

BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION
Current as of March 20, 2018

By-Law I. Standing Committees

Section 1. Organization

A. Officers:

1. The chairperson shall be elected by the committee to preside over the meetings, to set agendas, and to help the committee reach its goals.
2. The vice-chairperson shall be elected by the committee to assist the chairperson in helping the committee reach its goals. The vice-chair will serve as acting chair in the absence of the chairperson.
3. The secretary shall be elected by the committee and will be responsible for recording and submitting for archiving committee notes and publicizing committee events.

B. Procedures:

1. Each committee shall meet weekly or at the call of the chair and shall conduct itself in accordance with the most recent edition of Robert's Rules of Order Newly Revised.
2. Each committee shall take accurate minutes, which shall include attendance and how senators voted on the final committee recommendation on legislation. A copy of the minutes shall be given to the Director of Operations.

Section 2. Finance Committee

A. Duties:

1. The Finance Committee shall be responsible for interim appropriations (special appropriations) to student organizations.
2. It shall recommend action to SGA on the reallocation of funds within the SGA General Fund.
3. It shall evaluate and recommend to SGA approval or disapproval of requested reallocation of funds within the accounts of SGA funded organizations.
4. It shall conduct a periodic review of expenditures made from the accounts of SGA funded organizations with the authority to recommend to SGA any necessary action to be taken on those organizations found to be fraudulent on the discharge of their funds.
5. It shall be responsible for designating a member of the committee as Green Initiative Fund Manager.
 - i. The Fund Manager will work with Green Initiative Fund award recipients and the SGA Director of Finance in disbursing funds for projects.
 - ii. They will review the monthly project reports from recipients to ensure that award funds are being used appropriately.
 - iii. They will serve as chair Green Initiative Fund Application committee
 - iv. They will provide a bi-annual written and verbal report to the Senate on the state of the Fund and an overview of the awards given.
6. It shall also be the responsibility of the Finance Committee to carry out any duties deemed necessary by the SGA President.

B. Ex-officio Membership:

1. The Director of Finance shall be a non-voting member of this committee.
2. The chairperson shall serve on the SGA Budget Committee.

Section 3. State and Local Government Committee

A. Duties:

1. The State and Local Government Committee shall strive toward building positive community and University relations.

2. It shall be responsible for SGA efforts to maintain positive relationships and connections with the University of South Dakota alumni and the USD Alumni Association.
3. It shall recommend action to SGA on University, local, legislative, and Regental affairs.
4. It shall be responsible for organizing SGA and USD student participation in South Dakota Student Federation and Board of Regents meetings, as well as in Students for Higher Education Days (SHED).
5. It shall be responsible for maintenance of any local or statewide SGA-facilitated projects.
6. It shall be responsible for designating a member of the committee as liaison to the Safe Rides Program.
 - i. The liaison will report to the Senate monthly about the use of Safe Rides program.
 - ii. They will coordinate outreach efforts to promote the program's use by students.
7. It shall also be the responsibility of the State and Local Government Committee to carry out any duties deemed necessary by the SGA President.

B. Ex-officio Membership:

1. The student representatives on the Vermillion City Council and any other city or county agencies and the SGA President shall be the non-voting members of this committee. If a senator on the committee is appointed to any city or county agencies, the senator shall retain their voting rights.

Section 4. Student Affairs Committee

A. Duties:

1. The Student Affairs Committee shall be responsible for ensuring the effectiveness and efficiency of student services and maintaining positive relationships between SGA and the Office of Student Life.
2. It shall be responsible for the yearly revision of the SGA section of the Student Handbook and the Student Organization Handbook.
3. It shall conduct an annual, random audit of one-third (1/3) of standing student organization constitutions without repetition of the previous year's audited organizations.
4. It shall be responsible for reviewing the constitution and establishment of all groups that desire status as a recognized student organization.
5. It shall determine if new and existing student organizations are eligible to receive SGA funds pursuant to the SGA Fiscal Guidelines and issue said recommendation to the SGA Senate for approval.
6. It shall be responsible for archiving the most recent governing documents, officer lists, and recognition forms of each organization to ensure that student organization contact information is readily available for collaborative purposes.
7. It shall be responsible for the presentation of an organizational development workshops in addition to those already held by the Finance Committee.
8. It shall designate a member of the committee to be SGA's liaison to the Office of Diversity.
 - i. They will regularly communicate with the Vice President for Diversity and the Center for Diversity and Community Director about any diversity or inclusive excellence issues the University may be facing.
 - ii. It shall communicate student concerns about diversity and inclusiveness to the Senate.
 - iii. It shall decide on an inclusive excellence exercise for the Senate to participate in at least once a month to be facilitated by the chair of the committee.
 - iv. It shall present a report to the Senate at least once a month.

