



STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM
NACOGDOCHES, TEXAS



THE BYLAWS

OF THE STUDENT GOVERNMENT ASSOCIATION

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TITLE I
STANDING RULES AND REGULATIONS OF THE LEGISLATIVE BRANCH

SCOPE AND PURPOSE

The Senate shall establish the Standing Rules and Regulations of the Senate, or Standing Rules for short, which shall be authorized herein by this chapter. The Standing Rules shall be confined to the internal rules and operation of the Senate and shall never regulate or infringe on the other branches of government.

ARTICLE 1: SENATE ORGANIZATION

SECTION 1: MEMBERSHIP

- A. Senate membership and appointment of the Senate shall be established by and set forth in the Student Government Association (SGA) constitution.

SECTION 2: THE SPEAKER OF THE SENATE

- A. The Speaker of the Senate shall be nominated by the Senate Body and elected with a two-thirds (2/3) vote and shall only serve one (1) term (fall/spring) at a time. The Speaker of the Senate shall preside over all formal meetings of the Senate. The Speaker of the Senate shall:
 - 1. Have no vote in the Senate except in the event of a tie or a vote by secret ballot;
 - 2. Maintain order at all times;
 - 3. Have thorough knowledge of the Senate and Parliamentary procedures including the most up to date edition of Robert's Rules of Order and the Standing Rules and Regulations of the Senate;
 - 4. Remain impartial and not debate from the Chair;
 - 5. At no time decide on a question involving the constitutionality of a piece of legislation;
 - 6. Follow the order of business as prescribed by the agenda unless the rules are suspended;
 - 7. Make clear to all Senators the issue in question;
 - 8. Execute all powers and duties found in the Student Government Association Constitution, the Senate Standing Rules, and ensure that the Senate functions in compliance with all policies, rules, and regulations of Stephen F. Austin State University (SFASU);
 - 9. Appoint Senate Committee Chairs with two-thirds (2/3) approval by the Senate;
 - i. Remove the Chairs and/or members of any committees for not fulfilling their responsibilities taken while under oath with a majority vote of the

- senate;
10. Be the only person authorized to recognize individuals wishing to speak during an SGA meeting in a fair and impartial manner;
 11. Maintain three (3) office hours a week, beginning at the start of their term;
 12. Train incoming Senators;
 13. Appoint a Sergeant at Arms;
 - i. The Sergeant at Arms can be removed and replaced with a two-thirds (2/3) vote of the Senate Body;
 14. Call special sessions or be petitioned for one by one-third (1/3) of the membership of the Senate;
 15. Post a tentative agenda of the legislature in a public place 48 hours prior to regularly scheduled legislative meetings;
 16. Oversee all SGA Senators;
 17. Delegate Speaker duties to Sergeant at Arms at their own discretion;
 18. Chair the Internal Affairs Committee.
- B. Should the Senate decide that the Speaker of the Senate is not performing their duties correctly, they may temporarily relieve them of their duties through passage of a Senate Resolution in which they would refer the Speaker of the Senate to the Internal Affairs Committee for review.
1. The Sergeant at Arms shall act as Speaker if the Speaker of the Senate is unable to perform their duties as deemed by the Senate and the Internal Affairs Committee.
- C. Should the holder of this position fall below the standard GPA requirements listed in the constitution, one (1) semester probationary period will be assigned.

SECTION 3: THE SERGEANT AT ARMS

- A. The Sergeant at Arms is the second highest ranking member of the Senate. The Sergeant at Arms shall be appointed by the Speaker of the Senate, confirmed by a two-thirds (2/3) vote of the Senate and shall serve one (1) term (fall/spring) at a time. The Sergeant at Arms shall:
1. Assume the duties of Speaker of the Senate in their absence;
 2. Be a Student Senator;
 3. Keep a record of all Senator absences and requests for absences;
 4. Keep an accurate and up-to-date Senate roster;
 5. Have a thorough knowledge of the Senate and Parliamentary procedures including the most up to date edition of Robert's Rules of Order and the Standing Rules and Regulations of the Senate;
 6. Point out discrepancies in procedure of the Speaker of the Senate;
 7. Record all questions of order and other questions of procedure for future reference;
 8. Keep time during periods of limited debate or speech;
 9. Remove any person deemed out of order by the Speaker of the Senate;
 10. Organize and oversee the Senate office and constituency hours;

11. Ensure all founding documents are updated and presented to the Senate body at the beginning of each long semester (fall/spring).

