

BYLAWS OF STUDENT GOVERNMENT ASSOCIATION  
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## ARTICLE I: THE EXECUTIVE BRANCH

The purpose of the officers, the executive branch, of the Student Government Association (SGA) shall be to provide leadership for the SGA, to implement the policies and programs of the SGA, and to formally represent the interest of the students enrolled at Texas Lutheran University (TLU) to all individuals and groups within and outside of TLU.

### **Section 1: Members of the Executive Branch**

The members of the Executive Branch shall be the President, Vice President, and other officers appointed by the President approved by the Senate to serve on the Executive Cabinet or on a Presidential Commission.

### **Section 2: Powers**

The executive officers shall have such authority and power as is necessary to execute the policies and programs of the SGA, and shall in no way usurp the legislative functions or powers of the Senate.

### **Section 3: Qualifications**

- A. Qualifications for executive office include (a) be in good academic and judicial standing, (b) a cumulative grade point average of 2.0 or better at the time applications for the positions are due, and (c) be enrolled in a minimum of twelve credit hours.
- B. To remain in office, executive officers must maintain the cumulative grade point average
- C. Any person running for an executive office must have completed at least one semester at Texas Lutheran University and meet the above qualifications to be eligible and must not have been removed from a position on the SGA.

### **Section 4: Selection**

- A. The President and Vice President of the SGA shall be elected through a vote of the student body
- B. Executive cabinet positions shall be appointed by the President, with the approval of the Senate, so long as any appointment being requested is confirmed to have a job description which include the duties and powers and compensation for the position.

### **Section 5: Compensation**

The executive officers and all Senators of the SGA may be compensated in the form of annual stipend. The amounts of the stipend are to be determined by April 1<sup>st</sup> for the following year by a two-thirds vote of the Senate with final approval by the President of TLU. The Senate may not raise or lower the amount of the scholarships during a term of the executive officers of the SGA concurrent with its own.

### **Section 6: Duties**

The President shall have the power to:

- A. Hold final authority and responsibility for all governance operations and assets of the SGA.
- B. Enforce the constitution and bylaws.
- C. Serve as an ex-officio member of all SGA committees.
- D. Appoint all student members of SGA committees as well as institutional and faculty committees, subject to the approval of the Senate.
- E. Nominate all appointed positions of the SGA, subject to the approval of the Senate, where so noted in these bylaws.
- F. To undertake all functions of the SGA as approved and specifically directed by the Senate.
- G. To call special meetings of the SGA and its committees as needed.
- H. To attend all Senate meetings and report the activities of the office of the President of the SGA to the Senate.
- I. To serve as a representative for the students enrolled at TLU to all groups within and outside of TLU as requested.
- J. To present a report of the SGA's activities and progress annually to the TLU Board of Regents and President's Cabinet.
- K. To perform all other duties as deemed necessary for the office.
- L. To veto any legislation, or part thereof, passed by the Senate within one week of its passage when deemed appropriate.

The Vice President shall:

- A. Assume the office of President of the SGA in case of a vacancy with full authority and power for the remainder of the un-expired term.
- B. Preside over all meetings, and prepare the agendas and all necessary materials of the SGA Senate.
- C. Execute all policies and programs of the SGA as approved and specifically directed by the Senate.
- D. Call all Senate meetings.
- E. Vote on legislation in the event of a tie.
- F. Report on the activities of the office of the vice President as necessary.
- G. Serve as a representative for the students enrolled at TLU as requested.
- H. Perform all other duties as deemed necessary for the office.

The Comptroller shall:

- A. Manage all SGA monies and properties.
- B. Chair the SGA finance committee.
- C. Present a financial statement of the SGA to the Senate of the SGA on a quarterly basis.
- D. Present a proposed annual budget for the following budget year by April fifteen<sup>th</sup> of each year.

- E. Present the financial records of the SGA at the end of each fiscal year for examination by an external entity, individual, or organization, selected by the President, in consultation with the TLU President.
- F. Administer the annual budgeting process through funds that are allocated to SGA, student organizations, and programs for the following year.
- G. To make requests of the business office of TLU, to payout monies of the SGA; such financial requirements must be co-signed by one of the administrative advisors of the SGA.
- H. To keep records of all purchases and expenditures made by the SGA, along with the respective documentation of each purchase and expenditure.
- I. To execute all programs and policies of the SGA as approved and specifically directed by the Senate.
- J. To serve as a representative for the students enrolled at TLU to all groups within and outside TLU as requested, and to perform all other duties as deemed necessary for the office.
- K. To serve as a voting member of the University Budget and Planning Committee.

#### **Section 7: Terms**

The terms of the SGA President, Vice President, and Comptroller shall be for the appropriate fiscal year. The election of the President and Vice President shall be held at least one month prior to the expiration of the present spring academic term.

#### **Section 8: Vacancies**

In case of a vacancy in the office of President, the Vice President shall assume the office of President to serve with full authority and power for the remainder of the unexpired term. Vacancy in the office of Vice President of the SGA shall be filled by means of a special election within fifteen days of when said vacancy is announced to the members of the Senate.

### ARTICLE II: LEGISLATIVE BRANCH

#### **Section 1: Purpose**

The purpose of the Senate shall be to implement legislation, develop policies and programs, approval, and allocations of operations, personnel, and finances of the SGA.

#### **Section 2: Membership**

##### A) Chairperson-

The Vice President shall be the Speaker of the Senate

##### B) Speaker Pro-Tempore-

- The Speaker Pro-Tempore is to be elected from among the membership of the Senate.

#### Subsection 1: Voting Membership

The voting membership shall be the 16 Senators, though, in the case of a tie, the Vice President will also vote. The Senators shall be elected with three per classification (i.e. freshman, sophomore, Junior, Senior) by year of matriculation along with four at-large senators to be made up of any classification including master's students.

