

STUDENT GOVERNMENT ASSOCIATION OF WEST TEXAS A&M UNIVERSITY
BY-LAWS OF THE STUDENT SENATE

ARTICLE I
PARLIAMENTARY AUTHORITY

SECTION 1. The proceedings of the West Texas A&M University Student Senate shall be governed by the latest edition of ROBERT'S RULES OF ORDER.

SECTION 2. Exceptions to ROBERT'S RULES OF ORDER shall be stated within these bylaws.

ARTICLE II
OFFICERS

SECTION 1. The officers of the Student Senate shall consist of the President, President Pro-tem, Parliamentarian and Parliamentarian Pro-tem and Sergeant at Arms.

SECTION 2. The President of Student Senate shall be the Vice President of Student Government and shall have the following duties:

- A. To prepare an agenda for each Student Senate meeting. All proposed business shall be submitted to the President of Student Senate no later than two (2) class days before Senate convenes. Business submitted later than this deadline shall be placed on the agenda at the discretion of the President of Student Senate.
- B. To number all legislation to be considered by Student Senate.
- C. To announce vacant Senate seats immediately following the resignation, removal or death of a senator. Vacancies shall be publicized.
- D. To recognize a member of the gallery who wishes to speak on the issue immediately before the Student Senate. Senators will have precedence over the gallery in being recognized.
- E. The President of the Student Senate shall have no veto powers under normal circumstances. However, in the event of resignation or when the President of the Student Body is no longer able to serve in their respective role and uphold their respective duties throughout their term, the President of Student Senate would assume the role of President of the Student Body, due to the order of succession. Therefore, in that instance, the veto powers originally granted to the President of the Student Body would be shifted to the President of Student Senate, also known as the Vice President of the Student Body.
- F. To call special or emergency meetings of the WTAMU Student Senate in times of need or crisis, with a membership quorum.

SUBSECTION 1

1. 48 hour notice must be taken before the meeting can take place: phone, letter, email, etc.
2. There will be a suspension of the following rules during a special meeting.
 - Dress Code
 - Failure to provide advanced notice of absence

SECTION 3. The President Pro-tem shall be a senator nominated from the floor of the Senate

on or before the third regular meeting of the Senate and shall receive a simple majority of votes cast by secret ballot. The President Pro-tem shall fulfill the duties of this position as outlined in the Constitution.

SECTION 4. The Parliamentarian assign and assess all fun fines in accordance with the constitution and bylaws. In the absence of such an officer, the President Pro-tem of the Senate shall preform the aforementioned duties.

SECTION 5. The Parliamentarian Pro-tem will record and submit the minutes of all Senate meetings in accordance with the constitution and bylaws. In the absence of such an officer, the Chief Justice of the Student Body shall preform the aforementioned duties.

SECTION 6. The Sergeant at Arms will call roll of the senators at all Senate meetings in accordance with the constitution and bylaws. In the absence of such an officer, the Chief Justice of the Student Body shall preform the aforementioned duties.

SECTION 7. The Committee Chairpersons for the Student Senate shall be appointed by the Student Body Vice President-Elect from a list of applicants. Applications must be made public to the members of Senate immediately following Spring elections or the meeting immediately following a resignation of a previous Chair and remain open for at least one week before a decision is made. Upon appointment each Committee Chairperson will need to be confirmed by the Student Senators individually in their own right by a majority vote.

ARTICLE III

SENATOR RIGHTS AND RESPONSIBILITIES

SECTION 1. Each Senator shall act as the official representative of his/her constituency to the Student Government; provide an effective student voice in the formation of university policy; investigate matters pertinent to the well being of the student body; be aware of and to inform the student body of events on the local, state, and national levels, which relate to their academic growth and well being; work closely with the faculty and administration in fostering mutual cooperation; and carry out the foregoing provisions and all other authority vested by and contained in the spirit of the constitution. Senators shall also plan and execute specific events given by the Executive Branch and shall carry out other duties deemed necessary by the consensus of the Executive Branch or the Senate. Other duties vested to a Senator shall include the following.

- A. To call for a roll call vote when the floor vote is divided.
- B. To have people recognized from the gallery at their request.
- C. To introduce all legislation that the Senate shall consider.
- D. To attend all scheduled Senate meetings, special sessions, and committee meetings of which they are a member.
- E. To run student polls as needed or requested by a member of Student Government and to sign off on that duty with the Student Government Secretary or a member of the executive board.
- F. Dress code for senators shall include a collared shirt, WT/Senate Polo, blouse, sweater/turtleneck, or dress. Clean and appropriate slacks, khakis, jeans, and skirts shall also be allowed. Clean closed toed shoes or women's professional open-toed shoes shall be the sole footwear accepted. No shorts, flipflops, sandals, midriffs, or hats (except for religious head coverings) shall be accepted.
- G. Senators must wear their Student Government nametags at all Student Government functions.

