

**BYLAWS
OF THE STUDENT GOVERNMENT ASSOCIATION
OF THE UNIVERSITY OF TEXAS AT EL PASO**

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**ARTICLE I
INTRODUCTION**

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

**ARTICLE II
DEFINITIONS**

- Section 1. Active voting members – those certified by the Election Commission who are, properly registered, who meeting all qualifications for office, and are officially sworn into office.
- Section 2. Ad-Hoc Committees – a temporary Senate committee appointed to perform a specific duty.
- Section 3. Executive Cabinet meeting – a monthly session with the SGA President, Vice-President of Internal Affairs, Vice-President of External Affairs, Executive Assistant, Senate Majority Leader, Attorney General, Supreme Court Chief Justice, Traffic Court Chief Justice, Chief Election Commissioner, SGA Advisor and the SGA office's Administrative Assistant.
- Section 4. Faculty Senate Standing Committees – those Faculty Senate committees so designated by the Faculty Senate Constitution or their Bylaws.
- Section 5. Judicial meeting – a monthly session with the Attorney General, Chief Justices of all SGA courts, and the Judicial Assistant. In the event of an absence of a Chief Justice, Pro-Tempore justices will attend in their place.
- Section 6. Legislation – the following proposals which require Senate action: such as appropriation of funds, resolutions, or amendments to the appropriate Student Government Association Constitution and/or these Bylaws.
- A. Amendment (affecting SGA) – any proposal, which attempts to change or modify the legislation of the Student Government Association Senate.
 - B. Amendment (in relation to a bill) – any material change affecting or altering the amount of the appropriation or the wording of any proposed legislation.
 - C. Appropriation Bill – any bill presented to Senate requesting funds.

- D. Friendly Amendment – a verbal amendment to a motion before a vote is taken.
- E. Resolution – a written statement of Senate position on any given issue.

- Section 7. Majority – greater than fifty percent (50%) of all votes cast by Senators on a particular matter, in a regular or properly called meeting at which quorum is met. The only votes recognized will be aye or nay. Abstention votes are not counted in the calculation (e.g., 50%+1).
- Section 8. Officer Reports – reports given by all Executive Cabinet members and committee chairs.
- Section 9. Quorum – a simple majority of Senators serving during the short and long semesters to conduct business.
- Section 10. Senate Session – a weekly session with a quorum of the Senate where legislation is debated and voted upon.
- Section 11. Simple Majority – a majority in which the highest number of votes cast by Senators on a particular matter, in a regular or properly called meeting, designates the winner. The only votes recognized will be aye, nay, or abstain.
- Section 12. SGA Membership – All elected and appointed officials that may be, generally and formally, considered a member of the UTEP Student Government Association.
- Section 13. Special Project – A special project is any SGA sponsored event or policy change that promotes student engagement, community building, and involvement.
- Section 14. Standing Committees – those Senate committees so designated by the Student Government Association Constitution or these Bylaws.
- Section 15. Student Body – all students enrolled at the University of Texas at El Paso, as defined by the Registrar's Office, to include full-time, part-time, undergraduate, and graduate students.
- Section 16. Student Government Association – the student governing body organized into three separate but equal branches to include: the Executive, Legislative, and Judicial branches, as described in the Constitution of the Student Government Association of The University of Texas at El Paso and these Bylaws.
- Section 17. Two-thirds (2/3) Vote – two-thirds (2/3) or more of the votes cast by Senators on a particular matter, in a regular or properly called meeting. The only votes recognized will be aye, nay, or abstain.

Section 18. Written Notice – any printed and/or electronic communication.

ARTICLE III
DUTIES AND RESPONSIBILITIES

- Section 1. 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 per short or long semester.
- Section 2. 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. 3 is presented.
- Section 3. Excused absences will be restricted to the following: official university business, classes, sickness, or 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.
- Section 4. Each Senator may step out for no more than five (5) minutes per SGA session without calling a recess.
- Section 5. Each individual member planning to serve in their elected or appointed position must submit a signed Letter of Intent to the Vice-President of Internal Affairs and the SGA Administrative Services Coordinator no later than 30 days after the start of their term. Failure to confirm intent to serve will constitute non-intent to serve.
- Section 6. Duties, requirements, and responsibilities of the Executive and Legislative members of the SGA are as specified in the Constitution of the Student Government Association and these Bylaws.
- Section 7. Duties, requirements, and responsibilities of the Traffic Court members including the Traffic Court Justices, (Attorney General, Prosecutor, and Public Defenders) are as specified in the Student Government Association Student Traffic Court Procedures, the Constitution of the Student Government Association, and these Bylaws.
- Section 8. Duties, requirements, and responsibilities of the Supreme Court Justices are as specified in the Student Supreme Court Procedures, the Constitution of the Student Government Association, and these Bylaws.