#### Subsection 2: Faculty Membership

Two faculty members, selected by the appropriate faculty organization and process, shall serve as exofficio members of the Senate. Attendance is not required but invitation to all meetings is henceforth submitted.

#### Subsection 3: Administrators and Staff

The University President, executive Vice President/provost, Dean of Student Life and Learning, and Director of Student Activities shall oversee the Senate.

### **Section 3: Authorities and Powers**

The Senate shall have such authority and power as is necessary to implement legislation, and allocations or operations and finances of SGA. The Senate shall in no way usurp the executive functions or powers of the officers of the SGA.

### **Section 4: Qualifications**

Those qualified to serve, as Senators of the SGA shall be students enrolled at TLU in good academic and disciplinary standing. Senators shall maintain a cumulative GPA of 2.0 during their term and be a full time student, with the exception of graduating seniors. Candidates for Senate positions will be determined by classification or declared major.

### **Section 5: Selection**

The Senators of the SGA shall be elected by the students of TLU.

### **Section 6: Compensation**

The Senators of the SGA may be compensated in the form of an annual stipend. The amounts of the stipend are to be determined by April 1<sup>st</sup> for the following year by a two-thirds vote of the Senate with final approval by the President of TLU. The Senate may not raise or lower the amount of the stipend during a term of the Senate of the SGA concurrent with its own.

### **Section 7: Duties**

The Senate shall:

- A. Enact all legislation and programs deemed necessary and proper.
- B. Approve all SGA appointees.
- C. Elect a Speaker Pro-Tempore.

- D. Override a Presidential veto by a two-thirds majority vote of all voting members within one week of said veto, if deemed appropriate.
- E. Attend all assigned committee meetings.
- F. Appropriate monies and properties of the SGA.
- G. Act upon impeachment petitions brought before the Senate and signed by twenty percent of the constituents of the member who is named on the petition. A two-thirds majority vote of all voting Senators present shall be necessary for conviction.
- H. Attend all meetings and participate in discussion.
- I. Report an absence from an official SGA meeting or event to the chair.
- J. Announce to the Senate items on which he/she has a conflict of interest and to refrain from debating or voting on such matters.

### **Section 8: Terms**

Senators shall serve for one year, from the beginning and ending with the date of the University's Commencement, except for the election of the new student Senators of the SGA, whose terms shall be from the time of certification of election as new student Senators of the SGA until the end of April. The election for Senators shall be held one month prior to the expiration of the present Senators' terms.

### **Section 9: Vacancies**

#### Subsection 1: Voting Membership

Vacancies in the voting members of the Senate of the SGA, excluding the Vice President of the SGA, shall be filled by means of a special election within fifteen days of when said vacancy is announced or shall be filled by appointment by the President of the SGA, as determined on a case by case basis.

#### Subsection 2: Advisory Membership

A vacancy in the advisory membership of the Senate shall be filled by the group whom the advisor represents.

### **Section 10: Meetings**

#### Subsection 1: Regular Meetings

The Senate shall meet at least once per month during the academic year, and shall be publicized at least forty-eight hours in advance by the secretary of the Senate following the receipt of an agenda from and consultation with the chairperson of the Senate. The agenda shall be forwarded by the secretary to all Senators, officers, and advisors at least forty-eight hours in advance of the meeting.

#### Subsection 2: Special Meetings

Special meetings of the Senate for addressing specific matters shall be called either by the chairperson of the Senate or by a petition from at least nine senators presenting written request for such a meeting to the President. The request for the meeting must state the matter(s) to be addressed.

### **Section 11: Attendance**

### Subsection 1: Absences

Senators and/or Executives who have been absent three times shall be asked to come before the Tardy and Absence Committee. After coming before the committee they will be allowed two more absences prior to being called before the Senate.

### Subsection 2: Tardiness

Senators and/or Executives leaving early and/or are tardy three times in a semester will be asked to come before the Tardy and Absence Committee. After coming before the committee, members will be given two more tardies and/or may be allowed to leave early two more times before coming to the Senate for consideration for recall. Tardies and leaving early are not to be counted in combination with absences.

## **Section 12: Senate Meeting Structure**

### Subsection 1: Operating Rules

Unless specified otherwise by the Senate, the Senate shall conduct its meetings using Robert's Rules of Order.

### Subsection 2: Purpose

The purpose of a standardized Senate meeting structure shall be to ensure an efficient and consistent format for Senate proceedings.

### Subsection 3: Referred Legislation

Legislation referred to a standing SGA committee or ad-hoc committee may return to the Senate with a recommendation.

## **Section 13: Budgetary Responsibility**

### Subsection 1: Funding

The budget of the SGA shall be derived from the student activity fee as approved by the SGA of TLU. The fee is reviewed annually by the Budget and Planning Committee in consideration with recommendation from the SGA based upon the number of full-time students. The student activity fee can be increased up to ten percent each year as necessary correlating with inflation rates. An increase ranging from one-tenth percent through ten percent does not require an official poll of the student body. Any percentage over and above ten percent requires a forum and poll of the student body along with recommendations of the TLU Budget and Planning Committee. Forty-two percent of this fee shall be applied to fund SGA operations and allocations and to assist organizations in their programming efforts. No more than thirty percent of the anticipated budget may be used for SGA Senate-sponsored programming and allocations. No more than ten percent of the anticipated budget may be used for the allocations reserve fund. No less than sixty percent of the anticipated budget may be appropriated to organizations of TLU, unless requests from organizations totals less than sixty percent of the anticipated budget, in which case the difference shall be retained in the allocations reserve fund. Fifty-eight percent shall go to funding Campus Programs, Student Activities, Campus Ministry, Intramurals, Residence Life Programming, and Campus



Activities Board (CAB). This amount will be distributed as follows: Intramurals five percent, Fitness Center five percent, First Year/Campus Programming nine and six-tenths percent Student Activities two percent, CAB eighteen and four tenths percent, Campus Ministries four percent, and Residence Hall Programming fourteen percent. The SGA may vary the outlined amounts by as much as four percent as necessary. These funds set aside for appropriation shall be appropriated based on the procedure outlined in Article II, Section 11, Subsection 3. Any carryover of SGA appropriated funds for recognized organizations shall be returned to the SGA allocations reserve fund.

