

SGA Standing Rules

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

I. Executive Branch

A. Meetings and Attendance

1. When the General Assembly begins to hold regular sessions, members of the Executive Branch must attend a closed Executive Committee meeting every Monday at 12:20 p.m., excluding finals week, winter break, spring break, and the summer session.
2. 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.
3. 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.
4. 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

1. 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.
2. All members of the Executive Branch must be present in the office and work on behalf of SGA during the summer session with hours to be determined in conjunction with the SGA advisor.

II. Legislative Branch

A. Meetings and Attendance

1. Senators:
Will notify his/her Class Chairperson, in writing, of any absence at least one (1) business day prior to any Class meeting if the absence is to be considered excused.

Will notify his/her Standing Committee Chair, in writing, of any absence at least one (1) business day prior to any committee meeting if the absence is to be considered excused.

Will notify the Executive Secretary, in writing, of any absence at one (1) business day prior to any meeting of the General Assembly if the absence is to be considered excused. Determination of whether an absence will be considered excused will be made by the Executive Secretary. Failure to attend Senate meetings will result in an absence being recorded for the Senator. If the Senator is called before the Internal Affairs Committee, this committee will determine the validity of the absence(s).

Will be required to attend all "Lobby Days".

2. Regularly scheduled Senate meetings will begin 12:20 p.m. and end no later 1:10 p.m.
3. Absence from a regularly scheduled Senate Meeting will count as one (1) absence, two (2) tardies will count as one absence, and two (2) Class meeting absences will each count as one (1) absence from the Senate. Two (2) absences from regularly scheduled Committee meetings will be recorded as one absence from the Senate.
4. If a member of the Legislative 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.

B. Legislation

1. 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.
2. 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.
3. 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):
 - i. 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..."
 - ii. Clauses: must be either explanatory or supporting in the form of "Whereby..." or "Whereas..."
 - iii. 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:"

iv. Substance: the bill should be broken up into sections. Each section should deal with a separate matter within the bill.

v. Enactment: states when the legislation is to take place.

vi. Each bill shall only address one specific issue.

II. Judicial Branch

A. Meetings and Attendance

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