

**Loyola University New Orleans**

**Student Government Association**

**Legislative Branch By-Laws**

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#### **Article I: Purpose of the Body**

##### **Section I: Purpose**

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| **Clause I** | The Senate shall exist to enact resolutions relevant to student interest, the allocation of student fees, address campus policy issues and Student Government Association operations. |
| **Clause II** | The Senate shall exist to fulfill all other duties stated or implied in the Constitution. |

#### **Article II: Powers**

##### **Section I: Legislative Power**

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| **Clause I** | The legislative power of this association shall be vested in the Senate of the Loyola University of New Orleans Student Government Association. |

#### **Article III: Duties, Responsibilities, and Jurisdiction**

##### **Section I: Duties and Responsibilities**

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| **Clause I** | The Executive Vice President shall act as the sole authority, official contant, and spokesperson of the legislative branch. |
| **Clause II** | The Executive Vice President shall:   1. Serve as the Second Executive Officer of the Student Government Association. 2. Act as the sole authority, official contact, and spokesperson of the Legislative Branch. 3. Call and preside over all meetings of the Senate, except in the removal process of the President or Vice President. 4. Assist the President in the execution of their duties and assume said duties in the event of the temporary absence of the President. 5. Consult with the President on the progress of all legislation sent to the University Student Government Administration and keep all Student Government Association members informed of such progress and developments. 6. After consultation with the President, shall appoint members to internal committees. 7. Submit a budget for the Student Government Association, as prepared by the President and Director of Finance, to the Senate by the third regularly scheduled Senate meeting of each academic semester for approval by a simple majority. 8. Ensure that official records and minutes of the Senate are kept. 9. Prepare all Student Government Association reports and committee reports as requested by the President. 10. Provide written reports to the Executive, Legislative, and Judicial branches as requested. 11. Perform other duties as assigned by the President. |
| **Clause III** | The Senate, as a whole, shall:   1. Legislate, vote, and act on all matters brought to the floor through motion and passed with an affirmative simple majority, except where otherwise provided. 2. Debate and legislate upon all matters deemed appropriate to fulfill the purposes of the Loyola University of New Orleans Student Government Association Constitution, Bylaws, and Elections Code. 3. Hold quorum: The presence, in person or remotely, of fifty (50) percent plius one of the members of the Senate shall constitute a quorum of the body, which shall be required to conduct official business. |
| **Clause IV** | Senators-At-Large shall:   1. Represent the interests, voices, and needs of the entire student body to the President, Senate, and University Administration. 2. Author resolutions that elucidate and/or resolve constituent issues. 3. Design and execute, to the best of their abilities, a Senate initiative as agreed upon with the Executive Vice President. 4. Serve as a resource to student organization leadership. 5. Act as a liaison between the legislative branch and the executive branch. 6. Chair and serve on appointed committees. |
| **Clause V** | College Senators shall:   1. Represent the interests, voices, and needs of the students within their college to their respective dean. 2. Author resolutions that elucidate and/or resolve constituent issues. 3. Design and execute, to the best of their abilities, at least one campus-wide Senate initiative per semester that has been pre-approved by the Executive Vice President. 4. Author resolutions that elucidate and/or resolve constituent issues. 5. Design and execute, to the best of their abilities, at least one college-based Senate initiative per semester that has been pre-approved by the Executive Vice President. 6. Serve as a resource to student organization leadership. 7. Serve on appointed committees. |
| **Clause VI** | The position of the Speaker of the Senate shall be established herein. The position shall be filled by an open-election and recruited from a pool of all sitting Senators-At-Large. The Speaker of the Senate maintains the position, duties, and powers of a Senator while simultaneously assuming the position, duties, and powers of the Speaker of the Senate. The Speaker of the Senate shall be utilized as the Senate sees fit. |
| **Clause VII** | The Speaker of the Senate can be removed from the position of Speaker if a vote of No-Confidence is held. The Vote of No-Confidence will conclude with a simple majority vote; if the threshold of a simple majority is met the Speaker shall be immediately relieved of their duties, and a new Speaker selection process shall begin. |