9. It shall also be the responsibility of the Student Affairs Committee to carry out any duties deemed necessary by the SGA President.

B. Ex-officio Membership:

1. The SGA Director of Communications shall be a non-voting member of this committee.

Section 5. Internal Review Committee

A. Duties

1. The Internal Review Committee shall be responsible for identifying and communicating student concerns to the student judicial process.
2. It shall act as the internal disciplinary committee of SGA, providing hearings for Senators and Executive Members who are delinquent in their attendance and/or their duties.
3. It shall be responsible for the official review of any amendments to the SGA Constitution or By-Laws.
4. It shall be responsible for the selection of Senator positions left vacant following the general election, by resignation, or by impeachment.
5. It shall carry out an annual review of the SGA Constitution and By-Laws to ensure effective and updated governing documents.
6. It shall be the body that advises and educates the SGA Senate on proper decorum for writing and presenting a bill or resolution.
7. It shall also be the responsibility of the Internal Review Committee to carry out any duties deemed necessary by the SGA President.

B. Ex-officio Membership: The SGA Vice President, Director of Operations, and President Pro-Tempore shall be non-voting members of this committee.

By-Law II. Special Committees

Section 1. Budget Hearing Committee

A. Membership:

1. The SGA President shall appoint a budget hearing committee no later than April 1 for the organization budget process. The SGA Senate approve the appointments by a majority vote.
2. The committee shall consist of six (6) Student Senators and the SGA Vice-President. One (1) of the senators shall be the Finance Committee chairperson.
3. The SGA President shall serve as a non-voting member of the committee.
4. The SGA Director of Finance shall be the non-voting chairperson of the committee.

B. Duties:

1. The Budget Committee shall initiate legislation to the SGA Senate regarding fiscal allocations for recognized student organizations.
2. The Budget Committee shall use the fiscal guidelines as their guiding document throughout the budget hearing process.
3. The Budget Committee shall convene to hold budget hearings in the spring semester after final General Activity Fee deliberations and upon swearing-in of the new SGA administration.
4. The SGA budget prepared by the outgoing President in the spring semester shall include a request for small organization, large organization, and club sports funding.
5. Notification of Senators: The budget recommendations are to be given to each Senator one (1) week prior to the date they are scheduled to be on the floor.
6. SGA Approval: It will be the responsibility of the SGA Senate to approve and/or amend the annual SGA budget.
7. President's Final Approval: The President shall have until the third Tuesday of April for the budget process to either sign or veto budget bills approved by the SGA Senate. Vetoed budget bills shall be handled in the same process as regular legislation. Once the budget is approved, the SGA President will forward a copy to the University President and to the University General Activity Fee Committee.

Section 2. Green Initiative Fund Application Committee

A. Membership

1. The SGA President shall appoint five (5) senators to committee no later than April 1st of each year.
2. These senators will serve on the committee for a full one (1) year term until the next regular election.
3. In the case of a vacant seat during a term, the SGA President shall appoint an SGA Senator to fill the seat.
4. The Green Initiative Fund Manager will serve as non-voting chair of this committee.

B. Duties

1. The committee will be responsible for awarding funds to applicants from the Green Initiative Fund.
2. It shall determine the selection process and deadlines for applicants.
3. It shall approve all fund awards by a majority vote of all the committee members.

