

**STUDENT GOVERNMENT ASSOCIATION
BYLAWS**

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**ARTICLE I
INTRODUCTION**

We, the Student Government Association (SGA) at the University of Texas at El Paso do hereby establish these Bylaws to effectively operate the SGA Senate, in accordance with the UTEP Student Government Association Constitution.

**ARTICLE II
DEFINITIONS**

- A. Two-thirds (2/3) Vote - 2/3 of the Senators who respond by voting yes or no. The only votes recognized will be yes, no, and abstain.
- B. Active voting members - those certified by the Election Commission, properly registered, meeting all qualifications for office, and officially sworn into office.
- C. Legislation – the following proposals which require Senate action: such as appropriation of funds, resolutions, or amendments to the appropriate Student Association Constitution and/or these Bylaws.
 - 1) Appropriation Bill - any bill presented to Senate requesting funds.
 - 2) Amendments (affecting SGA) - any proposal, which attempts to change or modify the legislation of the Student Government Association Senate.
 - 3) Resolution - a written statement of Senate position on any given issue.
- D. Majority - greater than 50% of members present and voting on the particular matter, in a regular or properly called meeting at which the necessary minimum number of members, known as the quorum, is present. Abstention votes are not counted in the calculation (e.g., 50% +1).
- E. Simple Majority – the highest number of votes for any one candidate or question designates the winner.
- F. Stratified Majority - greater than 50% of all votes cast affirmative, negative, or abstain; yes, no, and abstain.
- G. Friendly Amendment - a verbal amendment to a bill before a vote is taken.
- H. Amendment - (in relation to a bill) - any material change affecting or altering the amount of the appropriation or the wording of any proposed legislation.

- I. Ad Hoc Committee - a temporary committee appointed to perform a specific duty.
- J. Standing Committees - those Senate committees called for in the Student Government Association Constitution or these Bylaws.
- K. Faculty Senate Standing Committees - those committees so designated by the Faculty Senate Bylaws.
- L. Quorum - simple-majority of Senators serving the current semester.
- M. Student Government Association - the student governing structure composed of the Legislative, Executive, and Judicial branches, as described in the Constitution of the Student Government Association of The University of Texas at El Paso and these Bylaws.
- N. Student Body - the entirety of the UTEP student body composed of registered full-time, part-time, and graduate students.
- O. Written Notice – any printed and/or electronic communication.

ARTICLE III
DUTIES AND RESPONSIBILITIES

- A. Senators are required to attend all Senate sessions and to participate in at least one (1) standing committee, one (1) ad hoc committee, and one (1) special project committee per semester.
- B. Roll call will be taken at the beginning of each Senate session. For SGA members to be counted present and not have their service awards reduced, they must be in attendance for 90% of the meeting unless a valid excuse as per Article III, Sec. C is presented.
- C. Excused absences will be restricted to the following: official university business, classes, sickness, accident (all of which must be verified by documentation presented to the Vice-President of Internal Affairs). In exceptional circumstances, the Senate may also deem an excuse (that is not outlined above and is presented within one (1) week of the absence) valid by a two-thirds (2/3) roll call vote.
- D. Each Senator may step out for no more than five (5) minutes per SGA session without calling a recess.

- E. By the last day of the second full week of classes, the Vice-President of Internal Affairs must receive a signed Letter of Intent from each individual planning to serve in his or her elected or appointed position. Failure to confirm intent to serve will constitute non-intent to serve.
- F. Duties, requirements, and responsibilities of the Traffic Court members (Attorney General, Prosecutor, Public Defenders, and Traffic Court Justices) are specified in the Student Government Association Student Traffic Court Procedures.
- G. Duties, requirements, and responsibilities of the Supreme Court Justices are as specified in the Student Supreme Court Procedures Manual.

