

University of North Texas at Dallas
Student Government Association By-Laws

Article I: Committees

I. Standing Committees

- A) The standing committees of the Student Government Association (SGA) shall be the Executive Board (Executive Council, EB, EC), the Jagger's Den Committee, the Marketing Committee, the Programming Committee, the Policies & Procedures Committee, and those additional committees approved following the guidelines in Article I, Section II of these Bylaws.
- B) Jagger's Den Committee: The purpose of the Jagger's Den Committee is to allocate funding to registered student organizations for programs that enhance campus life. Stipulations for requests are identified in the Jagger's Den Policies & Procedures, reviewed bi-annually on even numbered years.
- C) Marketing Committee: The purpose of the Marketing Committee is to promote SGA and programs hosted by SGA to the student body and university community.
- D) Programming Committee: The purpose of the Programming Committee is to plan and execute any and all programs/events sponsored by SGA.
- E) Policies & Procedures Committee: The purpose of the Policies & Procedures Committee is to review all SGA documents, including the constitution and bylaws bi-annually on alternate years.

II. Ad-Hoc Committees

- A) The purpose of ad-hoc committees are to meet a specific need for a specific purpose. These committees will be added as needed deemed appropriate by the general assembly.

III. Creation and Dissolution

- A) The creation of new standing committees must be approved by the Executive Board and then passed with a two-thirds (2/3) vote by the General Assembly. Chairpersons of newly formed standing committees must be designated within the motion which creates the committee.
- a) By a three-fourths (3/4) vote of the General Assembly, the decision of the Executive board to deny the creation of a new standing committee may be overturned.
 - b) The dissolution of a standing committee must be approved by the Executive Board and then passed with a two-thirds (2/3) vote by the General Assembly.
- B) By a three-fourths (3/4) vote of the General Assembly, the decision of the Executive Board to deny the dissolution of a standing committee may be overturned.

III. Composition and Dress Attire

- A) Each officer and senator shall serve on at least one (1) standing SGA Committee. Each of the standing committees shall be composed of at least four (4) senators chaired by one (1) executive officer.
- B) All SGA members will wear their designated business casual attire to all official meetings of SGA and/or sanctioned or sponsored events of SGA.
- a) Casual attire at SGA sponsored events will be designated at prior SGA meetings.
 - b) Dress code excludes meetings of SGA Standing Committees, caucus meetings, Advisory Council meetings, retreats, and office hours.
 - c) Dress code at official General Assembly meetings is as follows:

- i. Men; Polo/Button Down/Collared Shirt. Slacks with a belt. Shirt must be tucked in. Dress shoes or boots. Casual jeans or shorts will be disallowed at general assembly and/or sanctioned or sponsored events of SGA.
- ii. Women; Dress tops, skirts, dress pants, long dresses with flats or heels. Casual jeans, Sweatpants, leggings, long shirts or shorts will be disallowed at general assembly and/or sanctioned or sponsored events of SGA.
- d) For every three (3) incidences the dress code is not followed, the member shall be charged one (1) absence for their official attendance record.

IV. Chairperson

- A) The chairperson of each standing committee, unless otherwise designated in these Bylaws, the SGA Constitution, or the original motion which establishes the committee, shall be an Executive Board member as identified below:
 - a) Executive Board Chair shall be the President,
 - b) Programming Committee Chair shall be the Programming Officer,
 - c) Marketing Committee Chair shall be the Public Relations Officer,
 - d) Jagger's Den Chair shall be the Treasurer,
 - e) Policies & Procedures Committee Chair shall be the Parliamentarian.
- B) The chairperson of each standing committee has the right to appoint any additional members who do not hold an elected office in the SGA to their respective committee.

V. Committee Responsibilities

- A) The Executive Board shall create and administer the agenda for the General Assembly meetings and meet with the advisor(s) to

conduct business for the betterment of the SGA as a whole.

