

BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION
OF TEXAS LUTHERAN UNIVERSITY

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ARTICLE I: THE EXECUTIVE BRANCH

Section 1: Purpose

The purpose of the officers, the executive branch, of the Student Government Association (SGA) shall be to provide leadership for the SGA, to initiate the policies and programs of the SGA with the approval of the Senate, to assure the execution of the policies and programs of the SGA adopted by the Senate 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 2: Authorities and Powers

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

Section 3: Qualifications

Those qualified for executive officers of the SGA shall be students enrolled at TLU in acceptable academic and disciplinary standing. Executive officers shall maintain a cumulative GPA of 2.0 and a minimum course load of 12 hours, with the exception of graduating seniors during their terms. Further criteria of eligibility shall be made by the SGA Senate.

Section 4: Selection

The President and Vice President of the SGA shall be elected at large by all students, both full and part time, currently enrolled at TLU. The Comptroller of the SGA shall be appointed by a committee consisting of the outgoing SGA President, outgoing SGA Vice President, outgoing Comptroller, the Dean of Student Life, and the Director of Student Activities. In the event that an outgoing Executive wishes to be re-elected, their position on the committee will be replaced by a senior senator serving on the senate. The replacement senators will be selected based on alphabetical order of the last name.

Section 5: Compensation

The executive officers of the SGA shall be compensated in the form of annual scholarships. The amounts of the scholarships are to be determined by May 1st for the following year by a two-thirds vote of the Senate with final approval by the President of TLU. Scholarship funds for executives shall be allocated from the SGA Senate budget. 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

Subsection 1: President

The duties of the president of SGA shall consist of the following:

- A. To hold final authority and responsibility for all governance operations and assets of the SGA.

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- B. To assure necessary enforcement of the constitution and bylaws.
- C. To assure necessary interpretation of the constitution and bylaws by forwarding such questions to the advisors and dean of students.
- D. To serve as an ex-officio member of all committees of the SGA.
- E. To appoint all student members of SGA committees as well as institutional and faculty committees, subject to the approval of the Senate and president of TLU, where so noted in these bylaws.
- F. To oversee and nominate all appointed assistants of the SGA, subject to the approval of the Senate, where so noted in these bylaws.
- G. To fill all vacancies of positions as described in Article I, Section 6, Subsection 1, E & F, subject to the approval of the Senate.
- H. To undertake all functions of the SGA as approved and specifically directed by the Senate.
- I. To call special meetings of the SGA, its Senate, and its committees as needed.
- J. To attend all Senate meetings and report the activities of the office of the president of the SGA to the Senate.
- K. To veto any legislation, or part thereof, passed by the Senate within one week of its passage when deemed appropriate.
- L. To serve as a representative for the students enrolled at TLU to all groups within and outside of TLU as requested.
- M. To perform all other duties as deemed necessary for the office.
- N. To report an expected absence from an official SGA meeting or event to the chairperson of the Senate prior to the activity. Doing so will constitute an excused absence.
- O. To present an annual typed report of the SGA's activities and progress annually to the TLU Board of Regents and President's Cabinet.

Subsection 2: Vice President

The duties of the vice-president of the SGA shall consist of the following:

- A. To 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. To preside over all meetings of the SGA Senate.
- C. To encourage the effectiveness of student members approved by the Senate to sit on SGA, faculty, and institutional committees.
- D. To execute all policies and programs of the SGA as approved and specifically directed by the Senate.
- E. To call all Senate meetings.
- F. To compile an agenda for all Senate meetings and present it to the secretary no later than two weekdays prior to the next meeting date.
- G. To vote on legislation in the event of a tie.
- H. To attend all Senate meetings and report the activities of the office of the vice-president of the SGA to the Senate.
- I. To serve as a representative for the students enrolled at TLU as requested.
- J. To perform all other duties as deemed necessary for the office.

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- K. To report an expected absence from an official SGA meeting or event to the pro-tempore of the Senate prior to the activity. Doing so will constitute an excused absence.

