



Memo:

2/10/16

From the Desk of the Vice President of the Student Government Association of the University of North Texas.

Attached to this memo is a copy of legislation that was passed tonight in our Student Senate meeting. This was voted on by unanimous consent. If there are further concerns or questions please contact the Student Government Association office.

**Thank you,
-Christopher Lee
Vice President of The Student Government Association
Speaker of the Senate.**



B1-S2016

WHEREAS, the House of Representatives is no longer in our constitution.

WHEREAS, the Student Government Association is responsible for keeping their bylaws current and correct.

LET IT BE RESOLVED THAT, The following changes be made to the UNT SGA By-Laws:

Remove House of Representatives from the Executive Actions Clause in Article 2 Section 5

Removal of Article 3 in its entirety

Removal of the House of Representatives from the Rules on Elections Article 6 Section 4.

See attached document

Respectfully Submitted,
Christopher Lee
Speaker of the Senate

In Witness thereof, I hereby certify the Student Senate of the University of North Texas Student Government Association has approved this document and is referred to the office of the President.

[Signature]
Speaker of the Senate

2/10/16
Date

Presidential Action:

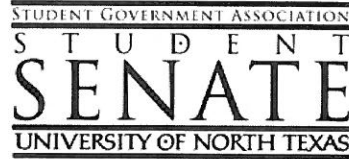
- Vetoed
Approved

[Signature]
President of the Student Government Association

2/10/16
Date

[Signature]
Vice President of Student Affairs

2-17-16
Date



(Revised 08/19/15)

By-Laws of the Student Government Association

Article I: Rules on the Senate

Section 1: Composition of the Student Senate

- A) The Student Senate shall consist of 45 senators, as is required by the Student Constitution.
- B) Each Spring semester, prior to candidate filing for the Elections, the Executive Branch shall present a Bill to the Student Senate outlining the proportionate allocation of Student Senate seats according to the procedure set forth in this Section.
- C) Pursuant to Item B, the Executive Branch shall determine the undergraduate student population of the University of North Texas and the undergraduate population of each college, school, or academy of the university.
- D) The Executive Branch shall further determine what percentage of the undergraduate Student Body are members of each college, school, or academy, and calculate the corresponding percentage of the 45 Student Seats shall be assigned to each college, school, or academy. All decimals numbers in actual seat calculation shall be rounded down, unless such rounding would result in less than one whole seat.

Section 2: Meetings

- A) The Student Senate shall convene on designated Wednesday evenings.
- B) The time of the meetings must be consistent within one semester. Should the times set for the meetings be changed for any reason, it requires such change to be approved by a 2/3 majority vote of the Senate.
- C) All meetings of the Student Senate, Summer Senate, or Committees thereof shall be conducted according to the latest edition of Robert's Rules of Order.
- D) Meetings where legislation is being considered will be deemed a Senate work session meeting.

Section 3: Standing Committees

- A) The Standing Committees of the Senate are Internal, Intergovernmental, and Student Affairs.
- B) The Assignment of Senators to the standing Committees shall be made by the Vice

Sergeant at Arms

- A) The Sergeant at Arms of the Senate shall be charged with assisting the speaker in maintaining order. They will direct those members who are deemed out of order to correct previous actions, raise points of order during the meeting when correct procedure is not being followed and in extreme circumstances request the Speaker remove the member from the body, to exclusively handle all voting ballots of the Senate, to represent the Senate when necessary and to perform any other duties as assigned by these Bylaws or by action of the Student Senate
- B) The Sergeant at Arms shall also assist the Speaker in training fellow Senators in correct procedure.
- C) The Sergeant at Arms shall preside at meetings of the Senate when both the Speaker and Speaker Pro-Tempore are absent.

Secretary

- A) The Secretary of the Senate shall be charged with keeping the records of SGA, to call attendance at each meeting, to assist the Speaker in counting votes and call names for all roll call votes, to keep and record accurate minutes of every meeting, to read the minutes when presented in Senate, to bring all appropriate records to meetings and to send all notices of meetings, agendas, legislation and correspondence to all members of SGA prior to each meeting within a reasonable time and to perform any other duties as assigned by these Bylaws or by action of the Student Government Association.
- B) To receive and keep track of minutes and/or reports sent by Executive Directors and committee secretaries each week.
- C) No Senator may hold more than one Officer position simultaneously.
- D) In the event that an officer is unable to serve or is removed, a successor shall be immediately elected.