- Section 9. Each member of the Senate must participate in and propose at least one (1) project each long semester. Summer special projects are optional.
- A. Each special project must be completed by the end of the administrative term.
 - B. A Special Project Form must be typed and submitted to the Senate Secretary by five o'clock (5:00pm) one day prior to being considered by the Senate for a first reading.
 - C. Each member participating in a special project must meet with at least one of the following individuals: the Senate Majority Leader, Vice-President of Internal Affairs, Vice-President of External Affairs, or the SGA President.
 - D. When the special project has concluded, an After Actions report must be submitted to the Vice-President of Internal Affairs.
 - E. If any items were purchased for the project, all receipts must be submitted to the SGA Administrative Services Coordinator.
 - F. The budget of special projects varies per administration. For projects that require funding, both the Special Projects Form may be presented at the same time. However, the budgeting must be presented to the Senate no later than one week after the first reading. Failure to meet the one-week budget deadline will result in a required second reading of the special project form and budget proposals.
 - G. At the discretion of the members of the Judicial branch, Justices may participate in a special project to be determined by the beginning of each long semester.

ARTICLE IV

GENERAL PROVISIONS

- Section 1. Student Government Association Financial Accounts
- A. The Senate may make recommendations to the President of the Student Government Association for changes in the Student Government Association budget.
 - B. All expenditures from other accounts shall be reported monthly to the Senate by the Student Government Association President.
 - C. The Senate shall approve its individual budgets and all allocations thereof.
 - D. It is the responsibility of the Vice-President of Internal Affairs to process monthly service awards by the end of the first week of every month. The SGA Administrative Services Coordinator and SGA Advisors will verify all monthly service awards.
- Section 2. Sessions
- A. Agendas and minutes shall be made available to all Senators and Officers one (1) day prior to SGA Senate Sessions. The only exception is a

reasonable time constraint of the Senate Secretary communicated to and authorized by the Vice-President of Internal Affairs.

- B. Excluding Officer Reports, there is a three (3) minute speaking limit per person for all matters.
- C. 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.
- D. 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.
- E. The Senate may suspend the Bylaws of the day by a 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.
- F. The term of all Senate appointments shall run from the date of appointment until the last day of appointment in accordance with Article III, Section 3 of the SGA Constitution (June 1st –May 31st).

Section 3. 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	\$70
Associate Justice	\$65
Prosecutor	\$55
Public Defender	\$55

Section 4. Executive Branch monthly service award requirements.

- A. Each SGA Executive Officer and the Executive Assistant must complete twenty five (25) hours for the SGA (not counting regular Senate sessions) over the period of a month.
- B. Each SGA Executive Officer and the Executive Assistant must attend every regularly scheduled Senate session.
- C. Each SGA Executive Officer and the Executive Assistant must attend every regularly scheduled Executive Cabinet meetings.
- D. Any SGA Executive Officer that is a standing member of a committee must commit to and attend all scheduled meetings.
- E. 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 3.