Subsection 3: Comptroller

The duties of the Comptroller of the SGA shall consist of the following:

- A. To manage responsibly all SGA monies and properties for the students enrolled at TLU.
- B. To chair the allocations committee of the SGA.
- C. To present an accurate financial statement of the SGA to the Senate of the SGA at the first meeting of each month.
- D. To know the present balance of SGA accounts at all regularly scheduled meetings.
- E. To present a proposed annual budget for the SGA for the following budget year by April 15th of the fiscal year.
- F. To present the financial records of the SGA at the end of each fiscal year for an examination by an appropriate member of the TLU faculty selected by the Senate to serve as an auditor.
- G. To chair all financial subcommittees of the Senate.
- H. To organize and preside over a budget summit in the spring prior to the allocation committee meetings with the purpose of informing and assisting student organizations in their budgeting process and subsequent allocation requests.
- I. To make requests of the business office of TLU, in writing, to payout monies of the SGA; such financial requirements must be co-signed by one of the faculty or administrative advisors of the SGA.
- J. To keep a file of all purchases and expenditures made by the SGA, along with the respective voucher of each purchase and expenditure.
- K. To execute all programs and policies of the SGA as approved and specifically directed by the Senate.
- L. 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.
- M. To work with the incoming Comptroller in the transitional month of April in order to give the incoming Comptroller a proper perspective of the financial transactions within the SGA. The outgoing Comptroller shall not release his/her power of signature nor grant the incoming Comptroller power of signature prior to the conclusion of the fiscal year, when the incoming Comptroller is to take office.
- N. To serve as a voting member of the university Budget and Planning Committee.
- O. To publish the deadline for application by organizations and dates on which allocation hearings shall be scheduled.
- P. To report an expected absence from an official SGA meeting or event to the chairperson prior to the activity. Doing so will constitute an excused absence.

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- Q. To ensure that SGA executive officer scholarships are properly appropriated each fiscal year.

Section 7: Terms

The terms of the SGA President, Vice-President, and Comptroller shall be for the appropriate fiscal year. The final election 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 of the SGA, the vice-president of the SGA shall assume the office of president of the SGA 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 15 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 represent the interests of the students enrolled at TLU in the legislation, approval, and allocations of operations, personnel, and finances of the SGA.

Section 2: Authorities and Powers

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

Section 3: Qualifications

Those qualified to serve as Senators of the SGA shall be students enrolled at TLU in acceptable academic and disciplinary standing. Senators shall maintain a cumulative GPA of 2.0 during their term and a minimum course load of 12 hours, with the exception of graduating seniors. Candidates for Senate positions must have the hour status of the class to be represented on the Senate. Further criteria for eligibility shall be made by the SGA Senate.

Section 4: Selection

The Senators of the SGA shall be elected by the students of the class to be represented. Graduating seniors will be ineligible from voting for Senators in regular elections.

Section 5: Membership

Subsection 1: Chairperson

The Vice-President of the SGA shall be the chairperson of the Senate.

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Subsection 2: President Pro-Tempore

The President Pro-Tempore is to be elected from among the membership of the Senate. The Pro-Tempore President shall serve as the chairperson of the Senate in the event of an absence of the Vice-President.

Subsection 3: Voting Membership

The voting membership of the Senate shall be the vice-president of the SGA and the sixteen Senators of the SGA. The Senators shall be elected as follows from the students enrolled at TLU: four senators shall be elected from each of the rising sophomore, junior, and senior classes, and four shall be elected each fall from the new students (freshman and transfer students collectively) enrolled at TLU.

Subsection 4: Faculty Advisory Membership

The faculty advisory members of the Senate shall consist of two members of the faculty of TLU. Attendance of these advisors shall be on the initiative of the faculty advisory members and/or the request of any executive officer, senator, or the other advisor of the Senate.

Subsection 5: Administrative Advisory Membership

The administrative advisory members of the Senate shall consist of the president of TLU, the executive vice-president/provost, and the Dean of Student Life and Learning.