ARTICLE IV
GENERAL PROVISIONS

- A. Student Government Association Financial Accounts
 - 1) Senate may make recommendations to the President of the Student Government Association for changes in the Student Association budget.
 - 2) All expenditures from other accounts shall be reported monthly to the Senate by the Student Government Association President.
 - 3) The Senate shall approve its individual budgets and all allocations thereof.
- B. Sessions
 - 1) Agendas and minutes shall be made available to all Senators and Officers one (1) day prior to SGA Senate meetings. The only exception is a reasonable time constraint of the Senate Secretary communicated to and authorized by the Vice President of Internal Affairs.
 - 2) Excluding Officer Reports, there is a three (3) minute speaking limit per person for all matters.
 - 3) The time and date of Senate sessions shall be set by the Senate at the second session of each semester (summer, fall and spring) by a two-thirds (2/3) roll call vote of the Senate.
 - 4) Robert's Rules of Order (Revised Edition) shall be an ADVISORY source to the Student Government Association Senate, except where otherwise stipulated by the Constitution.
 - 5) The Senate may suspend the Bylaws of the day by a stratified majority roll call vote. The motion to suspend the Bylaws will be exhausted on completion of the Senate matter at hand unless otherwise stated in the motion.

- 6) The term of all Senate appointments shall run from the date of appointment until the last day of appointment in accordance with Article II, Section 3 of the SGA Constitution (June 1 –May 31).

C. Monthly service awards

President	\$270
Vice President of Internal Affairs	\$210
Vice President of External Affairs	\$210
Senator	\$115
Executive Assistant	\$105
Chief Justice	\$70
Attorney General	\$65
Associate Justice	\$65
Alternate Justice	\$45
Prosecutor	\$55
Public Defender	\$55
Judicial Assistant	\$50

D. Executive Branch monthly service award requirements.

- 1) Each SGA Executive Officer and the Executive Assistant must complete twenty (20) hours for the SGA (not counting regular Senate sessions or Senate standing committee meetings) over the period of a month.
- 2) Each SGA Executive Officer and the Executive Assistant must attend every regularly scheduled Senate session.
- 3) Any SGA Executive Officer or Executive Assistant who fails to complete these requirements over the period of a month shall forfeit part or the entire service award as per Article IV, Section G.

E. Legislative Branch monthly service award requirements.

- 1) Each SGA Senator must complete twenty (20) hours for the SGA (not counting regular Senate sessions or Senate standing committee meetings, or Ad Hoc committee meetings) over the period of a month.
- 2) Each SGA Senator must attend every regularly scheduled Senate session.
- 3) Any SGA Senator must commit to at least one (1) Senate standing committee and attend all scheduled meetings for those committees.
- 4) Any SGA Senator who fails to complete these requirements over the period of a month shall forfeit part or the entire service award as per Article IV, Section G.

- F. Judicial Branch monthly service award requirements.
- 1) Judicial Branch appointees must attend all court proceedings and/or meetings they have been assigned to attend.
 - 2) Judicial Branch appointees must attend all monthly Judicial Branch meetings.
 - 3) Judicial Branch appointees must join at least one (1) Ad Hoc committee, to exclude the Attorney General and Supreme Court chief justice who will serve as members of the Documents Review Committee (DRC).
 - 4) Any SGA Judicial Branch appointee who fails to complete these requirements over the period of a month shall forfeit part or the entire service award as per Article IV, Section G.
- G. Failure to attend any meeting or fulfill any responsibility as described above without a valid excuse (see Article IV, Section 5 of the SGA Constitution and Article III, Section C of the SGA Bylaws) will result in the SGA member's service award being reduced as follows:
- 1) Executive Branch
 - a. Senate session absence will result in a one-fourth (1/4) deduction.
 - b. Failure to complete twenty (20) SGA office hours (not counting regular Senate sessions or Senate standing committees) will result in a one-fourth (1/4) deduction
 - c. Failure to attend a monthly Executive Cabinet meeting will result in a one-fourth (1/4) deduction.
 - 2) Legislative Branch
 - a. Senate session absence will result in a one-fourth (1/4) deduction.
 - b. Failure to complete twenty (20) SGA office hours (not counting regular Senate sessions or Senate standing committee meetings or Ad Hoc committee meetings) will result in a one-fourth (1/4) deduction
 - c. Special project committee meetings and hours will be counted towards monthly twenty hour commitment as per Article IV, Section G, Subsection 2b.
 - d. Failure to complete one special project committee requirement per semester will be deemed grounds for impeachment as per Article III, Section A.
- H. All records, orders, journals and proceedings of the Senate and Supreme Court shall become an official record of the Student Association and shall be distributed as follows:
- 1) The Student Government Association
 - 2) The Student Government Association Advisor
 - 3) The University Librarian