- Section 5. Legislative Branch monthly service award requirements.
- A. Each SGA Senator must complete twenty five (25) hours for the SGA (not counting regular Senate sessions) over the period of a month.
 - B. Each SGA Senator must attend every regularly scheduled Senate session.
 - C. Any SGA Senator must commit to at least one (1) Senate Standing committee and one (1) Ad-Hoc committee and attend all scheduled meetings for those committees.
 - D. 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 3.
- Section 6. Judicial Branch monthly service award requirements.
- A. Each Judicial Branch appointee must complete fifteen (15) hours for the SGA.
 - B. Judicial Branch appointees must attend all court proceedings and/or meetings they have been assigned to attend.
 - C. Judicial Branch appointees must commit to at least one (1) Ad-Hoc committee and attend all scheduled meetings for those committees. This is to exclude the Attorney General and the Supreme Court Chief Justice, who will serve as members and attend all scheduled meetings of the Document Review Committee.
 - D. 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 3.
- Section 7. Failure to attend any meeting or fulfill any responsibility as described above without a valid excuse (see Article III, Section 3 of the SGA Bylaws) will result in the SGA member's service award being reduced as follows:
- A. Executive Branch
 1. Senate session absence will result in a one-fourth (1/4) deduction.
 2. Failure to complete twenty five (25) SGA office hours (not counting regular Senate sessions) will result in a one-fourth (1/4) deduction.
 3. Failure to attend a monthly Executive Cabinet meeting will result in a one-fourth (1/4) deduction.
 4. If they are a standing member of a committee, a Senate standing committee meeting or Ad-Hoc Committee meeting absence will result in a one-fourth (1/4) deduction.
 - B. Legislative Branch
 1. Senate session absence will result in a one-fourth (1/4) deduction.
 2. Failure to complete twenty five (25) SGA office hours (not counting regular Senate sessions) will result in a one-fourth (1/4) deduction.
 3. Special project meetings and hours will be counted towards monthly twenty five (25) hour commitment as per Article IV, Section 7, Subsection B.2.

4. Senate Standing Committee meeting or Ad-Hoc Committee meeting absence will result in a one-fourth (1/4) deduction.
- C. Judicial Branch
 1. Failure to complete fifteen (15) SGA office hours will result in a one-fourth (1/4) deduction.
 2. Failure to attend all court proceedings and/or meetings they have been assigned to attend will result in a one-fourth (1/4) deduction.
 3. Senate standing committee meeting or Ad-Hoc Committee meeting absence will result in a one-fourth (1/4) deduction.

- Section 8. All records, orders, journals and proceedings of the Senate and Supreme Court shall become an official record of the Student Government Association and shall be distributed as follows:
- A. The Student Government Association
 - B. The Student Government Association Advisor
 - C. The University Librarian

ARTICLE V

LEGISLATION

- Section 1. For legislation to be considered by the Senate it must be typed and submitted to the Student Government Association Senate Secretary by five o'clock (5:00pm) one week prior to being considered by the Senate for its first reading.
- Section 2. 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.
- Section 3. Typewritten drafts of legislation must be placed in the Appropriations Committee Chairperson's mailbox or email the week prior to being considered by the Appropriations Committee by the SGA Administrative Services Coordinator.
- Section 4. 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.
- Section 5. Amendments may be accepted by the author or organizational representative on proposed legislation before the second reading. Any bill amended after passing the first reading must return to the first reading.

- Section 6. For proposed legislation to become law:
- A. The first reading must be passed by a majority roll call vote within committee meetings.
 - B. The second reading must be passed by a majority vote of the SGA Senate; and,
 - C. If it fails on either reading, it may be resubmitted as new legislation.
- Section 7. 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 Student Engagement and Leadership Center for all misappropriated funds and may be subjected to disciplinary action.

ARTICLE VI
SENATE MAJORITY LEADER

- Section 1. The Senate Majority Leader will be subject, but not limited to the following duties and responsibilities:
- A. To be the elected spokesperson of the Senate.
 - B. To represent the Senate as a whole on all matters within the Executive Cabinet (ex officio) and executive meetings with the SGA Advisor.
 - C. To advise and keep the Senate informed on all Senate matters and other events that may concern the Senate.
 - D. To act as a mediator between the Senators.
 - E. To serve as an ombudsperson between the Senate and the other branches.
 - F. To develop a sense of the Senate and communicate this to the President of the Student Government Association.
 - G. To regularly convene with the Senate either individually or collectively over the long and short semesters.
 - H. To convene with the committee chairs.
 - I. To be brought into any committee for voting matters or as necessary.
 - J. To be a standing member of the Document Review Committee.
- Section 2. The Senate Majority Leader shall be elected by a simple majority roll call vote of the Senate during the summer semester.
- Section 3. At the discretion of the Senate, a simple majority roll call vote shall be held at the beginning of each long semester to determine if the Senate Majority Leader shall continue their term. In the event that the Senate determines to contest the current Senate Majority Leader, a closed discussion shall be held with a vote of confidence to follow.
- Section 4. The Senate Majority Leader shall preside over Senate sessions in the absence of the Vice-President of External Affairs.

