends

When the overall Student Government Association budget is presented in the spring for the following year, the Vice President shall include proposed stipends for any positions deemed necessary.



1. The Student Senate is required to approve the proposed stipend amount in conjunction with the overall budget.
2. Once approved, stipends are unable to be changed during that academic year.
  - a. Should a position requiring a stipend be created during the academic year, a resolution must be passed approving a stipend for such a position.
3. Recipients have the right to refuse stipends.

#### Section 4. Line-Item Changes

The line-item transfer policy shall be as follows:

1. The respective branch leader has the ability to reallocate finances between line items within their own branch.
2. All line item changes between branches must be approved by the Vice President and then presented to the Senate for a majority vote of members present.

#### Section 5. Statements

All members of the legislature shall have the authority to require a financial statement for any funds disbursed from the Student Government Association accounts as well as all account balances. All statements are confidential to the member who requested the account statement.

#### Section 6. Financial Reserves

Money within the financial reserves may be used in the case of an emergency, capital improvements, long-term (more than one fiscal year) investments, or student initiatives approved by a majority of the voting members of the Student Senate and by the President. In the case that more than \$99,999 is being utilized in a resolution, approval must be from two-thirds of the present members of the Student Senate.

#### Section 7. Financial Staff

The Vice President shall be responsible for overseeing financial operations of the Student Government Association. The Vice President may enlist a maximum of two Auditors to assist with this duty. Auditors may receive a stipend befitting their duties. Each branch shall designate a member to be in charge of finances for the branch. It is the responsibility of these members to report any and all expenditures in a timely manner to the Vice President or designee. The Vice President shall serve as the member overseeing finances for the Executive Branch. No less than once a month during the academic year, the Vice President, any auditors, and the head of finances for the Legislative and Judicial Branches shall meet to discuss the financial situation of the individual branches and the Student Government Association as a whole. It is the responsibility of members at this meeting to report to their branch leaders concerning this information.

### **Article XIV. Student Government Association Meetings and Attendance**

#### Section 1. Meetings

Meetings of members of the Student Government Association, whether as the whole organization or any subset thereof, are to be assumed to be mandatory unless explicitly stated otherwise. Failure to appear at a mandatory meeting can be grounds for disciplinary action, with reasonable exceptions. Quorum for any meetings of the Student Government Association Senate, or committees thereof, Supreme Court, Election Oversight Commission, or Executive Cabinet, or boards thereof, shall be at least 60% of all members qualified



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to vote. If quorum is not reached, a meeting may still be held, but no votes other than approval of minutes and adjournment may be conducted. All official meetings of Student Government Association entities are to operate utilizing a modified form of Robert's Rules of Order.

#### Section 2. Regularly Scheduled Meetings

Any recurring meetings of the Student Government Association, or any subset thereof, should attempt, where possible, to keep to a regular schedule so as to give forewarning and extend courtesy to members of the organization. It is the responsibility of the leader of any meeting to communicate the schedule of meetings with as much notice as possible to members expected or required to attend.

#### Section 3. Attendance

Roll shall be called in any regularly scheduled meeting of the Student Government Association, or any subset thereof, that requires a minimum of four members receiving payment from the organization for their duties to be present. Records of attendance at any of these meetings shall be sent to the Court Clerk at the first of each month during the academic year, for review by the Judicial Branch. It is the duty of the leader(s) of any qualifying meeting to take the roll and forward it to the judiciary, or designate a member to perform such a duty. The Court shall review attendance records and, if members of the organization are not meeting the attendance requirements of their position, the Court may take disciplinary action including, but not limited to, the enforcement of a Performance Improvement Plan. The Court shall send their attendance records to the Executive Cabinet, who shall have similar powers and procedures in enforcement of attendance standards. Attendance cannot be required at any meeting where members had less than 24 hours notice that the meeting was to occur. No disciplinary action may be taken if more than sixty days have elapsed since the last attendance incident.

#### Section 4. Virtual Meetings

Meetings of the Student Government Association, or any subset thereof, are to be in-person when possible. Meetings may be made virtual in conditions such as inclement weather, poor road or sidewalk conditions, lack of reservable space for an in-person meeting, a quorum of members not being in the greater campus area at the time of the meeting, a public health crisis, or any other conditions agreed upon by all three branch leaders in the form of a Memorandum of Understanding. A leader of a meeting may make a virtual option available at their discretion.

