

BY-LAWS FOR SG-UNO
(updated August 2004)

ARTICLE I: EXECUTIVE BRANCH

Section A: Executive Council

Clause 1: The Executive Council shall consist of six (6) members: the President/Regent, Vice President, Speaker, Chief Administrative Officer, Executive Treasurer, and Legislations and Public Relations Officer. The council shall be limited to these members.

- a. The C.A.O. shall Chair this council;
- b. The responsibilities of the Executive Council shall include, but are not limited to:
 1. Meeting weekly to inform and advise one another on the progress of the various tasks that they are currently overseeing;
 2. To assist in the planning of all SG-UNO banquets, installations, inaugurations and retreats.
 3. Leading SG-UNO in accomplishing its mission;
 4. Any other duties traditionally assigned to this council.

Clause 2: The Executive Council shall be empowered to act in lieu of the Student Senate on all matters, except:

- a. Appointment of new senators;
- b. Appropriation of money over \$200;
- c. Constitutional amendments; or
- d. By-Law Amendments.

Clause 3: The actions of the Executive Council shall stand unless the Student Senate calls for a vote on the actions of said council and overturns them by a simple majority. The C.A.O. is responsible for reporting all Executive Council action at the next meeting of the Student Senate.

Section B: Requirements for Office of Student President/Regent

Clause 1: Requirements to be elected and to serve as President/Regent shall be the following:

- a. To be a member of the electorate for at least two (2) years (completed four (4) consecutive semesters);
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the Board of Regents, the SG-UNO Constitution, and those created by Student Senate.

Clause 2: Election of the President/Regent shall take place during the general election of all elected members of SG-UNO. The President/Regent shall not take office until the time prescribed in clause three (3). If the President/Regent-elect is deemed ineligible prior to installation of office, the Vice President-elect would then become President.

Clause 3: Terms shall not exceed one (1) year beginning and ending upon the Inauguration of the new presidential term (a time to be determined by the SG-UNO Election Rules). No President/Regent shall serve more than three (3) years as President/Regent.

Clause 4: Vacancy of the office due to death, resignation, or removal shall be filled by the Vice President. The new acting President/Regent shall appoint a new Vice President with the consent of the Senate. All elements of these By-Laws, the SG-UNO Constitution, and rules regarding the President/Regent and Vice President shall still be enforced.

Clause 5: Attendance of the President/Regent shall be governed by the following SG-UNO policy:

- a. Three (3) missed Board of Regents meetings is cause for impeachment;
- b. Two (2) missed Executive Council Meetings is equivalent to one (1) missed Board of Regents meetings;
- c. Two (2) missed meetings of any other previously stated committee is equivalent to one (1) missed Executive Council Meeting;
- d. Five (5) missed office hours is equivalent to one missed Executive Council Meeting.

Section C: Requirements for Office of Vice President

Clause 1: Requirements for the Vice President shall be identical to those set for the President/Regent.

Clause 2: Election of the Vice President shall coincide with the President/Regent as running mates.

Clause 3: Terms of the Vice President shall be identical to the President/Regent. No Vice President shall serve more than three (3) years as Vice President.

Clause 4: Vacancy of the position of Vice President shall be solved by the appointment of a new Vice President by the President/Regent with the consent of the Senate. No duties of the Vice President shall be fulfilled by the President/Regent when the position of a Vice President is vacant.

Clause 5: Attendance of the Vice President shall be governed by the following SG-UNO policy:

- a. Two (2) missed Executive Council Meetings is cause for impeachment;
- b. Two (2) missed Meetings of any other previously listed committee is equivalent to one (1) missed Executive Council Meeting;
- c. Five (5) missed office hours is equivalent to one missed Executive Council Meeting.

Section D: Requirements for Office of Chief Administrative Officer (CAO)

Clause 1: Requirements to be appointed and to serve as CAO shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Appointment of the CAO shall be the duty of the Speaker with the consent of Senate and President/Regent.

Clause 3: Terms of the CAO shall not exceed one (1) year beginning and ending May 1. No CAO shall serve more than three (3) years as CAO.

Clause 4: In the vacancy of the position of CAO the Executive Treasurer shall fulfill all duties except the appointment of officials, which shall be delayed until the appointment of a new CAO.

Clause 5: Attendance of the CAO shall be governed by the following SG-UNO policy:

- a. Two (2) missed Executive Council Meetings is cause for removal;

- b. Two (2) missed meetings of any other previously listed committee is equivalent to one (1) missed Executive Council Meeting;
- c. Five (5) missed office hours is equivalent to one missed Executive Council Meeting.

Section E: Requirements for Office of Executive Treasurer

Clause 1: Requirements to be appointed and to serve as ET shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Appointment of the ET shall be the duty of the Speaker with the consent of Senate and President/Regent.

Clause 3: Terms of the ET shall not exceed one (1) year beginning and ending May 1. No ET shall serve more than three (3) years as ET.

Clause 4: In the vacancy of the position of ET, the CAO shall fulfill all duties except the appointment of officials, which shall be delayed until the appointment of a new ET.

Clause 5: Attendance of the ET shall be governed by the following SG-UNO policy:

- a. Two (2) missed Executive Council Meetings is cause for removal;
- b. Two (2) missed meetings of any other previously listed committee is equivalent to one (1) missed Executive Council Meeting;
- c. Five (5) missed office hours is equivalent to one missed Executive Council Meeting.

Section F: Requirements for Office of Legislative and Public Relations Officer (LPR)

Clause 1: Requirements to be appointed and to serve as LPR shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;

- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Appointment of the LPR shall be the duty of the Speaker with the consent of Senate and President/Regent.