ARTICLE V
LEGISLATION

- A. Except for those items listed below, for legislation to be considered by the Senate it must be typed and submitted to the Student Government Association Secretary by five o'clock (5:00pm) one week prior to being considered by the Senate for its first reading.
- B. Student Travel Request forms and the names of all students traveling must be turned in and verified per the Appropriation Guidelines prior to being considered by the Senate for its first reading.
- C. Typewritten drafts of legislation must be placed in the Appropriations Committee Chairperson's mailboxes the week prior to being considered by the Appropriations Committee
- D. The Appropriations Committee must act upon appropriate legislation during the next scheduled committee meeting after its submission to the Student Government Association Senate Secretary. The Senate must act upon such legislation within ten (10) working days after it is reported out of committee.
- E. Friendly amendments may be accepted by the author or organizational representative on proposed legislation before the second reading. Any bill amended after passing first reading must return to the first reading.
- F. For proposed legislation to become law:
 - 1) First reading must be passed by a majority roll call vote of the Appropriations Committee;
 - 2) Second reading must be passed by a majority vote of the SGA Senate; and,
 - 3) If it fails on either reading, it may be resubmitted as new legislation.
- G. In the event that the Senate determines by a two-thirds (2/3) roll call vote that there has been a misuse of appropriated funds, those individuals responsible for the misuse will be liable to the office of Student Life for all misappropriated funds and may be subjected to disciplinary action.

ARTICLE VI
SENATE MAJORITY LEADER

- A. The duties of the Senate Majority Leader are to represent the Senate as a whole on all matters within the Executive Cabinet (ex officio) and executive meetings with the SGA Advisor and to advise and keep the Senate informed on all Senate matters and other events that may concern the Senate. The responsibilities of

this position are to develop a sense of the Senate, communicate this to the President of the Student Government Association, act as a mediator between the Senators, and to serve as an ombudsperson between the Senate and the Executive Branch. The Senate Majority Leader shall be elected by a two-thirds (2/3) roll call vote of the Senate.

- B. The Senate Majority Leader shall preside over Senate sessions in the absence of the Vice President of External Affairs.

ARTICLE VII

SGA COMMITTEES

- A) A minimum of three (3) Senators must be on all SGA committees as active voting members.
- B) A quorum of all SGA committees for the transaction of business will be a simple majority of the active voting members on each committee.
- C) All SGA Committees shall elect by a two-thirds (2/3) vote of their active voting members a Chair and a Co-Chair. Each position shall be chosen from among the eligible voting members.
- D) The duties of the committee officers shall be as follows:
 - 1) Chair:
 - a. To preside over regularly scheduled committee meetings and call special meetings contingent that committee members are given 48 hours advanced written notice.
 - b. To give a weekly report to Senate of the business transacted by his or her committee.
 - c. To preside over committee meetings in the absence of the Chair.
 - 2) Co-Chair:
 - a. To preside over committee meetings in the absence of the Chair.
 - b. To record and submit to the Vice-President of Internal Affairs a formal record of the minutes of all regular and special committee meetings and to record and submit a record of attendance at all regular and special meetings.
- E) Proxy votes will not be accepted at any committee meetings.

F) Standing Committees:

- 1) Appropriations Committee shall have the following duties:
 - a. Review all proposed legislative to correct grammar and spelling.
 - b. Screen and approve only appropriate legislation for presentation to the Senate.
 - c. Provide assistance to student organizations in writing bills.
 - d. Advise the Senate on procedural matters relating to legislation.
 - e. Maintain an accurate and up-to-date ledger of allocations from the Senate account and prepare monthly reports to the Senate.
 - f. Ensure that appropriation bills adhere to the appropriation guidelines.
 - g. Make recommendations to the Senate concerning expenditures.
 - h. Advise the Senate on all financial matters.