Section 3. SGA Assessment Committee

A. Duties

1. The SGA Assessment Committee will conduct a bi-annual assessment of SGA's progress on achieving its strategic goals in accordance with SGA's Strategic Plan
2. At the end of each assessment, the Committee will present a written and verbal report to the full Senate on SGA's progress

B. Membership

1. The SGA President will appoint 5 senators to sit on the SGA Assessment Committee
 - i. Appointments must be approved by a majority vote
 - ii. If a seat becomes vacant, the SGA President has the power to appoint a replacement
2. The SGA President will serve as a non-voting member and chair of the SGA Assessment Committee

By-Law III. Fiscal Guidelines

- A. The SGA Senate, Finance Committee, and the Budget Hearing Committee shall adhere to Fiscal Guidelines set forth by SGA. Both documents shall be approved and amended by a two-thirds (2/3) vote of the SGA Senate and are considered part of these by-laws.

By-Law IV. Election Rules and Procedures

Section 1. Definitions

- A. Solicitation. In conjunction with Section 7.005 of University Policies, solicitation constitutes asking for a donation or contribution of monies, goods or services or making a request or plea. Soliciting includes, but is not limited to: distributing or promoting through advertising any material; passing out literature; affixing posters or literature on bulletin boards as well as directly requesting donations, contributions, support or membership from individuals or groups.
- B. Campaign period. The campaign period formally begins at the commencement of the first SGA meeting of the spring semester, wherein students must declare their executive candidacies in accordance with Section IV. 4., and lasts until polls close on the Wednesday before spring break.

Section 2. Election Steering Committee

- A. Composition. The Election Steering Committee shall consist of five (5) students appointed by the SGA President. The chairperson of the committee must be a current senator not seeking re-election. In the event that no senator is eligible, the chairperson may be any student not seeking election. The four remaining seats shall be filled by any students not seeking election. The SGA President will announce appointees for this committee no later than the first SGA meeting of the spring semester.
 1. Exception. If the SGA President is unable to fill all five seats in accordance with Section IV. 2. A., the SGA President has the power to nominate a current senator for the Election Steering Committee with a 90% approval vote by the sitting body, regardless of the student's election-seeking status.

- B. Non-affiliation. Students serving on the Election Steering Committee must not be affiliated with any team or candidate seeking election.
- C. Duties:
 - 1. Duties accompanying a position on the Election Steering Committee take effect immediately following students' appointments at the first SGA meeting of the spring semester.
 - 2. The Election Steering Committee shall reapportion the number of seats and determine the number of signatures needed on all petitions, both executive and senatorial, by the first (1st) Monday in February.
 - 3. The Election Steering Committee shall handle all debate challenges and petition questions, as well as other election disputes.
 - 4. The Election Steering Committee shall compose a written report detailing all donations to and expenditures by executive campaigns. This report must be made available to the public within 48 hours after the end of the election period.
 - 5. The Election Steering Committee, in conjunction with SGA and administrative support, shall review all ballots and declare all winners.
 - 6. The Election Steering Committee shall enforce all election regulations.
- D. Authority. The Election Steering Committee shall have executive authority in its operations.
 - 1. Oversight. The Election Steering Committee shall present all decisions resulting in the issuance of a warning before the General Assembly if the senatorial or executive candidate receiving the warning requests judicious review of the Election Steering Committee's decision.
 - i. As an extension of the Student Government Association, a two-thirds vote of the Senate General Assembly has the authority to reverse Election Steering Committee decisions.
 - ii. All executive candidates must abstain from voting.
 - 1) These abstentions do not count in the total vote.

Section 3. Dates

- A. General Election. The general election shall be held on the Tuesday and Wednesday preceding spring break.

Section 4. Declaring Candidacy.