ARTICLE VII
SGA COMMITTEES

- Section 1. A minimum of five (5) Senators must be on all SGA committees as active voting members.
- Section 2. A quorum of all SGA committees for the transaction of business will be a simple majority of the active voting members on each committee.
- Section 3. 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.
- Section 4. The duties of the committee officers shall be as follows:
- A. Chair:
 - 1. To preside over regularly scheduled committee meetings and call special meetings contingent that committee members are given 48 hours advanced written notice.
 - 2. To give a weekly report to Senate of the business transacted by their committee.
 - B. Co-Chair:
 - 1. To preside over committee meetings in the absence of the Chair.
 - 2. 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.
- Section 5. Proxy votes will not be accepted at any committee meetings.
- Section 6. Standing Committees:
- A. The Appropriations Committee shall have the following duties:
 - 1. Review all proposed bills to correct grammar and spelling.
 - 2. Screen and approve only appropriative legislation for presentation to the Senate.
 - 3. Provide assistance to students and organizations in writing bills.
 - 4. Maintain an accurate and up-to-date ledger of allocations from the Senate account and prepare monthly reports to the Senate.
 - 5. Ensure that appropriation bills adhere to the appropriation guidelines.
 - 6. Make recommendations to the Senate concerning expenditures.
 - 7. Advise the Senate on all financial matters.
 - B. The Student Appointment Review Committee (SARC) will have the following duties:

1. Review all applications for any Senate-appointed positions, including Legislative Assistants and Judicial-appointed positions.
 2. Interview or review past records of all applicants for these positions at least one (1) week prior to presentation to the Senate for appointment.
 3. Evaluate appointees' performance and make recommendations to the Senate for appointment.
 4. Take an active role in recruiting for any Senate-appointed position, including judicial appointments.
 5. SARC will recommend eligible students to the Vice-President of External Affairs and SGA President for Faculty Senate Standing Committees.
- C. The Document Review Committee (DRC) will have the following duties:
1. Review and revise all SGA documents. These are to include the SGA Constitution, Bylaws, Election Code, Court Procedures, Committee Guidelines, and any other documents up for review.
 2. Present all revised documents to the SGA Senate to be approved by a two-thirds (2/3) vote.

Section 7. Ad-Hoc committees

- A. Ad-Hoc committees may be formed if approved by the Executive Officers by a majority vote of the Senate.
- B. 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.
- C. 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.
- D. All Ad-Hoc committees will keep record of all regular and special committee meetings.

ARTICLE VIII
THE EXECUTIVE CABINET

- Section 1. The Executive Cabinet shall be composed of the SGA President, Vice-President of Internal Affairs, Vice-President of External Affairs, Executive Assistant, Senate Majority Leader, Attorney General, Supreme Court Chief Justice, Traffic Court Chief Justice, SGA Advisor and the SGA office's Administrative Assistant.

ARTICLE IX
FACULTY SENATE STANDING COMMITTEES

- Section 1. 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.
- Section 2. The Student Appointment Review Committee will recommend eligible students to the SGA Vice-President of External Affairs and the SGA President.
- Section 3. All student appointments to the Faculty Senate Standing Committees are made by the SGA President, based off of the recommendations from the Vice-President of External Affairs.
- Section 4. The term of service for committees shall run from the date of appointment until May 31st of the same academic calendar year (June 1st – May 31st).
- Section 5. The Senate may remove a Faculty Senate Standing Committee Representative by a two-thirds (2/3) roll call vote.
- Section 6. A student who misses two (2) consecutive Faculty Senate Standing Committee meetings without advance notice to the Chair or Co-Chair of the committee and Vice-President of External 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.
- Section 7. Requirements of all students serving on Faculty-Senate Standing Committees are:
- A. A minimum of two semesters remaining until degree completion.
 - B. Register and complete no less than nine (9) undergraduate hours nor less than six (6) graduate hours at UTEP during each long semester. Registration verification will occur on Census and when grades are released at the end of each long semester. Undergraduate students graduating from UTEP and continuing immediately as graduate students are exempt from the minimum course load requirements.
 - C. Establish and maintain a 2.5 cumulative grade point average at UTEP by the date of application. In the event that a student without an established GPA wishes to participate in a FSSC, a member of the SGA Senate may sponsor the individual until they have an established GPA.
 - D. Not currently on disciplinary and/or academic probation of any type.