- 2) The Senate Appointment Review Committee (SARC) will have the following duties:
 - a. Review all applications for any Senate-appointed positions, including Legislative Assistant applicants.
 - b. Interview or review past records of all applicants for these positions at least one (1) week prior to presentation to the Senate for appointment.
 - c. Evaluate appointees' performance and make recommendations to the Senate for appointment.

- 3) The Document Review Committee (DRC) will have the following duties:
 - a. Review and revise all SGA documents.
 - b. Present all revised documents to the SGA Senate to be approved by a two-thirds (2/3) vote.

G. Ad Hoc committees

- 1) Ad Hoc committees may be formed if approved by the Executive Officers by a majority vote of the Senate.
- 2) Proxy votes will not be accepted at any committee meetings.
- 3) All Ad Hoc committee chairs and co-chairs will set up a project planning checklist and document the project they are working on in notebooks that will be kept permanently by the Vice President of Internal Affairs.
- 4) After any and all projects are completed, an evaluation form must be filled out and filed in the respective committee notebook. Any and all publicity (advertisement, fliers, PSA's, banners, posters, etc.) for any Senate project must go through the Vice President of External Affairs before it is completed and /or released.

H. Special Project committees

- 1) Special Project committees may be created by the SGA Senate. All special project committee chairs or co-chairs must report the progress and activities of their committees to the Senate once a week. All the actions of special project committees are subject to Senate approval by a two-thirds (2/3) majority roll call vote.
- 2) Proxy votes will not be accepted at any committee meetings.
- 3) All special project committee chairs or co-chairs will set up project planning checklists and document the projects they are working on in notebooks that will be kept permanently in the office of the Vice-President of Internal Affairs.
- 4) After any and all projects are completed, an evaluation form must be filled out and filed in the respective special project notebooks.
- 5) Any and all publicity (advertisements, fliers, PSA'S, banners, posters, etc.) for any Senate project must go through the Public Relations Coordinator before it is completed and/or released.

ARTICLE VIII

THE EXECUTIVE CABINET

- A. The Executive Cabinet, shall be composed of the President, Vice-President of Internal Affairs, Vice-President of External Affairs, Senate Majority Leaders, Attorney General, Supreme Court chief Justice, Traffic Court Chief Justice, SGA Advisor and the office's Administrative Assistant.

ARTICLE IX

FACULTY SENATE STANDING COMMITTEES

- A. Any member of the student body is eligible to serve on one (1) or more Faculty Senate Standing Committees as designated by the Faculty Senate Bylaws.
- B. All student appointments made by the Vice President of External Affairs become effective on the date they are approved by the Senate.
- C. The term of service for committees shall run from the date of appointment until May 31 of the same academic calendar year (June 1 – May 31).
- D. The Senate may remove by two-thirds (2/3) roll call vote any student member of any Faculty-Senate Standing Committee.
- E. A student who misses two (2) consecutive Faculty Senate Standing Committee meetings without advance notice to the Senate Appointment Review Committee and/or Vice-President of Internal Affairs, will be notified in writing to provide an

acceptable explanation for consideration by the committee. Further action will be taken upon the recommendation of the committee. Removal requires a two-thirds (2/3) roll call vote of the Senate.

- F. Requirements of all students serving on Faculty-Senate Standing Committees are:
- 1) A minimum of two semesters remaining until degree completion.
 - 2) Register and complete no less than (9) undergraduate hours nor less than six (6) graduate hours at UTEP during each long semester. Registration verification will occur on Census day and when grades are released at the end of each long semester. Students graduating from UTEP and continuing immediately as a graduate student are exempt from the minimum course load requirements.
 - 3) Establish and maintain a 2.0 cumulative grade point average at UTEP by the date of application.
 - 4) Not currently on disciplinary and/or academic probation of any type.