Section 6: Duties

The duties of the Senate shall consist of the following:

- A. To represent the interests of the students enrolled at TLU in all Senate activities.
- B. To enact all legislation and programs deemed by the Senate to be necessary and proper.
- C. To approve all SGA appointed student members to appropriate SGA, faculty, and institutional committees, as well as the Secretary, Sergeant at Arms and Parliamentarian.
- D. To elect a President Pr-Tempore at the beginning of the new term, and as deemed necessary.
- E. To submit referenda to the SGA by a two-thirds majority vote of all voting members, if deemed appropriate.
- F. To override a presidential veto by a two-thirds majority vote of all voting members within one week of said veto, if deemed appropriate.
- G. To attend all assigned committee meetings.
- H. To appropriate monies and properties of the SGA.
- I. To 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.

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- J. Each member is to maintain an open communication with his/her constituency and to report fully on issues pertaining to the SGA.
- K. Each member is encouraged to sponsor or co-sponsor at least one piece of legislation and is required to participate on at least two SGA committees or temporary projects.
- L. To attend all meetings and participate in discussion. Senators may abstain from voting only if a conflict of interest exists regarding the matter being discussed.
- M. To report an absence from an official SGA meeting or event to the chairperson of the Senate prior to the activity. Doing so will constitute a pre-warned, unexcused absence.
- N. To approve student organizations as outlined by Article IV.
- O. To 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 7: Terms

The terms of the members of the Senate shall be for one year, from May 1 to the end of the following April, 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 final election for Senators shall be held one month prior to the expiration of the present Senators' terms. The SGA will be responsible for electing all SGA Senators.

Section 8: 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 to the election committee for the vacant position, or the vacancy shall be filled by appointment by the president of the SGA, as determined on a case by case basis by the Executive Committee.

Subsection 2: Advisory Membership

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

Section 9: Meetings

Subsection 1: Regular Meetings

Regular meetings of the Senate shall occur at least twice 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 48 hours in advance of the meeting.

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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 9 senators presenting written request for such a meeting to the President, Secretary or an advisor. The request for the meeting must state the matter(s) to be addressed and notice of such shall be given to all senators, officers, and advisors at least forty-eight hours in advance by the secretary of the Senate.

Section 10: Attendance

Subsection 1: Absences

Any Senator having three unexcused absences per semester shall appear before a review committee comprised of the SGA President, Vice-President, two Senators, and a constituent student appointed by the Vice-President of the SGA. The two Senators shall be elected by a majority vote by secret ballot of the Senate at the first Senate meeting following the elections of the new student Senators. This committee shall evaluate Senator's effectiveness based on an intensive review which will consider all extenuating circumstances. Upon review, the committee shall recommend to the SGA Senate that the Senator either be removed or allowed to continue as an SGA Senator. The SGA Senate will determine by a two-thirds majority vote the continuation of that Senator's term after considering the recommendation of the review committee.

Subsection 2: Tardiness

SGA Regular meetings or Special Called Meetings will begin at the time scheduled. Any Senator arriving late to the meeting will be documented in the minutes. Any Senator leaving a meeting before the meeting is adjourned will be marked in the minutes as leaving early. Any three combinations of being late or leaving early will be considered as an absence. This absence will be part of the three absences allowed per semester.

Section 11: 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 insure an efficient and consistent format for Senate proceedings.

Subsection 3: First Reading

Each piece of legislation shall be introduced in writing to the chairperson of the Senate by a first reading. The purpose of the first reading shall be to record Senate legislation, to inform Senators on legislation, and to assign legislation to the appropriate standing of SGA committee or ad-hoc committee if deemed

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necessary by the vice-president or two-thirds vote of the Senate. If a piece of legislation is not sent to committee, it shall then be open for legislative action.

Subsection 4: Referred Legislation

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

Subsection 5: Second Reading

Each piece of legislation returning to the Senate from committee assignment shall be given a second reading by the vice-president in order to record Senate legislation and to inform Senators on legislation. Following the reading, legislative action may be taken by the Senate.