ARTICLE X
LEGISLATIVE ASSISTANTS

- Section 1. Legislative Assistants are UTEP students who are interviewed and recommended by the Student Appointment Review Committee (SARC).
- Section 2. To serve, a Legislative Assistant nominee must satisfy the criteria set forth in the SGA Constitution, Article III.
- Section 3. A senator upon request will be assigned a Legislative Assistant of their choice.
- Section 4. Legislative Assistants will carry out all duties and responsibilities requested by the SGA member to whom they are assigned.
- Section 5. Legislative Assistants may assist with any Student Government Association projects.
- Section 6. The term begins on date of appointment and ends the following May 31st.
- Section 7. Failure to comply with the above duties will result in review by the Student Appointment Review Committee. If the problem is not resolved, further action will be considered by the Senate.

ARTICLE XI
IMPEACHMENT

- Section 1. Grounds for impeachment shall be:
- A. Misappropriation of Student Government Association funds or property.
 - B. Failure to perform duties as assigned by the SGA Constitution or these Bylaws.
 - C. Failure to complete one special project per semester by a Senator will be deemed grounds for impeachment as per Article III, Section 1.
 - D. Misrepresentation of the Student Government Association.
 - E. Any fraudulent statement or act which would affect the standing of any member within the Student Government Association.
 - F. Failure to consistently attend regularly scheduled meetings.
 - 1. Five (5) or more cumulative unexcused absences from Senate sessions and/or committee meetings; or
 - 2. Three (3) or more consecutive unexcused absences from the regularly scheduled Senate Sessions, not committee meetings.

Section 2. Procedures

- A. Charges of the indictment for impeachment may be initiated by any member of the student body.
- B. All charges of impeachment must be 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 SGA President will serve in the aforementioned capacity.
- C. The SGA Advisor will hear the 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:
 - 1. The Vice-President of Internal Affairs will notify the accuser and accused in writing via email. In the instance that the Vice-President of Internal Affairs is either the accuser or accused the SGA President will serve in the aforementioned capacity.
 - 2. The Special Select Judiciary Committee will be selected, by lottery, at the next Senate session after the charges have been submitted to the Senate.
 - 3. The Special Select Judiciary Committee shall be comprised of five (5) Senators.

Section 3. Each Senator (except for the one being charged) must have their name placed in the ballot box.

- A. The Senate Secretary shall draw names from the ballot box, one at a time, until they have selected five eligible Senators to serve on the Senate Select Judiciary Committee. This selection shall take place during the Senate session.

Section 4. The Special Select Judiciary Committee must report its finding at the following Senate Session.

Section 5. The accused shall be provided all information from the committee meetings. However, the accused does not need to be present for the Special Select Judiciary Committee to act.

Section 6. Impeachment is a Judicial hearing that shall take place the week after the findings are presented to the Senate.

- A. The Chief Justice of the Supreme Court will preside over the hearing.
- B. The SGA member facing charges has the option of representing themselves, being represented by a fellow student, or SGA Public Defender.
- C. The individual bringing impeachment charges can present the case themselves, have it presented by a fellow student, or SGA Attorney General.

ARTICLE XII
BYLAWS AMENDMENTS

- Section 1. These Bylaws may be amended at a regular session of the Senate by a two-thirds (2/3) 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 and the University President.
- Section 2. Any Senator may submit proposed amendments to these Bylaws.
- Section 3. Proposed amendments are effective upon approval by the University President and the Vice President for Student Affairs.

ARTICLE XIII
MISSION TO EQUALITY

- Section 1. The Student Government Association Bylaws may not be waived but may be suspended as per procedure stated in Article IV of these Bylaws.
- Section 2. The Student Government Association may not publicly support or advocate any position or candidate in any type of political or on-campus election process without the express consent of the membership. This is to be voted upon by a simple majority of the membership at a regularly scheduled meeting.
- Section 3. The Student Government Association may not deny admission, participation, benefits, or discriminate against any person on the basis of sex, age, race/ethnicity, color, religion, national origin, ancestry, pregnancy, marital or parental status, gender identity, gender expression, sexual orientation or physical, mental, emotional or learning disability.