#### Section 5. Summer Meeting

The Student Government Association Student Senate shall meet once each summer break for the purpose of administering the oath of office to members, voting on Executive and Judicial nominees, and voting on an itemized budget or budget outline. No other matters, barring parliamentary procedure, may be voted upon at this meeting. This meeting shall be held on a Wednesday night or evening in the month of June, and quorum shall apply. The Speaker of the Senate shall have the responsibility of finding a time when quorum can be achieved. Should no Wednesday be able to meet quorum, other days may be considered. This meeting must occur before the first of July of any year. Any resolutions passed by the Senate must be transmitted to the President within five days of the meeting. Judicial Review may be applied to these resolutions once the Court convenes for the year. This meeting shall be open to the public, and abide by other standard conditions set forth for a meeting of the Student Senate.



## **Article XV. Student Government Association Membership Policy**

### **Section 1. Leave of Absence**

All members of the Student Government Association are able to have a leave of absence. The total time that a Student Government Association member may use for their leave during their term in office is 30 days annually. This may mean that multiple leaves of absence can add up to no more than a total of 30 days. If extenuating circumstances exist, the member may appeal to the Judicial Branch for additional time. In the event that a member of the Student Government Association takes a leave of absence, the member must notify their branch leader, or designee, of the leave in writing. The respective branch leader must formally notify the other branch leaders of the leave if the member receives a stipend. All branch leaders must make the leaves of members receiving a stipend public to the rest of their branch. All stipends must be paused and docked for the entirety of the leave.

### **Section 2. Multiple Positions**

All branch leaders of the Student Government Association may only hold one position. Please reference Appendix A for complete guidelines regarding multiple Student Government Association positions.

### **Section 3. Public Relations**

No general Student Government Association member may speak or post publicly on behalf of the Student Government Association. Members may state their position within the organization but must make it clear that they are only representing their personal views, or the views of a student organization that is not the Student Government Association, and not those of their board, branch, or the Student Government Association as a whole. Exceptions may be made for branch leaders, who may speak publicly on behalf of their branch, and the President, who may portray the view of the Student Government Association. All formal public relations requests must be submitted to the Director of Public Relations for approval.

### **Section 4. Student Government Association Code of Conduct**

1. All Student Government Association members shall respect the opinions of fellow Student Senators, Executives, Directors, board members, Supreme Court Justices, and guests.
2. All Student Government Association members shall promote an atmosphere of professionalism and courtesy in all meetings in which they are participating.
3. All Student Government Association members must have and maintain a minimum of a 2.5 GPA throughout their time in office. The academic requirement may not be increased in individual branch bylaws.
4. All Student Government Association members shall follow the policies set forth by the Constitution, these bylaws, and University policies and procedures.

### **Section 5. Violations of the Student Government Association Code of Conduct**

Should this Code be violated, action must be taken within one month of the alleged incident. Procedures for determining sanctions for the misconduct, which will be considered personnel matters, shall be the following:

1. A typed complaint may be submitted to the Chief Justice requesting action against the alleged misconduct. A typed complaint may include a suggested course of action.
  - a. The Supreme Court shall convene on the matter to decide the appropriate course of action.





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- b. The Supreme Court shall have the following courses of action to choose from:
    - i. No action.
    - ii. Submitting an order, including a course of action, that will be carried out upon passage by a majority vote of the **present** Supreme Court Justices.
  - c. Should the member found responsible wish to appeal, the Student Senate shall consider the appeal within one school week of receiving the Supreme Court Justice's report and/or a typed appeal.
  - d. Should the member wish to appeal the decision of the Student Senate, they may do so before the Executives and Board of Directors.
  - e. If the Chief Justice is being accused of misconduct, then the typed complaint should be submitted to the President & ruled on by the Executives and the Board of Directors, and appealed to the Senate Steering Committee if necessary.
2. If applicable, sanctions may be pursued through University channels in addition to or in place of these procedures.

#### Section 6. Release of Complaint and Action

The Chief Justice shall be the sole representative of the Student Government Association informing all parties and the branch leaders of the complaint and any subsequent action taken by the Supreme Court. If the Chief Justice is a party in the complaint, a chosen justice in the Judicial Branch shall replace the Chief Justice in the process.

#### Section 7. University Status

As stated in Article III, Section 4 of the Student Government Association Constitution, members of the organization are required to maintain good academic and conduct standing as determined by the University. Members of the Student Government Association are required to report any changes to their university status to the Judiciary or designee, with failure to do so considered an impeachable offense. Members of the Student Government Association are not required to provide details about the cause of their change in status, but are not forbidden from doing so. The Judiciary shall have the responsibility for checking the status of organization members to ensure constitutional compliance.