Section 6: Appointments

- A) Any candidate for appointment to the senate must meet all qualifications of a Senator as described in the above Section 6.
- B) Appointments to the Senate may be granted by a simple 2/3 if the requested appointment is to the appointee's respective school.
- C) Any candidate seeking appointment must provide 25 names and EUIDs from members of their respective college, or school, before being eligible for appointment.
- D) A student may petition the Student Senate to represent a College, School, or Academy of which he or she is not a member by providing a petition of 50 members of that College, School, or Academy.
- E) Senators appointed to a seat shall be allowed to serve in that seat until the next regularly scheduled Student Senate election
- F) Every student at the University of North Texas may only be appointed to the Student Senate twice.
- G) Senators seeking appointment to a non-TAMS Senate seat must have completed no fewer than twelve semester credit hours at the University of North Texas.

semester.

- E) Permanent hard copies of the records shall be maintained by the executive board

Section 11: Senator Paraphernalia

- A) Any paraphernalia given to senators by the Student Government Association, including polo's and nametags, are the property of the Student Government Association and may be revoked by the Speaker of the Senate at any time. Failure to return them when prompted could result in a fine for the amount of the items.
- B) The aforementioned paraphernalia can only be revoked in the case of a failure to perform senatorial duties or a failure to comply with the senatorial attendance policy.
- C) Any revocations of a senator's title or paraphernalia must be approved by the Student Body President.

Article II: Rules on Legislation

Section 1: Submission

- A) Legislation in the form of Resolutions or Bills may be submitted to the Student Senate by the Student Body President, any seated Student Senator, or by any
- B) member of the Student Body, provided that the legislation is sponsored by a seated Student Senator.
- C) Legislation shall be given a number designation based on the semester in which it is filed and the order in which it is received. For example, Bill F2003-1 would be the first bill submitted in the Fall Semester of 2003, likewise for Spring (S2003-1) and Summer Senate (SS2003-1).

Section 2: Deadlines, Readings, and Referral

- A) Legislation must be received by the Speaker of the Senate by Midnight on the Sunday prior to the Senate Session at which it is to be read.
- B) The Speaker of the Senate shall endeavor to create an agenda and to distribute it, along with all relevant materials, to the Senate 24 hours after the legislation submission deadline.
- C) Legislation shall be read aloud on the Senate Floor at least once in its entirety if such is desired, and shall be referred to the appropriate Student Senate Standing Committee as previously determined by the Speaker of the Senate.
- D) Legislation may be considered by the Senate following the first reading if Emergency Status is granted.
- E) Emergency Status may be granted by the Speaker of the Senate or by a simple two thirds (2/3) majority vote of the Senate in extreme situations in which meeting of the filing deadline is impossible.

Section 3: Committee Decisions

- A) A Student Senate Standing Committee to which legislation is referred may amend the legislation by a two thirds (2/3) majority vote or with the approval of the author.
- B) A Student Senate Standing Committee may vote to refer the legislation favorably or unfavorably to the whole Student Senate. -

factions at least twice during each long semester.

- B) Factions are expected to report UNT SGA information back to the organizations they represent regularly.

Section 4: Faction Meetings

- A) Two (2) members of a faction must be in attendance to be considered meeting.
- B) Factions are to keep record of all business in the form of minutes on file with the Speaker of the House, as well as the Secretary of the House.

Section 5: Officers of the House

- A) At the first meeting of each fall semester, the House of Representatives shall elect from their own number Officers of the House who will manage the business of the House for the duration of that fall semester and the following spring semester.
- B) These positions will include the Speaker of the House, Speaker Pro Tempore, Sergeant at Arms, and Secretary.