Clause 3: A term shall not exceed one (1) year beginning and ending February 1. No LPR shall serve more than three (3) years as LPR.

Clause 4: In vacancy of the position of LPR the Vice President shall fulfill all duties except the appointment of officials, which shall be delayed until the appointment of a LPR.

Clause 5: Attendance of the LPR shall be governed by the following SG-UNO policy:

- a. Two (2) missed Executive Council Meetings is cause for removal;
- b. Two (2) missed meetings of any other previously listed committee is equivalent to one (1) missed Executive Council Meeting;
- c. Five (5) missed office hours is equivalent to one missed Executive Council Meeting.

Section G: President/Regent Duties

Clause 1: Duties of the President/Regent shall be the following:

- a. To work in accordance with each member of the Executive Council on each office's appointments;
- b. To train each member of the Executive Council;
- c. To meet with the Chancellor and Associate Vice Chancellor for Academic and Student Affairs not less than once a month;
- d. To attend each of the following Meetings:
 - 1. University of Nebraska Board of Regents;
 - 2. Executive Council;
 - 3. Student Senate Sessions (non-voting member);
 - 4. University Committee on Student Affairs;
 - 5. University Committee on Facilities Planning;
 - 6. Vice Chancellor's Student Leadership Council.

7. Any other committees as deemed appropriate.
- e. To deliver a report at each Student Senate Session on the activities of the prescribed committees and all other relevant activities in which the President/Regent is involved;
- f. To cast the deciding vote for the Student Senate, in the case of a tie;
- g. To pass or veto all Resolutions passed by Student Senate by the following procedures:
 1. Veto is construed as the refusal or failure to sign a Resolution within five (5) working days of passage by Student Senate. The Resolution may still pass in accordance with the guidelines in Article II Section N, Clause 2 of these By-Laws;
 2. Passage by the President/Regent is construed as the President/Regent's signature upon the Resolution.
- h. To post all Board of Regents meetings minutes within twenty-four (24) hours of receipt.
- i. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters, and three (3) office hours throughout the duration of the Summer session;
- j. To complete all other duties assigned by the Student Senate.

Clause 2: Impeachment or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Section H: Vice President Duties

Clause 1: Duties of the Vice President shall be the following:

- a. To assist the President/Regent in the formation of plans and proposals with appropriate offices to meet student needs;
- b. To attend the following Meetings:
 1. Executive Council;
 2. Student Senate Sessions (non-voting member);
 3. Student Senate Rules Committee (non-voting member);
 4. Vice Chancellor's Leadership Council;

- 5. All Meetings in the absence of the President/Regent as deemed appropriate;
- c. To deliver a report at each Senate Session on the activities of the prescribed committees and other relevant operations involved with the Vice President;
- d. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters, and three (3) office hours throughout the duration of the Summer session;
- e. To appoint the following positions with the consent of Senate:
 - 1. The following University Committees with specific members as requested by the Assistant Vice Chancellor of Academic and Student Affairs:
 - a. Student Publications Committee (GATEWAY) (three (3) members by November 1, term beginning and ending January 1 and two (2) members by April 1 term beginning and ending July 1);
 - b. University Committees as requested by the Associate or Assistant Vice Chancellor of Academic and Student Affairs.
 - 2. Vacant Senator seats (appointments would finish the term of office until the next election);
 - 3. SABC (three (3) Student at Large members beginning November 1 and ending with the final hearing of SABC);
 - 4. Vacant Student Court Justice positions within one (1) month of the vacancy in accordance with Article III Section B, Clause 4;
 - 5. TAC Members within one (1) month of vacancy in accordance with Article III Section H, Clause 3;
- f. To complete all other duties assigned by Student Senate.

Clause 2: Impeachment or automatic removal in accordance with the SG-UNO Constitution and By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Section I: CAO Duties

Clause 1: Duties of the CAO shall be the following:

- a. To attend the following Meetings:
 - 1. Executive Council;
 - 2. Student Senate Sessions (non-voting member);

3. Senate Student Affairs Committee (non-voting member);
 4. Vice Chancellor's Leadership Council;
- b. To chair IAC Meetings;
 - c. To train and inform new Members of SG-UNO;
 - d. To supervise the SG-UNO Agencies;
 - e. To appoint the following positions:
 1. Agency Directors by May 1;
 2. Agency Assistant Directors by May 1;
 3. Senate Agency Liaisons by November 1 (Liaisons must retain a Senator seat. Each term ends with the following general election);
 - f. To create and enforce policies regarding the offices, equipment, and facilities of SG-UNO with the consent of Rules Committee;
 - g. To propose an SG-UNO yearly budget to the ET and Senate;
 - h. To deliver a report at each Student Senate Session on the activities of these committees and all other relevant activities in which the CAO is involved;
 - i. To solicit, obtain, and submit bids to the Student Senate for all capital improvements above \$500;
 - j. To verify the continuous enrollment and eligibility to serve of every member of SG-UNO consistent with the SG-UNO Election Rules, the SG-UNO By-Laws, and the SG-UNO Constitution;
 - k. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters, and three (3) office hours throughout the duration of the Summer session;
 - l. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.
 - m. To supervise SLAS to insure students are properly served.