Section 12: 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 10% each year as necessary correlating with inflation rates. An increase ranging from .1% through 10 % does not require an official poll of the student body. Any percentage over and above 10% requires a forum and poll of the student body along with recommendations of the TLU Budget and Planning Committee. 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 operations. 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. Forty-six percent shall go to funding campus programs, student activities, campus ministry, intramurals, and residence life programming. This amount will be distributed as follows: Intramurals 6%, Campus Ministries 4%, Campus Programming %, Student Activities %, and Residence Hall Programming 12%. The SGA may vary the outlined amounts by as much as 4% 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 grants from the SGA as outlined in Article IV. The procedure for application by an organization is as follows:

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- A. The Comptroller will determine allocation committee meeting times, allocation request deadlines, and required allocation information at the beginning of each semester.
- B. Organizations interested in requesting allocations from SGA should inquire with the Comptroller for allocations request forms. Request forms are also available in the SGA Office.
- C. The organization must submit the allocations request form and all required documents to the Comptroller by the determined date each semester or within one week prior to the next scheduled SGA meeting.
- D. Each organization will be notified by the Comptroller when that organization's request will be discussed.
- E. It is required that two representatives of the requesting organization and recommended that one advisor of the organization shall attend the allocations committee meeting and the Senate meeting at which their allocation request will be discussed.
- F. The allocations committee shall make a recommendation to the Senate of the SGA for funding following the allocations committee meeting.
- G. First priority will be given to events that are open for the entire campus to attend. Second priority will be granted to events that benefit others outside of the TLU community (e.g. mentoring programs). The lowest priority will be given to events that are exclusively for the members of that organization. The Senate reserves the right to deny funding for past events. Following is a list of considerations the SGA will use when determining budget appropriations:
 - Absolutely no moneys will be granted to an organization for the purchase of alcoholic beverages, however money may be granted for use of a vendor,
 - Absolutely no money can be granted to organizations or individuals to attend conferences away from campus,
 - T-shirts to be sold for a profit will not be funded by SGA,
 - Past events will not be funded by SGA,
 - Support from an active membership,
 - Past & projected attendance,
 - Effectiveness of campus programming,
 - Effective use of past allocations or grants,
 - Benefit to Texas Lutheran University,
 - Level of the organization's activity,
 - Anticipated support from membership dues, and/or fundraising,
 - Planned events for the next year,
 - Previous year's goals met,
 - Planning involved in programming,
 - Number of members,
 - Commitment to growth and new programming,

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- H. 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.
- I. The SGA reserves the right to rescind the SGA allocation to an organization, which deviates from its proposed budget in expending SGA funds.

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 May 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. All requests administered by the allocations committee shall be approved by a majority vote of the Senate. It shall be the responsibility of the Comptroller to provide a written list of proposed allocation grants to the Senate at least twenty-four hours in advance of the scheduled Senate meeting.
- B. The Comptroller will introduce the list of requests for Senate consideration under new business. This will be deemed the first reading of the appropriations report. Then, each request will be introduced individually and action will be taken. Two members of each requesting organization must be present at the Senate meeting for the Senate to consider the request, if there is not, that organization's request will not be considered. Upon introduction of each grant proposal, the Senate must approve it as written, approve it with amendments, or refer back to the allocations committee for further review and/or clarification. The allocations 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. Both levels of review (approval as written and proposal of amendments) are debatable and require majority votes.
- C. If the Senate returns an amended proposal to the allocations 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 forty-eight hours in advance of the next scheduled Senate meeting. This reading will be deemed the second reading. [At the second reading, both parties, allocations and requester, must be present to present their cases to the Senate and to answer any questions it may have about the request before discussion on the main motion.] The Senate will have the power to make final amendment(s) to the request at this time. Amendments are debatable

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and require a majority vote. After second reading and discussion, the Senate must either accept and pass the proposal as written or amended or deny it. This motion is debatable and also requires 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 10% or \$50.00 must be approved by a majority vote of the Senate prior to the expenditure of such monies. This request for approval should be presented by the Comptroller of the SGA along with his/her recommendation.
- B. All purchases of the SGA which are not specifically allocated in the SGA budget and which exceed \$50.00 must receive approval by the Comptroller of the SGA prior to such purchases.

Subsection 6: Record Keeping Process

- A. The following items are recommended by the student government to be kept on file, in reference to allocations:
 - i. Copy of original allocation request form,
 - ii. Copies of all receipts used in purchasing items for events funded by SGA,
 - iii. Copies of any e-mails or other means of contact with the serving Comptroller, or any other SGA executive.