ARTICLE X **LEGISLATIVE ASSISTANTS**

- A. Legislative Assistants are UTEP students who are interviewed and recommended by the Student Application Review (SARC).
- B. To serve, a Legislative Assistant nominee must satisfy the criteria set forth in Article IX, Section F of these Bylaws.
- C. A senator upon request will be assigned a Legislative Assistant of his/her choice.
- D. Legislative Assistants will carry out all duties and responsibilities requested by the SGA member to whom they are assigned.
- E. Legislative Assistants may assist with any Student Government Association projects.
- F. The term begins on date of appointment and ends the following May 31.
- G. Failure to comply with the above duties will result in review by the Student Application Review Committee. If the problem is not resolved, further action will be considered by the Senate.

ARTICLE XI
IMPEACHMENT

A. Grounds for impeachment shall be:

- 1) Misappropriation of Student Government Association funds or property.
- 2) Failure to perform duties as assigned by the Constitution or these Bylaws.
- 3) Misrepresentation of the Student Government Association.
- 4) Any fraudulent statement or act which would affect the standing of any member within the Student Government Association.
 - a. Five (5) or more unexcused absences from Senate sessions and/or committee meetings; or
 - b. Three (3) or more consecutive unexcused absences from the regularly scheduled Senate sessions, not committee meetings.

B. Procedures

- 1) Charges of the indictment for impeachment may be initiated by any member of the student body.
- 2) All charges of impeachment must be in submitted in writing to the SGA Advisor and the Vice-President of Internal Affairs. In the instance that the Vice-President of Internal Affairs is either the accuser or accused the President will serve in the aforementioned capacity.
- 3) The SGA Advisor will hear charges and evidence and deem the accusations either meritorious of further investigation, or not meritorious of further investigation. If deemed meritorious the following procedures apply:
 - a. The Vice President of Internal Affairs will notify the accuser and accused in writing. In the instance that the Vice President of Internal Affairs is either the accuser or accused the President will serve in the aforementioned capacity.
 - b. The Special Select Judiciary Committee will be selected, by lottery, at the next Senate session after the charges have been submitted to the Senate.
 - c. The Special Select Judiciary Committee shall be comprised of five (5) Senators.

C. Each Senator (except for the one being charged) must have his/her name placed in the ballot box.

- 1) The Senate Secretary shall draw names from the ballot box, one at a time, until he/she has selected five eligible Senators to serve on the Senate Select Judiciary Committee. This selection shall take place during the Senate session.

- D. The Special Select Judicial Committee must report its finding by the following Senate meeting.
- E. The accused shall be provided all information from the committee meetings, but he/she need not be present for the Special Select Judiciary Committee to act.
- F. Impeachment is a student hearing that shall take place the week after the findings are presented to the senate.
 - 1) The Vice President of Internal Affairs will preside over the hearing.
 - 2) The SGA member facing charges has the option of representing him or herself or can be represented by a fellow student or SGA Public Defender.
 - 3) The individual bringing impeachment charges can present the case or have it presented by a fellow student.

ARTICLE XII
BYLAWS AMENDMENTS

- A. These Bylaws may be amended at a regular session of the Senate by a two-thirds (2/3) stratified majority roll call vote only if the amendment has been submitted in writing at a prior session of the Senate. An amendment to the Constitution or Bylaws of the Student Government Association may be adopted by the Association, in accordance with its Constitution and Bylaws. Changes shall not become effective until they are transmitted to, and approved by the Vice-President for Student Affairs, the University President, and the appropriate Executive Vice Chancellor; and, shall otherwise in all respects be subject to the Rules and Regulations of the Board of Regents. Notwithstanding any such approval, any provision of this Constitution, or any amendment thereto, which is in conflict with said Rules and Regulations (as determined by the Board of Regents), shall be null and void.
- B. Any Senator may submit proposed amendments to these Bylaws.
- C. Proposed amendments are effective upon approval by the President of The University of Texas at El Paso, the Executive Vice Chancellor for Academic Affairs and the Board of Regents of The University of Texas System.