#### Subsection 2: Allocations Procedure and Requirements

Any and all student organizations constitutionally recognized by the student Senate shall be legitimate organizations eligible to apply for allocations from the SGA as outlined in Article IV.

Each organization requesting funding must attend the All Clubs and Organizations meeting at which the Allocations process is discussed. Failure to attend the meeting may result in denial of allocations.

##### A. Funding Request

- I. All allocation requests must be submitting as a funding request on Connect@TLU at least one week prior to a Business Meeting for review
- II. Organization advisor's must be aware and approve all funding requests
- III. The event or purchase on the funding request cannot occur within two weeks of the date of approval from either a Business Meeting or Finance Committee Meeting
- IV. The SGA Comptroller will contact the organization to meet with the Finance Committee to review the funding request and make recommendations to the Senate if needed. One representative from each organization may be required to meet with the Finance Committee to discuss their request (if there are questions).
  - i. If the request is \$1,000.00 or less, the Finance Committee can approve the request on behalf of the Senate.
  - ii. If the Finance Committee pushes the decision to the Senate, or if the request is over \$1,000.00, the Comptroller then takes the funding request before the SGA Senate for approval. One representative of your organization must attend this Business Meeting.

##### B. Allocation Considerations

- I. SGA allocates based on priorities (described below) and reserves the right to grant or deny any allocation request or rescind its approval of an allocation if used improperly.
  - 1st Priority: TLU Students and Community
  - 2nd Priority: Surrounding Community
  - 3rd Priority: Benefits JUST your organization
- II. The following can be taken into consideration by the Senate:
  1. Attendance at programs (past & present).

2. Support from an active membership.
  3. Effectiveness of campus programming.
  4. Effective use of past allocations.
  5. Benefit to Texas Lutheran University.
  6. Level of the organization's activity.
  7. Anticipated support from membership dues and fundraising.
  8. Planned events for the next year.
  9. Previous year's goals met.
  10. Planning involved in programming.
  11. Commitment to growth and new programming.
- III. Each organization's total allocation cannot exceed \$6,000.00 a year.
- i. Up to \$2,000.00 can be allocated for conventions; minimum of 2 people must attend (this comes from the total \$6,000.00 available for allocations).
    1. Organizations must host an event/forum/presentation to showcase the knowledge they learned at the conference. Failure to host a follow up event could result in denial of future allocations
      - a. This event must be held by the end of the semester in which the conference was attended
      - b. If the conference is attended over summer or winter breaks, the organization must host the follow-up that upcoming semester.
- IV. If multiple organizations are co-hosting an event, and both organizations submit separate allocation funding requests, the organizations cannot split line items on both allocation funding requests. Only one organization can request funds for one line item.
- V. Allocations cannot be granted for the following:
- i. Events that have already occurred
  - ii. Purchases made before approval of allocations.
  - iii. Alcoholic beverages. Allocations may be granted for the hiring of a vendor.
  - iv. Advertising (the Student Activities Office has supplies available for free).
  - v. T-shirts or any other items that will be sold for profit or charitable donations.
  - vi. Gift cards
- C. Approved Allocations
- I. If the request is granted, all receipts and/or invoices must be submitted to the Comptroller for approval/reimbursement.
    - i. The organization may use up to \$300.00 maximum (\$100.00 per student maximum) in petty cash to use for the event(s) allocated for, the organization must fill out the Petty Cash Request Form found in the Student Activities Office.
    - ii. Organizations can also pay for approved allocations by

1. Submitting an invoice from a vendor to the SGA Comptroller
  2. Submitting a check request
- II. If organizations are requesting allocations to fund a philanthropy event, the organization must submit proof that funds raised for the charity were donated. This proof must be submitted to the SGA Comptroller within 30 days after the philanthropy event is held.
- i. Failure to submit proof could result in denial of future allocations.

#### Subsection 3: Approval of the SGA Budget

The SGA Senate shall have responsibility to pass the final SGA budget for the following fiscal year by April 1 of the current fiscal year. The SGA budget must pass by a two-thirds vote of the senators present and voting. The SGA Comptroller shall present the proposed budget to the Senate for final approval.

#### Subsection 4: Approval of SGA Allocations Requests

- A. It shall be the responsibility of the Comptroller to provide a written list of approved allocation grants to the Senate at least twenty-four hours in advance of the scheduled meeting for a majority vote of the Senate.
- B. The Comptroller will introduce the list of requests for Senate consideration under new business. Upon introduction of each grant proposal, the Senate must approve it as written, approve it with amendments, or refer back to the Finance Committee for further review and/or clarification. The Finance Committee and the organization's representatives will meet again. Any changes to the request must be made at this time for the Senate can only consider the request twice.
- C. If the Senate returns an amended proposal to the Finance Committee for review, the committee will be required to review it and report back to the Senate at the next scheduled meeting. The Comptroller will be required to provide a written statement outlining the conclusions of the allocations review to Senate members. The Senate will have the power to make final amendment(s) to the request at this time. Amendments are debatable and require a majority vote. After receiving notification of the Senate's denial, the requesting organization has the option to submit a new allocation request.