Section 13: 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 (10%) 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 appropriations committee for unbudgeted expenses that may be incurred. The guidelines for said allocations are the same as those found in Article II, Section 2, Subsection 2 of the by-laws of the SGA.

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 general SGA budget.

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All violations of school policy depending on severity are referred to the Judicial Council under the Dean of Student Life and Learning. The SGA President shall appoint a constituent from each class (freshman, sophomore, junior and senior) to the Judicial Council. All issues and concerns regarding SGA should be directed to the advisors and ultimately the Dean of Student Life and Learning.

ARTICLE IV: STUDENT ORGANIZATIONS

Section 1: Recognition

All students wishing to found an organization must submit a constitution to the office of the SGA stating the purpose, objective, and significance of the proposed organization. The Senate can accept the organization fully or issue a temporary charter with or without access to allocations. Once recognized by both the Senate and the Director of Student Activities, changes to the constitutions of organizations other than grammatical changes must be brought before and approved by the Senate. A copy of all student organization constitutions will be kept on file in the student activities office.

Section 2: Funding

In order to receive allocations, organizations must maintain recognized status, complete all necessary paperwork, and attend all required meetings. Organizations may obtain funding through the appropriate use of SGA established allocations guidelines, as found in Article II, Section 12, Subsection 2.

ARTICLE V: 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 TLU through direct participation by the students enrolled at TLU.

Subsection 2: Structure

SGA committee structure will be determined each year by the executive committee with input from all Senators.

Section 2: Standing SGA Committees

The standing committees of the SGA shall consist of the following:

Subsection 1: Allocations Committee

A. Chairperson

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

B. Membership

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The membership of the allocations committee shall consist of the Comptroller, two constituent students appointed by him/her, two constituent students appointed by the SGA President, and two constituent students appointed by the SGA Vice-President.

C. Duties

The duties of the allocations committee shall consist of the following:

- I. To remain consistent with the guidelines for allocations procedures in Article II, Section 12, Subsection 2 of the bylaws.
- II. To hold meetings whenever deemed necessary by the Comptroller.
- III. To establish a deadline for the acceptance of allocation requests.
- IV. To hold allocation committee meeting when allocation requests shall be reviewed.
- V. To recommend to the senate allocations of designated funds to student organizations of TLU.

Subsection 2: Elections Committee

A. Chairperson

The chairperson of the elections committee shall be a Senator appointed by the SGA Vice-President, subject to approval by the Senate.

B. Membership

The membership of the elections committee shall consist of the chairperson and four constituent students appointed by the SGA Vice-President.

C. Duties

The duties of the elections committee shall consist of the following:

- I. To certify SGA elections.
- II. To conduct special referenda and polls.
- III. To make recommendations to the SGA Senate for changes in the elections procedures.
- IV. To be responsible for the execution of elections as called for in Article VIII of the bylaws.

Subsection 3: Public Relations Committee

A. Chairperson

The chairperson of the public relations committee shall be the secretary of the SGA.

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B. Membership

The membership of the public relations committee shall consist of the chairperson, one senator appointed by the SGA President, and one senator appointed by the SGA Vice-President.

C. Duties

The duties of the public relations committee shall consist of the following:

- I. To assist with the representation of TLU at student conferences.
- II. To publicize SGA events.
- III. To publicize Initiative, Referendum, and Recall Elections

Subsection 4: Judicial Committee

The SGA President shall appoint one constituent from each class (freshman, sophomore, junior and senior) to sit on the Judicial Council which is under the Dean of Student Life and Learning.

Section 3: 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 4: Removal of Appointees

Appointees shall serve a 1 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 suggestion of the senate.

ARTICLE VI: 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 15% 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 elections committee to hold an election on the initiative within 15 school days.

Subsection 3: Publicizing Initiatives

Initiatives shall be publicized by the public relations committee of the SGA from the time of the Senate directive for election until the time of the election.

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Subsection 4: Adoption of Initiatives

Initiatives, having been duly publicized, shall be adopted by a majority vote of the students enrolled at TLU casting ballots on the initiative, as certified by the elections committee.

