

APPALACHIAN STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION SENATE BYLAWS

Previous Date of Ratification: the Twenty-Sixth Day of February, Year Two Thousand and Nineteen

Historical records maintained and transitioned from the Clayton Lee Administration (51st Session) to the Milbourne-Kelly Administration (52nd Session) by Connor Lloyd Hughes (52nd Session 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 (50%+1) 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.

1.4 The chairperson of the Student Senate shall draft a program for each meeting.

(a) The drafted agenda for a meeting shall be put before the senate for amendment (by a simple majority vote, except as noted below) and adoption immediately after the meeting is called to order (unless the absence of a quorum forbids this).

i. The consideration of the program shall last no longer than five minutes, after which the adoption of the agenda as presently amended will be immediately put to a vote, unless a majority of the voting senators move to allow more time for the program to be debated and amended.

ii. A 2/3rds vote of the Student Senate shall be required to amend draft programs to modify the placement of guest speakers in the program.

(b) The drafted program presented by the chairperson shall not have new business occur before old business.

(c) Business regarding committing legislation to committees shall be considered prior to both “new business” and “unfinished business” (i.e. as “special orders”).

(d) Adjournment in the draft program must be listed with the time at which the reservation of the chamber in which the Student Senate meets expires, if such a time exists”.

(e) The drafted program shall be sent to all senators at least twenty-four hours before the meeting for which the program is drafted.”

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: Each session of the Senate shall establish their own attendance policy by the third meeting of the session.

- (a) This policy shall go into effect for the 52nd session of the Appalachian State University Student Government Association.
- (b) The 51st session shall be exempt from the third meeting deadline following passage of SB 051-034.
- (c) Established Senate attendance policies shall provide due process protections to all parties involved.

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 All new legislation will be sent to the committee most relevant to the objective of the bill to review the solvency and significance of the legislation (as solvency and significance are defined in the Rules Committee Bylaws), then sent to the Rules Committee for the adoption of recommendations set forth by other committees and the review of any other categories set forth by the Rules Committee

- (a) With the explicit consent of the introducer of a given piece of legislation, referred committees shall be empowered to amend the legislation.
- (b) Any amendments that are not approved by the introducer of a given piece of legislation, but are passed by the committee, may be included in the Rules report for the legislation as recommendations for the entire Senate.
- (c) All recommendations prescribed by referred committees must be included in the Rules Report for a given piece of legislation.
- (d) The acting Director of Legislative Operations shall have the power to, with the approval of the introducer of a given piece of legislation, allow any legislation to skip being sent to the referred committee, and be sent immediately to the Rules Committee at their discretion. A note that the Director of Legislative Operations expedited the legislative process in this manner shall be included in the Rules Report for any bill for which this is done.
- (e) The introducer of a given piece of legislation shall have the power to request that the Director of Legislative Operations expedite the legislative processes by sending the legislation directly to the Rules Committee, skipping review in the referred committee. The Director of Legislative Operations will grant such requests at their discretion.
- (f) This shall not hinder the Rules Committee from accepting and considering "non-traditional business items" in the process described in the Rules Committee Bylaws.

3.5 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.

(b) When considering any form of legislation, all members of the Student Senate shall have access to a live version of the legislation being considered; otherwise, a vote will not be permitted.

i. A live version of a bill shall consist of the most up-to-date version of the bill, including all amendments made to the bill being considered.

ii. The Senate President Pro-Tempore shall be responsible for maintaining the live version of the bill being considered and ensuring all Senators have access to the document(s).

iii. Upon final passage of the legislation being considered, the live version of the bill shall be deemed the final version of the bill, and additional changes will not be made outside of grammatical and structural errors amended previously by the Senate Rules Committee.

