

Bylaws of WKU Student Government Association

As Proposed Fall 2003

Article I: Purpose, Interpretation, Suspension, and Amendments

Section 1 Purpose and Interpretation

These By-laws shall provide the members of the Student Government Association with clear and uniform procedures for the conduct of business. This document shall be considered subordinate to the Student Government Association Constitution, as amended, all rules and regulations of the University as outlined in *Hilltopics*, and all local and state laws. All matters not covered within these Bylaws shall be governed by *Robert's Rules of Order*, Newly Revised. Interpretation of *Robert's Rules of Order*, Newly Revised shall be made by the Speaker of the Senate while the Senate is in session, the Chief Justice of Judicial Council, during meetings of the Judicial Council, the chair(s) of the standing and/or special committees while they are in session, and the President between meetings of the Senate.

Section 2 Suspension of By-laws

The Bylaws may be suspended by a two-thirds (2/3) affirmative vote of Senators, present and voting, in order to vote on an issue before the Senate.

Section 3 Amendments

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the Senate, present and voting, provided that it has gone up for first reading at the previous meeting of the Senate.

Article II: Duties of the Parliamentarian and Sergeant-at-Arms

Section 1 Parliamentarian

The Parliamentarian shall be appointed by the Speaker of the Senate and approved by the Senate. He/she shall be in good standing with the University; not be a member of the Senate, Executive Branch, or Judicial Council; and have a demonstrated working knowledge of Parliamentary procedure. The Parliamentarian shall advise the Speaker of the Senate on parliamentary procedure, and shall render interpretations of *Robert's Rules of Order*, Newly Revised as requested by the Speaker of the Senate, any Executive Cabinet member, any chair of any standing or special committee, or any member of the Senate. The Parliamentarian shall be considered a member of the Legislative Branch. As outlined in Article I, Section 1 of these By-laws, *Robert's Rules of Order*, Newly Revised shall be the parliamentary authority for the Student Senate.

Section 2 Sergeants-at-Arms

The Sergeant-at-Arms shall be appointed by the Speaker of the Senate, approved by the Senate, be in good standing with the University, and not be a member of the Senate, the Executive Branch, or Judicial Council. He/she shall perform such functions and exercise such duties as directed by the Speaker of the Senate while the Senate is in session.

Article III: Attendance Policy, Resignation, Censure, and Judicial Review

Section 1 Attendance Required

Attendance and active involvement within the Student Government Association shall be considered an important part of and expectation of all elected and appointed members of all meetings held within each respective branch of SGA.

Section 2 Excused Absences for Senate Members

Members of the Senate shall be allowed no more than three (3) absences per semester, unless excused by the Judicial Council.

Section 3 Judicial Censure Against Executive or Legislative Officers

Any official request for the Censure of any executive or legislative SGA officer made by no less than ten (10) students shall be investigated by the Judicial Council. If the officer in question is found to be neglecting or wanting in their duties, then the Judicial Council shall issue a Censure.

Section 4 Judicial Censure Against Justices

Any official request for Censure of any Justice made by no less than ten (10) students, shall be investigated by the other four Justices, with the President, or his/her designated representative, presiding and breaking any ties. If the Justice is found to be neglecting or wanting in their duties, then a Censure shall be issued.

Section 5 Judicial Review of Excessive Absences

Any member of the Senate that has excessive absences, and/or has already received a Censure, shall be referred by the Speaker of the Senate to the Judicial Council, pursuant to Article III, Section 3.5, of the SGA Constitution. Once the member in question is notified of his/her excessive absences, he/she shall appear before the Judicial Council to explain why the member was so frequently absent, and provide information as why excessive absences on their part shall not occur again. The Judicial Council shall meet and decide on the matter within seven (7) days of receiving it and shall notify all parties involved as soon as possible.