- H. To pay any and all fun fines incurred throughout the semester as follows
 - a. Dress code Violation-\$5.00 first violation, with an increase of \$2.00 per infraction.
 - b. Speaking out of Turn-\$5.00 first violation, with an increase of \$2.00 per infraction.
 - c. Missing a Function previously engaged to- \$25.00 fine per event that you have committed to, as well as your portion of the registration fee for that event, if a registration fee is present.”
 - d. Failure to Provide Written Advance Notice of Absence- \$10.00 fine.
 - e. Disturbing or Interrupting Electronic Usage (outside of Senate Duties)- \$5.00 first violation, with an increase of \$2.00 per-infraction.
 - i. Failure to pay fines by the end of the current semester shall result in a hold on the student's records.
 - ii. Senators may challenge a fine by meeting with the President of Student Senate, Parliamentarian, and chair of the Internal Affairs committee within one week of the assessed fine; any decision made is final.
- I. Any event sign-up that requires a senator or senators’ presence should be presented electronically through the desired platform of choice by the requesting party. Sign-ups should be made available to all members of the Student Government Association whose presence may be required or requested. Furthermore, sign-ups should be made public to the members of Student Government Association no later than one week before the event date.

SECTION 2. When the Senate shall be convened, either in general or special session, senators shall be seated by college representing, in alphabetical order, by last name. Colleges shall be sat in rows closest the presiding officer, leaving the area behind them as the gallery. Exceptions or Modifications to this may be made by the presiding officer in extenuating circumstances or by normal action taken by the senate.

ARTICLE IV

COMMITTEE DUTIES, RESPONSIBILITIES AND FUNCTIONS

Student Senate shall have the following standing committees. Every senator shall be appointed to at least one committee by the President of Student Senate. Each committee will have a chair who will preside over the committee and a ranking member who will be the number two senator on the committee and serve as the chair in case of an absence.

SECTION 1. The committee for Internal Affairs shall:

- A. Report to the President of Student Senate its recommendations on the acceptance of excuses from senators for their Senate and Dean visit absences.
- B. Oversee that the official ballot, the eligibility of potential candidates, and determining the official results of all Student Government elections is carried out by the Chief Justice and the Student Judicial Board.
- C. Report to the Senate its recommendations concerning changes in the techniques of the operations of the Student Government Association.

- D. Report to the Senate its recommendations on amendments to the Student Government Constitution, Student Senate Bylaws, and Election Code.
- E. Have a member serve on Campus Organization Funds Committee (COFC).
- F. Research and report to Senate on all student fiscal affairs (i.e., student service fees).
- G. Report to the Student Senate on matters dealing with other universities and the Texas A&M University System.
- H. Chairman must serve on the Student Fee Advisory Committee

SUBSECTION 1 Sub-Committee on University Standing Committees

- 1. Contact the chair of each Standing Committee once each long semester and compile a report of activities and accomplishments of each committee.
- 2. Compile a report of student attendance and participation once each long semester and make recommendations to the Student Body President and Senate President for removal and replacement of student members of committees.

SECTION 2. The committee for Academic Affairs shall:

- A. Report to the Senate its recommendations concerning the relationship between students and faculty, staff and administration.
- B. Meet with the office of the Provost/Vice President for Academic Affairs once each long semester.
- C. Report to the Senate its suggestions for changes in the curriculum offered by West Texas A&M University.
- D. Report to the Senate its recommendations concerning all academic areas.
- E. Have members serve on committees that pertains to the committee's work.

SECTION 3. The committee for Student Affairs shall:

- A. Report to the Senate its recommendations concerning the relationship of West Texas A&M University's campus organizations to the Student Body.
- B. Report to the Senate its recommendations concerning all matters involving the life of the students on the WTAMU campuses.
- C. Create ways to enhance Senator Relations with the student body, faculty, staff and administration.
- D. Meet with the Vice President for Student Enrollment, Engagement, and Success once each long semester
- E. Have members serve on relevant campus committees.
- F. Facilitate an annual Veterans Day celebration for current and veteran military personnel
- G. within WTAMU's student, faculty, staff and administration populations
- H. Facilitate an annual University Police Department (UPD) Day appreciation event for all current UPD personnel.
- I. Maintain a healthy line of frequent communication with the City of Canyon and Randall County.

- J. Provide an initial recommendation for both Business of the Semester for each long semester, and Business of the Year annually. Following Student Affairs' initial recommendation, the floor will be open to senate for further nominations.