#### Subsection 5: Budget Allocation Approval

- A. All purchases which exceed the amount allocated by the SGA budget by greater of ten percent or fifty dollars must be approved by a majority vote of the Senate prior to the expenditure of such monies.
- B. All purchases of the SGA which are not specifically allocated in the SGA budget and which exceed fifty dollars must receive approval by the Comptroller of the SGA prior to such purchases.

- C. Between May 1<sup>st</sup> and September 1<sup>st</sup> the Executive Branch can approve all purchases.

**Section 14: Allocations Reserve Fund**

Subsection 1: Establishment

The SGA will contain, as part of its budget, an allocations reserve fund. The fund will be derived from no more than ten percent (ten percent) of the SGA budget.

Subsection 2: Use and Availability

The allocations reserve fund shall be available to the Senate and other student organizations under the auspices of the Finance Committee for unbudgeted expenses that may be incurred.

Subsection 3: Reserves

Monies in the allocations reserve fund that are not allocated by the end of budgetary year will be carried over into the following year's surplus/reserve.

ARTICLE III: STUDENT ORGANIZATIONS

**Section 1: Funding**

To receive allocations, organizations must maintain recognized status, complete all necessary paperwork, and attend all required meetings.

ARTICLE IV: SGA COMMITTEES

**Section 1: Committee Function and Structure**

Subsection 1: Purpose

The purpose of the SGA committees shall be to assist in the execution of the operations of SGA. And assisting the Programming Board as needed.

**Section 2: Standing SGA Committees**

The standing committees of SGA shall consist of Legislation Committee, Marketing and Public Relations Committee, and Finance Committee

Subsection 1: Finance Committee

A. Chairperson- Comptroller

The chairperson of the SGA Finance committee shall be the Comptroller of the SGA.

B. Membership

The membership of the allocations committee shall consist of the Comptroller and three Senators appointed by the Vice President.

C. Duties

The finance committee shall:

- I. To hold meetings whenever deemed necessary by the Comptroller.
- II. To hold allocation committee meeting when allocation requests shall be reviewed.
- III. To recommend to the Senate allocations of designated funds to student organizations of TLU.
- IV. Establish and publish a deadline of acceptance for allocation requests

### Subsection 2: Legislative Committee

#### A. Chairperson- Director of Legislative Affairs

The chairperson of the SGA Legislative Committee shall be determined by the Vice President of the SGA.

#### B. Membership

The membership of the Legislative Committee shall consist of the chairperson and three Senators appointed by the Vice President

#### C. Duties

The Legislative Committee shall:

- I. Review and revise all bills and resolutions written by the Senate.
- II. Review and revise the constitution and bylaws yearly.
- III. Edit and maintain SGA policies.
- IV. Consult with the Marketing and Public Relations Committee as needed for elections.

### Subsection 3: Marketing and Public Relations Committee

#### A. Chairperson- Director of Marketing and Public Relations

The chairperson of the Marketing and Public Relations (to be referred as MPR committee from here on) Committee shall be a Senator appointed by the Vice President.

#### B. Membership

The membership of the MPR committee shall consist of the chairperson, three senators and the Programming Board Liaison.

#### C. Duties

The duties of the MPR committee shall consist of:

- I. Assist with the representation of TLU at student conferences.
- II. Publicize SGA events.
- III. Fulfill the duties of the Election Commission.
- IV. Assist the Programming Board in its endeavors.

### **Section 3: Rotating Committees**

#### **Subsection 1: Tardy and Absence Committee**

##### **A. Chair**

There is no chair for the tardy and absence committee. All members shall have an equal vote in the matter at hand.

##### **B. Membership**

The membership of the tardy and absence committee shall consist of a rotating advisor of SGA, a rotating executive member, and a rotating senate member. The rotating senate member shall be chosen by a drawing. Once a member has been selected to serve on this committee, they may not be chosen again until after every member has been selected.

##### **C. Duties:**

The tardy and absence committee shall:

- 1) Listen to the reasons of absence, tardies, and/or leaving early.
- 2) Ask questions concerning the offense, as needed.
- 3) Meet as needed to serve on this committee.
- 4) Decide whether or not the reasons are valid through majority vote. If found not valid, the student shall come before the senate.
- 5) If a student is brought before the senate, the advisor shall explain that the student was tardy/absent/left early three times. The student charged shall explain to the senate their reasons for being tardy/absent/leaving early.

### **Section 4: Standing Institutional Committees**

Student representation on standing institutional and faculty committees shall consist of students enrolled at TLU, appointed by the President of the SGA, subject to the approval of the Senate.

### **Section 5: Programming Board**

Consists of the entire Campus Activities Board (CAB) membership, and is responsible for planning all on campus events.

### **Section 6: Removal of Appointees**

Appointees shall serve a one year term commencing upon appointment from the President, and ending at the conclusion of the following spring academic year. Appointees may be removed by the President and Executive Committee upon referral by the Senate.

## **ARTICLE V: INITIATIVE, REFERENDUM, AND RECALL**

### **Section 1: Initiative**

#### **Subsection 1: Placing Initiative on the Ballot**

Initiatives may be placed on an SGA ballot by a petition containing the signatures of no less than fifteen percent of the students enrolled at TLU. Figures

for said percentage shall be based on the enrollment at the Seguin campus. Such initiatives shall be presented to the Senate in writing.

#### Subsection 2: Timetable for Election

Upon receipt of the petition by the Senate, and certification of the required signatures by the TLU registrar, the Senate shall direct the MPR Committee to hold an election on the initiative within fifteen school days.

#### Subsection 3: Adoption of Initiatives

Initiatives shall be adopted by a majority vote of the students enrolled at TLU casting ballots on the initiative, as certified by the MPR Committee.

#### Subsection 4: Implementation

Initiatives which are adopted by the students enrolled at TLU shall come into effect within one week upon certification of passage, unless vetoed by the Dean of Student Life and Learning.