Section 6 Resignation

Any member of the Senate who resigns his/her seat shall notify the Speaker of the Senate as soon as possible. This shall also apply to the Chair(s) of the standing and special committees, who shall also notify the President and the Chief Justice of the Judicial Council.

Article IV: Meeting Procedure

Section 1 Student Senate Time and Location

The Senate shall meet at 5:00 pm every Tuesday in the academic year in the Senate Chambers, unless otherwise agreed to by a majority vote of the Senate.

Section 2 Executive Cabinet

The Executive Cabinet shall meet once a week at a time and location agreed to by its members.

Section 3 Judicial Council

The Judicial Council shall meet at least twice a month at a time and location agreed to by its members; however, it can also meet on call of the Chief Justice, provided twenty-four (24) hours notice is given (i.e. calling of an emergency meeting).

Section 4 Open Meetings

All meetings of all branches of Student Government Association shall be in full compliance with the Kentucky Open Meetings Law, KRS 61.805 and shall be scheduled and conducted in such a manner that all interested persons of the student body shall be given an opportunity to attend and have their views recognized at the discretion of the chair or code of conduct governing the body and given full and due considerations as specified in Article 1 of the Constitution under special orders.

Section 5 Minutes of Judicial Council

The Judicial Council Clerk shall make copies of all minutes of Judicial Council proceedings available in the SGA office.

Section 6 Agenda

There shall be a posted agenda containing all pending matters before all branches of SGA, and the agenda shall also be made available to the media and other interested persons.

Section 7 "Seconds"

There shall be "Seconds" containing information regarding matters brought before the Senate available for distribution to members of the Senate and members of the student body. The Director of Public Relations shall be responsible for this duty.

Article V: Order of Business, Meetings of the Senate

Section 1 Format

The following shall be the order of business at each weekly meeting of the Senate:

1. Call to Order
2. Roll Call
3. Approval of Minutes

4. Officer Reports. Executive Cabinet shall render reports at this time followed by the reports of the Speaker of the Senate and the Secretary of the Senate.
5. Committee Reports. Reports shall be given by the chair(s) of all standing and special committees concerning committee business. The report shall include committee recommendations on pending legislation and any other business taken by the committee.
6. City Commission Representative Report. The City Commission Representative shall report about the Bowling Green City commission meetings with emphasis on matters affecting Western Kentucky University students.
7. University Senate Reports. The five (5) student representatives of the University Senate shall report at this time.
8. Special Orders. Special Orders shall include the election and swearing-in of new members and the election of Senator/Committee Member of the Month. Members of the Senate or any chair(s) of any standing or special committee shall speak on topics not pending before the Senate for no longer than ten minutes. Any student of the University who has a matter to bring before the Senate shall be allowed to speak at this time for no longer than ten minutes.
9. Unfinished Business. Items considered at this time shall include items which have received first reading at the previous meeting.
10. New Business. Items considered at this time shall include any new business to come before the Senate including first readings of bills and resolutions.
11. Announcements. All announcements for upcoming activities shall be made at this time.
12. Adjournment.

Section 2 Quorum

A simple majority of members of the Senate shall constitute a quorum for the consideration of business.

Article VI: Legislative Procedure

Section 1 Definitions

For purposes of the section:

“*Resolution*” is any act of Senate which recommends changes in University policy or which expresses the sentiments of Senate.

“*Bill*” is any act of the Senate which shall make changes that are under the direct jurisdiction of the Senate.

“*Purpose Clause*”, which shall be included in all proposed items of legislation, shall contain a statement of the concern the author of said legislation is addressing.

“*Whereas Clause(s)*” a statement(s) as to why the policy needs to be changed, and end with a “...and,” except for the last clause, and be capitalized.

“*Resolution Clause*” a statement describing the type of end result the author of said legislation is seeking shall begin with a “Therefore” and end with a period.

“*Author*” is any member of the Senate or WKU student who has written the item of legislation to be acted on by the Senate.

“*Sponsor*” shall be any standing or special committee of SGA that all legislation shall originate/derive from.