Speaker of the House

- A) The Speaker of the House shall preside over, direct and manage the business of the House.
- B) The Speaker of the House retains his or her House vote, but will exercise this privilege only to break a tie or when requested to do so by the House.
- C) The Speaker of the House shall be charged to chair meetings of the House of Representatives, maintain accurate records of the House of Representatives and the proceedings thereof, to accept legislation for the House of Representatives when properly submitted, to coordinate activities for the Senate with the other Senate officers, to be the official representative of the House and to perform any other duties as assigned by these Bylaws or by action of the House of Representatives.

Speaker Pro Tempore of the House

- A) The Speaker Pro Tempore of the House shall assist the Speaker in directing and managing the business of the House.
- B) The Speaker Pro Tempore shall preside at meetings of the House when the Speaker is absent or when the Speaker chooses to cast a vote during a meeting that is not a tie-breaking vote.

Secretary

- A) The Secretary of the House shall be charged with keeping the records of meetings of the House, to call attendance at each meeting of the House, to assist the Speaker in counting votes and call names for all roll call votes in meetings of the House, to keep and record accurate minutes of every meeting of the House, to read the minutes when presented in House, to bring all appropriate records to meetings and to send all notices of meetings, agendas, legislation and correspondence to all members of SGA prior to each meeting within a reasonable time and to perform any other duties as assigned by these Bylaws or by action of the Student Government Association.

Student Government Association in accordance with the Student Constitution, the Bylaws of the Student Government Association, and current University of North Texas employment policies.

- B) The Student Body President may determine which employees are considered Executive Officers of the Student Government Association.

Section 3: Committees

- A) The Student Body President may create committees within the Student Government Association for any lawful purpose.
- B) Student Government Association committees may be created or dissolved at the will of the Student Body President.
- C) Membership in Student Government Association committees shall not be limited to currently serving Senators or members of the Judicial Branch.

Section 4: Reporting

- A) The Student Body President must deliver a State of the Student Body Address to the Student Senate and any applicable media outlets at the beginning of each long semester.
- B) The State of the Student Body Address must include a report on the current fiscal state of the Student Government Association and progress on any outstanding issues.

Section 5: Student Government Paid Employee Obligations

- A) At the behest of the Senate, any or all members of the Executive Branch may be required to give a report at the next Senate meeting.
- B) A Student Senate standing committee may subpoena any non-volunteer member of the Executive Branch by notifying them at least 24-hours in advance.
- C) The Senate can require any non-volunteer member of the Executive Branch to keep an office log if their work practices come into question. The Senate may specify the length of this log, but it may not be required ex-post facto.

Article V: Rules on the Judicial Branch

Section 1: Supreme Court Hearings

- A) A case may be submitted to the Supreme Court by any member of the SGA. Members of the SGA include all students.
- B) To submit a case, a case brief must be submitted to the SGA President. If the President is unavailable, then the brief must be submitted to the Vice President or SGA Advisor. The brief must include what party the case is against, the issue to be decided, a detailed explanation of the case, any relevant background information, a list of witnesses and any evidence to be presented.
- C) Each party must be notified by the Chief Justice of the set hearing date and time a minimum of 48 hours prior to the hearing.
- D) Upon notification the court will have one week to begin hearings. Hearings must be held between the hours of 5:00 p.m. and 9:00 p.m. and may not conflict with a previously scheduled SGA meeting.”
- E) Each party and the Advocate General, if applicable, will be given a reasonable amount of time to state their case while in the hearing, during which period any

immediately appoint a replacement. This replacement must be present at the next full Senate meeting to be confirmed.