- A. Executive team candidates. All potential executive teams must attend the first SGA meeting of the spring semester to formally declare their candidacy and receive their petitions. Additionally, each executive team must participate in at least one (1) debate sponsored by either SGA or recognized University entities.
- B. Senatorial candidates. Potential senatorial candidates may announce their candidacy at any time, as long as each candidate's completed petition meets the requirements in Bylaw IV. 5. B. of the Student Government Association.
- C. One campaign limit. A candidate, executive or senatorial, may only run for one SGA position in a given campaign cycle.
- D. First-year seats. Each fall, incoming students entering their first semester as a part-time or full-time undergraduate student at the University of South Dakota shall have two (2) seats apportioned to them on the sitting body. Candidates shall submit an application approved by the Internal Review committee and participate in an interview process as determined by the chair of the Internal Review committee. Upon recommendation from the Internal Review committee at the third meeting of SGA during the fall semester and a two-thirds (2/3) majority vote of approval by the current sitting body, the two (2) first-year representatives will serve until the next regularly scheduled election. After swearing in, students appointed to these seats will take on full senatorial duties and powers. The number of first-year seats will not be subject to annual reapportionment regulations and will remain set at two (2).

Section 5. Petitions.

- A. Executive petitions. Candidates for the office of SGA president and vice president shall run as a team and will be officially nominated for election when a petition containing the names of the nominees and the signatures of either five hundred (500) students or five (5) percent of the total number of students within SGA's jurisdiction, whichever number

is greater, has been submitted to the Election Steering Committee and said committee has a) verified the validity of the signatures on the petition, and b) certified that the candidates meet all qualifications enumerated in Bylaw IX. Students eligible to sign an executive team's petition shall be allowed to sign the petitions of multiple executive teams seeking election.

- B. Senatorial petitions. Candidates for the office of an SGA senator will be officially nominated for election when a petition containing the name of the nominee and the signatures of two and a half (2.5) percent of their representative school's constituency based off of the official enrollment numbers from the previous academic semester, with a minimum requirement of thirty (30) signatures and a maximum of one hundred and fifty (150), has been submitted to the Election Steering Committee and said committee has a) verified the validity of the signatures on the petition, and b) certified that the candidate meets all the qualifications enumerated in Bylaw IX. Students may only sign senatorial petitions from their representative college but may sign multiple petitions for candidates from their representative college.
 - 1. Undeclared majors. For the purposes of senatorial elections, students with an undeclared major will be counted toward the official enrollment numbers of the College of Arts & Sciences and will be permitted to sign petitions solely for candidates from the College of Arts & Sciences.
 - 2. Exceptions: Candidates seeking a seat in either the School of Medicine, the School of Law, or the Graduate school will only need to receive thirty (30) signatures for their petitions regardless of population.
- C. Submission. Both executive and senatorial petitions must be submitted to the Election Steering Committee no later than 5pm on the fourth (4th) Tuesday following executive team declarations. If the Election Steering Committee finds a petition to be invalid, it shall immediately notify the candidate who shall then have two (2) school days from notification to make any necessary corrections. Also at the time of petition submissions, if the Election Steering Committee determines that any candidate fails to meet the qualifications as outlined in Bylaw IX, that candidate shall not be placed on the official ballot.

Section 6. Fiscal Regulations

- A. Executive elections.
 - 1. Spending limit. Executive team candidates shall adhere to a campaign spending limit of \$400 during the campaign period, ending the Thursday prior to elections. Any campaign spending after that time shall be strictly prohibited. Any and all monetary contributions used for campaign expenditures, including donations, will be counted toward the spending limit.
 - 2. Permitted uses. Monies may be spent on material items. Monies may not be used to pay individuals for services, efforts, or other forms of campaign support. Monies may not be used in exchange for a student agreeing to vote for a candidate. Monies may be used to purchase food items but those food items cannot be distributed on the Tuesday or Wednesday of elections.
 - 3. Receipts. All executive team candidates will be required to submit all expenditure receipts to the Election Steering Committee by 5pm on the Thursday prior to the elections.
 - 4. Spending violations. If executive team candidates 1) have expenditures that are unaccounted for in their receipts, or 2) spend more than the \$400 campaign spending limit, the violating team will not be eligible to run on the ballot the following Tuesday and Wednesday due to spending violations.
- B. Senatorial elections. Senatorial candidates shall not be permitted to spend money promoting their individual campaigns nor will they be allowed to accept donations or any other contribution, monetary or otherwise. Violations of this rule will result in removal from the ballot the Tuesday and Wednesday of elections due to spending violations.