SECTION 4: THE COMMUNICATIONS DIRECTOR

- A. The Communications Director shall be appointed by the Speaker of the Senate. The Communications director shall:
 1. Keep permanent record of all Senate proceedings in the form of minutes that art to be posted within one (1) week after the meeting;
 2. Maintain the Senate voting record;
 3. Ensure that all materials of historical significance are collected, organized, and preserved properly;
 4. Be responsible for maintaining the Senate’s recording of legislation;
 5. Ensure that all Senate legislation is properly stored in the SGA folder;
 6. Be responsible for carrying out all official correspondence for the Senate;
 7. Communicate recent legislation and inquiries with The PineLog, Stone Fort Yearbook, or other student organizations as needed;
 8. Maintain SGA’s professional and engaging presence on appropriate social media platforms with the approval of SGA Advisor(s) and Executive Board.

SECTION 5: INSTALLATION OF THE SENATE

- A. Installation of the Senate may be conducted at the first meeting of the new Senate by the newly installed Student Body President, Speaker of the Senate, or Sergeant at Arms as needed, once the Internal Affairs Committee has nominated and the Senate has confirmed new Senators to fill vacant seats.

SECTION 6: FORFEITURE OF OFFICE

- A. A Senator shall automatically forfeit their membership in the Senate if said Senator unenrolls from the institution or their respective college.

SECTION 7: MEETING ATTENDANCE

- A. Senators shall be required to attend all SGA and Committee meetings. The absence policy shall be strictly enforced in accordance with the rules established in this document.

ARTICLE II: LEGISLATIVE AND SENATE PROCEDURES

SECTION 1: QUORUM

- A. The Senate shall require a quorum of the total membership of the Senate to conduct any business.
 1. Quorum shall be defined as simple majority (51%) of the total membership of the

Senate.

SECTION 2: ORDER OF BUSINESS

- A. The Order of Business shall be determined by the agenda which shall be created by the Speaker of the Senate.
- B. While order does not matter, the Speaker of the Senate must have a designated spot for an “Open Floor” for Senators to place legislation on the floor that has not been published in the agenda. All legislation placed on the floor must be in the proper format and have passed through the proper committee(s).

SECTION 3: GUEST SPEAKERS

- A. Students will be allowed to address the Senate under the rules for guest speakers if adequate notice (48 hours prior to the Senate meeting) is given to the Speaker of the Senate prior to the start of the meeting. Otherwise, students may address the Senate during Open Forum for a maximum of five (5) minutes per person.

SECTION 4: DEBATE AND DECORUM

- A. Members of the Senate shall conduct themselves in an orderly fashion at all times while in the Senate Chamber. Excessive unruliness shall be defined as any premeditated or persistent distraction which disrupts the normal business of the meeting and is deemed disorderly. The Speaker of the Senate shall have the authority to decide what action is disorderly.
 - 1. During the debate, all Senators shall confine their remarks to the subject at hand or they shall be ruled out of order;
 - 2. Any Senator who has the floor shall not be interrupted by another Senator or officer for any purpose except as provided in Robert’s Rules of Order or unless they consent to yield the floor;
 - 3. All rules of debate and decorum shall be enforced by the Speaker of the Senate and the Sergeant at Arms;
 - 4. Any Senator(s) ruled out of order shall automatically lose the floor. Any Senator ruled out of order may be removed at the discretion of the Speaker of the Senate;
 - 5. Except in cases of conflict with the Standing Rules or suspension of the rules, Robert’s Rules of Order shall prevail in matters of procedure;
 - 6. Proper attire is required at Senate meetings in order to vote. Proper attire at a minimum should be business casual. Wardrobe selections should be those that both preserve and honor the dignity of the meeting. Wardrobe selection should include, but is not limited to, a collared shirt, or sweater, with slacks, and either a dress or skirt with a dress blouse. Footwear shall consist of dress shoes. Proper attire in question will be determined by the Student Body Vice President. Senators are encouraged to visit the Center for Career and Professional Development if

proper attire is needed. Senators are welcome to discuss proper attire with members of the Executive Board or Advisor(s) if questions arise.