- G) The Board must present an Election Calendar to the Student Senate at the second full UNT SGA meeting of each long semester.
- H) The Board must also present locations for Official SGA Polling Sites to the Student Senate. These polling sites must be submitted for approval at the second full Senate meeting of each long semester, and presented at the second full UNT SGA meeting.
- I) An official SGA sponsored polling site is defined as any site of neutrality where students may come and vote in the UNT SGA election. These sites must be physically/clearly marked by displaying the SGA logo within 5 feet of the location.
- J) The Board shall have the power to rule on matters pertaining to Elections including but not limited to: interpretations and violations of Article V of the Student Government Association Bylaws, questions of candidate eligibility, candidate complaints and concerns, filing dates and deadlines, and final certification of any election.
- K) All Election Board meetings will be closed to the Election Board, the SGA Advisor, and the Election Coordinator only. The board shall keep written minutes of all proceedings.
- L) Such meetings should be held in a private closed door setting.
- M) Quorum for all Board proceedings shall be defined as three Board members, not to include the Election Board Coordinator.
- N) At the conclusion of any election, the Election Board Coordinator will submit a final election report to the SGA President and SGA Advisor, which is certified by the signatures of every member of the Election Board present at the final certification meeting and the SGA Advisor.
- O) The final election report shall be considered official only on the next business day after the certification of the election and the approval of the Election Board.
- P) The Election Board shall be charged to release numerical results of all elections as soon as the final election report is made official.
- Q) The final election report shall not be released before results become official.
- R) Unofficial results shall not be released to any party, under any conditions.
- S) Any appeals or disputes of the final election report must be filed with the Election Board by 5:00 PM the business day following the release of the final election report.

Section 2: General Elections

- A) One general election shall be held annually.
- B) The Election, to include Presidential elections, shall be held two weeks after the official UNT Spring Break, unless scheduling deems this impossible.
- C) Polls must be open for a minimum of three days in any election.
- D) The Student Government Association office is proclaimed neutral ground and any materials that are campaign related may not be stored or left in the office during elections.
- E) Campaigning/Campaign materials are prohibited within 100ft of an official SGA sponsored polling site.

Section 3: Senatorial Campaigns

- A) Each candidate must be a student in good standing with the University of North Texas at the time of their campaign. This shall only be confirmed by the SGA Advisor.

candidates for that faction of the House of Representatives, and will move forward in the election procedure.

- K) The UNT SGA Leadership Summit must be held to coincide with the regularly scheduled run-off election week.
- L) At the UNT SGA Leadership Summit, all registered UNT student organizations may send one organization representative and one nominee for a seat in the House.
- M) All represented organizations will divide into their factions, and the faction caucus will begin.
- N) Each organization representative in that faction will hear a presentation of the candidates, have a discussion, and vote in this caucus. The voting procedure must be electronic, and will be monitored and managed by the Election Board.
- O) In the event of a tie, a re-vote must occur of the tied parties. In the event that the numbers of organization representatives available are incapable of breaking a tie, the Election Board Coordinator will be the deciding vote.

Section 5: Presidential/Vice Presidential Campaigns

- A) Each candidate must be a student in good standing with the University of North Texas at the time of their campaign. This shall only be confirmed by the SGA Advisor.
- B) Presidential/Vice Presidential candidate teams may spend up to 1000 dollars on their campaign, or an additional 300 dollars in the event of a run-off election.
- C) No University, State, or public funds may be used; doing so is grounds for disqualification.
- D) Any posters and signs must be placed in accordance with University policy and may not exceed 4x8 feet.
- E) Any signs larger than 18x24 inches must display the Student Government Association logo.
- F) No more than 20 ground signs may be placed on campus, but other promotional items are not limited in quantity.
- G) A typed expense report must be filed with the Election Board within twenty-four hours of the close of an election. These reports must include itemized receipts of all purchases made pertaining to candidate's campaigns.
- H) Attendance at all mandatory meetings is required for election eligibility and if missed are grounds for disqualification. All disqualifications and final decisions are subject to approval by the Election Board.
- I) Candidates may only begin publicizing their campaigns after the Election Code meetings have been held and on the date set forth on the Election Code Calendar. If candidates are found publicizing their campaigns in any way before the above dates it is grounds for disqualification.

Section 6: Run-off Elections

- A) In the event that no Presidential/Vice Presidential candidates receive a clear majority of votes (50%+1), a run-off election will be held.
- B) In the event that two or more Homecoming candidates from the top four candidates tie, a run-off election will be held.
- C) There will only be a run-off election for a Student Senate seat should the Election Board deem it necessary.
- D) Candidates in a run-off election will be given one academic week, Monday to Friday, while classes are in session, to campaign. The Election Board will use this

petition of 5% of members of the Student Body must be submitted five (5) weeks prior to the end of the semester.

