

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

I. Committees Standing Committees

1. 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 Ad-Hoc committees approved following the guidelines in Article I, Section II of these Bylaws.

a) *Executive Board is charged creating and administering the agenda for the General Assembly meetings.*

(1) They will also 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 purpose of the Jagger's Den Committee is to allocate funding to registered, eligible student organizations for programs that enhance campus life.*

(1) Stipulations for requests and appeals are identified in the Jagger's Den Policies & Procedures, reviewed bi-annually on even numbered years.

c) *The Marketing Committee is charged with creating and implementing a plan to help maintain a positive image of the organization to the student body and university community, as well as promote SGA's programs, meetings, and activities.*

d) *The Programming Committee is charged with organizing, planning, and executing programs hosted by SGA that promote an inclusive and supportive community for the UNT Dallas student body.*

e) *The Policies and Procedures Committee is charged with the development of bylaws, rules, policies, and procedures, which serve the growth and development of SGA.*

(1) The charge includes reviewing, interpreting, and making recommendations according to all SGA governing documents, including the constitution and bylaws.

(2) This committee is also responsible for establishing election procedures and administering the elections under the SGA Constitution.

(3) Review of the constitution and bylaws will be done bi-annually on alternate years or when an SGA member proposes a motion to amend the constitution or bylaws.

2. The Assignment of Senators to the standing committees shall be determined by the Student Senate during the first Senate meeting at the beginning of each term, nominations being called by each committee chairperson. Senators seeking committee positions must be nominated and receive a simple majority vote from the Student Senate.

a) *A minimum of five elected Senators (so long as it is an odd number of committee members) shall serve on these committees for the duration of the session.*

3. Should any Senator on any of the Standing Committees of the Senate resign or otherwise vacate their position, a replacement shall be chosen by the Student Senate during the next Senate meeting in accordance with the process outlined in this Section.

4. 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.*

5. The Chairperson of each committee shall either designate a member to take minutes or do it themselves.

6. The Chairperson will have the authority to call committee meetings provided that notice is given at least five (5) business days in advance.

7. In case that the Chairperson is unable to attend a committee meeting they shall be responsible for appointing another member of the committee as a temporary head before the meeting. The Chairperson is also in charge of recording and reporting attendance to the Senate Secretary within two (2) business days after each Committee Meeting.

#### B. Ad-Hoc Committees

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

a) *After determining the need for a committee, the Student Senate shall vote to approve or deny the formation of the committee by a simple majority vote.*

b) *After the approval of the committee, the Student Senate shall choose and elect from among its members a minimum of five Senators (so long as it is an odd number of committee members) through a simple majority vote to serve on each committee until the end of each session.*

c) *Senators may serve on more than one committee.*

2. Should any Senator on any of the regular standing committees of the Senate resign or otherwise vacate their position, a replacement shall be chosen by the Student Senate during the next Senate meeting by a simple majority vote.

3. Each regular standing committee shall elect from their own, a member to serve as chairperson for the duration of the session or until the Chairperson resigns in which case a new chairperson is voted upon.

4. The Chairperson of each committee shall either designate a member to take minutes or do it themselves.

5. The Chairperson will have the authority to call committee meetings provided that notice is given at least five (5) business days in advance.

6. In case that the Chairperson is unable to attend a committee meeting they shall be responsible for appointing another member of the committee as a temporary head before the meeting. The Chairperson is also in charge of recording and reporting attendance to the Senate Secretary within two (2) business days after each Committee Meeting.

7. Unexcused absences from committee meetings will be documented and reported as non-compliance with their roles and responsibilities as an SGA member.

#### C. Creation and Dissolution of Standing Committees

1. The creation of new standing committees must be approved by the Executive Board.

2. Once approved it must then passed with a two-thirds (2/3) vote by the General Assembly.

3. Chairpersons of newly formed standing committees must be designated within the motion which creates the committee.

4. By a three-fourths (3/4) vote of the Student Senate can overturn the decision of the Executive board to deny the creation of a new standing committee.

5. 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.