(c) All legislation brought before the Senate may be amended, in the form of a “friendly amendment,” for the purposes of correcting errors in typography, syntax, spelling, and grammar or to add a sponsor to a bill without the need for a general consensus vote of the entire Student Senate.

i. Such amendments must not modify the spirit or meaning of a piece of legislation, and will not modify, add, or subtract any major piece of the legislation.

ii. The presenter of a bill must approve of any amendments made in this manner.

iii. The authority of senators to amend bills in this manner shall not extend to constitutional amendments, matters relating to impeachment, and matters relating to censure.

3.6 Committee Statements – All standing committees may draft statements to be released by the Senate.

(a) Any senator may draft and present statements to the relevant Standing Committee for that committee to vote on the passage of that statement.

i. If a statement is approved by the relevant standing committee, that committee will be listed as an introducer of that statement along with any additional senator(s) who assisted in drafting the statement.

(b) Statements may only be approved by a Standing Committee if first passed by a majority vote of all member-senators present.

(c) Once a statement is approved by the Student Senate, it must be published by the Director of Communications or their designee on the ASU-SGA Social Media pages the same calendar day the bill is passed.

- i. Statements will be prefaced by the header: “The Appalachian State Student Senate formally adopts the following statement:” and then followed by the ratified statement.
- ii. No statement approved by the Senate of ASU-SGA may be retracted or deleted unless a bill of retraction is passed by the ASU-SGA Senate.
 1. If a bill of retraction is passed by the senate, the relevant statement must be removed from all social media pages of the ASU-SGA on the same calendar day the bill of retraction is passed.

Article IV: Procedure for Filling Appointed Offices

- 4.1** All candidates shall be placed in nominations in accordance with the SGA Constitution.
- (a) 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) Individual Senators' votes shall be recorded only on the final passage of the bill being voted on.
 - (b) I-Clickers, roll-call votes, or ballot votes shall be used for recording votes. i. “Consent” can be called for final votes.
 - (c) All bills requiring a 2/3 vote to pass shall be voted on in a means that records the vote of all Senators present. This clause preempts Robert's Rules of Order.
 - (d) Final votes passed by “consent” shall be recorded as a “consent” vote for all Senators voting on the issue.
 - (e) Vote Records may be updated one day following the end of the veto period by the ASU-SGA Secretary with the help of the Director of Legislative Operations.
 - (f) Vote records must be updated at most a week following the end of the veto period.
 - (g) Electronic voting shall be permitted for all potential motions made by Senators.

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

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

6.2 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: Awards and Honoraria

9.1 Codification of Awards and Honors: Each official award and honor established by the Student Senate shall be codified as a separate subsection of Article IX. Each such subsection shall include: the title of the award or honor; the purpose of the award or honor, including its founding date; any requirements governing eligibility; criteria for evaluating award nominees; and any regulations regarding the administration and presentation of the award.

9.2 Guidelines for Nomination and Selection of Nominees: Within the final three Senate meetings of a Session of the Student Senate President shall entertain Senator Nominations for statutorily established awards and honors. A Senator may nominate an individual and shall provide an explanation to their nomination. Following the closing of nominations, the Senate President shall entertain a closed ballot vote on each award and honor to determine the recipient. To be elected a recipient, nominees must receive a majority of the Senate vote.

9.3 The Cindy A. Wallace Student Advocate Award: The Cindy A. Wallace Student Advocate Award, or simply the Wallace Award, was established in the 51st Session of the Student Senate in honor of Cindy Wallace, former Appalachian State University Vice Chancellor of Student Affairs. The Wallace Award is to be bestowed to one or more non-students annually to recognize those who advocate for the best interest of Appalachian State University students and thereby contribute to the quality of their lives. The Wallace Award shall be the highest honor bestowed on a member of the community by the Student Senate. This award shall be presented in the form of a plaque to the recipient at the annual transition dinner.

(a) Recipients:

i. Spring 2018; Cindy A. Wallace

Article X: Amendments

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

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

Article XI: Ratification

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

Historical records maintained and transitioned from the Clayton Lee Administration (51st Session) to the Milbourne-Kelly Administration (52nd Session) by Connor Lloyd Hughes (52nd Session 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.