### **Article XVI. Student Government Association Disciplinary Actions**

#### Section 1. Universal Impeachable Offenses

Impeachable offenses shall include, but are not limited to:

1. Proof of unethical actions resulting in that individual's election or appointment to office.
2. Proof of unethical actions resulting in another person's or people's election or appointment to office.
3. Failure to perform the duties listed in these bylaws or the Student Government Association Constitution.
4. Proof of unethical use of Student Government Association finances.
5. Proof that a member is no longer a resident of the district from which the member was elected, as defined in Article V, Section 1 of the Constitution.
6. Failure to meet the attendance standards or other set expectations by the respective board leader.
7. Not signing an offered Performance Improvement Plan
8. Not making progress on a Performance Improvement Plan



9. Refusal to take the oath of office.

10. Disclosure of Student Government Association information deemed to be confidential.

11. Other issues as specified in individual branch bylaws

12. Other actions not listed deemed severe enough to warrant impeachment

#### Section 2. Executive Impeachment Process

All members of the Executive Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article IV Section 13 of the Student Government Association Constitution. A vote of impeachment in the Senate must be done by a roll-call vote.

#### Section 3. Legislative Impeachment Process

All members of the Legislative Branch are subject to impeachment and removal from office. All complaints should be made via the specified Judicial Branch complaint form. The impeachment process must follow Article V Section 8 of the Student Government Association Constitution. Under no circumstances may a member of the Senate vote in their own impeachment proceeding. A vote of impeachment in the Senate must be done by a roll-call vote.

#### Section 4. Judicial Impeachment Process

All members of the Judicial Branch are subject to impeachment and removal from office. All complaints should be made via the specified Executive Branch complaint form. The impeachment process must follow Article VI Section 4 of the Student Government Association Constitution. At no point during a judicial impeachment proceeding shall the President remove a voting member of the Executive Branch from office. A vote of impeachment in the Senate must be done by a roll-call vote.

#### Section 5. Universal Censure Process

All branches reserve the right to censure members of their respective branch and may adopt further bylaws as to their own censure process. However, the legislative branch reserves the right to pass resolutions of censure for members of all branches. Resolutions of censure require an affirming two-thirds majority vote of present members in the Senate and are not subject to executive approval. A vote of censure must be done by a roll-call vote. All resolutions of censure shall be subject to judicial review.

#### Section 6. Performance Improvement Plans

Performance Improvement Plans are warnings that can be issued to Student Government Association members concerning their conduct or performance. Such plans must clearly state the reason for such a plan being implemented, a reasonable timeline for the plan, and lay forth expectations going forward. Branch leaders may assign a performance improvement plan to any member of their branch. Performance Improvement Plans must be signed by the relevant branch leader and the member to whom the plan is assigned. The assignment of a Performance Improvement Plans may be appealed to the Supreme Court. As part of the Court's disciplinary action, as a result of a hearing, the assignment of a Performance Improvement Plan may be enforced. The Court, by majority vote of the full body, may also assign Performance Improvement Plans to Student Government Association members without a hearing on routine matters such as attendance and university status, with the understanding that a hearing must be granted should the



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member request one. Terms and conditions of a Performance Improvement Plan, including early release from it, shall be at the sole discretion of the assigning body of the plan, excepting cases of appeal.

## **Article XVII. Bylaws**

### Section 1. General Bylaw Ratification

The Student Government Association General Bylaws shall be ratified by an affirmative simple majority vote of the **full** Student Senate and signed into effect by the President for the date approved for implementation. Upon ratification, the Student Government Association General Bylaws shall be sent to all branch leaders for disbursement.

### Section 2. General Bylaw Amendments

Once ratified, the Student Government Association General Bylaws may be amended by an affirmative two-thirds vote of the **full** Student Senate and the signature of the President. All three branch leaders must be notified of any proposed amendments at least one week prior to them being discussed on the Senate floor. Upon amendment, the Student Government Association General Bylaws shall be sent to all branch leaders for disbursement.

### Section 3. Branch Rules and Procedures

As stated in Article VII, Section 1 of the Student Government Association Constitution, each individual branch reserves the right to adopt rules and procedures for the governance and facilitation of internal affairs. These rules and procedures must follow the guidelines set forth in the Student Government Association Constitution and General Bylaws. Branch rules and procedures may not assume powers which are not granted to a branch under the Student Government Association Constitution or General Bylaws, both of which shall take precedence over any individual branch's rules and procedures.

### Section 4. Branch Rules and Procedures Amendments

Each individual branch rules and procedure amendment processes shall be determined by the respective branches. Any amendment to individual branch rules and procedure must be communicated to the other branch leaders within one **school** day of inception. Individual branch bylaws are subject to judicial review.

### Section 5. Posting

These bylaws, the Student Government Association Constitution, and individual branch rules and procedures must be maintained in the Student Government Association archives and posted publicly on the Student Government Association website.

### Section 6. Friendly Amendments

Any friendly amendment to these bylaws (e.g. renumbering, grammatical changes, or something that does not change the spirit of the policy) may be submitted to the Speaker of the Senate via the respective form and can be made without a vote. Friendly amendments are subject to judicial review. **Friendly amendments must be reported to the other branch leaders within one school day of inception.**