Clause 2: No confidence removal or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Section J: Executive Treasurer Duties

Clause 1: Duties of the ET shall be the following:

- a. To attend the following Meetings:
 1. Executive Council;
 2. Student Senate Sessions (non-voting member);
 3. Senate Budget Committee Meeting (non-voting member);
- b. To chair all SABC Meetings;
- c. To appoint three (3) Student Senators to SABC before January 1 with the consent of Senate;
- d. To administer funds as directed by the Student Senate;
- e. To monitor all accounts and expenses and insure the payment of all debts incurred by SG-UNO and its Agencies;
- f. To meet with the Agency Directors at a minimum of once a month to update records;
- g. To provide updated monthly records of SG-UNO expenditures to the following:
 1. Senate Budget Committee;
 2. SABC Members;
 3. Executive Council;
 4. IAC Members;
 5. SEC;
- h. To provide a report of all expenditures at each Senate Session;
- i. To submit the final budget of SABC and SG-UNO to the SG-UNO permanent file;
- j. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters, and three (3) office hours throughout the duration of the Summer session;
- k. To complete all other duties that may be assigned by Student Senate legislation.

Clause 2: No confidence removal or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Section K: LPR Duties

Clause 1: Duties of the LPR shall be the following:

- a. To attend the following Meetings:
 1. Executive Council;
 2. Student Senate Sessions (non-voting member);
 3. Senate Student Relations Committee Meeting (non-voting member);
- b. To act as the liaison between SG-UNO and the Board of Regents, the State Legislature, and the local government;
- c. To promote the interests of the students of UNO;
- d. To seek the approval from the Executive Council and the Student Senate on all matters that affect and represent SG-UNO and UNO;
- e. To deliver a report at each Student Senate Session on the activities of these committees and all other relevant activities in which the President/Regent is involved;
- f. To advertise general elections and all SG-UNO events;
- g. To appoint the Election Commission in accordance with Article III Section E, Clause 3 of these By-Laws;
- h. To maintain the SG-UNO web site;
- i. To serve a minimum of five (5) office hours per week during the Fall and Spring semesters, and three (3) office hours throughout the duration of the Summer session;
- j. To complete all other duties assigned by Student Senate legislation.

Clause 2: No confidence removal or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

ARTICLE II: LEGISLATIVE BRANCH

Section A: Senators

Clause 1: Requirements to be elected and to serve as a Student Senator shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Election of Student Senators shall follow the guidelines created by the Election Commissioner entitled Election Rules.

Clause 3: Terms of Student Senators shall be one (1) year beginning and ending at the general election.

Clause 4: In the vacancy of a Senator seat the Vice President shall appoint a new Senator with the consent of Senate in accordance with Article I, Section H, Clause 1.

Clause 5: Duties of the Student Senator shall include but not be limited to the following:

- a. To attend each Student Senate Meeting;
- b. To make necessary proposals for legislation in the best interest of the student body;
- c. To research and study all issues pertaining to SG-UNO and the UNO student body;
- d. To vote or to abstain on every issue called at the Meeting;
- e. To serve a minimum of one (1) office hour per week throughout the Spring and Fall semesters;
- f. To know and follow all rules, legislation, and guidelines enacted by Student Senate legislation;
- g. To complete all accepted tasks given by the Speaker;
- h. To notify the Speaker or Recording Secretary if they are to be absent from a Student Senate Committee Meeting or Student Senate Session.

Clause 6: Attendance of the Student Senate shall be governed by the following SG-UNO policy:

- a. Three (3) missed Student Senate Sessions is cause for impeachment;
- b. Two (2) missed Senate Committee Meetings is equivalent to one (1) missed Student Senate Session;
- c. Four (4) missed office hours is equivalent to one missed Student Senate Session.

Section B: Speaker of the Senate

Clause 1: Requirements of the position of Speaker shall be the retention of a Senator seat.

Clause 2: The nomination and election of a Speaker shall be the first order of business in any Senate Session in which the position is vacant. All nominees shall be asked to leave the room during the vote and the debate, and voting shall be done by secret ballot with nominees being allowed to cast a vote. Election shall be by a majority vote of those Student Senators present and voting. The Speaker shall retain their Senate seat and all voting privileges.

Clause 3: In the vacancy of the position of Speaker the Vice President shall fulfill all duties except the appointment of officials, which shall be delayed until the election of a Speaker.

Clause 4: In the absence of the Speaker the Senate Session shall be chaired in the following succession:

- a. Parliamentarian;
- b. Sergeant at Arms;
- c. Chair of the Student Relations Committee.

Clause 5: Duties of the Speaker shall include but not be limited to the following:

- a. To complete all previously assigned duties as a Student Senator;
- b. To chair all Student Senate Sessions;
- c. To attend all Executive Council Meetings;
- d. To chair all Rules Committee Meetings;
- e. To schedule all Senate Sessions;
- f. To post publicly the time of the Senate Meeting forty-eight (48) hours prior to the next Meeting;

- g. To distribute a written, formal agenda forty-eight (48) hours prior to the next Senate Session (see Article II Section G, Clause 4);
- h. To establish a procedure for the registration of speakers during open forum of Student Senate Sessions;
- i. To record the attendance and office hours of the other Senators;
- j. To inform the Senate of resignations and removals of all officials of SG-UNO at Senate Sessions;
- k. To supervise the Chairs of the Budget, Rules, Student Affairs, and Student Relations Committees;
- l. To appoint the members of Senate Committees with each Student Senator's individual approval;
- m. To appoint the following officers and positions with the consent of the Student Senate:
 - 1. CAO (see Article I, Section D);
 - 2. ET (see Article I, Section E);
 - 3. LPR (see Article I, Section, F);
 - 4. Recording Secretary (see Article II, Section F);
 - 5. Parliamentarian;
 - 6. Sergeant at Arms;
 - 7. Faculty Senate Liaison;
- n. To ensure all SG-UNO Meetings are recorded (see Article II Section F);
- o. To complete all other duties that may be assigned by Student Senate legislation.