Further, it shall also set in writing the attendance policy for the General Assembly in accordance with the SGA Constitution.

- B) The Programming Committee shall be responsible for coordinating all SGA activities, programs and events.
- C) The Marketing Committee shall be responsible for all communications between the elected members of the SGA and the student body. It shall also serve as the means of communication between the SGA and members of the faculty, staff, and campus media. It shall maintain and update any SGA website(s).
It shall design and post flyers that advertise SGA events.
- D) The JDC shall make recommendations concerning the preparation of the SGA budget and the allocation of Jagger's Den funds according to the Jagger's Den Policies & Procedures.
- E) The Policies & Procedures Committee shall establish election procedures and administer the elections under the SGA Constitution. It shall also be responsible for the review and revision of the SGA Constitution and Bylaws annually.
- F) In the event that a committee completes its immediately assigned tasks, the SGA Executive Board may assign that committee additional duties by a three-fifths (2/3) vote.
- G) By a three-fourths (3/4) vote of the General Assembly, the decision of the Executive Board to assign additional duties to a committee may be overturned.

ARTICLE II: ELECTION CODE OF THE STUDENT GOVERNMENT ASSOCIATION

I. Positions to be Filled

- A. The Executive Board shall be composed of the following:
President, Vice President, Secretary, Treasurer, Programming,

Parliamentarian, and Public Relations (7 total).

B. Senators shall be elected in one of the following student categories: two (2) from each of the four colleges of The University of North Texas at Dallas (8 total), two (2) from the general student body, two (2) from the freshman class of the student body, two (2) from the graduate class, two (2) Transfer students.

II. Creation and Dissolution of Officer Positions not Specified in the Constitution

A. Assembly is empowered to elect officers not specified within the SGA Constitution. Officers not specified in the Constitution may not serve as a part of the Executive Board unless the Constitution is amended to add them to the Executive Board. Officer positions not specified in the SGA Constitution are to be created and dissolved as follows:

B. The creation of new officer positions not specified in the Constitution must be approved by the Executive Board and then passed with a two-thirds (2/3) vote by the General Assembly. Any motion to create a new officer position not specified in the Constitution must establish the powers and responsibilities of the position within the motion itself.

C. The dissolution of an officer position specified in the Constitution must be approved by the Executive Board and then passed with a two-thirds (2/3) vote by the General Assembly. Positions which are created with a specified lifetime are dissolved automatically according to the motion which created them.

III. Requirements for Candidates

A. To be eligible for election to an elected office, a candidate must meet the criteria listed in Article IV of the SGA Constitution.

- B. Candidates may run for one (1) position on the Executive Board and any senator position for which they are qualified.
 - a. Candidates elected to more than one (1) position must select a single position in which to serve within 24 hours of notification of the election results.
 - b. Any position not selected by the candidate within the time period shall be filled by the candidate receiving the second highest number of votes for that position.
- C. Any candidate currently serving on the Policies & Procedures Committee may not participate in the creation or alteration of legislation involving elections during the time period of elections.
- D. Any previous member of SGA who has been under Presidential Review AND are not in good standing during elections may not run for Senator or Executive Board.

IV. Filing for Candidacy

- A. There will be a two (2) week period when classes are in session in which applications for candidacy shall be accepted.
- B. Application forms will be available online.
- C. Completed application forms are to be completed by 5:00 PM to the on the filing deadline.
- D. The SGA Advisor(s) shall determine the eligibility of prospective candidates to run for office in accordance with Article IV of the SGA Constitution.
- E. Each candidate running will be notified via email of their eligibility to run within two business days of the filing deadline.
 - 1 Candidates MUST receive approval to run before posting any campaign materials, both physical and electronic.
- F. Information related to elections such as candidate requirements and campaign rules will be available online.
- G. No write-in candidate may campaign in an official capacity or receive any of the benefits that registered candidates receive. Word

of mouth campaigning is the only form that will be allowed for write-in candidates.