Subsection 5: 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 elections committee to hold an election on the referenda within 15 school days.

Subsection 3: Publicizing Referenda

Referenda shall be publicized by the public relations committee of the SGA from the time of the Senate directive for election until the time of that election.

Subsection 4: Retention or Withdrawal of Legislation Via Referenda

Legislation brought to popular vote via referenda, having been duly publicized, shall be effective by a majority vote of those students enrolled at TLU casting ballots on legislation, and shall be withdrawn by a lack of majority vote of those students casting ballots on the legislation, as certified by the elections committee.

Subsection 5: Implementation

Legislation that, via referenda, is adopted by the students enrolled at TLU shall be effective within one week of certification of passage. Legislation that, via referenda is not adopted by the students shall be withdrawn within one week of certification of failure.

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, or for neglecting prescribed duties inherent to the office.

Subsection 2: Placing Recall on Ballot

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Recall may be placed on an SGA ballot by a two-thirds vote of the Senate or by a petition containing the signatures of 15% 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 elections committee to hold an election on the recall within 15 school days.

Subsection 4: Publicizing the Recall

Recall shall be publicized by the public relations committee of the SGA, including alleged grounds for recall, from the time of the Senate directive for election until the time of the election.

Subsection 5: 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 elections committee.

Subsection 6: 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, or for neglecting prescribed duties inherent to the authority.

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 VII: SELECTION OF APPOINTED ASSISTANTS

Section 1: Appointment

All appointed assistant positions, listed below, shall be filled by an appointment process established by the SGA President, after conferring with the other executives, subject to the approval of the Senate. Those selected shall be qualified students enrolled at TLU.

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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 duties of the secretary of the SGA shall consist of the following:

- A) To take minutes at all Senate meetings, both regular and special.
- B) To 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) To chair the SGA Public Relations Committee and thus be responsible for the distribution of any necessary items for publication concerning SGA activities and business.
- D) To 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.
- E) To maintain volumes of Senate files in an orderly fashion in the SGA office in order to assure easy access for future reference.
- F) To present to the *Lone Star Lutheran*, the Dean of Student Life and Learning, the SGA President, and the advisors of the Senate copies of any measures passed by the Senate within three days of their passage.
- G) To perform such secretarial functions as the President and Vice-President of the SGA shall designate.
- H) To 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: Parliamentarian

Subsection 1: Purpose

The purpose of the parliamentarian of the SGA shall be to advise the senate on parliamentary procedure in the SGA.

Subsection 2: Authorities and Powers

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The parliamentarian of the SGA shall have the authority to advise the senate on all questions of parliamentary procedure in the SGA.

Subsection 3: Duties

The duties of the parliamentarian of the SGA shall consist of the following:

- A) To address questions on parliamentary procedure that arises at all meetings of the SGA.
- B) To maintain a current knowledge of the most current edition of *Robert's Rules of Order*, kept as a resource in the SGA office.
- C) To maintain a current knowledge of all provisions in the bylaws or special rules of order for the Senate.
- E) To serve on any bylaw revisions committee.

Section 4: Sergeant at Arms

Subsection 1: Purpose

The purpose of the Sergeant at Arms is to assist the chair person 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 VIII: SGA ELECTIONS

Section 1: Election Procedures

The elections committee shall be responsible for presenting the Senate with election rules and procedures at least two weeks in advance of each election. 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 3 weeks before the expirations of current positions. Voting privileges shall extend to all students at TLU in accordance with Article I, Section 4 and Article II, Section 4 of the bylaws.

Section 3: New Student Elections

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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 new students (freshmen and transfer students collectively) 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 1st to the following May 31st.

ARTICLE X: AMENDMENTS TO BYLAWS

Section 1: Procedure

Articles of amendments to specific portions of these bylaws may be enacted by a two-thirds vote of the Senate. Upon declaration of adoption, the amendments to these bylaws shall come into effect immediately.

Section 2: Requirements

SGA bylaws must be reviewed and revised as necessary in the spring semester at least every three years.

Revised November 2006