

# APPALACHIAN STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION SENATE BYLAWS

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**Previous Date of Ratification:** *the twenty- seventh day of September, Year Two Thousand and Seventeen*

*Historical records maintained and transitioned from the Howard Dawson Administration (50th Session) to the Clayton Lee Administration (51st Session) by Walt J. Grayson (50th & 51st Sessions Director of Legislative Operations) in accordance with the provisions set forth in Article V, Section 5, Subsection B, number 4 of the Constitution of the Student Government Association of Appalachian State University.*

## **Article I: Meetings**

1.1 Unless otherwise specified or ordered by the Student Senate or by the President, regular meetings of the Student Senate shall be held each week at a time and place designated by the presiding officer.

1.2 Quorum shall be represented by one half plus one of the voting members of the Student Senate.

1.3 Attendance at a Senate meeting will be required of all Senators and Cabinet Members, and standing and special committee chairpersons.

(a) Standing committees will include: Academic Affairs, Student Affairs, and External Affairs, and the Rules Committee.

(b) Special committees include all other committees without permanent status, regardless of proposed length of existence.

## **Article II: Senator Expectations**

2.1 Decorum:

(a) Business casual is the dress code for Student Senate and Rules Committee.

(b) Be in good academic standing with the University, overall GPA must be a 2.25

(c) Senators must behave in a professional manner while acting as a representative of Student Government Association.

2.2 Requirements:

(a) Must complete constituency report as directed by the administration.

(b) Must attend Senate meeting every week.

(c) Must complete one office hour per week.

(d) Must attend required committee meetings.

(e) As an active voice for their constituency, senators should be aware of possible legislation that could impact their constituency.

(f) Senators must follow these guidelines for specified positions (As addressed in Article V, Section 4, Subsection A):

i. Senators elected as Freshman, Sophomore, Junior, and Senior senators, as outlined in Article V, Section 4, Subsection A, sub subsection 1, must be on a University Committee.

ii. At least one senator elected as a representative for their academic college, as outlined in Article V, Section 4, Subsection A, sub subsection 2, must serve on the Academic Affairs Committee.

iii. All senators affiliated with the Student Development Record, as outlined in Article V, Section 4, Subsection A, sub subsection 3, must attend the meetings of an ordered list of clubs and organizations once a month that will be constructed by the President and Vice President as a substitute for their office hour or committee meeting requirement.

(g) All senators affiliated with a specific clubs or organizations, as outlined in Article V, Section 4, Subsection A, sub subsection 4, must attend that club or organization's meeting once a month.

i. Failure to fulfill these requirements will result in penalties outlined in Article II, Section C. Absence Policy.

2.3 Absence Policy: The limit of points of personal privilege per Senator will be three (3) per semester. The use of more than this number will result in the loss of position in the Senate.

(a) Points will be figured as follows:

i. Absence from Senate meeting = one (1) point.

ii. Absence from Committee meeting = one (1) point.

iii. Failure to log one (1) hour in the ASU SGA offices per week = one (1) point.

1. At the discretion of each administration, the Student Body President and Student Body Vice President, in consultation with their cabinet, can approve activities that can add points to a senator's total.

(b). All mandatory events should be announced at least two weeks prior to said event, in order for senators to be penalized.

### **Article III: Senate Procedure**

3.1 Types of Legislation – The Student Senate shall recognize two types of legislation, which shall be known as Bills and Resolutions, each of which shall have two specific subtypes, as follows.

a. Bills – Bills are used to address all matters over which the Student Government Association has authorized jurisdiction.

i. Statute Bill – All legislation creating or affecting a change in the Association Constitution, Student Senate Bylaws, Elections Bylaws, Committee Bylaws, or other governing document internal to the Student Government Association. The required vote for passage of a Statute Bill shall be governed by the amendment clause of the governing document which it aims to amend.

ii. Enabling Bill – All legislation carrying out an internal power or responsibility of the Student Government Association that does not require the amendment of a governing document, including but not limited to: setting elections dates, establishing or amending the budget of the Student Government Association, calling a referendum of the student body, impeachment or other punitive measure, or establishing a new program of the Student Government Association. The required vote for passage of an Enabling Bill shall be a simple majority (50%+1) of voting members.

b. Resolutions – Resolutions are used to address all matters over which the Student Government Association does not have authorized jurisdiction.

i. Supporting Resolution – All legislation endorsing an action or accomplishment of an individual or institutional member of the university community, used to act as a formal declaration of appreciation from the student body. The required vote

for passage of a Supporting Resolution shall be a simple majority (50%+1) of voting members.

ii. Policy Resolution – All legislation requesting a change in any policy or policies governed by authorities external to the Student Government Association, including but not limited to the University Administration, Student Affairs, Academic Affairs, Business Affairs, other student organizations officially recognized by the university, and/or the local, state, and federal governments or agencies. The required vote for passage of a Policy Resolution shall be a simple majority (50%+1) of voting members.

### 3.2 Procedure for Legislation

(a) All new legislation will be taken directly to the Senate Rules Committee Chairperson before the Vice President places it on the agenda as new business. The introducer will be responsible for contacting the Chairperson of the Rules Committee by time determined by Rules Chairperson for any Legislation to be brought before the Senate the next business meeting.

(b). All major legislation shall be submitted to the Senate in writing at the time it is introduced and shall list the following:

- i. Number
- ii. Type of Legislation
- iii. Name of Introducer
- iv. Name of Sponsor
- v. Subject
- vi. Purpose
- vii. History
- viii. Desired Outcome
- xi. Exact Wording
- x. Date of Execution (if any)

3.3 The Chairperson of the Senate Rules Committee shall assist any other member of the Student Body in the preparation of legislation in the proper form. All legislation and resolutions shall add to the following composite parts:

- (a) The capital letters "S" and "B/R" to denote "Senate Bill/Resolution,"
- (b) A three/(3) digit number to denote the session of the Senate, a session lasting two/(2) semesters, and the number of sessions beginning from 1968 followed by a dash, and
- (c) A three (3) digit number to denote the sequence of bills introduced on the floor for each session of the Senate.