Section 9: Filing

- A) Each candidate must attend an Election Code meeting put together by the Election Board Chairperson.

Article VII: Rules on Fiscal Matters

Section 1: Budget Proposal to the Student Service Fees Committee

- A) The Budget Committee will prepare a budget proposal at the close of every Fall Semester that the Budget Officer will present to the Student Service Fees Committee to request funds for the Student Government Association.

Section 2: Operating Budget

- A) No less than 72 hours before the first Student Senate meeting of each long semester at which business is conducted, the Executive branch must send a copy, via the email address of record, to all Senators an Operating Budget based on the funds awarded by the student Service Fees committee.
- B) The Operating Budget shall specify expected expenditures in as much detail as possible and clearly differentiate separate sections for fall, spring and summer expenditures.
- C) Following submission, the Senate shall then approve, deny or amend the budget proposal.
- D) All discretionary expenditures over \$1000, not included in the approved budget must be approved by the Senate in legislative form. These include any monies not included in the original Student Service Fee allocation; including money from other departments, donations and fundraising operations. Expenditures under this subsection shall include single items, as well as the sum total of all events, activities, and purchases. Expected indirect costs such as wages, rent, grants, awards and other expenses do not apply to this rule.
- E) The Student Government Association shall be bound to abide by any approved budget as much as possible.
- F) A budget update must be presented to the Student Senate at the last meeting of each long semester by the Executive Branch. The presentation must include a detailed expenditure list from the current semester, the total unspent budgeted funds of the semester and total remaining funds for the current fiscal year.
- G) All financial information of the Student Government Association must be made readily available to all students and must be reported to the Student Senate when requested. The SGA budget must be posted on the SGA website and updated bi-weekly.

Section 3: Fiscal Responsibility: The Goodhart Clause

- A) The Student Senate shall not pass any legislation concerning expenditures without reviewing similar items in a comparative fashion. Such comparisons are to be presented to the Student Senate, in writing, at the time the legislation is entertained.
- B) This clause does not include expenditures for speakers, activities, conferences, or

approve co-sponsorships referred to them that are less than \$1000 by a two thirds (2/3) majority vote, as long as quorum is reached, and there be an approval form attached. All decisions must be signed and approved by the Director of Internal Operations upon final submission.

Section 2: Honors

- A) Upon the completion of three long semesters, or two long semesters in the case of TAMS students, of service given to the Student Government Association, a Student may wear an SGA honor cord upon his or her commencement.
- B) Service given during a full Summer, Sessions I and II, may be considered one-half a C) long semester.
- D) This honor may be granted by a simple majority vote of the Scholarship and Awards Committee.
- E) This honor shall not be conferred upon Students who have been forcibly removed from service to the Student Government Association.
- F) The official honor cord colors of the Student Government Association shall be green and silver

Article XII: Legality of these By-Laws

Section 1: Subjectivity of these By-laws

- A) The Student Government Association will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
- B) These By-laws are subject to the Student Constitution of the University of North Texas in all forms, fashions, and interpretations. Any other documents, actions, or initiatives of the Student Government Association are subject to these By-laws and the Student Constitution of the University of North Texas.

Section 2: Changes to the Bylaws

- A) Any proposed changes to the Student Government Association Bylaws must be stated in the form of Striking Out, Inserting, or Striking Out and Inserting.
- B) Any and all insertions must be stated verbatim and in quotation marks in the body of any proposal.
- C) Any changes to these By-laws must be approved by a simple two-thirds (2/3) majority vote of the Student Senate.

Article XIII: Active Member Eligibility, Requirements, and Non Discrimination Statement

Section 1: Eligibility and Requirements

- A) All active members must meet the minimum requirements regarding GPA, Enrollment, and Disciplinary Standing, at the time of their appointment or election and during term, as stated in UNT Policy 18.4.2 (Student Organizations Policy)
- B) In their first Semester, Freshmen Interns are exempt from the GPA minimum requirement of this policy.
- C) The Student Government Association President must have a UNT cumulative GPA of