7. The dress code may be waived or amended by the Executive Board or Advisor(s) at any time.

SECTION 6: VOTING

- A. Senators must be present in the Senate Chamber, and in proper attire, in order to vote.

SECTION 7: ABSTENTION

- A. Members not wishing to vote may abstain. Members wishing to abstain shall not be counted when determining the number needed to obtain a majority.

SECTION 8: UNDECIDED

- A. Undecided Senators may pass and then cast their vote at the conclusion of voting before the final vote is announced.

SECTION 9: TIE VOTES

- A. A tie vote is considered a lost vote unless the tie is broken by the Speaker of the Senate.

SECTION 10: DIVISION OF THE HOUSE

- A. At the desire of any Senator present, a division of the house can be called as prescribed in Robert's Rules of Order.

SECTION 11: ROLL CALL

- A. All final votes on legislation shall be taken by a raise of the hand.

SECTION 12: SUSPENSION OF THE RULES

- A. The rules in this article may be suspended by a two-thirds (2/3) majority vote of the Senate upon the motion of a Senator, which shall expire upon the conclusion of the meeting in which the rules were suspended.

ARTICLE III: LEGISLATION

SECTION 1: CODING LEGISLATION

- A. Each measure will receive a code determined by its type and set by the Speaker of the Senate. The Legislation shall thereafter be referenced to, in any formal capacity, by this code. Senate Resolutions will be designated by the “SR,” Senate Bills will be designated by the “SB,” Constitutional Amendments will be designated by the “CA,” and Joint Resolutions will be designated by the “JR.” Following this will be the number assigned by the Speaker of the Senate. Each measure will be numbered successively, according to its type, beginning at the start of each school year. Each resolution or bill shall carry:
1. The name(s) of any author(s);
 2. The date it was first introduced by the Senate;
 3. A place for the date on which the legislation passed the Senate;
 4. A place to indicate which committee passed the legislation;
 5. Any amendments approved by the Senate;
 6. A line for the Student Body President and the Speaker of the Senate to sign when the legislation is passed.

SECTION 2: PATH OF LEGISLATION AND DEBATE PROCEDURE

- A. All legislation to be submitted to the Speaker of the Senate for the agenda shall be submitted by its author(s) to the committee with jurisdiction over its material in the week prior to its submission. The committee shall discuss the legislation and vote upon it.
- B. All legislation to be placed on the agenda must be submitted to the Speaker of the Senate no later than 48 hours preceding the SGA meeting by the committee chair. Thereafter, legislation to be placed on the agenda shall require special permission of the Speaker of the Senate and shall not be accepted at all 6 hours prior to the meeting.
1. If the legislation has not been put on the agenda, any senator may place legislation on the floor at the appropriate time granted in the agenda, if and only if all appropriate coding and formatting are correct.
- C. All legislation not requiring two readings can be presented, debated, and voted on in one Senate meeting. All amendments must be pertinent to the legislation being considered. Upon termination of debate, if the legislation has not been taken from the floor, a vote shall be taken to determine the passage or failure of the legislation.
- D. All legislation that requires more than one reading shall have the first reading under New Business during formal meetings with quorum present. At this time, the Speaker of the Senate shall assign the legislation to the appropriate committee(s) to consider the proposed legislation and report back to the Senate at the next formal meeting.
- E. At the next formal meeting, following the meeting in which legislation was first read and after the proposed legislation has received Committee attention, legislation shall have a second reading under Old Business. At this time, legislation requiring two readings may be discussed and voted on.

SECTION 3: EMERGENCY STATUS

- A. A piece of legislation may be granted emergency status by a two-thirds (2/3) vote of the Senate or declaration of the Speaker of the Senate. A piece of legislation successfully granted emergency status will not require a second reading. A Senator wishing to deem a piece of legislation as emergency status must give proper justification as to why the legislation should be granted emergency status. Any legislation that is to be considered as emergency status must contain all necessary coding in order to be considered. If a Senator wishes for the legislation for emergency status, it is the Senator's responsibility to provide no fewer than one copy of proposed legislation for every two members of the current Senate, to be available at the commencement of all Senate committee meetings.

ARTICLE IV: COMMITTEES OF THE SENATE

SECTION 1: DEFINITION

- A. A committee reviews legislation specific to its jurisdiction, investigates student concerns, does research on behalf of its members to help create new legislation, makes recommendations on how to improve campus life, and performs Senate administrative functions as necessary.