6. By a three-fourths (3/4) vote of the Student Senate can overturn the decision of the Executive board to deny the dissolution of a standing committee.

## II. Composition and Dress Attire

UNT Dallas SGA By-Laws

Last Reviewed Spring 2018

Amended Fall 2018

- A. All SGA members will wear business casual attire or SGA affiliated business attire to all official meetings of SGA and/or specified sponsored events of SGA.
- B. Dress code excludes meetings of SGA Standing Committees, caucus meetings, Advisory Council meetings, retreats, non-specified SGA sponsored events and office hours.
- C. Approved dress code at official General Assembly meetings includes:
  - 1. Polo/Button Down/Collared Shirts or Blouses; and/or.
  - 2. Slacks with a belt and/or
  - 3. Tucked in shirts
  - 4. Dress shoes or boots
  - 5. Dress Tops
  - 6. Skirts
  - 7. Dress pants
  - 8. Long dresses with flats or heels.
  - 9. Casual jeans, Sweatpants, leggings, long shirts t-shirts, or shorts will be disallowed at general assembly and/or specified sponsored events of SGA.
- D. For every three (3) incidences the dress code is not followed, the member shall be placed on presidential review.

### III. Election Code of the Student Government Association

- A. Positions to be Filled
  - 1. The Executive Board shall be composed of the following: President, Vice President, Programming, Public Relations, Parliamentarian, Treasurer, and Secretary (7 total).
  - 2. Senators shall be elected in one of the following student categories: two (2) from each of the four schools 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, one (1) from the residence hall, one (1) from the Veteran student body.
- B. Creation and Dissolution of Officer Positions not Specified in the Constitution
  - 1. 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:

2. 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.

3. 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.

C. Requirements for Candidates

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

2. Candidates may run for one (1) position on the Executive Board and one senator position for which they are qualified.

3. 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.

4. 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.

5. There will be no alteration of legislation involving elections beginning two weeks prior to filing for elections.

6. Any previous member of SGA who has been under Presidential Review AND are not in good standing, including impeachment, during elections may not run for Senator or Executive Board or serve in any capacity for SGA.

D. Filing for Candidacy

1. There will be a two (2) week period when classes are in session in which applications for candidacy shall be accepted.

a) *Application forms will be available online.*

b) *Completed application forms are to be submitted by 5:00 PM on the filing deadline.*

2. The SGA Advisor(s) shall determine the eligibility of prospective candidates to run for office in accordance with Article IV of the SGA Constitution.

a) *Each candidate running will be notified via email of their eligibility to run within two business days of the filing deadline.*

b) *Candidates MUST receive approval to run before posting any campaign materials, both physical and electronic.*

3. Information related to elections, such as candidate requirements and campaign rules will be available online.

4. 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.
  5. If a write-in candidate is to win, their eligibility must be verified before position is offered.
- E. Notice of Elections to Students
1. Notice of a scheduled election shall be given to enrolled students no less than four (4) weeks prior to the election.
  2. 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.
- F. Rules of Campaigning
1. The Parliamentarian and the Policies & Procedures Committee shall ensure that all candidates abide by the rules and regulations.
  2. No campaign material or activity may impede either pedestrian or vehicular traffic.
  3. All candidates and their representatives, identified in their filing application, are responsible for their individual actions taken during the course of a campaign.
  4. 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.
  5. There will be no campaigning within 15 feet of any designated voting station.
  6. Distribution of handbills is acceptable only if done on a person-to-person basis. Handbills may not be placed on vehicles or in mailboxes.
  7. 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.).
  8. No loudspeakers, noisemakers, or anything that might disturb any class shall be permitted at any time.
  9. 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. Each candidate is allotted three (4) posters total.
  10. Campaign materials will not be accepted for posting during the week of elections.
  11. There are limited spaces for posters, therefore poster requests will be taken on a first come, first serve basis from candidates. Placement will be determined by random drawing.