Section 7. Campaigning.

- A. In accordance with the definition of solicitation in Section IV. 1. A. and as discussed in Section 7.005 of Student Services under University Policies, no candidates, executive or

senatorial, will be allowed to solicit at any time during the campaign period as defined Section IV. 1. B. All other university restrictions and prohibitions apply.

1. Exceptions. For the purposes of campaigning, candidates will be allowed to distribute campaign materials such as posters, business cards, etc. Candidates will not be allowed to solicit votes.
- B. All candidates should undertake the campaign with the highest respect for the members of other campaigns, students' academic priorities, and the authority and autonomy of the Election Steering Committee. It is the duty of the candidates to inform all campaign volunteers of the election rules outlined in Bylaw IV and any other stipulations the Election Steering Committee deems necessary or applicable.
- C. A finding unanimously by the Election Steering Committee of a team or candidate distributing materials attacking another candidate's or team's race, creed, national origin, sex, gender, sexual orientation, religion, socio-economic standing or educational level will result in the candidate or team's immediate removal from the election ballot.
- D. Intimidation toward voters, the Election Steering Committee, or other candidates or teams will result in suspension of that candidate or team from the election ballot, pending the seriousness of the accusation. Actions taken by the Election Steering Committee shall follow Bylaw IV. 8. B.
- E. University buildings. All candidates, both executive and senatorial, shall adhere to the rules set out for the following buildings.
 1. Muenster University Center (MUC). Candidates and campaign-affiliated volunteers shall be allowed to table in the MUC. Any tabling shall adhere to the tabling guidelines set up by the director of the MUC.
 2. Library. No campaigning may occur in the library, including distributing campaign materials such as but not limited to posters, table-toppers or petitions.
 3. Wellness Center. Candidates may campaign in the Wellness Center, pending approval from the Wellness Center staff.
 4. Classrooms. Upon express approval from a professor, executive team and senatorial candidates may speak to a university class about their campaign for up to three (3) minutes. Petitions may be circulated throughout the classroom, only if the candidate has spoken to the class about the purpose of this petition.
 5. Residence Halls. Candidates shall not be allowed to solicit votes within university residence halls. Campaign posters or other materials may be displayed at pre-approved places, pending approval from residence hall staff. No tabling shall be permitted within residence halls.
 6. Sidewalks. Sidewalks may be temporarily chalked pending university staff approval. Permanent chalking displays are prohibited pursuant university policies.
 7. Sororities and Fraternities. Candidates may campaign within sororities and fraternities, including but not limited to passing out campaign materials, displaying posters at pre-approved places, and tabling, pending approval individual fraternity or sorority chapters.
- F. Posters and other campaign material. Posters may be hung in designated areas with approval of that facility's staff. It is the candidate's responsibility that all posters are taken down within forty-eight (48) hours after the polls have closed. There shall be no destruction or tampering of election material by anyone, regardless of election-seeking status.
- G. Electronic devices and tabling. Electronic devices, including but not limited to laptops, tablets, and smartphones, may be utilized by candidates prior to the Tuesday and Wednesday or elections for the purposes of campaigning. No electronic devices may be used for the purposes of soliciting at any time during the campaign period by students seeking office or students supporting a particular candidate or team. Only members of the Election Steering Committee may utilize electronic devices and table on university property on the Tuesday and Wednesday of elections for the sake of establishing polling booths at the university promoting the elections, encouraging students to vote, collecting votes, or any other election-affiliated activity that the committee deems necessary or appropriate. Candidates will not be allowed to actively campaign within 50 ft of a Steering Committee run polling booth.

Section 8. Repercussions.

