

Austin Peay State University

Student Government Association

Standing Rules

The SGA Standing Rules may be changed in accordance with the SGA By-Laws.

I. Executive Branch

a. Meetings and Attendance

- i. When the General Assembly begins to hold regular sessions, members of the Executive Branch must attend a closed Executive Committee meeting once per week, excluding finals week, winter break, spring break, and the summer session.
- ii. All members of the Executive Branch must attend every meeting of the General Assembly. Failure to attend Senate meetings shall result in an absence being recorded for the member. If the member is called before the Internal Affairs Committee, this committee will determine the validity of the absence.
- iii. If a member of the Executive Branch is found to have three (3) unexcused absences in a given semester, he/she shall be notified in writing by the Chair of the Internal Affairs Committee that he/she must appear before the Internal Affairs Committee at its next regularly scheduled meeting to appeal such absences. For each subsequent absence, the member shall be required to appear before the Internal Affairs Committee.
- iv. The Internal Affairs Committee is the duly appointed body responsible for determining the validity of absences and as such has final authority in determining the validity and in recommending sanctions.

b. Office Hours

- i. All members of the Executive Branch must be present in the office a minimum of five (5) hours per week for the fall and spring semesters, excluding finals week, fall break, winter break, and spring break. Regular

office hours do not include Monday's Executive Committee meeting or any other time that the Executive Committee members are mandated to be present in performance of their executive role.

- ii. All members of the Executive Branch must be available during the summer months to work on behalf of SGA.

II. Legislative Branch

a. Meetings and Attendance

- i. Regularly scheduled Senate meetings will begin at 4:00 p.m. and end no later than 5:00 p.m.
- ii. Failure to attend regularly scheduled Senate Meetings will count as one (1) absence and two (2) tardies will count as one absence.
- iii. If a member of the Legislative Branch is found to have three (3) absences in his/her given term, he/she shall be notified in writing by the Chief Justice that he/she must appear before the Internal Affairs Committee to appeal such absences. For each subsequent absence, the member shall be required to appear before the Internal Affairs Committee.
- iv. If the Senator is called before the Internal Affairs Committee, the committee will determine the validity of the absence(s).
- v. If the Internal Affairs Committee finds a Senator to have three unexcused absences, he/she will be removed from office.
- vi. Should a Senator with one or more excused absences (as determined by the Internal Affairs Committee) miss another Senate meeting, he/she will be called in front of Internal Affairs again.

b. Legislation

- i. All Senators are required to submit a minimum of one (1) piece of legislation per term. A maximum of two (2) senators may co-sponsor a single piece of legislation.

- ii. Senators submitting new legislation and amendments to current legislation must be submitted to the Chief Clerk of the Senate at least two (2) business days before the next meeting of the Senate.
- iii. The proper form of a bill to take for presentation to the Senate is as follows (the term bill refers to any formal piece of legislation):
 1. Title: summarizes the intent of the bill. The title should be brief, but must cover the major points of the bill. The first words of the title should be, “An act to...” or “A resolution to...” or “An amendment to...”
 2. Clauses: must be either explanatory or supporting in the form of “Whereby...” or “Whereas...”
 3. Clauses: must be either enacting, amending, or resolving clause which should take the form of: THEREFORE BE IT ENACTED/AMENDED/RESOLVED BY THE SENATE OF THE (# of the General Assembly) GENERAL ASSEMBLY OF THE STUDENT GOVERNMENT ASSOCIATION OF AUSTIN PEAY STATE UNIVERSITY:”
 4. Substance: the bill should be broken up into sections. Each section should deal with a separate matter within the bill.
 5. Enactment: states when the legislation is to take place.
 6. Each bill shall only address one specific issue.

III. Judicial Branch

a. Meetings and Attendance

- i. In order to conduct official business, the Student Tribunal must have at least five (5) of the seven (7) voting members present.
- ii. Any justice arriving late, with prior permission from the Chief Justice or Associate Justice, shall be recorded as tardy for that meeting.
- iii. Absence from a regularly scheduled Tribunal meeting shall count as one (1) absence, two (2) tardies shall count as one (1) absence