### **Section 2: Referendum**

#### Subsection 1: Placing Referenda on the Ballot

Referenda may be placed on an SGA ballot by a majority vote of the Senate.

#### Subsection 2: Timetable for Election

Upon Senate vote approval, the Senate shall direct the MPR Committee to hold an election on the referenda within fifteen school days.

#### Subsection 3: Retention or Withdrawal of Legislation via Referenda

Legislation brought to popular vote via referenda shall be effective by a majority vote of those students enrolled at TLU casting ballots on legislation.

#### Subsection 4: Implementation

Legislation that, via referenda, is adopted by the students enrolled at TLU shall be effective within one week of certification of passage.

### **Section 3: Recall of Executives or Senators of the SGA**

#### Subsection 1: Grounds for Recall

Any executive or Senator of the SGA may be recalled for abuse or misuse of authority, discriminating against any member of SGA or their constituents, or for neglecting prescribed duties inherent to the office.

#### Subsection 2: Placing Recall on Ballot

Recall may be placed on an SGA ballot by a two-thirds vote of the Senate or by a petition containing the signatures of fifteen percent of the students enrolled at TLU.

Subsection 3: Timetable for Election

Upon Senate vote approval or receipt of petition, and certification of the required signatures by the TLU Registrar, the Senate shall direct the MPR Committee to hold an election on the recall within fifteen school days.

Subsection 4: Adoption of Recall

Recall, having been duly publicized, shall be voted on by those students eligible to vote in the election of the executive or Senator, and shall be adopted by a two-thirds vote of those eligible students casting ballots on the recall, as certified by the MPR Committee.

Subsection 5: Implementation

Recalls that are adopted by the students enrolled at TLU shall come into effect immediately upon certification of passage.

**Section 4: Recall of Chairpersons and Voting Members of SGA Committees**

Subsection 1: Grounds for Recall

Any chairperson or voting member of an SGA committee may be recalled for abuse or misuse of authority, discriminating against any member of SGA or their constituents, or for neglecting prescribed duties inherent to the office.

Subsection 2: Initiating Recall

Recall shall be initiated by a motion by a voting member of the Senate, including the alleged grounds for recall, during any meeting of the Senate.

Subsection 3: Adoption of Recall

Recall shall be adopted by a two-thirds vote of the Senators present and voting. Recalls which are adopted by the Senate shall come into effect upon declaration of passage.

ARTICLE VI: SELECTION OF APPOINTED POSITIONS

**Section 1: Appointment**

All appointed positions, listed below, shall be filled by an appointment process subject to the approval of the Senate.

**Section 2: Recording/ Correspondence Secretary**

Subsection 1: Purpose

The purpose of the secretary of the SGA shall be to collect and maintain the Senate records of the SGA, as well as fulfilling those duties, which may evolve upon the position.

Subsection 2: Authorities and Powers



The secretary of the SGA shall have responsibility for the accuracy of any records of the SGA approved in their final form by the Senate.

Subsection 3: Duties

The secretary shall:

- A. Take minutes at all Senate meetings, both regular and special.
- B. Distribute a typed copy of said minutes, along with a copy of the agenda for the next meeting, to each executive and Senator of the SGA, all advisors and the Dean of Student life and learning, one day prior to the next meeting.
- C. Compile and maintain a file which is to include the minutes of all Senate meetings, an annual fiscal report, an official correspondence of the Senate, and any other matters to go into a bound volume for that year.
- D. Perform such secretarial functions as the President and Vice President of the SGA shall designate.
- E. Be responsible for the upkeep and general efficient operations of the SGA office.

Subsection 4: Compensation

The secretary of the SGA shall receive a set amount of compensation which is determined by the Senate.

**Section 3: Sergeant at Arms**

Subsection 1: Purpose

The purpose of the Sergeant at Arms is to assist the chairperson in keeping order of the meeting.

Subsection 2: Authorities and Powers

The Sergeant at Arms has the authority to remove any one person from an SGA meeting for disruption or any other reasonable cause.

Subsection 3: Duties

- A. Enforce all decisions made by the chair person.
- B. Remove members or active members or anyone else needing to be removed from the meeting.
- C. Keep track of quorum at all times.
- D. Monitor active members entering and exiting the meeting.
- E. Call University Police if police enforcement is necessary.

ARTICLE VII: ELECTIONS

**Section 1: Election Procedures**

The MPR Committee shall be responsible for presenting the Senate with election rules and procedures in advance of when applications for positions are available. Revisions

other than dates of filing, campaigning, and elections must be approved by a two-thirds majority vote of the Senate.

**Section 2: Regular Elections**

The regular elections of the SGA shall be completed no later than April 1<sup>st</sup> of each year. Voting privileges shall extend to all students enrolled at the time of the election.

**Section 3: New Student Elections**

The elections for new student Senators of the SGA shall be completed no later than the third week of the academic year. Voting privileges are limited to students enrolled at TLU.

**Section 4: Special Elections**

The special elections of the SGA for amendments to the constitution, initiative, referendum, and recall shall be completed within fifteen school days as per Article VI. Voting privileges shall be extended to all students full and part time enrolled at TLU.

ARTICLE IX: FISCAL YEAR

The fiscal year of the SGA shall be from June 1<sup>st</sup> to the following May 31<sup>st</sup>.

ARTICLE X: AMENDMENTS TO BYLAWS

**Section 1: Procedure**

Amendments to portions of these bylaws may be enacted by a two-thirds vote of the Senate. Upon declaration of adoption, unless otherwise noted in legislation, the amendments to these bylaws shall come into effect immediately.