3.4 Once referred to and reviewed by the Rules Committee, the Chairperson will present the legislation to the Vice President to be placed on the agenda as old business for consideration by the Senate as rapidly as practicable.

(a) All legislation brought before the Senate shall be accepted by a fifty percent plus one/(50% + 1), except for items covered in the ASU SGA Constitution. The results of the vote shall be announced to the voting body immediately upon completion of the

voting process. The Senate Rules Committee shall be responsible for reporting on their findings concerning legislation and any other matter of business which it screens, by means of the following recommendations:

i. Favorable This recommendation reflecting the Rules Committee to feel the matter has merit reflected by the vote. A unanimous vote will be reported to Senate as Favorable by Acclamation (FBA).

ii. General This recommendation reflecting the Rules Committee to feel the matter is suitable, but not as suitable as possible.

iii. Unfavorable This recommendation reflecting the Rules Committee to feel that the matter is less than suitable as presented to the Committee.

1. The Rules Committee shall not be empowered to kill legislation, but can hold undesirable legislation from the Student Senate floor due to a vote of unfavorable by the Committee.

#### **Article IV: Procedure for Filling Appointed Offices**

4.1 All candidates shall be placed in nominations in accordance with the SGA Constitution.

i. Each nominee shall appear before the Rules Committee after he/she is nominated and prior to their consideration by the Senate.

4.2 The Chairperson of the Rules Committee shall report to the Student Senate as to their investigation and give recommendations to the Senate as to whether or not that person should be accepted.

4.3 To establish order on the Senate, the Student Senate may establish such rules of procedures it deems necessary to insure the orderly conduct of its business by two thirds (2/3) vote of Senate. The rules established by the Senate shall be permanent as prescribed by Robert's Rules of Order by enacting Senate or subsequent Senate. In the event of an emergency, the permanent rules of the Senate may be suspended as provided by Robert's Rules of Order.

#### **Article V: Rules of Senate and Parliamentary Authority**

5.1 Unless otherwise specified, Senate Rules will correspond to Robert's Rules of Order.

5.2. Special limits on debate: No member of the Appalachian State University Student Senate shall conclude a speech by moving a non-debatable motion.

5.3 Electronic Voting: Senators may elect to vote via an available electronic 118 means (I-Clicker, etc.) as long as the following conditions are met:

a) The Senator must be present in the Senate Chamber when the vote is cast. Proxy voting is prohibited.

5.4 Floor Assignment and Recognition: In accordance with the power invested in the Senate in Article V, Section 2 of the ASU-SGA Constitution, the only individuals permitted to be recognized by the speaker or assigned the floor during consideration of Legislation, Appointments, and/or any other form of Business shall be ASU-SGA Student Senators.

a. *Exemptions:*

- i. The Director of Legislative Operations and/or their temporary designee shall read the Rules Reports before the consideration of business as prescribed in the Rules Committee Bylaws.
  - ii. With exception to floor assignment and recognition, this clause shall not preempt the powers afforded to the Student Senate President in Roberts Rules of Order.
  - iii. The only non-member of the Senate that a Senator may yield the floor to is the Student Body President. The President may only provide objective comments regarding implementation of the specific items being considered. In no way may the President share personal opinions or sway a vote of the Student Senate. Once the President has concluded speaking, the motion will end. As a non-member of the Student Senate, the President only retains the right to speak when the floor is yielded and reserves no other subsequent parliamentary rights. Senators reserve the right to call a point of order if at any point the President violates this provision.
- b. *Acknowledgment:* In accordance with Article V, Section 2 of the Student Constitution and Article I of the Student Bill of Rights, any member of the student body or broader community shall be permitted to speak, inquire, share opinions, and/or engage in free expression during the Informal Discussion portion of the Senates agenda.
  - i. Constituents and Community Members are encouraged to attend all meetings and comment, as they deem appropriate during the Informal Discussion portion of the Senate Meeting.
- c. *Enforcement:* As prescribed in Roberts Rules of Order, individuals speaking out of turn or disrupting business may be removed from the chamber at the Senate President's discretion.
  - i. The Senate may motion to have disruptive members removed from the chamber with a simple majority vote of members present.

## **Article VI: Committee Bylaws**

6.2 Amendments to committee bylaws must be proposed at least one meeting prior to the committee's vote.

6.3. These bylaws may be amended by a three fourths/(3/4) vote of the full committee and two thirds/(2/3) vote of the Student Senate.

## **Article VII: Miscellaneous**

7.1 The President of the Student Senate and the Director of Elections are responsible for the organization of a Senate Workshop for all Senators in the Fall Semester of each year to explain basic procedures of Senate and to present the duties of each Senator.

7.2 Senators will not be considered active until the completion of Senator Training, unless otherwise excused by President of the Student Senate or Director of Elections.

## **Article VIII: SGA Elections**

8.1 The current Election Bylaws will govern all ASU SGA elections.

## **Article IX: Amendments**

9.1 Amendments to these bylaws must be proposed at least one meeting in advance of a vote.

9.2 Amendments require a two thirds/(2/3) vote of the Student Senate.

## **Article X: Ratification**

10.1 These bylaws of the ASU SGA Student Senate are effective upon passage and all previous bylaws are null and void.

\*Section II Subsections “f” and “g” do not apply until the Fall Semester of 2014, upon the enacting of the Senate restructuring process.

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