#### **Article IV: Meetings**

##### **Section I: Senate Meetings**

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| **Clause I** | The Senate shall meet on Wednesdays at 6:30 PM during the Fall and Spring Semesters, except on university holidays and emergencies, during exams, or as specified by a two-thirds (2/3) vote of the Senate. |
| **Clause II** | A two-thirds (2/3) vote shall be required for a change of meeting time, and the Vice President reserves the right to decide on the location of the meeting hall. |
| **Clause III** | All officers and members of the Senate shall be required to dress business casual attire.   1. Running shoes, ripped jeans, short sleeve polos, yoga pants, and nightwear of any kind shall not be permitted while members are in session. 2. Members who wish to not comply with the clause stated above will be excused and marked absent from the remainder of the Senate session. |
| **Clause IV** | Meetings shall be open to the public, except when the Senate meets in Executive Session. |
| **Clause V** | Non-members of the elected Senate must be yielded the floor by a Senator to speak on an issue. |
| **Clause VI** | Non-members may not yield the floor to anyone. The Vice President may enforce a seven-minute time limit. |
| **Clause VII** | A simple majority vote is required to end debate and call a vote. |

##### **Section II: Executive Session Meetings**

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| **Clause I** | Only the following persons may remain in the meeting hall during the Executive Session.   1. President 2. Executive Vice President 3. Chief Justice 4. Senators-At-Large, Senators, Speaker of the Senate 5. Advisors to the Student Government Association. 6. Those specifically authorized to remain by a two-thirds (⅔) vote of the Senate. |
| **Clause II** | To preserve the confidence of executive sessions:   1. All persons not specifically authorized to remain by these Legislative By-Laws or by two-thirds (2/3) vote of the Senate must leave the meeting hall for the duration of the Executive Session. 2. The substance of debate during the Executive Session may not be discussed with persons not authorized to participate in the Executive Session, except as mandated by University Policy or United States or Louisiana Law. 3. Unauthorized disclosure of statements made during the Executive Session may be grounds for censure or impeachment, as determined by the Senate. 4. The Senate shall enter into Executive Session only for the discussion of sensitive matters, as decided by the a two-thirds (⅔) vote of the Senate |

#### **Article V: Rules of Order**

##### **Section I: Parliamentary Procedure**

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| **Clause I** | Robert’s Rules of Order shall be the authority governing all matters of procedure not enumerated in the Constitution and these Legislative By-Laws. |
| **Clause II** | The Chief Justice shall be the final authority in interpreting the Legislative By-Laws. |
| **Clause III** | The Executive Vice-President, Senators-At-Large, and Speaker of the Senate must approve all guest speakers. |

#### **Article VI: Voting Powers**

##### **Section I: Voting in Legislative Branch**

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| **Clause I** | All Senators, including the Speaker of the Senate, shall receive one (1) vote in all matters under their jurisdiction as stated within this document, except their own removal process, as applicable. |
| **Clause II** | By a two-thirds (2/3) vote of the membership present, the Senate shall:   1. Grant or revoke charter recognition to a student organization. 2. Adopt such by-laws consistent with the Constitution that are necessary to efficiently and orderly conduct Student Government business. |
| **Clause III** | By a two-thirds (2/3) vote of the total elected membership, the Senate shall:   1. Override a presidential veto on any act of the Senate. 2. Remove the President, Executive Vice President, Chief Justice, Justices, or any member of the Senate through the Impeachment code of the pertaining Branch By-Laws. 3. Move a measure to a campus-wide referendum. |
| **Clause IV** | All calculations used in determining the passage of a vote shall be based upon the number of Senators present, and members not present shall have their votes counted as abstentions. |
| **Clause V** | Proxy voting is not permitted. |
| **Clause VI** | All votes shall be cast by a show of hands, except when a motion passes requiring a roll-call vote.   1. Methods of voting shall be discretionally enforced by the Vice President with approval from members of the Senate. |
| **Clause VII** | The Executive Vice President shall announce the results of all votes, and shall provide a full accounting of results of a vote, including yeas, nays, and abstentions, upon the request of any one Senator. |