- A. Candidates shall adhere strictly to the rules outlined in this document and any additional regulations that the Election Steering Committee deems necessary or appropriate.
- B. Violations of any and all campaign regulations by either candidates or campaign-affiliated volunteers will be investigated by the Election Steering Committee to determine the validity of the accusation. Failure to abide by any of these rules shall result in the following repercussions unless otherwise stated:
 - 1. First offense. The offending candidate or team shall receive an official warning. The Election Steering Committee shall record the offense.
 - 2. Second offense. The offending candidate or team shall lose five (5) percent of its final votes. The Election Steering Committee shall record the offense.
 - 3. Third offense. The offending candidate or team shall be removed from the election ballot. The Election Steering Committee shall compile a record of all offenses, outline actions taken, and submit its report to SGA administrative support.
- C. If all executive teams are disqualified from the ballot, then the president pro tempore of the current sitting body shall preside over the newly elected senate until a special election can be held to determine the new executive team. This special election must take place within three (3) weeks of the polls closing on election Wednesday and be organized by the Election Steering Committee and SGA administrative support. Any executive team that has been disqualified from the ballot shall be prohibited from running in the special election.

Section 9. Voting.

- A. Voting rights. Each student within SGA's jurisdiction shall have the right to vote in any election. Each eligible student shall have the right to vote for one executive team. For senatorial elections, each eligible student shall be allocated the number of votes equal to the number of senate seats in his constituency. Casting multiple votes for one candidate or team is not allowed.
- B. Declaring winners. The executive team and SGA senate candidates that receive a plurality of votes shall be declared elected. Members of the Election Steering Committee and/or SGA administrative support will notify the winning candidates once the polls are closed and all votes are collected. The candidate must respond and accept the position within twenty-four (24) hours of the notification (24-hour rule). If a candidate fails to respond or accept the position, the administration will then notify the candidate with the next highest number of votes. That candidate must then abide by the same 24-hour rule.
- C. Ties. Ties in either the executive or senatorial elections shall be broken within one (1) week after notice of the official count.
 - 1. Executive ties. In the case that a tie occurs in the executive election, a special session will be called by the current SGA President in accordance with Article III. 2. B. of the SGA Constitution and chaired by the chairperson of the Election Steering Committee. This special session will decide the outcome of the election. A two-thirds (2/3) majority vote of the current sitting body will be required to break the tie.
 - 2. Senatorial ties. In the case that a tie occurs in the senatorial elections, a special session will be called by the current SGA President in accordance with Article III. 2. B. of the SGA Constitution and directed by the chairperson of the Election Steering Committee. This special session will decide the outcome of the election. A simple majority vote of the current sitting body will be required to break the tie.

Section 10. Recounts.

- A. A candidate or team must request in writing a recount to the chairperson of the Election Steering Committee within twenty-four (24) hours of the announcement of the results.
- B. The results of an election may be subject to protest for the following reasons:
 - 1. A candidate or team believes that a recount is necessary.
 - 2. A candidate or team believes that a violation of campaign regulations has occurred, and the violation was so severe as to significantly sway the results of the election.

3. A candidate or team believes that there was a severe deficiency in the way in which the polls were administered, and that poor administration significantly swayed the results of the election.
 4. A candidate or team seriously doubts that, for whatever reason, the results of the election are fair or accurate.
- C. After receiving a written request for a recount, the Election Steering Committee shall decide within twenty-four (24) hours how to address the request. This decision shall be made by majority vote. The Election Steering Committee may elect to dismiss the request, administer a recount, or dismiss the results and hold a special election, or do whatever it deems necessary to uphold fairness in the elections. The Election Steering Committee may not rule in any way that is prohibited by the constitution or bylaws of the Student Government Association.

By-Law V. Federation Representation

- A. The President and the Vice-President of SGA shall serve as the official voting representatives to the South Dakota Student Federation. An SGA member of the President or Vice President's choosing shall attend the meetings if the President or Vice President is unable to attend. If the SGA President or Vice-President are elected to serve as the Executive Director or Chair of the Student Federation Board of Directors, the SGA President shall appoint an SGA member to serve as an official voting representative.

By-Law VI. General Activity Fee

Section 1. University General Activity Fee Committee

- A. The University General Activity Fee Committee will have the authority to set its own guidelines and procedures. The committee shall consist of one (1) non-voting chairperson, four (4) students appointed by the SGA President and approved by the SGA Senate, and three (3) institutional employees. Of the four students appointed by the SGA President to the University General Activity Fee Committee, at least one (1) student shall be a graduate student and at least one (1) student shall be an undergraduate student.
- B. The chair of the General Activity Fee Committee will meet with SGA during a regularly scheduled meeting to present information regarding the General Activity Fee Committee's recommendation.

