

**APPALACHIAN STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
SENATE BYLAWS**

**Article I: Meetings**

- 1.1** Unless otherwise specified or ordered by the Student Senate or by the President, regular meetings of the Student Senate shall be held each week at a time and place designated by the presiding officer.
- 1.2** Quorum shall be represented by one half plus one of the voting members of the Student Senate.
- 1.3** Attendance at a Senate meeting will be required of all Senators and Cabinet Members, and standing and special committee chairpersons.
- (a) Standing committees will include: Academic Affairs, Student Affairs, External Affairs, and the Rules Committee.
  - (b) Special committees include all other committees without permanent status, regardless of proposed length of existence.

**Article II: Senator Expectations:**

**2.1 Decorum:**

- (a) Business casual is the dress code for Student Senate and Rules Committee.
- (b) Be in good academic standing with the University, overall GPA must be a 2.0
- (c) Senators must behave in a professional manner while acting as a representative of Student Government Association.

**2.2 Requirements:**

- (a) Must complete constituency report as directed by the administration.
- (b) Must attend Senate meeting every week.
- (c) Must complete one office hour per week.
- (d) Must attend required committee meetings.
- (e) As an active voice for their constituency, senators should be aware of possible legislation that could impact their constituency.
- (f) Senators must follow these guidelines for specified positions (As addressed in Article V, Section 4, Subsection A):
  - i. Senators elected as Freshman, Sophomore, Junior, and Senior senators, as outlined in Article V, Section 4, Subsection A, sub-subsection 1, must be on a University Committee.
  - ii. At least one senator elected as a representative for their academic college, as outlined in Article V, Section 4, Subsection A, sub-subsection 2, must serve on the Academic Affairs Committee.
  - iii. All senators affiliated with the Student Development Record, as outlined in Article V, Section 4, Subsection A, sub-subsection 3, must attend the meetings of an ordered list of clubs and organizations once a month that will be constructed by the President and Vice-President as a

- substitute for their office hour or committee meeting requirement.
- (g) All senators affiliated with a specific clubs or organizations, as outlined in Article V, Section 4, Subsection A, sub-subsection 4, must attend that club or organization's meeting once a month.
    - i. Failure to fulfill these requirements will result in penalties outlined in Article II, Section C. Absence Policy.

**2.3 Absence Policy:** The limit of points of personal privilege per Senator will be three (3) per semester. The use of more than this number will result in the loss of position in the Senate.

- (a) Points will be figured as follows:
  - i. Absence from Senate meeting = one (1) point.
  - ii. Absence from Committee meeting = one (1) point.
  - iii. Failure to log one (1) hour in the ASU-SGA offices per week = one (1) point.
    - 1. At the discretion of each administration, the Student Body President and Student Body Vice-President, in consultation with their cabinet, can approve activities that can add points to a senator's total.
- (b). All mandatory events should be announced at least two weeks prior to said event, in order for senators to be penalized.

### **Article III: Senate Procedure**

#### **3.1 Procedure for Legislation**

- (a) All new legislation will be taken directly to the Senate Rules Committee Chairperson before the Vice President places it on the agenda as new business. The introducer will be responsible for contacting the Chairperson of the Rules Committee by time determined by Rules Chairperson for any Legislation to be brought before the Senate the next business meeting.
- (b). All major legislation shall be submitted to the Senate in writing at the time it is introduced and shall list the following:
  - i. Number
  - ii. Type of Legislation
  - iii. Name of Introducer
  - iv. Name of Sponsor
  - v. Subject
  - vi. Purpose
  - vii. History
  - viii. Desired Outcome
  - xi. Exact Wording
  - x. Date of Execution (if any)

**3.2** The Chairperson of the Senate Rules Committee shall assist any other member of the Student Body in the preparation of legislation in the proper form. All legislation and resolutions shall add to the following composite parts:

- (a) The capital letters "S" and "B" to denote "Senate Bill,"
- (b) A three/(3) digit number to denote the session of the Senate, a session lasting two/(2) semesters, and the number of sessions beginning from 1968 followed by a dash, and

(c) A three (3) digit number to denote the sequence of bills introduced on the floor for each session of the Senate.

**3.3** Once referred to and reviewed by the Rules Committee, the Chairperson will present the legislation to the Vice President to be placed on the agenda as old business for consideration by the Senate as rapidly as practicable.

(a) All legislation brought before the Senate shall be accepted by a fifty percent plus one/(50% + 1), except for items covered in the ASU-SGA Constitution. The results of the vote shall be announced to the voting body immediately upon completion of the voting process. The Senate Rules Committee shall be responsible for reporting on their findings concerning legislation and any other matter of business which it screens, by means of the following recommendations:

- i. Favorable - This recommendation reflecting the Rules Committee to feel the matter has merit reflected by the vote. A unanimous vote will be reported to Senate as Favorable by Acclamation (FBA).
- ii. General - This recommendation reflecting the Rules Committee to feel the matter is suitable, but not as suitable as possible.
- iii. Unfavorable - This recommendation reflecting the Rules Committee to feel that the matter is less than suitable as presented to the Committee.
  1. The Rules Committee shall not be empowered to kill legislation, but can hold undesirable legislation from the Student Senate floor due to a vote of unfavorable by the Committee.

#### **Article IV: Procedure for Filling Appointive Offices**

**4.1** All candidates shall be placed in nominations in accordance with the SGA Constitution.

ii. Each nominee shall appear before the Rules Committee after he/she is nominated and prior to their consideration by the Senate.

**4.2** The Chairperson of the Rules Committee shall report to the Student Senate as to their investigation and give recommendations to the Senate as to whether or not that person should be accepted.

**4.3** To establish order on the Senate, the Student Senate may establish such rules of procedures it deems necessary to insure the orderly conduct of its business by two-thirds (2/3) vote of Senate. The rules established by the Senate shall be permanent as prescribed by Robert's Rules of Order by enacting Senate or subsequent Senate. In the event of an emergency, the permanent rules of the Senate may be suspended as provided by Robert's Rules of Order.

#### **Article V: Rules of Senate and Parliamentary Authority**

**5.1** Unless otherwise specified, Senate Rules will correspond to Robert's Rules of Order.

**5.2.** Special limits on debate: No member of the Appalachian State University Student Senate shall conclude a speech by moving a non-debatable motion.

## **Article VI: Committee Bylaws**

**6.2** Amendments to committee bylaws must be proposed at least one meeting prior to the committee's vote.

**6.3.** These bylaws may be amended by a three fourths/(3/4) vote of the full committee and two thirds/(2/3) vote of the Student Senate.

## **Article VII: Miscellaneous**

**7.1** The President of the Student Senate and the Director of Elections are responsible for the organization of a Senate Workshop for all Senators in the Fall Semester of each year to explain basic procedures of Senate and to present the duties of each Senator.

**7.2** Senators will not be considered active until the completion of Senator Training, unless otherwise excused by President of the Student Senate or Director of Elections.

## **Article VIII: SGA Elections**

**8.1** The current Election Bylaws will govern all ASU-SGA elections.

## **Article IX: Amendments**

**9.1** Amendments to these bylaws must be proposed at least one meeting in advance of a vote.

**9.2** Amendments require a two-thirds/(2/3) vote of the Student Senate.

## **Article X: Ratification**

**10.1** These bylaws of the ASU-SGA Student Senate are effective upon passage and all previous bylaws are null and void.

\*Section II Subsections "f" and "g" do not apply until the Fall Semester of 2014, upon the enacting of the Senate restructuring process.