#### **Article VII: Legislation**

##### **Section I: Legislation**

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| **Clause I** | Legislation of the Senate shall consist of Resolutions. |
| **Clause II** | The following rules shall apply to Senate Resolutions:   1. Resolutions may express the majority viewpoint of the Senate on matters outside the Senate’s jurisdiction. 2. In amending the Constitution, a Senate Resolution shall be passed calling for a campus wide referendum to ratify the Amendment. 3. Other Resolutions of the Senate are binding decisions and shall consist of:    1. Financial Business    2. Amendments to the By-Laws    3. Charters of Student Organizations |
| **Clause III** | Student organizations seeking chartership shall be allotted three minutes maximum to present before the Senate, and are subject to chamber decorum. |
| **Clause IV** | The Parliamentarian of the Senate shall maintain and make public all Legislation of the Senate. |
| **Clause V** | The Parliamentarian of the Senate shall make legislation accessible to the public. |

#### **Article VIII: Legislative Procedure**

##### **Section I: Legislative Procedures**

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| **Clause I** | In general, the Senate shall consider only those Resolutions appearing on the agenda. |
| **Clause II** | The Senate may consider urgent legislation if it is proposed after the agenda has been prepared. |
| **Clause III** | All items to appear on the agenda must be submitted (6) hours prior to the Senate meeting. |
| **Clause IV** | All items to appear on the agenda must be submitted to the Executive Vice President. |
| **Clause V** | Acts and Resolutions concerning student organizations shall not proceed without the notifying of an organization’s representative three business days prior to the voting of said act or resolution. |
| **Clause VI** | Newly proposed Resolutions shall be discussed as new business. Resolutions that have been tabled or which have been remanded from committees shall be discussed under old business. |

#### **Article IX: Amendments and Enactment**

##### **Section I: Amendments and Enactment**

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| **Clause I** | These Legislative By-Laws may be amended by a majority vote of the Senate, as long as the secondary mechanism has voted accordingly. |
| **Clause II** | These Legislative By-Laws shall be ratified upon a majority vote of the Senate, as long as the secondary mechanism has voted accordingly. |
| **Clause III** | These Legislative By-Laws shall enter into force at the first Senate meeting following their ratification. |

#### **Article X: Committees**

##### **Section I: Committees**

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| **Clause I** | The Executive Vice President shall make all appointments to all Standing Legislative Committees in consultation with the Speaker of the Senate and Senators-at Large. |
| **Clause II** | A committee shall consist of at least four members and shall meet at least three times per semester. |
| **Clause III** | The following are Standing Legislative Committees:   1. Advocacy and Outreach    1. Sustainability Subcommittee 2. Facilities 3. Student Involvement |
| **Clause IV** | The Senate shall maintain a roster of all Standing Legislative Committees, which shall list the jurisdictions and memberships of all Standing Committees and Ad-Hoc. |
| **Clause V** | The Executive Vice President, based on a need to have basis, may create Ad-Hoc Committees. |
| **Clause VI** | The Executive Vice President shall appoint and remove all internal committee members and chairpersons. |
| **Clause VII** | Committee chairpersons shall vote only to break a tie. |
| **Clause VIII** | A majority of a Committee’s members shall constitute quorum. |
| **Clause IX** | The committee chairperson with approval from the Executive Vice President shall determine committee By-Laws. |
| **Clause X** | All committees shall submit a written report to the Executive Vice President and Senate after each committee meeting. |
| **Clause XI** | Committee chairpersons shall schedule meetings only in consultation with the committee members to ensure ease of attendance. |
| **Clause XII** | Attendance at committee meetings is required. |

#### **Article XI: Financial Procedures**

##### **Section I: Financial Procedures**

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| **Clause I** | The Senate shall approve funding of contingency accounts for Legislative Branch Initiatives by passing a Resolution. |
| **Clause II** | The Senate shall approve the budget presented by the Director of Finance and President at the beginning of each semester. |