H. If a write-in candidate is to win, their eligibility must be verified before taking office.

V. Notice of Elections to Students

A. Notice of a scheduled election shall be given to enrolled students no less than four (4) weeks prior to the election.

B. Announcement of the election may be made in student publications, flyers posted on general University bulletin boards and residence halls, and websites. In addition, any other method deemed appropriate by the Policies & Procedures Committee may be used.

VI. Rules of Campaigning

A. The Parliamentarian and the Policies & Procedures Committee shall ensure that all candidates abide by the rules and regulations.

B. No campaign material or activity may impede either pedestrian or vehicular traffic.

C. All candidates and their representatives are responsible for their individual actions taken during the course of a campaign.

D. In addition to platform statements, candidates are allowed to advertise their candidacy in any student publication so long as they adhere to the rules set forth by that publication.

E. There will be no campaigning within 15 feet of any designated voting station.

F. Distribution of handbills is acceptable only if done on a person-to-person basis. Handbills may not be placed on vehicles or in mailboxes.

G. Handbills may be made of typing paper and must be 8.5" x 11" or smaller. Posters are described as anything else (shape, size, length, material, etc.).

- H. No loudspeakers, noisemakers, or anything that might disturb any class shall be permitted at any time.
- I. Candidates may post posters within buildings only on official posting sites as determined by Student Affairs. Each candidate may display no more than one (1) poster per building.
 - 1 Campaign materials will not be accepted for posting during the week prior to elections.
 - 2 There are limited spaces for posters, therefore poster requests will be taken on a first come, first serve basis from candidates.
- J. Student Affairs must approve, stamp, and be given a copy of all campaign materials.
- K. No campaign material shall be placed on trees.
- L. Writing on sidewalks or on any non-approved surface shall not be permitted without approval.
 - 1 Requests for these types of campaigning must be done in writing prior to the campaign period.
- M. Persons voting shall not be allowed to display any type of material containing a candidate's name within the polling area.
- N) Students and voting workers in the voting area shall not verbally persuade or coach voters but may advise on voting procedure.
- O) All campaign materials should be removed from designated posting locations within two (2) business days of the close of elections.
- P) Candidates are responsible for removing their campaign posters and flyers following the election.

VII. Voting Stations and Ballots

- A) The ballots will list each position with the candidates' names printed in ascending alphabetical order.

B) Official election results shall be posted online by 5:00 PM on the business day (Monday-Friday) following the final voting day unless a complaint is filed.

VIII. Voting Dates and Locations

A) The voting locations shall be at the discretion of the Policies & Procedures Committee, SGA Advisor(s), and Executive Board.

B) The Policies & Procedures Committee may select eligible members of the student body, staff and/or faculty to help in the election process as needed.

IX. Votes and Voters

A) All members of the Student Body shall be allowed one (1) vote for each officer position.

B) Students are allowed one (1) vote for each senator seat.

C) Students shall be allowed a number of votes equal to the number of seats currently open.

XI. Election Disputes

A) If the candidate receiving the highest number of votes forfeits a position prior to being sworn in, then the candidate with the second highest number shall fill the position.

B) Any complaint related to either a candidate, a candidate's campaign, or the election process, must be submitted in writing, either physically or digitally, to the Parliamentarian within twenty-four (24) hours of the alleged violation but no later than 5:00pm on the business day following elections. The Policies & Procedures Committee shall review the complaint, make a decision, and take appropriate corrective measures. This could include the removal of

campaign material, removal of a candidate from the election or from being sworn in, or referring the student through the Student Conduct's prescribed disciplinary process

C) Appeals

- a) Any appeal regarding a senator position must be done so in writing, either physically or digitally, to the Executive Board within two (2) business days following the close of an election.
- b) The executive board will make a decision regarding the appeal and notify the candidate within two (2) business days. Their decision is final.
- c) Any appeal regarding an executive position must be done so in writing, either physically or digitally, to the advisor of SGA within two (2) business days following the close of an election.
- d) An appeal for executive positions will be presented at the following general assembly meeting. In order for a decision to be overturned, there must be 2/3 vote of the general assembly. The decision is final.