"LRC" is the Legislative Research Committee, which shall collect and review all proposed legislation, shall perform such other functions with regard to proposed legislation pursuant to Article V, Section 3 of the SGA Constitution.

"Veto" is the act taken by the Executive Cabinet that disapproves legislation.

"Override" is the act taken by the Senate to reconsider legislation previously vetoed by the Executive Cabinet.

"Censure" is an act taken by the Judicial Council expressing disapproval of the action taken by an officer of the SGA.

Section 2 Format for Proposed Legislation

All proposed legislation shall adhere to the following format:

1. Purpose Clause
2. Whereas Clause(s)
3. Resolution Clause

Section 3 Stages of Proposed Legislation

1. All proposed legislation shall be sponsored by standing/special committees and shall be referred to the LRC after the first reading before the Senate with the author, or a designated representative in attendance, pursuant to Article V, Section 3.3 of the SGA Constitution, as amended, and the person(s) so designated shall be well-versed on the legislation that is up for review.
2. Authors of legislation must attend a scheduled meeting of LRC and defend their legislation within two weeks.
3. Any member of the Committee from which the legislation originated that does not agree with the item may appear before LRC to give a minority report.
4. All legislation shall go through two readings; on the second reading, the author, or his designated representative, may speak in support of the legislation.
5. Once it has been approved by a majority vote of the Senate, the Executive Cabinet shall vote to either ratify or reject the legislation within 14 days of the legislation's approval by the Senate. If it fails to act within that time, the legislation shall be considered approved.
6. If the Executive Cabinet approves legislation, the Administrative Vice President shall send the item for review, approval, and/or implementation to:
 - a. The office that will be responsible for enacting the approved legislation
 - b. The Vice President of the particular University department
 - c. The Vice President for Student Affairs
 - d. The Dean of Student Affairs
 - e. The Director of Student Activities
 - f. The University President
7. If the Executive Cabinet vetoes any legislation passed by the Senate, the President shall report to the author of said legislation within forty-eight (48) hours of its meeting and to the Senate at its next regular meeting. A two-thirds (2/3) vote of the Senate, present and voting, can override vetoes of the Executive Cabinet, pursuant to Article III, Section 8 of the SGA Constitution.

Article VII: Fiscal Policy

Section 1 Funding Restrictions

The Student Government Association may allocate funds solely to students. All students may be required to finance a portion of their expenses by supplementary income.

Section 2 100% Rule

- A. If one hundred percent (100%) of an event's budget is financed by SGA, then all advertising and printed materials for that event must include the following words:
 - i. "Funded by your Student Government" or
 - ii. "Supported by your Student Government" or
 - iii. Include the SGA Logo.
- B. If less than one hundred percent (100%) of an event's budget is financed by SGA, then all advertising and printed material for that event must include the following words:
 - i. "Funded in part by your Student Government" or
 - ii. "Supported in part by your Student Government" or
 - iii. Include the SGA Logo.

Section 3 Non-Discrimination Clause

Events and/or organizations which discriminate against any group of students shall not be funded by SGA.

Section 4 Fiscal Record Keeping

The chief financial officer of the SGA shall follow the guidelines set forth in Bill 02-07-F.

Article VIII: Committees

Section 1 Committee Officers

Each standing or special committee shall have a chair who shall be nominated by the Speaker of the Senate and approved by the Senate. The election of a Vice-Chair, who shall be nominated by majority vote of the standing or special committee, and approved by the Senate, and a Secretary, who shall be approved by majority vote of the committee, shall be left to the discretion of the standing or special committee.

Section 2 Duties of Committee Chair

1. Shall preside over all Committee meetings
2. Shall be responsible for all Committee activities.
3. Shall meet with the Speaker of the Senate at least twice a month, pursuant to Article V, Section 2.1, of the SGA Constitution.
4. Shall meet with the other Committee Chair(s) on a regular basis.
5. Shall report to the Senate on a weekly basis on its legislation and activities.