#### **Article XII: Vacancies**

##### **Section I: Vacancies**

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| **Clause I** | In the event that the office of the Executive Vice President is vacated for any reason, the Speaker of the Senate shall assume the powers, duties, responsibilities, and jurisdiction of the Executive Vice President. |
| **Clause II** | The Senate shall elect a successor from the pool of sitting Senators-at Large by a majority vote. |
| **Clause III** | In the event of the vacancy, for any reason, of a Senator-at-Large, the Senate shall elect a successor from the College Senators by a majority vote. |
| **Clause IV** | In the event of a vacancy, for any reason, of a Senator, the Senate shall appoint a successor from the qualified candidate pool by a majority vote. |

#### **Article XIII: Resignation, Impeachment, and Removal from Office**

##### **Section I: Legislative Officers**

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| **Clause I** | Senators-at-Large, the Speaker of the Senate, and College Senators, shall leave office when they:   1. Expires their term of office. 2. Is replaced by the installation of the duly elected successor. 3. Resigns 4. Is recalled by the voting constituency. 5. Is impeached. |

##### **Section II: Impeachment Hearing Procedure**

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| **Clause I** | Articles of Impeachment must be prepared and then submitted to the Court of Review. |
| **Clause II** | The Articles of Impeachment must be approved by a majority of the Court of Review. If approved, the accused member is impeached and documented proof will be released to the Senate and the accused party within 24 hours of approval. The impeachment hearing shall occur on the day and time of the next scheduled Senate meeting, or at the jointly selected by the Chief Justice and all relevant parties. |
| **Clause III** | The Chief Justice, who is not allowed to vote except in the event of a tie, shall preside over the Senate during the impeachment hearing. The accuser shall have at least ten (10) minutes to explain the Articles of Impeachment with questioning from the Senate. |
| **Clause IV** | The accused shall have at least ten (10) minutes to defend themselves against the accusations with questioning from the Senate. |
| **Clause V** | Once the accuser and accused have made arguments against and/or for their removal from office, the Senate will have at least thirty (30) minutes to debate on the decision. During debate time, the Chief Justice will be present and able to take questioning from the Senate, and offer guidance from the relevant proceedings of the Student Government Association Court of Review. |
| **Clause VI** | After the debate time, the Senate shall vote on the Resolution of Removal. An accused member can only be removed by a ⅔ vote of the entire present Senate. If the resolution is approved by the Senate, the officer shall be immediately removed from office and forfeit all duties, responsibilities, powers, and privileges thereof. |

##### **Section III: Impeachment of Legislative Members**

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| **Clause I** | Any active member of the Student Government Association may draw articles of impeachment against a member of the legislative branch, showing both proof and just cause. The criteria for Articles of Impeachment are as follows:   1. Conduct unbecoming of a Student Government officer. 2. Failure to uphold the ideals of the Constitution, Legislative By-laws and the University Code of Conduct. 3. Malfeasance in office. 4. Election fraud. |

##### **Section IV: Removal From Office**

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| **Clause I** | Failure to attend two (2) regularly scheduled meetings within one semester without approval of the Executive Vice President may lead to removal from office. |
| **Clause II** | If a member of the Senate is not present without an excuse in the case of an impeachment hearing, they will be charged with two (2) absences and are subject to removal from office. |
| **Clause III** | A member of the Senate is granted (2) emergency absences from regularly scheduled meetings within one semester. Senators unable to comply are subject to removal from office. |

#### **Article XIV: Terms of Office**

##### **Section I: Senate Term Length**

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| **Clause I** | Members of the Senate shall hold office from the date of their installation for one (1) year through the date of their successor’s installation in the following academic year, except through resignation or removal. |

##### **Section II: Legislative Oath of Office**

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| **Clause II** | Upon installment, each legislative officer shall take the following oath, administered by the Chief Justice:   1. “I, (state your name), do solemnly affirm that I will faithfully execute the duties of the office to which I have been selected and that I will, to the best of my ability, preserve, protect, and defend the Constitution of the Student Government Association, the rules of Loyola University New Orleans, and the values upon which Loyola was founded, so help me God.” |

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