SECTION 2: INTERNAL AFFAIRS COMMITTEE

- A. Primary responsibility is to act as an advisory committee to the Executive Branch, while ensuring that its members of the SGA are properly executing, upholding, and acceding to the governing documents of this SGA. The Internal Affairs Committee will also address internal SGA issues. The members of this committee shall include:
1. The Speaker of the Senate, who will Chair this Committee;
 2. The Sergeant at Arms;
 3. The Student Body Vice President;
 4. The Chairs of the Standing Committees of the Senate.
- B. If at any point, any of those individuals are under review or impeachment, they will temporarily recuse themselves from the processes of the Internal Affairs Committee until the review is complete. There will be an interim replacement by a Senator appointed by the Speaker of the Senate. If the Speaker of the Senate is accused, the Speaker will be removed and replaced by the Sergeant at Arms. The Sergeant at Arms will then chair the committee.
1. The Internal Affairs Committee Shall:
 - a. Appoint legislators to fill vacant Senate seats with the approval of two thirds (2/3) majority of the Senate;
 - b. Interview and screen potential Supreme Court nominees;
 - c. Appoint members of the Election Commission prior to each election cycle;
 - d. Assume authority over any primary investigations of any violations

- committed against this SGA's Constitution, Senate Rules, and Code of Conduct without interpreting the founding documents;
- e. The Speaker of the Senate shall have the authority to bring forward charges and lawfully initiate investigations concerning alleged violations of the Student Government Association's Constitution, Senate Rules, and Code of Official Conduct;
 - f. All requests for investigations not originating from the Speaker of the Senate must be submitted in writing to the Speaker and must be approved by two (2) seated Senators within this committee before an investigation may be initiated;
 - g. All votes for official decisions shall be by secret ballot and simple majority;
 - h. The accused shall be brought before the Supreme Court for further actions.
2. This committee shall have immediate jurisdiction over the legislature of this SGA and its voting members and shall have the authority to pursue punitive measures against its members through impeachment charges, censure or any lawful means in accordance with Article IX of the Constitution of this SGA.
 3. This committee shall have the authority to investigate charges brought forward concerning allegations against members of the Executive Branch of this SGA.
 4. This committee cannot publicly report any official decisions and cannot have the authority to pursue punitive measures dependent upon those official decisions independent of the SGA Supreme Court.

SECTION 3: STANDING COMMITTEES

- 1) The Senate may authorize, disband, or reauthorize standing committees through Senate Resolutions. The committees are as follows:
 - A. Academic Affairs Committee
 - i) This committee shall assume responsibility for reinforcing the quality of the academic and scholastic offerings of SFASU and shall:
 1. Report to the Senate its recommendations for improving the relationship between students, faculty, staff, and administration;
 2. Report to the Faculty Senate its recommendations for changes in the curriculum offered by SFASU;
 3. Report to the Senate on State and Federal legislative matters pertaining to academia at SFASU;
 4. Maintain attendance at Faculty Senate meetings and collaborate with the Faculty Senate, the Provost, and the offices of the Deans of each academic college, and the Office of the Dean of Students concerning relevant proposals and legislation;
 5. Recognize and promote the academic achievements of SFASU and its faculty, staff, and students.

B. Student Affairs Committee

- i) This committee shall assume the responsibility for advancing the welfare, sense of pride, and standard of living of the student body of SFASU, and shall:
 - 1. Report to the Senate its recommendations for advancing the quality of life and existing services on the campus of SFASU;
 - 2. Report to the Senate its recommendations for anchoring the identity of the student body of SFASU;
 - 3. Report to the Senate its recommendations in improving student awareness of issues pertinent to their physical and mental wellness;
 - 4. Report to the Senate its recommendations of additional funding requests made before the SGA membership by students and student-led organizations throughout the academic year;
 - 5. Recognize and promote the non-academic achievements of SFASU and its faculty, staff, and students.

C. Civil Affairs Committee

- i) This committee shall assume the responsibilities of reaching out to the greater Nacogdoches community by:
 - 1. Reporting to the Senate events and major meetings that relate to the major Nacogdoches community;
 - 2. Attend City Council and Chamber of Commerce meetings and report to the Senate major events and any news relevant to the student body of SFASU.