Revised Spring 2018

## **Appendix:**

### **Section I:**

#### **CODE OF ETHICS**

All members of SGA must abide by the following code of ethics:

Code of Ethics of the Student Government Association of Texas Lutheran University

#### **Preamble**

We, the members and officers of the Texas Lutheran University Student Government Association, do hereby pledge ourselves to this Code of Ethics. We intend to lead by serving the interests, needs, and wants of our fellow students; by maintaining a superior level of conduct that enables us to claim the mantle as effective, trustworthy leaders; by pledging ourselves to accountability if we transgress that which is reasonable, upright, and productive in the execution of our duties.

#### **Section I: Ethical Standards for Senators**

- i. Senators are to adhere to their duties as outlined in the Constitution and Bylaws.
- ii. Senators are to always act in the best interest of the student body. They shall make every reasonable attempt to fulfill their duties in good faith and with full regard for the welfare of others.
- iii. Senators are to be forthright, honest, and fully transparent in their communications with their constituents. They shall never knowingly misrepresent the truth in their capacity as a representative of the Association.
- iv. Senators are to conduct themselves in a professional manner when interacting as a representative of the Student Government Association of Texas Lutheran University.
- v. Senators are to maintain respect for the University, its employees, their fellow public servants, and themselves.
- vi. Senators are prohibited from bestowing favors, making undue use or influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.
- vii. Senators are prohibited from misusing, mismanaging, or misappropriating their position and/or equipment, facilities, or funds of the Association.

#### **Section II: Ethical Standards for Executive Officers**

- i. Officers are to adhere to their duties as outlined in the Constitution and Bylaws.

- ii. Officers are to always act in the best interest of the student body and the Student Senate of the Association for whom they serve. They shall make every reasonable attempt to fulfill their duties in good faith and with full regard for the welfare of others.
- iii. Officers are to be forthright, honest, and fully transparent in matters of public record and coming changes to the University with the Student Senate and each other.
- iv. Officers are to conduct themselves in a professional manner when interacting as a representative of the Student Government Association or University.
- v. Officers are to maintain respect for the University, its employees, their fellow public servants, and themselves.
- vii. Officers are prohibited from bestowing favors, making undue influence of powers of office, or offering special considerations of any kind in exchange for anything of material or intrinsic value.
- viii. Officers are prohibited from misusing, mismanaging, or misappropriating their position and/or equipment, facilities, or funds of the Association.
- ix. Officers are to put the wishes of the student body as expressed through resolutions and/or bills of the Student Senate before their personal agendas. They shall work diligently to enact legislation in a timely manner after its passage.

### **Section III: Provisions for Alleging a Violation**

- i. Any member of the Association is qualified to bring forth an allegation of wrongdoing against another member of the Association during Special Orders of any regular meeting of the Student Government Association.
  - a. If the complaining member is the President Pro Tempore (Vice President), they shall yield their presiding powers to Legislative Committee Chair and thereafter to whoever is listed first in alphabetical order by title of office.
  - b. If the complaining member is the President Pro Tempore (Vice President) and the accused violator of the Code of Ethics is a Legislative Committee Chair, they shall be automatically removed from consideration for presiding over the Senate.
  - c. If there is a complaint made against the President Pro Tempore (Vice President), they shall yield their presiding powers to the Legislative Committee Chair.
  - d. No member of the Association may make complaints against themselves.

ii. Allegations of violating the Code of Ethics must be made before the full Senate in the form of an official letter outlining the allegation and providing at least one form of evidence listed herein: Original photograph(s), unedited video, email or other official correspondence, certification of a violation of the Student Handbook by the Dean of Students, or any other original documents or content that may serve as proof that a violation has occurred.

iii. After the letter is read to the Senate by the complaining member, a  $\frac{2}{3}$  vote shall be required to move into a formal hearing of the alleged violation. If not authorized, the complaint dies on the floor. If a formal hearing is authorized, the person in question will have a hearing with the executive board on a later date where the complaint will be affirmed or negated. Said hearing will be conducted as established in section iv-x with the only exception being that the ruling party is the executive board. If affirmed, immediately after a sanctioning based on the rules established in section V of this document will be put into place. If negated, the complaint dies at the hearing.

iv. If the accused after being convicted and sanctioned by the executive board feels that the punishment they received is unjust, they can request a formal appeal, which will be heard by the full senate at a decided upon business meeting. Said appeal will be conducted as follows:

a. The Senate shall enter a period of debate on the alleged violation. The accused member or member(s) shall be called upon to provide testimony on the events cited as violations. They are entitled to face their accuser, to engage in an open discussion directly with them before the Senate and to speak in their own defense before other members of the body may speak. The accused member has the right to bring forth any evidence they believe refutes the complaint. Further, after the accused member speaks in their own defense and engages their accuser, the Senate shall also be permitted to debate the matter.

v. Discussion of the alleged violation of the Code of Ethics shall not conclude before every member of the Association who wishes to speak has spoken at least once.

vi. A  $\frac{2}{3}$  vote shall be required to recognize that a violation of the Code of Ethics has occurred. This vote is final.

vii. In the event that the Senate recognizes a violation to the Code of Ethics has occurred, the next order of business shall be sanctioning the member responsible. Members of the Association shall put forth formal recommendations based on the sanctions outlined herein.

a. When making formal recommendations, members must specify the duration for which privileges shall be suspended if at all.