XIV. Special Elections

A) If a senator position is open after the elections have been completed, interested candidates shall have the opportunity to campaign to the General Assembly. After the candidates have spoken, they shall leave the room and the General Assembly shall vote on who shall fill the open position.

B) Any vacated officer & senator position that is not filled through succession shall be filled through a special internal election. This process shall begin directly following the first regularly scheduled General Assembly meeting following the office becoming vacant.

- a) The open position shall be run in accordance with all SGA policies.
- b) Notice of a scheduled special internal election shall be given to the General Assembly at least one (1) calendar week prior to the election.
- c) Nominations for the ballot shall be taken from current SGA Senators and officers at a regularly scheduled General Assembly meeting. Those nominated must verbally or in writing accept the nomination in order to be placed on the ballot.
- d) During this one (1) calendar week interlude, the SGA Advisor(s) shall verify the eligibility of all candidates nominated to the special election ballot.
- e) During the meeting in which the candidates speak, the General Assembly shall vote by secret ballot.
- f) The candidate that receives the greatest number of votes shall fill the open office.
- g) In the case of a tied vote, another secret ballot shall be run including only the tied individuals.
- h) In order to host the election within General Assembly, quorum must be met, which is two-thirds (2/3) of elected members.

C) Should the regularly scheduled elections result in a tie for an open seat, the following shall be the process for a runoff election. This process shall take place during the first regularly scheduled General Assembly meeting following the close of elections.

- a) Notice of a scheduled runoff election shall be given to enrolled students at least one (1) calendar week prior to the election.
- b) The runoff election must be held two (2) weeks after the counting of the ballots.

- c) Campaigning for the contested position(s) may begin immediately following the official announcement of election results.
- d) The tied position(s) shall be run in accordance with all SGA policies.
- e) A runoff election shall not be held if the tied parties have received less than ten (10) votes.
- f) If two candidates tie with less than ten (10) votes each, the tie will be decided by an internal SGA vote at the next General Assembly meeting.

ARTICLE III STUDENT GOVERNMENT APPROPRIATIONS COMMITTEE

I. Jagger's Den Committee (JDC) Policy Required Revisions Schedule

A) The JDC Policy must be reviewed by the General Assembly during the fall of every odd numbered school year.

II. The JDC Policy shall be amended as follows:

A) Any elected member of the General Assembly may present a motion to have the JDC review the JDC Policy before a quorum of the General Assembly.

B) The proposed motion shall be open for discussion, at which point voting and non-voting members shall have the opportunity to voice their opinion(s).

C) The motion shall come to a vote upon the closure of discussion, and shall require a two-thirds (2/3) vote of all elected members.

- D) Following the passing of the motion to review the JDC Policy, the JDC shall be allowed to present their findings.
- E) Should the JDC find that an immediate amendment must be made, a member of the General Assembly may make a motion to amend the JDC Policy before a quorum of the General Assembly.
- F) The proposed amendment shall be open for discussion, at which point voting and non-voting members shall have the opportunity to voice their opinion(s).
- G) The motion shall come to a vote upon the closure of discussion, and shall require a three- fourths (3/4) vote of all elected members.
- H) The ratified Policy shall come into effect at the beginning of the next Fall or Spring semester, as stated in the initial motion. 1) By a three-fourths (3/4) vote of the present elected members, any amendment to the JDC Policy may be brought into effect immediately if no JDC funds have been distributed during the current semester.
- 2) By a unanimous vote of the present elected members, any amendment to the JDC Policy may be brought into effect immediately.

ARTICLE IV Presidential Review and Senator Reform

- I. A member may be called to Presidential review by: A) The written request of one-third (1/3) of the filled Senate seats, or B) The written request of the member's committee chair, or C) The written request of 15 of their constituents, or D) not fulfilling elected position requirements.