SECTION 4: COMMITTEE CHAIRS

- A. Committee Chairs shall be nominated by the Speaker of the Senate with the approval of two-thirds (2/3) of the Senate and shall outline the purpose of the committee and coordinate the committee's function. All functions given to the committee shall fall to the responsibility of the Chair to be completed. They shall also:
- 1. Determine the time, place, and frequency of meetings and notify members according to guidelines established by the Speaker of the Senate;
 - 2. Give periodic reports of the findings of the committee to the Senate according to deadlines established by the Speaker of the Senate;
 - 3. Preside over all committee meetings;
 - 4. Be responsible for reporting the progress of each Committee meeting to the Speaker of the Senate prior to the next Committee meeting;
 - 5. Be Student Senators;
 - 6. Meet with the Speaker of the Senate and the Sergeant at Arms as deemed necessary;
 - 7. Appoint a Vice Chair with two-thirds (2/3) approval of the committee.

SECTION 5: COMMITTEE VICE CHAIRS

- A. The Vice Chair shall be an assistant to the Committee Chair and shall preside at meetings when the Committee Chair is absent. The Vice Chair shall also:
1. Assist the Chair;
 2. Keep the Chair informed of attendance violations;
 3. Enforce absence policy as outlined in Article VII of this document.

SECTION 6: COMMITTEE MEMBERSHIP

- A. Committee members shall be appointed and/or removed by the Speaker of the Senate at their discretion and shall attend all committee meetings scheduled by the Committee Chair. Committee members shall also study, research, revise, and propose legislation.

SECTION 7: LIMITS ON NUMBER OF COMMITTEES

- A. Senate members may serve on no more than two (2) standing committees and two (2) temporary, select, ad-hoc, or special committees at one time.

SECTION 8: LIMITS ON NUMBER OF COMMISSIONS

- A. Senate members may serve on no more than one (1) commission at any one time.

SECTION 9: POWERS OF COMMITTEES

- A. Amendments to any bill or resolution shall require a majority vote of the Senate to be adopted. Committees shall have legislative review power over all legislation submitted to their committee.

SECTION 10: MEETING TIME AND PLACE

- A. Committees will meet every week or on a regular basis as determined by the Committee Chair.

SECTION 11: SUBCOMMITTEES

- A. Senate Committee Chairs may form subcommittees to address special projects and issues that are being undertaken by their respective Senate Committees.
1. Senate subcommittees may contain persons who are not members of the Senate upon approval of the Speaker of the Senate;
 2. Any Senate subcommittee non-Senate members shall be allowed to fully participate in the discussion within the subcommittee and shall attend all meetings and shall act in an advisory capacity;
 3. Senate subcommittee non-Senate members shall not have an official vote in the

subcommittee.

SECTION 12: AD-HOC, TEMPORARY, AND SPECIAL COMMITTEES

- A. Ad-hoc, temporary, and special committees are created by the Senate by a motion or legislation when the need arises for a committee of a temporary nature. The following provisions apply to temporary committees:
1. Be appointed by the Speaker of the Senate with two-thirds (2/3) approval of the Senate;
 2. Chair shall be nominated by the Speaker of the Senate and confirmed by the committee members by a majority vote;
 3. Will be dissolved upon a motion of the Senate, end of the Senate session, or completion of the temporary assignment.

ARTICLE V: SENATE BODY

SECTION 1: SENATE BODY

A. Powers

1. Overturn Executive Orders by a two-thirds (2/3) majority vote and president veto by a three-fourths (¾) vote;
2. Approve and/or amend the SGA budget by a majority vote;
3. Determine Senate regulations and procedural rules;
4. Establish such committees, subcommittees, and task forces as it deems necessary.

B. Duties

1. Investigate matters that concern the students of SFASU;
2. Abide by the results of an initiative or referendum election;
3. Should the holder of this position fall below the standard GPA requirements listed in the Constitution to be in said position, one (1) semester probationary period will be assigned. Any one person is allowed one (1) probationary period during their enrollment at SFASU.

C. Responsibilities

1. Make recommendations to university administration regarding the formulation or alteration of university policy;
2. Initiate legislation deemed necessary and proper for the well-being of the student community.