SECTION 4. The Committee for Public Relations shall:

- A. Uphold the responsibility of maintaining a program that updates the student body about the proceedings and events that occur within Student Senate.
- B. Report to the Senate its recommendations concerning the relationship of West Texas A&M University to the public, including image-building and recruitment.
- C. Work with the Student Body officers to produce advertising materials for Student Government, and send forth recommendations for improving campus and public awareness of Student Government events.
- D. Facilitate the maintenance of the Student Government website.

SECTION 5. The committees shall:

- A. Form subcommittees at the discretion of the Senate President and/or the Committee Chairmen to be held for the academic year.
- B. Form Ad-Hoc Committees when deemed necessary at the discretion of the Committee Chairman.
- C. Require the Committee Chairmen to attend a weekly staff meeting throughout the academic year to be determined by the Student Body President, Vice President, and Chief Justice.
- D. Each Committee Chairmen is required to meet with the West Texas A&M Student Government Vice President each week, in order to finalize, report and correct before the next Senate meeting.
- E. Under the supervision of the Public Relation Committee Chair, there shall be a sub-committee bearing the name 'Traditions.' This committee will be available for any senator to take part in alongside their regular assignment.
- F. The Public Relations Committee may, in conjunction with the Executive Cabinet/ Student Government Association Advisor, may hire a 'Communication Intern' to provide logistical support for the above duties of the Public Relations Committee. If no such position is hired, the duties aforementioned shall be completed wholly and promptly by the committee members.

ARTICLE V

PARLIAMENTARY PROCEDURES

SECTION 1. The motions to "table" (or "lay on the table") and to "postpone" shall be equivalent and shall require a majority vote. A motion to table indefinitely shall be equivalent to the motion to "postpone indefinitely," which shall mean to kill the motion. Any other motion to table or postpone must be made to a certain time, which may not be beyond the meeting immediately succeeding the one [meeting] in which it was made. If a member of the Senate determines that the chair, in error, has permitted a motion to be tabled without a certain time, during any meeting (before the end of the Senate session in which the motion was made) a member of the Senate shall reinstate the question by a point of order. Tabling a motion is not the same as tabling a bill.

SECTION 2. Friendly amendments, of any type, shall be out of order except for the following

purpose: if a resolution shall contain grammatical or other typographical mistakes, a member may propose this amendment to correct it. In such an event, this amendment shall require only the approval of the sponsor.

SECTION 3. When the presiding officer has closed debate, and at such times when the call for the vote may be in order, he or she shall take the vote by ordering a roll call vote. Other methods may be used if desired. Where an election or confirmation vote is in order, a ballot vote shall be the only form of voting used. When there is a final vote on a resolution, a roll call vote shall be the desired voting method. A majority vote of the Senate shall order a change in vote taking techniques on any item not already prescribed in these rules.

SECTION 4. When a roll call vote is ordered, the names of senators shall be called alphabetically; each senator shall, without debate, declare his or her vote on the question. No senator shall be permitted to vote after the discussion shall have been announced by the presiding officer, but may, for sufficient reasons, with unanimous consent, change or withdraw his or her vote. No motion to suspend this rule shall be in order, nor shall the presiding officer entertain any request to suspend it by unanimous consent.

SECTION 5. Unanimous Consent. Following the call for a vote by the presiding officer, but not after the first vote is cast; any senator may call for consent. The presiding officer will then ask the Senate for consent. Should any senator decline consent, the appropriate vote shall proceed.

SECTION 6. If a senator feels they are not informed on an issue, he or she can abstain from voting. A senator may also abstain on any matter when he or she believes that his or her voting would be a conflict of interest.

SECTION 7. Confirmation of appointments shall require a vote based on all members present on the roll; abstentions shall be equivalent to a negative vote. Under the circumstances where there is a candidate running contested or uncontested, that individual shall be voted in by appropriate means.

SECTION 8. When a candidate is considered for appointment or confirmation the individual shall be permitted three minutes to speak to the Senate. After the Senate has heard the candidate, for a period of up to 10 minutes, each senator may be permitted questions which may be ruled out of order at the discretion of the chair upon objection. After questioning, the candidate shall be absent from the Senate chamber until the vote is tallied. Once the candidate is removed from the room, the Senate shall discuss the appointment or confirmation. Discussion shall begin with one statement supporting the candidate, followed by a statement against the candidate. Discussion will continue in that fashion until there is no supporting or opposing statement. Each member may only speak once and their discussion shall be limited to 30 seconds. The President, Vice-President, and Chief Justice shall not be permitted to speak for or against a candidate.

SECTION 9. In the event more candidates are considered in a meeting than vacant seats exist, all candidates shall be considered individually. Of the group of candidates applying for the limited number of seats, the candidate(s) that receive the largest affirmative vote tallies shall be elected to the vacant seat(s) in successive order from the candidate with the highest affirmative

vote tally to the lowest. Should any tie exist for a vacant seat, a re-vote must be taken between the [tied] candidates. A candidate may not receive a seat without obtaining the plurality vote of Senate

ARTICLE VI **LEGISLATION**

SECTION 1. All legislation of the Senate shall be in the form of resolutions, bills, and amendments.