Clause 6: Removal of the Speaker shall follow the guidelines prescribed in Article V of the SG-UNO Constitution. Failure to comply with any of the previous clauses is cause for removal.

Section C: Parliamentarian

Clause 1: Requirements for the appointment of Parliamentarian shall be the retention of a Senator seat.

Clause 2: Appointment of the Parliamentarian shall be done by the Speaker in the vacancy of the position with the consent of Senate. Upon appointment the Parliamentarian shall retain their Senator seat.

Clause 3: Duties of the Parliamentarian shall be the following

- a. To fulfill all previously listed duties as a Student Senator;
- b. To be knowledgeable on Robert's Rules of Order and the conduction of business and protocol of SG-UNO;
- c. To chair the Student Senate in the absence of the Speaker.

Clause 4: Removal of the Parliamentarian from office shall follow the guidelines for no confidence removal in the SG-UNO Constitution. A Senator may be removed or resign from the position the Senator shall retain their Senator seat.

Section D: Sergeant at Arms

Clause 1: Requirements for the appointment of Sergeant at Arms shall be the retention of a Senator seat.

Clause 2: Appointment of the Sergeant at Arms shall be done by the Speaker with the consent of the Senate in the vacancy of the position. Upon appointment the Sergeant at Arms shall retain their Senator seat.

Clause 3: Duties of the Sergeant at Arms shall be the following:

- a. To fulfill all previously listed duties as a Student Senator;
- b. To assign seating at Senate Sessions with the consent of each individual Student Senator;
- c. To be knowledgeable on the conduction of business;
- d. To escort all members out of the room in which business is being conducted upon the order of the Speaker;
- e. To chair the Student Senate in the absence of the Speaker and Parliamentarian.

Clause 4: Removal of the Sergeant at Arms from office shall follow the guidelines for no confidence removal in the SG-UNO Constitution. A Senator may be removed or resign from the position but the Senator shall retain his/her Senator seat.

Section E: Senate Liaisons

Clause 1: Requirements for the appointment of a Senate Liaison shall be the retention of a Senator seat.

Clause 2: Appointment of a Senate Liaison shall be done by the Speaker with the consent of the Senate in the vacancy of the position. Upon appointment the Senate Liaison shall retain their Senator seat.

Clause 3: Duties of the Senate Liaison shall be to fulfill all previously listed duties as a Student Senator, to attend respective meetings, and to provide a means of communication for the benefit of the student body between the other components of SG-UNO, UNO, and Student Senate.

Section F: Recording Secretary

Clause 1: Requirements to be hired as the Recording Secretary shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: The hiring of the Recording Secretary shall be the duty of the Speaker with the consent of the Senate (see Article II, Section B, Clause 5).

Clause 3: Terms shall be one (1) year beginning and ending May 1.

Clause 4: Duties of the Recording Secretary shall include but not be limited to the following:

- a. To record the minutes of the following Meetings:
 1. Student Senate (Sessions);
 2. SABC;
 3. IAC;
- b. To provide, within five (5) working days after the Meeting, written copies of these minutes to the SG-UNO office secretary to be distributed to:
 1. All SG-UNO positions, seats, and officers;
 2. Associate/Assistant and/or Vice Chancellor of Academic and Student Affairs or his/her designate;
 3. Permanent file of SG-UNO;
 4. University Archives;

- c. To record and inform the Student Senate of the attendance of all SG-UNO positions, seats, and officers at their respective Meetings;
- d. To find a replacement from SG-UNO in the case of their absence;
- e. To fulfill all other duties assigned by the Senate.

Clause 5: In the vacancy or absence of the position other members of SG-UNO shall perform the duties of the Recording Secretary as follows:

- a. Student Senate Sessions and SABC Meetings recorded by a Student Senator;
- b. Executive Council Meetings and IAC Meetings recorded by a CAO;
- c. Student Court Meetings, EC Meetings, and TAC Meetings recorded by a member of each respective Court or Commission;

Clause 6: Termination of the employment of a specific Recording Secretary shall follow the same removal guidelines prescribed for SG-UNO in Article V of the SG-UNO Constitution. Failure to comply with any of the previous clauses is cause for the termination of employment.

Section G: Senate Sessions

Clause 1: Times and places for Sessions shall be prescribed by the Speaker. Senate is to be in Session at a minimum of twice (2) a month during the Spring and Fall semesters.

Clause 2: All Senate Sessions shall be conducted according to *Robert's Rules of Order*, in its newest edition, the SG-UNO By-Laws, and the SG-UNO Constitution.

Clause 3: Quorum shall be a simple majority of the Student Senate.

Clause 4: Agendas shall be submitted to the SG-UNO office, posted in the SG-UNO office, and disseminated to each Student Senator forty-eight (48) hours prior to the next Session. All business to be listed on the agenda must be submitted to the Speaker three (3) working days prior to the Session. Preparing and disseminating the agenda shall be the responsibility of the Speaker.

Clause 5: During emergencies and temporary losses of quorum the Speaker retains the right to call a recess without the vote of Senate (not to exceed fifteen (15) minutes).

Clause 6: Members of the general public shall be able to attend Student Senate Sessions under the restrictions of *Robert's Rules of Order*.

Clause 7: Removal of any person disrupting the conduct of business shall be the right of the Speaker.