Section 2. SGA Deliberation

- A. SGA will review those recommendations forwarded by the General Activity Fee Committee during a regularly scheduled SGA meeting.
1. Before final SGA approval, the General Activity Fee allocation bill will be sent to the Finance Committee for line item consideration.
 2. SGA Finance Committee shall pass a recommendation on each line item.
- B. The SGA President shall present a final General Activity Fee recommendation including any recommendations from the Finance committee to the SGA Senate. During this meeting a final General Activity Fee budget compromise must be agreed upon by the SGA Senate and the SGA President.
- C. The SGA President will forward SGA's recommendation to the University President and the University Vice President of Finance the following day.

Section 3. General Activity Fee Authority

- A. Final authority on all General Activity Fee matters will be vested within the policies of the University of South Dakota and the General Activity Fee By-Laws.

By-Law VII. Bills and Resolutions

- A. Introduction: All legislation to be brought before SGA must be introduced by a senator or executive officer of SGA with an electronic copy submitted to the Director of Operations at least thirty-six (36) hours before meeting begins. SGA may consider any piece of legislation excluding Constitutional amendments at any time if an emergency is declared by three-fourths (3/4) of the senators.
- B. First Reading: All legislation shall first be presented to SGA and then assigned to the appropriate committee by the Vice President.

- C. Committee Action: The committee shall then meet and deliberate on the legislation and shall pass it out “Do Pass”, “Do Not Pass”, or “Without Recommendation” and include the number of votes given for passage. The way each senator votes shall be recorded in the committee minutes.
- D. Second Reading: All legislation, regardless of the committee recommendation, shall be given full consideration at a regular SGA meeting. If amended in committee, the SGA Senate shall consider the amended version.
- E. Final Disposition: All legislation shall become effective upon a majority vote of those senators present and voting, and the signature of the SGA President. Final disposition of all legislation must be conducted with a roll call vote with those voting for and against recorded in the minutes. Once a vote has been conducted, the outcome is final, except in the cases of reconsidering a bill or overriding a presidential veto.
- F. Presidential Veto: The SGA President shall have full veto power over all legislation passed by the SGA Senate. The President may veto the entire bill or any part thereof. Should the President fail to sign any piece of legislation, except budget bills, within seven (7) days of its passage, it shall then be considered passed. The President is required to submit a written statement of reasons for the any veto to the SGA Senate.
- G. Veto Override: The SGA Senate may override a veto by two-thirds (2/3) vote.

By-Law VIII. Vacancies:

- A. Senate seats not filled through the General Election process shall be considered at-large seats. At-large senators will represent all students within the jurisdiction of SGA. At-large seats shall be filled by an application and interview process administered by the Internal Review Committee.
- B. Committee Action and SGA Approval: The Internal Review Committee shall interview all candidates who submit a Senate application by the specified submission deadline. The committee shall move into executive session and conduct a formal vote to select candidates equal to the number of vacant seats. The recommendation will be forwarded to the SGA Senate for approval.
- C. In the event of a vacancy of the President, the Vice-President shall assume the presidency and immediately appoint a new Vice-President within one (1) school week of the vacancy. In the event of vacancy of the Vice-President, the President shall appoint a replacement of their choice within one (1) school week of the vacancy. If both offices are vacated simultaneously, the President Pro-tempore shall vacate their SGA Senate seat and become the President of SGA and appoint a new Vice-President within one (1) school week of the vacancy. The SGA Senate must approve all appointments with a majority vote.

By-Law IX. Qualifications

Section 1. Good Academic Standing

- A. To be eligible for membership in SGA, a student must be in good academic standing, defined as a 2.20 cumulative and semester GPA for undergraduate students and a 3.00 cumulative and semester GPA for graduate students.