- b. Multiple sanctions may be recommended as a single punishment for a violation of the Code of Ethics.
  - viii. A  $\frac{2}{3}$  vote for any one of the sanctions shall be required for it to be recognized as binding. The presiding officer may, however, show leniency and pronounce judgment in the form of a less severe sanction.
  - ix. Sanctions are final upon the Senate's agreement and take immediate effect.
  - x. The Senate shall move back into its regular business at the conclusion of the hearing.
- Section IV. Sanctions for Senators**
- a. Sanctions are binding in both meetings of the Senate and all committees under the direction of the Association.
  - b. Only the following sanctions outlined herein shall be considered as valid punishments for violations of the Code of Ethics: Censure, Suspension of Voting Privileges, Suspension of Speaking Privileges, Expulsion from a Specific Office, Expulsion from the Association.
    - 1. Censure: A statement of official commendation for violating the rules, policies, and procedures of the Association. A censure has no formal penalty other than simply stating a violation has occurred.
    - 2. Suspension of Speaking Privileges: Senators shall be barred from speaking for a time specified by the Senate. They may, however, vote on all matters.
    - 3. Expulsion from a Specific Office: If a Senator is serving in an additional capacity as a Legislative Committee Chair, a member of the Electoral Committee, as a Director within the Association, President Pro Tempore, Secretary Of the Senate, or Parliamentarian, they may be dismissed from their duties. However, they will retain the right to serve as a Senator.
    - 4. Expulsion from the Association: If a Senator is punished in this way, their rights, duties, and powers shall be immediately revoked.

**Section V: Sanctions for Executive Officers**

- i. Only the following sanctions outlined herein shall be considered as valid punishments for violations of the Code of Ethics: Censure, Expulsion from a Specific Office, Expulsion from the Association.

b. Censure: A statement of official commendation for violating the rules, policies, and procedures of the Association. A censure has no formal penalty other than simply stating a violation has occurred.

c. Expulsion from a Specific Office: If an Officer is punished in this way, they shall be dismissed from their duties. They may, however, join the Association as a Senator.

d. Expulsion from the Association: If an Officer is punished in this way, their rights, duties, and powers shall be immediately revoked, and they shall be additionally barred from service as a Senator.

## **Appendix:**

### **Section II:**

#### ELECTION CODE

##### Article I: NAME

###### Section A: Committee

1. The name of the board established herein shall be the SGA (Student Government Association) Elections Committee and this document shall be known as the SGA Elections Code (or later on referred to as the Election Code).

##### Article II: PURPOSE AND RESPONSIBILITY

###### Section A: Purpose

1. The purpose of this Committee shall be to develop election-related strategies, and thereafter to implement appropriate rules and regulations for conducting all elections, referendums, and other actions requiring a vote by the Senate or the student body of TLU, in accordance with the SGA Constitution and Bylaws.

###### Section B: Responsibility

2. The SGA Elections Committee shall be responsible for conducting all elections, referendums, and other actions requiring a vote by the general membership of TLU or the Senate. Members of the SGA Elections Committee shall assume all duties and responsibilities as defined elsewhere herein as well as those, which may devolve upon the Committee.

##### Article III: COMMITTEE STRUCTURE AND MEETINGS

###### Section A: Committee Members

1. The SGA Election Committee shall consist of at least three TLU students and Senate officials: The SGA Elections Commissioner (Chair of the SGA Elections Committee) shall be a member of the Senate. He/She shall be appointed by the Senate to take over the position. Two other members of the Committee will be appointed by the Elections Commissioner and approved by the Senate.
2. If any member of the Committee shall be a candidate in an election, endorse a candidate, be plaintiff in a challenge, or otherwise become ineligible to serve on the Committee, the Elections Commissioner shall appoint, with the approval of the Senate, a replacement to serve for that election or specific challenge.
3. The Elections Commissioner shall appoint a Representative that will preside the meetings when the Elections Commissioner is absent.

###### Section B: Meetings and Quorum

1. Regular or special meetings of the Committee shall be called by the Elections Commissioner or his/her appointed Representative.



2. Two members, including the Elections Commissioner, shall constitute a quorum for Elections Committee official meetings.
3. The Elections Committee meetings will be open to the Student Body, unless special circumstances require a closed-door meeting, as decided by the Elections Commissioner.

#### Article IV: ELECTIONS AND SCHEDULE

##### Section A: Regular Election Schedule

1. Regular Election shall be held within the first three weeks of the Fall Semester, unless stipulated otherwise herein or in the SGA Constitution or Bylaws.
2. The Election schedule, available to the Student Body at least two weeks ahead of the Election day, shall include the following:
  - 2.1 A statement of officers to be elected.
  - 2.2 A schedule of dates and times indicating the period which candidate applications will be received and where applications are to be submitted.
  - 2.3 Stipulations as to be the time period and standing rules of campaigning.
  - 2.4 Voting schedule, including the date(s) of the election, the polling hours, and the locations(s) of the polling places.
    - 2.4.1 Usually, voting will not take longer than four days.
    - 2.4.2 Under special circumstances, the voting period may either be extended or shortened as decided by the Elections Committee.
  - 2.5 Stipulation of the date and time when the Committee will receive, review, and resolve challenges or complaints.
  - 2.6 The time when election results are to be tallied and when an official report will be made to the public.
3. In addition to the Election Schedule, the candidates will at the same time be given a copy of the Election Code, the SGA Constitution and Bylaws, and applicable literature about the office they seek.
4. Also, a Forum of the Candidates will be organized by the Committee to address the duties, rights, and responsibilities they have during the electoral campaign and afterwards, if elected.
5. Students may vote one time for each executive position and may vote for up to four different candidates for senators in their respective classes.
  - 5.1 Under special circumstances, students may be allowed to vote for a reduced number of senators based upon how many senator positions are being elected.

#### Article V: CANDIDACY

##### Section A: Eligibility

1. All candidates and senators must be enrolled full-time at Texas Lutheran University and must have (at the time of campaigning) and maintain a minimum cumulative grade point average of 2.0
2. The Elections Committee will check credentials of all candidates running for Senate positions.