Clause 8: Open forum shall occur at the beginning of every Session. Each speaker shall be allotted a five (5) minute maximum time limit with the total time not to exceed one half hour. Procedures for registering to speak shall be established and published by the Speaker of the Senate.

Clause 9: Consideration of any business not on the agenda shall require a suspension of the rules by a two-thirds (2/3) affirmative vote of those Senators present and voting at the Senate Session.

Clause 10: Debate shall adhere to the following guidelines:

- a. The author of a Resolution or Letter of Statement shall be entitled to an opening and closing statement. If a Committee has authored the Resolution or Letter of Statement, the Committee Chair or authorized speaker shall exercise this right;
- b. Questions of a speaker shall be directed to the Speaker of the Senate. Likewise, responses shall be directed to the Speaker of the Senate;
- c. The Speaker of the Senate may recognize non-Senate members to answer points of information at the Speakers discretion;
- d. Debate is to be left only to Student Senators present and voting at the Student Senate Session.

Clause 11: Voting shall adhere to the following guidelines:

- a. Votes shall be cast either in favor or against (in a recognizable manner selected by the acting Chair of Senate) but not both;
- b. Abstentions shall be allowed and cast last; c. Passage of all business shall require a simple majority vote unless otherwise stated in these By-Laws;
- d. Roll call votes shall be cast on Resolutions to allocate money or impeach a member of SG-UNO;
- e. Secret ballot votes shall be cast at the request of any Senator on any issue not allocating money or impeaching a member;
- f. The Speaker or acting Chair of Senate shall cast the last vote;
- g. Tie votes shall be broken by the President/Regent. In the absence of the President/Regent the Vice President shall cast the tie-breaking vote;

h. Voting is to be left only to Student Senators present at the Student Senate Session.

Clause 12: Minutes of each Meeting shall be taken and submitted for record to the SG-UNO office.

Section H: Senate Duties

The duties of the Student Senate shall be those prescribed in the Constitution, Article III, Section 2, C.

Section I: Senate Committees

Clause 1: Budget Committee. The Purpose of the Budget Committee shall be to review the following:

- a. SG-UNO Accounts monthly;
- b. Resolutions allocating money;
- c. Reports of a financial nature;
- d. All else Student Senate may assign.

Clause 2: Rules Committee. Purpose of the Rules Committee shall be the review of the following:

- a. SG-UNO Constitution;
- b. SG-UNO By-Laws;
- c. SG-UNO Agency IOPs;
- d. SG-UNO Commission and Court IOPs;
- e. SG-UNO Office Policies;
- f. SG-UNO Election Rules;
- g. Constitutions of Student Organizations;
- h. All else Student Senate may assign.

Clause 3: Student Affairs Committee. Purpose of the Student Affairs Committee shall be the review of the following:

- a. Legislation concerning the Student Body;
- b. The overall function of UNO facilities;

c. Grievances and complaints made against any part of UNO.

Clause 4: Student Relations Committee. Purpose of the Student Relations Committee shall be the review of the following:

- a. Relationships with UNO faculty;
- b. Legislation pertaining directly to a student body relationship;
- c. Concerns of the student body;
- d. Suggestion box at MBSC;
- e. All else Student Senate may assign.

Section J: Senate Committee Members

Clause 1: No Committee shall consist of less than five (5) Student Senators.

Clause 2: Executive Officers shall be assigned as ex officio members (non-voting) of Senate Committees as follows:

1. CAO in Student Affairs;
2. LPR in Student Relations;
3. Vice President in Rules Committee;
4. ET in Budget Committee.

Clause 3: Students at Large may be allowed to serve on a Committee as a non-voting member.

Section K: Senate Committee Chairs

Clause 1: Committee Chairs shall be appointed by the Speaker and approved by the Student Senate.

Clause 2: Requirements of Committee Chairs shall be the retention of a Senator seat. Ex officio members and Students at Large shall not serve as Chair of any Student Senate Committee.

Clause 3: The Chair may be removed at any time by a no confidence vote of a simple majority of the Senate Committee. If removed from the chair position, the Senator shall retain his/her Senate seat.

Clause 4: All Senate Committee Meetings shall be conducted according to an orderly manner established by the Chair of the Committee.

Section L: Legislation - Elimination and Limitation

Clause 1: Only Student Senators may submit legislation.

Clause 2: Amendments may be added according to *Robert's Rules of Order* and these amendments shall be recorded verbatim by the Recording Secretary.

Clause 3: Appointments that require the consent of Senate shall not be submitted as Student Senate legislation.

Clause 4: All legislation that fails to meet the following criteria is considered null and void unless Student Senate votes to suspend the rules (see Article III Section I, G).

Section M: Legislation - Letter of Statement

Clause 1: The definition of a Letter of Statement shall be the following:

- a. Letter of Commendation- a formal commendation of a certain person;
- b. A statement of Student Government's position on an issue.

Clause 2: Passage of a Letter of Statement shall require the following:

- a. Submission of the proposed Letter of Statement to the Speaker forty-eight (48) hours prior to the Senate Session;
- b. Secret ballot votes shall be cast at the request of any Senator on any issue;
- c. A simple majority affirmative vote of the Student Senate;

Section N: Legislation - Resolutions

Clause 1: The definition of a Resolution shall be the following:

- a. A formal document requiring action from any part of UNO, SG-UNO, or any part of the NU system;
- b. A formal document containing amendments to the SG-UNO By-Laws or SG-UNO Constitution.