6. Shall perform such other duties as directed by the Speaker of the Senate or the Senate.

Section 3 Duties of the Committee Vice-Chair

Shall perform the duties of the Chair in his/her absence and perform other duties as designated by the Committee, or the Chair, between meetings of the Committee.

Section 4 Duties of the Committee Secretary

Shall regularly inform all members of all Committee meetings and shall keep a record of all business transacted at each Committee meeting.

Section 5 Committee Recommendation on Legislation

After the Committee has debated and discussed the merits of legislation, the Committee shall vote to send the legislation to the Senate.

Section 6 Service Requirement on Committees

Each member of the Senate shall at all times serve on at least one committee, standing or special, with the exception of the Speaker of the Senate and the University Senate Representatives.

Section 7 Attendance Policy for Committees

Each standing and special committee may adopt an attendance policy, introduced by the chair and approved by the majority of the committee.

Section 8 Quorum for Committee Business

Each standing and special committee shall determine what constitutes a quorum to conduct committee business.

Article IX: Oath of Office

Section 1 Eligibility

All duly elected and appointed members of all branches of Student Government shall be considered a member with all rights and privileges of the office in which they are about to enter upon taking the Student Government Association Oath of Office.

Section 2 Administration of Oath

The Oath shall be administered by the Judicial Council Chief Justice, or by the President in his/her absence, and is as follows:

I, state your name, do hereby affirm that I will faithfully execute the duties of the office of state your position, and I also affirm to uphold and defend the Constitution and Bylaws of the Student Government Association of Western Kentucky University and to perform the duties of the office in which I am about to enter to the best of my ability.

Article X: Student Government Awards

Each year the Student Government Association shall bestow the following awards:

Dero Downing Award The Dero Downing Award, based on outstanding contribution to the university, is open to all students. Nominations are made by the Senate and voting is limited to Senators only.

Outstanding Senator This award is available only to Senators and is based on outstanding contribution to the organization. Nominations are made by fellow Senators and voting is restricted to Senators only.

Outstanding Committee Member This award is available only to committee members of Senate Committees and is based on outstanding contribution through work in a committee. Nominations are made by Senators and voting is restricted to Senators only.

Charles A. Keown Award This award was established in 1985 in honor of Dean of Student Affairs, Charles A. Keown, leader of the movement to establish student government at Western Kentucky University. This award is intended to be the greatest honor given by student government to the member of the Senate, Executive Cabinet or Judicial Council who has devoted the highest level of dedication to the organization. Candidates for this award are nominated and voted on by Senators only.

Kerrie Faye Stewart Memorial Award This award was established in 1984 in memory of Kerrie Faye Stewart, who served as Public Relations Vice-President. This award is based on campus involvement, academic achievement, enthusiasm, and dedication. The characteristics describing the person for whom the award is named. Nominations of freshman and sophomores are made by Senators. The recipient is chosen by a selection committee made up of one administrator, one faculty member, and one Executive Cabinet member appointed by the Student Affairs Committee.

Mary Angela Norcia Award This award was established in 1988 in memory of Mary Angela Norcia, who served in various capacities on campus involvement. Similar to her characteristics this award is based on campus leadership, academics, charismatic personality, and having the "spirit that makes the master." Nominations of junior and senior Senators, Executive Cabinet members and Judicial Council members are made by the Senate. The recipient is chosen by a selection committee made up of one administrator, one faculty member, and one Executive Cabinet member appointed by the Student Affairs Committee.

The Citizens Award The Citizens Award is for a person within the community that has displayed leadership and has been a big supporter of Western Kentucky University. Nominations will be made by Senators. A Student Government Association selection committee will choose the recipient.

Article XI: Ratification

Section 1 Ratification

Upon approval by a two-thirds (2/3) majority of the Legislative Branch, these Bylaws shall be implemented for the Fall 2005.