3. The Elections Committee will issue a Certification of Eligibility to the candidate after it has been made sure that the candidate has at least the necessary number of hours, as published in the Texas Lutheran University Catalog of the current academic year, to represent a particular class, and has meets the grade point minimum.
4. Certification of Eligibility is a document issued to the candidate by the Elections Committee that certified his/her eligibility to run for the Senate position he/she has applied. Upon receiving the Certification of Eligibility, the candidate officially becomes eligible to run and hold his/her seat in the Senate, if elected.
5. Students who have resigned during their term will not be eligible for re-election; each case will be examined individually.

#### Section B: The Application

1. Format of the Application
  - 1.1 The Election Application (hereafter referred to as the Application) shall include the applicant's full name as it appears on the applicants' Texas Lutheran University ID card.
  - 1.2 The Application shall include the original applicant's signature confirming that he/she has read and understood the SGA constitution, Bylaws, and the Election Code, and is aware of the legal procedure and duties outlined within them.
  - 1.3 If the applicant wishes to use a different name (other than the one written on the Application) to identify him/herself on the ballot, then a special request should be addressed to the Elections Committee along with the Application. The appropriateness of the name requested to be printed on the ballot will be determined by the Elections Committee and the applicant will be notified of this decision along with his/her Certification of Eligibility.
2. Filing
  - 2.1 The Application must be received by the Elections Committee or appointed officers or offices no later than 5 P.M. on the due date announced by the Elections Committee.
  - 2.2 Upon receipt of the Application, the Elections Committee shall determine the eligibility of the Applicant according to Article I, Section A of the Election Code.
  - 2.3 The Elections Committee shall notify the applicant of his/her application status within 48 hours of the receipt of the Application.
  - 2.4 If the applicant is found eligible to run, the Elections Committee will issue a Certification of Eligibility to him/her according to Article V, Section A, Paragraph 4 of the Election Code.

### Article VI: CAMPAIGNING

#### Section A: Campaigning Deadlines

1. All candidates certified to run will be able to campaign for the offices they seek during the election campaign, which may not last longer than two weeks.

2. The candidate can start his/her campaign as soon as he/she receives the Certification of Eligibility from the Elections Committee.

#### Section B: Campaigning Material

1. All campaigning materials of the candidates shall pertain to relevant student-oriented issues.
2. Campaigning may take any form the candidate chooses, except the use of campus mail, voice mail, bribery, door to door campaigning in the residence halls, TLU message or the TLU Intranet.
3. All campaigning materials shall follow the guidelines for posted materials given in the current Student Handbook of Texas Lutheran University.
4. The Dog House can be used for campaigning purposes, but each candidate has a size limit of no more than 3x5 feet. All Dog House rules apply, however one may not paint over another candidate's ad.
5. All campaigning materials posted in an on-campus facility must have the approval of that facility's advisor.
6. All campaigning materials must be taken off within 48 hours after the Election Day.
7. Applications of all candidates will be posted by the poll on the Election Day.
8. All candidates are expected to participate in the Forum. The forum date and time will be announced by the Elections Committee and shall occur at least three days before the Election Day.

#### Section C: Campaigning Rules Violations

1. Any candidate found in violation of any of the aforementioned campaigning rules (see Article VI, Section A and Section B) will be held responsible and given the penalty by the Elections Committee.
2. Immediate disqualifications will be issued by both, the Elections Committee, and SGA staff advisor, to candidates who participate in early campaigning and/or hold a smear campaign. Once campaigning officially begins, all other cases will be individually addressed with the Elections Committee.
3. The penalty decision, as deemed appropriate by the Elections Committee, will be given to the candidate in writings no later than 48 hours after the violation has happened.

### Article VII: THE BALLOT

#### Section A: Regular Ballot and Write-in's

1. The ballot shall list all candidates in alphabetical order.
2. No Write-in position will be available on a ballot where the number of candidates is at least equal to the number of positions available in the SGA.
3. If the number of candidates is short the number of available offices in the SGA, then the ballot will provide the voter with necessary write-in positions to match the number of available offices in the SGA.
4. No one seeking a write-in position shall be allowed to campaign in any medium.

## Article VIII: DETERMINING THE OUTCOME

### Section A: Counting

1. The Elections Committee or its appointed members shall count the ballots on the same day the election is over. An official report of the outcome shall be made public no later than 24 hours after the counting period.
2. Candidates may have one representative at the official ballot tabulation.

### Section B: Executive Officers

1. Executive Officers must secure a majority vote to be deemed as winner.
2. In the case of no candidate receiving a majority vote over the others, a runoff election will be held between the top two candidates.

### Section C: Senators

1. Senators shall be elected with a plurality vote.
2. For At-Large positions, the top four vote-receiving candidates shall occupy the offices, and three for class positions.
3. In the event that less than four senators are elected, a new election for the remaining positions shall be held.

## Article IX: COMPLAINTS AND APPEALS

### Section A: Complaints

1. Any complaints regarding the Elections must be filed in writing with the Elections Committee, 24 hours after the Election is over.
2. The Committee will discuss the complaint and determine its validity, and notify the complaining party of the decision within 48 hours after receiving the complaint.
3. Notification of decision will be emailed by the staff advisor for SGA within the 48 hours mentioned in section B2.

### Section B: Appeals

4. If the complaining party is not satisfied with the decision reached by the Elections Committee, they may file an appeal with the SGA Advisor/Dean of Students, no later than 2 days after receiving the Committee's decision.
5. If the party who the complaint was brought against is not satisfied with the decision reached by the Elections Committee, they may file an appeal with the SGA Advisor/Dean of Students, no later than 2 days after receiving the Committee's decision.
6. Notification of decision will be emailed by the staff advisor for SGA within the 48 hours mentioned in section B2.

## Article X: AMENDMENTS

1. Amendments to this Elections Code shall be requested by or through the Elections Committee or the Legislative Committee.
2. The Committee shall then present a formal amendment to the Senate, which can be passed by a two-thirds vote of the Senate.