SECTION 2: SENATORS

A. Powers

1. Sponsor and introduce legislation;
2. Retain full voting and speaking rights within the Senate;

3. Petition the Speaker of the Senate for a special session with a one-third (1/3) total membership of the Senate.
- B. Duties
1. Ultimate responsibility is the representation of the needs and opinions of the students of SFASU;
 2. Serve office hours deemed necessary by the Speaker of the Senate;
 3. Serve constituency hours deemed necessary by the Speaker of the Senate;
 4. Serve on at least two (2) Senate Committees as appointed by the Speaker of the Senate;
 5. Any other duty and/or power deemed necessary by the Speaker of the Senate.

ARTICLE VI: SPECIAL PROVISIONS

SECTION 1: LEVELS OF AMENDMENTS

- A. A motion may be carried to three (3) levels at one given time.

SECTION 2: APPEALING A DECISION

- A. Decisions of the Speaker of the Senate may be overridden by a majority vote (51%) of the Senators present.

SECTION 3: JUDICIAL PROTECTION

- A. The Speaker of the Senate shall at no time decide on a question involving the constitutionality of a piece of legislation or other issues of actions of the Senate.

SECTION 4: OPEN MEETINGS

- A. All Senate and Committee meetings shall be open to the public. Should a sensitive matter require a closed meeting, this rule may be suspended by a two-thirds (2/3) vote of those Senators present.

SECTION 5: ORIGINAL INTENT

- A. No legislation may be amended so long as to change the original purpose.

SECTION 6: LIMITING SCOPE OF RESOLUTION

- A. No legislation, except bills, shall embrace more than one subject.

SECTION 7: DEFEATED LEGISLATION

- A. Once legislation has been considered and defeated, no legislation containing the same principle subject matter shall be considered again during the same semester it was presented. However, the original legislation may be reconsidered once.

SECTION 8: RECONSIDERATION

- A. A motion to reconsider may be made and seconded only by Senators who vote on the prevailing side in the original vote. A motion to reconsider is debatable if the item to be reconsidered is debatable. A motion to reconsider requires a majority vote for passage. Upon passage of a motion to reconsider, the legislation may be debated and amended. Upon termination of debate on the legislation, a new vote shall be taken.

ARTICLE VII: ATTENDANCE POLICY

SECTION 1: AUTHORITY

- A. Authority and responsibility for this policy shall rest with the Student Body Vice President with oversight and assistance from the Sergeant at Arms.

SECTION 2: UNIVERSAL APPLICATION

- A. The rules and limitations on absences found in this article are applicable to the General Meeting of the Senate and any committee meetings, including required events.

SECTION 3: EXCUSED ABSENCES

- A. Each Senator is allowed a limited number of absences from Student Government Association or Committee meetings per semester so long as the absence meets certain criteria which include:
 - 1. One (1) excused absence for sickness. A sickness absence must be reported to the Sergeant at Arms, in writing, three (3) hours prior to the start of the meeting in order for the excused absence to be considered valid;
 - 2. One (1) excused absence for an academic related activity which is set to occur at the same time as the meeting. An academic related absence must be reported to the Sergeant at Arms 24 hours prior to the expected absence in order for the excused absence to be considered valid;
 - a. An event which qualifies as an academic related activity is defined as an officially sanctioned academic event worth course credit or an academic event that requires off campus attendance, such as an academic conference;
 - b. If the Speaker of the Senate has reasonable cause to suspect that the academic event being used to justify an excused absence does not fit the definition as provided, they shall be empowered to require the

- documentation from the Senator proving it meets the definition;
3. One (1) excused absence for university, student organization, work, or other kind of conference or event. An excuse for such an event must be submitted to the Sergeant at Arms 24 hours prior to the expected absence in order for the excused absence to be considered valid;
 4. Two (2) documented illnesses will be excused so long as documentation from a medical service provider is presented to the Sergeant at Arms prior to the missed meeting or within 72 hours after the absence in order for the excused absence to be considered valid;
 5. If a Senator is to be absent for more than two (2) meetings because of documented illness, they must send a written request for a temporary leave of absence which will excuse up to four (4) additional meetings due to documented illness;
 6. The number of excused absences, as defined by the Sergeant at Arms and the Speaker of the Senate, will be allowed for bereavement in the event of a death in the family so long as there is no probable cause for the Sergeant at Arms to suspect abuse of this policy;
 7. Should the Sergeant at Arms or other officer record an absence as unexcused and the Senator feels their excuse is justified, they may appeal to the Supreme Court to amend the decision. An appeal will be filed with the Supreme Court Chief Justice in writing or another format as they may prescribe.