- II. During the Presidential review, the President of SGA shall meet with the officer or senator in question. The officer or senator may request the presence of the SGA Advisor(s).
 - A) This meeting must be scheduled within two (2) calendar weeks of receiving the aforementioned written request(s).
 - B) The meeting may occur at any point but must be scheduled within two (2) weeks.
- III. Following the Presidential review meeting, the President may assign ANY of the following Reforms:
 - A) The officer or senator shall be required to host a Student Voice report table for up to three (3) hours in an area that is easily accessible to members of their constituency.
 - B) The officer or senator shall be required to speak to a number of currently registered student organizations and/or classes as determined by the SGA President.
 - C) The President may elect to give a sanction appropriate for the behavior or not implement a reform at all. These decisions will be made on a case by case basis.
 - D) If an officer or senator has been reviewed more than three (3) times in a semester in which the President implemented a reform the President shall be given the authority to remove the officer or senator in question from office.
- IV. Following the review, the President must report the outcome of the meeting including the reform implemented to the General Assembly at the next regularly scheduled General Assembly meeting.

V. An officer or senator shall automatically be placed under review if:

A) They do not present a Senator Report to the General Assembly in four (4) calendar weeks.

B) They miss two (2) consecutive General Assembly meetings without excuses submitted. Work and class are automatic excuses and reoccurring excuses.

C) They miss two (2) consecutive events that they previously committed to without proper notice. Proper notice is at least two days prior to the event. Case by case reviews for emergencies.

D) They miss a special session without documented excuse.

VI. Appeals

A) The decision of the President may be appealed through the following process:

a) Within two (2) Executive Board meetings of the Presidential

decision being rendered, the officer or senator in question must inform the Executive Board of their intent to appeal the instituted reform.

b) Within two (2) General Assembly meetings of the Presidential decision being rendered, the officer or senator in question may appeal to the General Assembly during Speaker's Podium: A) by a two-thirds (2/3) vote, the General Assembly may repeal any reform set forth by the President; B) by a two-thirds (2/3) vote, the General Assembly may substitute any reform set forth by the President.

F) Succession Procedure

ARTICLE V SUCCESSION OF OFFICERS

A) The order of succession within the Executive Board shall be as follows:

- a) President
- b) Vice President
- c) Programming
- d) Public Relations
- e) Treasurer
- f) Secretary
- g) Parliamentarian

B) According to the order of succession each individual within the Executive Board beneath the vacant office shall have the option to fill the vacancy.

C) If an officer position is vacated and not filled through succession, a special election within the General Assembly shall be held to fill the vacancy.

D) Positions should be filled within two (2) weeks of being vacated.

F) Procedures of Awarding Stipends

Executive Board stipends will be based on the following:

A) Absences are worth a total of 35% of stipend distributed as follows:

- a) 4th absence: 5%

- b) 5th absence: 7.5%
- c) 6th absence: 10%
- d) 7th absence: 12.5%

B) Events are worth a total of 20%

- a) You must be present at all events committed to working.
- b) Monthly schedule of calendars will be given to the SGA Advisor
- c) Each officer must sign in at each event along with a witness to show they were present.

C) Hours are worth a total of 35% of stipend.

D) Committee Participation is worth a total of 10% of stipend. In regards to the President and Vice President, other duties as stated in Office Expectations and as determined by Senators, are worth 10% of stipend.

E) Assessing Stipends

- a) Stipends are to be awarded at the end of the Fall and Spring semesters.
- b) President: \$1000/semester
- c) Vice President: \$750/semester
- d) Programming: \$500/semester
- e) Public Relations Officer: \$500/semester
- f) Treasurer: \$500/semester
- g) Secretary: \$250/semester
- h) Parliamentarian: \$250/semester

F) Stipends amounts will be discussed at the last General Assembly meeting of each semester.