Clause 2: Passage of a Resolution shall require the following:

- a. Submission of the proposed Resolution to the Speaker for proper Senate Committee assignment forty-eight (48) hours prior to the Senate Committee Meeting;

- b. Passage of a Committee by a simple majority affirmative vote of the Senate Committee;
- c. A simple majority affirmative vote of the Student Senate (in Session);
- d. The signature of the President/Regent under the following guidelines:
 - 1. Signed within five (5) working days of Student Senate passage the proposed Resolution becomes official;
 - 2. Not signed within five (5) working days of Student Senate passage is construed as an Official Presidential Veto;
 - 3. The unsigned Resolution comes before the Student Senate (in Session) again;
 - 4. Three-fourths (3/4) vote of Student Senate overrides the Presidential Veto and the Resolution becomes official.

Section O: SABC

Clause 1: The Student Activities Budget Commission (SABC) is hereby created to fill the University of Nebraska Board of Regents policy of a body made up of students, faculty, and staff to recommend to the Student Senate a budget for the Fund A portion of the University Program and Facilities Fee.

Clause 2: Appointments of SABC shall follow the guidelines prescribed in these By-Laws and the SABC IOPs in accordance with the SG-UNO Constitution and the NU Board of Regents.

Clause 3: The ET shall submit IOPs to govern and oversee all SABC Meetings and allocations in accordance with the SG-UNO Constitution, the Board of Regents Policy, and these By-Laws to the Senate Rules Committee for approval through consent of the Senate.

Clause 4: All allocations of SABC shall be approved by the Student Senate.

Article III: JUDICIAL BRANCH

Section A: Student Court

Clause 1: The Student Court shall provide a means of jurisprudence for the members of the electorate at the University of Nebraska at Omaha.

Clause 2: The Student Court shall rule on all grievances and appeals brought before the Court.

Clause 3: The Student Court shall supervise the rulings of all lower courts created by Student Senate legislation.

Clause 4: The Student Court shall establish Internal Operating Procedures that include procedures and criteria for the Student Court. These IOPs shall be approved by the Rules Committee and the Student Senate.

Section B: Student Court Justices

Clause 1: Requirements to be appointed and to serve as a Student Court Justice shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Attendance of the Student Court shall be governed by the following SG-UNO policy:

- a. Four (4) missed Student Court Meetings is cause for impeachment;
- b. Four (4) missed office hours is equivalent to one missed Student Court Meeting.

Clause 3: Appointment of Student Court shall be done by the Vice President with the consent of Senate (see Article II Section I, B).

Clause 4: In the vacancy of the position of Student Court Justice the Vice President shall appoint a new Justice with the consent of Senate in accordance with Article II Section I, B.

Clause 5: Terms of Student Court Justices shall be indefinite according to Article IV Section II, B of the SG-UNO Constitution.

Clause 6: There shall be a total number of five (5) justices; that is to include the Chief Justice.

Clause 7: Selection of the Chief Justice shall occur in any meeting where the position is vacant. (Duties of Chief Justice found in Student Court IOPs)

Clause 8: The Chief Justice shall submit a report of all proceedings, rulings and attendance to the Student Senate when the Student Senate feels necessary;

Clause 9: Impeachment or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Section C: Student Court Jurisdiction

Clause 1: The Jurisdiction of the Student Court shall include but not be limited to the following:

- a. Appeals filed from the EC;
- b. Appeals filed from the TAC;
- c. Conflicts arising under the SG-UNO Constitution, SG-UNO By-Laws, Legislation of the Student Senate.

Clause 2: All rulings from Student Court are final.

Section D: Election Commission

Clause 1: The EC shall oversee the election of all student candidates at the University of Nebraska at Omaha.

Clause 2: The EC shall appoint all election poll workers if applicable.

Clause 3: The EC shall work in accordance with the UNO administration in overseeing all elections.

Clause 4: The EC shall hear grievances submitted by students when student candidates have violated the SG-UNO Election Rules.

Clause 5: The EC shall establish Internal Operating Procedures that include procedures and criteria for the EC. These IOPs shall be approved by the Rules Committee and the Student Senate.

Section E: Election Commission (EC) Members

Clause 1: Requirements to be appointed and to serve as a member of EC shall be the following:

- a. To be a member of the electorate;
- b. To maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. To be enrolled in a minimum of six (6) credit hours;
- d. To fulfill the requirements set by the SG-UNO Constitution and those created by Student Senate.

Clause 2: Attendance of the EC shall be governed by the following SG-UNO policy.

- a. Four (4) missed EC Meetings is cause for impeachment;
- b. Four (4) missed office hours is equivalent to one missed EC Meeting.

Clause 3: Appointment of the EC shall be the duty of the LPR.

Clause 4: Terms of EC Members shall be one (1) year, five (5) appointments beginning and ending November 1 and four (4) appointments beginning and ending March 1.

Clause 5: Impeachment or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Clause 6: Selection of the Commissioner shall occur in any meeting where the position is vacant. (Duties of the Election Commissioner shall be found in the Election Commission IOPs)

Section F: Election Commission Jurisdiction

Clause 1: Grievances filed between election candidates and all election proceedings shall fall under the jurisdiction of the EC.

Clause 2: Limitation and expansion of EC jurisdiction shall be the responsibility of the Student Senate through appropriate legislation.

Clause 3: Rulings of the EC may be appealed to the Student Court if the appeal has merit. Due process of the EC according to their own IOPs and these By-Laws must be violated for any appeal to have merit.

Section G: Traffic Appeals Commission

Clause 1: The Traffic Appeals Commission shall exercise jurisdiction over all parking tickets issued to students who contest the validity of said parking tickets issued by campus security.