12. Student Affairs must approve, stamp, and be given a copy of all campaign materials.
13. No campaign material shall be placed on trees.
14. Writing on sidewalks or on any non-approved surface shall not be permitted without approval.
15. Requests for these types of campaigning must be done in writing prior to the campaign period.
16. Persons voting shall not be allowed to display any type of material containing a candidate's name within 15 feet of the polling area.
17. Students and voting workers in the voting area shall not verbally persuade or coach voters but may advise on voting procedure.
18. All campaign materials should be removed from designated posting locations within two (2) business days of the close of elections.
19. Candidates are responsible for removing their campaign posters and flyers following the election.

G. Voting Stations and Ballots

1. The ballots will list each position with the candidates' names printed in ascending alphabetical order.
2. 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.
3. 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.*

H. Voting Dates and Locations

1. The voting locations shall be at the discretion of the Policies & Procedures Committee, SGA Advisor(s), and Executive Board, upon availability of space.
  2. The Policies & Procedures Committee may select eligible members of the student body, staff and/or faculty to help in the election process as needed.
- I. Votes and Voters
1. All members of the Student Body shall be allowed one (1) vote for each officer position and one (1) vote for each senate seat.
- J. Election Disputes
1. 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.
  2. 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 official SGA email (sga@untDallas.edu), to the Parliamentarian within twenty-four (24) hours of the alleged violation but no later than five (5) business days following elections.
  3. The Policies & Procedures Committee shall review the complaint and make recommendations to the Executive Board to take appropriate corrective measures.
    - a) *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.*
- K. Appeals
1. Any appeal regarding a senator position must be done so in writing, either physically or digitally to the official SGA email (sga@untDallas.edu), to the Executive Board within two (2) business days following the close of an election.
  2. The executive board will make a decision regarding the appeal and notify the candidate within two (2) business days. Their decision is final.
  3. Any appeal regarding an executive position must be done so in writing, either physically or digitally to the official SGA email (sga@untDallas.edu), to the Executive Board and advisor(s) of SGA within two (2) business days following the close of an election.
  4. 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.
- L. Special Elections



1. If a senator position is open after the elections have been completed, interested candidates shall be presented to the General Assembly with the option to address their qualifications. Nominations will be accepted from the floor beginning the second General Assembly meeting of the semester until all seats are filled.
2. Voting will occur after nominations are accepted and approved by majority vote of the General Assembly. If voting occurs in same meeting as nominations, candidates shall leave the room and the General Assembly shall vote on who shall fill the open position.
3. Any vacated officer 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.
4. The open position shall be run in accordance with all SGA policies.
5. Notice of a scheduled special internal election shall be given to the General Assembly at least one (1) calendar week prior to the election.
6. 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, including digital media, accept the nomination in order to be placed on the ballot.
7. During this one (1) calendar week interlude, the SGA Advisor(s) shall verify the eligibility of all candidates nominated to the special election ballot.
8. During the meeting in which the candidates speak, the General Assembly shall vote by secret ballot.
9. The candidate that receives the greatest number of votes shall fill the open office.
10. In the case of a tied vote, another secret ballot shall be run including only the tied individuals.
11. In order to host the election within General Assembly, quorum must be met, which is two-thirds (2/3) of elected members.

#### IV. Student Government Appropriations Committee: Jagger's Den

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

1. The JDC Policy must be reviewed by the Jagger's Den Committee and present recommendations to the General Assembly during the fall of every odd numbered school year for approval.
2. 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 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 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.*
- i) *By a unanimous vote of the elected members, any amendment to the JDC Policy may be brought into effect immediately.*

V. Presidential Review and Senator Reform

- A. 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.
- B. During the Presidential review, the President and the Secretary and/or Advisor of SGA shall meet with the officer or senator in question. The officer or senator may request the presence of the SGA Advisor(s).
- C. This meeting must be scheduled within two (2) calendar weeks of receiving the aforementioned written request(s).
- D. The meeting may occur at any point but must be scheduled within two (2) weeks.
- E. Following the Presidential review meeting, the President may assign ANY of the following Reforms:

1. The officer or senator shall be required to table for SGA to receive feedback, concerns and/or issues for up to three (3) hours in an area that is easily accessible to members of their constituency. Any feedback received shall be presented as their report to the General Assembly at the next official SGA meeting.
  2. 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 to provide information about SGA, collect feedback, issues, and/or concerns.
  3. The President may elect to give a sanction appropriate for the behavior. These decisions will be made on a case by case basis.
- F. 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 present impeachment procedure against the officer or senator in question from office.
- G. 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.
- H. An officer or senator shall automatically be placed under review if:
1. They do not present a Senator Report to the General Assembly in two (2) calendar weeks.
  2. They miss two (2) consecutive General Assembly meetings without approved excuses from the Vice President submitted at least two (2) hours prior to the meeting either verbally, written, or digitally. Work and class are excused absences.
  3. They miss two (2) consecutive events that they previously committed to without proper notice. Proper notice is at least twenty-four (24) hours prior to the event. Case by case reviews for emergencies.
  4. They miss an identified special session without documented excuse.
- I. Appeals
1. 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, with the reform being chaired by the Parliamentarian.*

## VI. Succession Procedure

- A. The order of succession within the Executive Board shall be as follows:
  - 1. President
  - 2. Vice President
  - 3. Parliamentarian
  - 4. Programming
  - 5. Public Relations
  - 6. Treasurer
  - 7. Secretary
- 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.

## VII. Procedures of Awarding Stipends

- A. Executive Board stipends will be based on the following:
  - 1. 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%
  - 1. You must be present at all SGA hosted events committed to working
  - 2. Officers must commit to at least one event per week of the 15-week semester, equaling no less than two (2) event hours per week. Monthly schedule of calendars will be given to the SGA Advisor by the Secretary
  - 3. 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.

1. Hours refer to office hours only, not event hours. Office hours may be used tabling for SGA.
  2. The secretary will submit an hourly report monthly to the General Assembly with a summary of officer hours.
- D. Committee Participation is worth a total of 10% of stipend. In regards to the President and Vice President, other duties as assigned by University officials and as stated in position job descriptions in the constitution. Participation will be determined by Senators
- E. Assessing Stipends
1. Stipends are to be awarded at the end of the Fall and Spring semesters.
    - a) *President: \$1000/semester*
    - b) *Vice President: \$750/semester*
    - c) *Programming: \$500/semester*
    - d) *Public Relations Officer: \$500/semester*
    - e) *Treasurer: \$500/semester*
    - f) *Secretary: \$500/semester*
    - g) *Parliamentarian: \$500/semester*
- F. Stipends amounts will be discussed at the last General Assembly meeting of each semester, approved by majority vote of the General Assembly

## VIII. Meeting Procedure

- A. Attendance
1. All officeholders and senators shall be referred to by their official titles.
  2. Committee meeting policies shall be determined by the individual committees.
  3. An absence will be counted for a senator when they do not attend
  4. General Assembly meeting and/or committee meetings, or arrive 30 minutes tardy or later, unless previously excused by Vice President.
  5. After a senator's second absence, the senator shall be placed on Presidential Review, according to the bylaws, section V.H.2.
  6. The attire of Senate meetings shall be business casual, according to the bylaws, section 2.A.-D. This applies to only elected/appointed members.
- B. Parliamentary Procedure
1. All General Assembly meetings and committee meetings shall adhere to Robert's Rules of Order, including elected/appointed members and guests.
  2. The Parliamentarian shall resolve all issues of Parliamentary Procedure. A quorum vote of 2/3 may overturn this decision. In the case of a tie, the President will be the deciding vote.

3. Non-members may speak under Open Speaker's Podium but must adhere to all Parliamentary Procedure as defined by the bylaws and under the control of the Parliamentarian. (R.R. pg. 96, section 30).
  4. At all official SGA meetings, General Assembly and committee meetings, one topic may be addressed at a time. The flow of information will be controlled by the Parliamentarian or designee.
- C. Submission of Documents and Agenda Items
1. Any documents or agenda items to be discussed at General Assembly meetings must be submitted by 5pm the day before General Assembly meetings.
  2. All documents and items for the agenda shall be submitted to the official SGA Email for the General Assembly agenda.