SECTION 2. Each piece of legislation shall embrace only one subject. The subject shall be expressed in the title.

SECTION 3. Any resolution intended for consideration by the Senate shall be submitted to the Senate President the Thursday before the meeting it will be read. Submissions shall be given in typewritten or word-processed form as well as electronic format as a file prepared using Microsoft Word or compatible software. The Senate President shall not unnecessarily prevent the appearance of resolutions to the Senate that were submitted within the appropriate time frame. The President of the Senate may add things to the agenda after the aforementioned deadline.

SECTION 4. All legislation must be in written form including a number, title, preamble, and enactment.

- A. All legislation or written actions of the Senate shall be numbered with two letters and five numerals. The number shall be assigned by the President of the Student Senate.
- B. The two letters shall designate the type of legislation.
 - 1. Constitutional Amendments are used primarily as recommendations to change the Student Government Constitution and shall be designated - CA;
 - 2. Senate Bills are used primarily as recommendations for Chief Justice, Student Judicial Board members, University Standing Committee members, and Election Code revisions and shall be designated - SB;
 - 3. Senate Resolutions are used primarily to formally acknowledge recommendations, accomplishments, investigations or endorsements and shall be designated - SR;
 - 4. Senate Internal Resolutions are used primarily to acknowledge procedural changes within Student Senate's power and shall be designated - IR.
 - 5. Senate Concurrent Resolutions are used primarily for observing a shared opinion with another organization such as the Faculty Senate, Residence Hall Association, Staff Council etc. and shall be designated as CR:
- C. The five numerals shall be designated as follows: The first digit will be the number of the semester in which the legislation is introduced, "one" (1) meaning the fall semester and "two" (2) meaning the spring semester; the next two digits represent whether the legislation is the first, second, etc. legislation to be

presented to the Senate that semester; the final two digits represent the year in which the legislation is introduced.

SECTION 5. Legislation may be authored by any member of the Student Senate. All resolutions shall contain the name of the author and the sponsor.

SECTION 6. All legislation shall receive two readings, except where otherwise provided in this rule, prior to its passage. Readings shall be on two different days, and the presiding officer shall also indicate whether it is the first or second reading. A resolution shall not be considered or amended by the Senate until it shall have been once read and referred to a committee.

SECTION 7. All resolutions reported from a committee, not having previously been read, shall be considered the equivalent to a first reading in the Senate.

SECTION 8. During the Second Reading, the debate process will be overseen by certain guidelines:

- A. The bill's sponsor will read the bill and then have the floor first for debate.
- B. Following their comments, the proper Committee Chair will have the floor. The chair of which the legislation was referred to will state the committee's opinion ("support" or "do not support") and then present any amendments made by that committee.
- C. Debate will continue and will be open to all members of the Senate.
- D. Discussion shall begin with one statement supporting the legislation, followed by a statement against the legislation. Discussion will continue in that fashion until there is no supporting or opposing statement. Each member may only speak twice and their discussion shall be limited to one minute.
- E. At the conclusion of debate the primary author of the legislation will be permitted a final 30 seconds followed by a vote on whether or not to pass the legislation.
- F. At any point during debate, the sponsor can choose to pull their bill and have it removed from consideration by the Senate.

SECTION 9. A bill or resolution may skip First Reading and be advanced to Second Reading by a 3/4 vote of the Student Senate. Fast track shall only be used on a case-to-case basis and will not be bound by previous decisions or precedents.

SECTION 10. Decorum during debate will adhere to the following principles.

- A. Remarks must be confined to the merits of the pending question.
- B. A member's motives may not be attacked.
- C. No member may comment adversely on any prior act of the Senate that is not pending.

SECTION 11. All legislation pertaining to the raising of student fees must incur at minimum of 4 weeks of deliberation after its first reading on the floor of the senate. In addition at least one public hearing/forum must occur before the final vote is cast. In order for any of these provisions to be overwritten it will require a 3/4 vote. Additionally the legislation must pass by a 2/3 roll call vote, with this provision unable to be overturned by unanimous consent.

ARTICLE VII

STUDENT GOVERNMENT OFFICE

SECTION 1. The Student Government Office shall be referred to as the Easton Allen Memorial Student Government Office.

ARTICLE VIII **AMENDMENTS**

Amendments to these bylaws shall:

SECTION 1. Be attached directly to the current bylaws.

SECTION 2. Be effective upon a 2/3 vote of the senators present provided the amendment was submitted as an internal resolution at a regular meeting of the Student Senate.

Amendments of IR: 10722, 10922
Incorporated into body of document.
Subject to Correction of Clerical Errors