Clause 2: To establish Internal Operating Procedures that include procedures and criteria for the TAC. These IOPs shall be approved by the Rules Committee and the Student Senate.

Section H: TAC (Traffic Appeals Commission) Members

Clause 1: Requirements to be appointed and to serve as a TAC member shall be the following:

- a. to be a member of the electorate;

- b. to maintain a 2.0 Cumulative Grade Point Average (GPA);
- c. to be enrolled in a minimum of six (6) credit hours;
- d. to be in good standing with the University.

Clause 2: Attendance of the TAC shall be governed by the following SG-UNO policy.

- a. Four (4) missed TAC Meetings is cause for impeachment;
- b. Four (4) missed office hours is equivalent to one missed TAC Meeting.

Clause 3: Appointments for TAC shall be done by the Vice President in accordance with Article II Section I, B. There shall be five (5) TAC members including the Traffic Appeals Commissioner.

Clause 4: The term of office for members shall be for one (1) year from the date of appointment. Members may be reappointed.

Clause 5: Impeachment or automatic removal in accordance with the SG-UNO Constitution and these By-Laws shall result from the violation of any of the previous clauses or any other clear misfeasance or malfeasance of office.

Clause 6: Selection of the Commissioner shall occur in any Meeting where the position is vacant. (Duties of the Commissioner may be found in the IOPs)

Section I: Traffic Appeals Commission Jurisdiction

Clause 1: Traffic appeals shall fall under the jurisdiction of the TAC.

Clause 2: Limitation and expansion of TAC jurisdiction shall be the responsibility of the Student Senate through appropriate legislation.

Clause 3: Rulings of the TAC may be appealed to the Student Court.

Section J: Lower Courts and Commissions

The creation of lower courts and commissions may be necessary to better suit the needs of the students. In such case all lower courts and commissions shall be created through proper Student Senate legislation, and the jurisdiction and duties of such shall not supersede that of the Student Court.

ARTICLE IV: AGENCIES

Clause 1: The purpose of SG-UNO Agencies shall be to provide support and resources for the special interests of the students at UNO.

Clause 2: Guidelines

- a. All employees of SG-UNO Agencies shall be under authority of the CAO.
- b. All employees of SG-UNO Agencies shall be members of the electorate of UNO.
- c. Agency Directors and Assistant Directors shall be appointed by the CAO with the consent of Senate to a one (1) year term by May 1 (see Article I Section I, C).
- d. The Director of each SG-UNO Agency shall submit IOPs to govern and oversee all Agency Meetings, position appointments, and actions in accordance with the SG-UNO Constitution, the Board of Regents Policy, and these By-Laws to the Senate Rules Committee for approval through consent of the Senate.
- e. Removal of Agency Directors, Assistant Directors, and Board Members shall be initiated through resolution and approved by two-thirds of the Senate.

Clause 3: Enumeration

- a. Student Senate shall have the authority to create and eliminate SG-UNO Agencies through proper legislation.
- b. All SG-UNO Agencies shall submit and maintain IOPs that shall be approved by Student Senate.

Clause 4: IAC

- a. The IAC shall consist of SG-UNO Agency Directors, Assistant Directors, the CAO, and all other the Student Senate may include through proper legislation.
- b. The CAO shall sit as ex officio Chair of the IAC (see Article II Section I, C).

ARTICLE V: LIMITATION ARTICLE

Section A: Official Limitation of Office

Clause 1: No person shall hold at the same time more than one of the following positions:

- a. President/Regent;

- b. Vice President;
- c. CAO;
- d. LPR;
- e. ET;
- f. Recording Secretary;
- g. Speaker of the Student Senate (retains Senate seat);
- h. Student Senator (may hold Speaker position);
- i. Student Court Justice;
- j. Member of TAC;
- k. Member of EC;
- l. Agency Director;
- m. Agency Assistant Director.
- n. Member of Publications Board;
- o. Editor of the GATEWAY;
- p. Director of SPO;
- q. Assistant Director of SPO.

Clause 2: No person serving on the EC or SC may run for any elected position in the ensuing election after each individual's appointment. SC Justices and EC Members must resign their position four (4) months prior to the ensuing election to be eligible for election.

Clause 3: Election or appointment of an official holding another office shall not be construed as violating the previous clauses. Upon the election or appointment the official shall resign within five (5) working days from the former position.

Clause 4: No member of the administration or full-time faculty of UNO or the NU system shall be allowed to serve on SG-UNO.

ARTICLE VI: AMENDMENTS

These By-Laws of the University of Nebraska at Omaha Student Government may be amended by a two-thirds majority vote of those Student Senators present and voting at a Student Senate meeting, subject to final approval of the UNO Chancellor.

ARTICLE VII: ELECTIONS

Clause 1: The EC shall administer all elections in accordance with the SG-UNO Election Rules under the authority of Student Court as a lower commission (see Article III Section D of the SG-UNO By-Laws).

Clause 2: SG-UNO shall establish the time and place of elections and the manner of voting in accordance with the SG-UNO Election Rules, these By-Laws, the SG-UNO Constitution, and the Board of Regents.

Clause 3: SG-UNO EC shall have the authority to call for special elections if necessary. These elections are to be run in accordance with SG-UNO Election Rules, these By-Laws, the SG-UNO Constitution, and the Board of Regents.

Clause 4: The apportionment of Senator seats shall be the duty of the Election Commissioner in accordance with the SG-UNO Constitution.

Clause 5: The EC shall establish SG-UNO Election Rules in accordance with these By-Laws, the SG-UNO Constitution, and the Board of Regents.