Section 2. Enrollment

- A. To be eligible for senatorial membership in SGA, an individual must be a full or part-time student at the University and majoring within the constituency from which they were elected at the time of the election or taking the required number of credits in order to complete their program of study by the end of the current semester.
- B. To be eligible for an executive position in SGA, an individual must be a full-time student at the University.

Section 3. Failure to Meet Qualifications

- A. The SGA advisor will review the judicial, social, and academic status each member of SGA and will notify the SGA President of the findings by the first meeting of each semester. Any member who fails to reach the qualifications of membership as found in By-Law IX Sections 1 and 2 will then be placed on probation for their first offense. Probation terms are to be decided in a confidential meeting with the member and an SGA advisor. If the member, for a second consecutive semester, does not meet the

qualifications, then the member will be removed from their office. Their position will then be filled in accordance with By-Law VIII.

By-Law X. Attendance Policy

Section 1. Absences

A. Each Senator is allowed no more than two (2) missed meeting without submitting a proxy, and no more than six (6) total missed meetings per serving term. After the third missed meeting without a proxy, or the seventh total missed meeting, the Senator shall be brought before the Internal Review Committee within one week to explain their reasoning for not being present at the meetings. The Internal Review Committee will then bring forth the committee's findings to the Senate in the form of a written and oral report, with the possibility of a bill of impeachment, or a bill of sanction recommendations. Sanctions may include, but is not limited to, community service. The impeachment process shall be subject to Article VI of the SGA Constitution. If the Senator is not impeached, every missed meeting after the fourth total missed meeting will constitute the Senator having to come before the Internal Review Committee, which will again produce a recommendation to the Senate.

B. Internships, Research, or Study Abroad/National Student Exchange:

If a senator or executive member chooses to partake in an internship, research, Study Abroad, National Student Exchange, or other opportunities that require the senator or executive member to be absent from more than four (4) regularly scheduled SGA meetings, the senator or executive member must renounce his or her Senate seat or executive position. The senator or executive member must meet with his or her respective standing committee chair for the senator, or the SGA President if the senator is a standing committee chair or an executive member, and discuss when the senator or executive member's last meeting will be and when applications for an at-large position will be made available. The above policy does not prohibit the same person from serving in SGA in some capacity, as a senator or an executive member, once his or her off-campus opportunity has concluded.

C. Office Hours: Each Senator is allowed no more than six (6) missed office hours per serving term. Senators can make up each office hour missed with no consequences by completing an extra office hour for each hour missed. Senators will have 5 school days from the time of the office hour they missed to make up the office hour. Senators may not make up hours during legal aid office hours. After the seventh (7) missed office hour, the Senator shall be brought before the Internal Review Committee within one week to explain their reasoning for not being present at their office hours. The Internal Review Committee will then bring forth the committee's findings to the Senate in the form of a written and oral report, with the possibility of a bill of impeachment or a bill of sanction recommendations. The impeachment process shall be subject to Article VI of the SGA Constitution. If the Senator is not impeached, every missed office hour after the seventh total missed office hour will constitute the Senator having to come before the Internal Review Committee, which will again produce a recommendation to the Senate.

D. Exceptions: Any senator who is absent from meeting for any SGA related business such as Student Federation, Students for Higher Education Days (SHED), and Board of Regents meetings will not have their absence counted against them.

Section 2. Tardiness

A. Tardiness is to be excused at the discretion of the SGA Vice-President. Senators shall notify the Vice-President, if possible, at least 24 hours prior to a meeting at which they will be late or need to leave before the meeting's conclusion.

Section 3. Committee Attendance Policy

A. Each standing committee shall abide by the same attendance policy as SGA as outlined in By-Law X.1.B.

By-Law XI. Oath of Office

A. The oath of office administered to all elected or appointed members of SGA shall read as follows:

I, (name of student taking oath), as a student representative at The University of South

Dakota, promise to serve and represent the Student Government Association with the utmost respect and dignity. I promise to be an advocate for student concerns. I promise to hold myself accountable. I promise to remain fair and just. I promise to uphold and respect the By Laws and Constitution of the Student Government Association. And I promise that I will do all of this to the best of my ability.