ARTICLE VIII: ENABLING ARTICLE

These By-Laws shall fulfill Article VI of the SG-UNO Constitution to provide the proper and efficient operation and administration of SG-UNO under the SG-UNO Constitution. These By-laws shall become effective upon a two-thirds (2/3) affirmative vote of the Student Senate and the approval of the Chancellor of UNO.

Appendix

Section A: Common Terms

- Absent- The situation in which a voting member is not present or attending.
- Abstain- The choice of a voting member to refrain from voting.
- Appoint- To name officially.
- Attendance- The act of being present.
- Automatic Removal- SG-UNO in the Executive Officers, the Speaker of the Student Senate, Student Senators, SC Justices, EC members, or TAC members will be automatically removed from office for failure to meet and maintain current SG-UNO or UNO eligibility requirements as provided in these By-Laws (see Article V Section I of the SG-UNO Constitution)
- By-Laws- Rules adopted by an organization chiefly for the government of its members and the regulation of its affairs.
- Chair- An official seat of authority. The act of presiding in an official seat of authority. (noun form- of SG-UNO capitalized/ verb form- not capitalized)
- Chief Justice- The presiding or principal judge of a court of justice. Committee- A body of persons delegated to consider, investigate, take action on, or report on some matter or matters.
- Commission- A group of persons prescribed to perform some duty.
- Commissioner- An officer in charge of a department or bureau.
- Complainant- The party who makes the complaint in a legal action or proceeding.
- Constitution- A written instrument embodying the rules of a political or social organization.
- Court- An official assembly for the transaction of judicial business.
- Electorate- All currently enrolled students of the University of Nebraska at Omaha and University of Nebraska students who pay University Program and Facilities Fees at UNO (see Article I Section II of the SG-UNO Constitution).
- Executive- An individual or group constituting the agency that controls or directs an organization.
- Ex officio- The right of a member because or by virtue of an office.
- Grievance- The formal expression of a complaint.
- Impeachment- The bringing of charges against an official before a competent tribunal.
- Jurisprudence- The course of court decisions.
- Justice- An official authorized to decide questions brought before a court.
- Letter of Statement- (see Article II Section M of the SG-UNO By-Laws)
- Liaison- A communicative office for establishing and maintaining mutual understanding.
- Malfeasance- The wrongdoing or misconduct by an official (see Article V Section III, B of the SG-UNO Constitution).
- Majority- The most of anything in comparison to the group.
- Meeting- An assembly for a common purpose.
- Member- One of the individuals composing a group.
- Misfeasance- The performance of a lawful action in an illegal or improper manner (see Article V Section III, C of the SG-UNO Constitution).

Office- A special duty, charge, or position conferred by an exercise of governmental authority.

Office Hour- A set sixty (60) minute period in which officials are to make themselves available for students and/or work for the students interests.

Officer- One who holds an office of trust, authority, or command.

Opinion- The formal expression or the legal reasons and principles upon which a legal decision is based.

Parliamentarian- An expert in the rules and usages of a deliberative assembly.

Present- The state of being in view or at hand.

President- The presiding officer of a political body.

Pro Tem/Pro Tempore- The individual sitting in an office for the time being.

Position- A social or official rank or status.

Quorum- The number of officers and members of a body that when duly assembled is legally competent to transact business (see Article III).

Resolution- (see Article II Section N of the SG-UNO By-Laws)

Respondent- The one who responds in various legal proceedings.

Seat- A place from which authority is recognized.

Senate Committee Meeting- The meeting of only Senate Committees for the investigation of business.

Senate Session- The convening of the entire Senate for the conduction of business.

Senator- A member of an assembly or council.

Sergeant at Arms- An officer of an organization who preserves order and executes commands.

Session- A meeting for the transaction of business.

Simple majority- Fifty percent plus one of anything in comparison to the group.

Student at Large- A student not serving in any particular office.

Student Body- Those Students attending UNO (see Electorate).

Speaker- The presiding officer of a deliberative assembly.

Term- A limited or definite extent of time.

Vote- A formal expression of opinion or will in response to a proposed decision.

Section B: Common Abbreviations

CAO- Chief Administrative Officer

ET- Executive Treasurer

IAC- Interagency Council

IOPs- Internal Operating Procedures

LPR- Legislative and Public Relations Officer

MBSC- Milo Bail Student Center

NU- Nebraska University

SABC- Student Activities Budget Commission

SC- Student Court

SEC- Student Election Commission

SEG- Student Election Group

SG-UNO- Student Government of the University of Nebraska at Omaha

SLAS- Student Legal Assistance Services

SPO- Student Programming Organization

STAC- Student Traffic Appeals Commission
UNO- University of Nebraska at Omaha
VP- Vice President

Section C: Common Phrases

Call to question- A motion that may be called any time during the debate. Objection may be stated immediately by a Student Senator and the debate will continue. If there are no objections, the Student Senate will move directly to a vote on the issue debated (see Article III Section I, G).

Consent of the Senate- A two thirds (2/3) vote of the Student Senate.

Move to question- A motion that may be called during the debate, after the opening statement, by the Student Senator recognized by the Speaker, and it must be the only statement the Senator makes. A two-thirds (2/3) majority vote of Student Senate is needed to move the question from debate to a vote on the issue debated.

Open forum- A time set apart for open discussions and external speakers (see Article III Section I, G).

Present and voting- The members of an assembly hearing business.

Simple majority- Fifty percent plus one (50%+1) of the body in discussion.

* Definitions are drawn from *Robert's Rules of Order* Tenth Edition and *Merriam-Webster's Collegiate Dictionary* Edition 1981.