SECTION 4: RECORD KEEPING

- A. The Student Body Vice President shall keep a continuous record for the Senate and Committee meetings for those present, absent, early leave, and tardy.

SECTION 5: ABSENCES

- A. Any Senator not reporting as present during roll call shall be considered absent.

SECTION 6: TARDY

- A. A Senator who enters the meeting after roll call shall request to be added to the roll. The request will be marked in the minutes and a tardy recorded on the Senator's attendance record. Any two (2) recorded tardies shall constitute one (1) unexcused absence.

SECTION 7: EARLY LEAVE

- A. Any Senator who wishes to leave the meeting during regular business shall make a request to the Sergeant at Arms that they may be removed from the roll. A Senator who is granted leave will be marked absent if they leave and the meeting continues for a time greater than the amount they were present.
 - a. If a Senator wishes to leave early for any reason within Section 3 of this Article,

they will request an absence with the Sergeant at Arms within 24 hours of their leave.

SECTION 8: REPORTING

- A. The Speaker of the Senate shall ensure that the Student Body Vice President keeps the attendance record and the Sergeant at Arms shall keep on file all excuses reported to them.

SECTION 9: ABSENCE LIMIT

- A. When a Senator acquires an unexcused absence, they shall be given a written warning by the Speaker of the Senate or designee. This notification shall inform the Senator that they have one more unexcused absence before referral to the Supreme Court Chief Justice and the possibility of impeachment. If a Senator receives a second absence, they will qualify for impeachment.
 - 1. Any two (2) absences from committee meetings each semester shall qualify a Senator for impeachment;
 - 2. After a Senator has received a second unexcused absence, the Speaker of the Senate shall forward their name to the Supreme Court Chief Justice;
 - 3. Upon being informed of a violation of the two (2) unexcused absence limit, the Speaker of the Senate will ask for the resignation of the Senator in writing. Should the Senator refuse to resign or is not contactable, the Supreme Court Chief Justice shall work with Senators to prepare Articles of Impeachment. Should the Supreme Court Chief Justice fail to do this, it shall be the responsibility of either the Sergeant at Arms or the Speaker of the Senate to see it is done.

ARTICLE VIII: IMPEACHMENT TRIAL

SECTION 1: CHAIR IMPEACHED

- A. Should the Speaker of the Senate be impeached, they shall relinquish the chair to the Sergeant at Arms. If the Sergeant at Arms is acting as chair, the Senate shall appoint an interim Sergeant at Arms. Should the chair be held by any other member or officer, and under impeachment, the Senate is to refer to the Robert's Rules of Order for proper remedy.

SECTION 2: SENATOR IMPEACHED

- A. Should a Senator be impeached, they shall retain the right to vote until all remove proceedings are completed.

TITLE II
STANDING RULES AND REGULATIONS OF THE EXECUTIVE BRANCH

ARTICLE I: EXECUTIVE MEMBERS

SECTION 1: STUDENT BODY PRESIDENT

- A. The Student Body President shall hold the power to:
1. Appoint the student members of all boards and student boards;
 2. Appoint the Justices of the SGA Supreme Court, subject to approval by the Internal Affairs Committee and the approval of two-thirds (2/3) of the Senate;
 3. Appoint executive commissions for the purpose of research and investigation;
 4. Designate persons to represent this SGA at functions where such representation is deemed necessary;
 5. Veto, in part or in whole, legislation passed by the Student Senate;
 - i. Such veto must occur within ten (10) regular class days from the date of passage, or the legislation will pass without a signature;
 6. Draft the budget (Line-item vetoes will be allowed in all legislation affecting the SGA budget);
 7. Issue executive orders as deemed necessary;
 8. Maintain full speaking rights within the Senate but no voting rights;
 9. Sponsor and introduce legislation;
 10. Call special sessions of the Senate;
 11. Conduct the inaugural Oath of Office ceremonies of all newly elected or appointed Student Government Association members;
 12. Contract with commercial agencies for services deemed necessary in compliance with Senate policy and university fiscal policy;
 13. Chair student body committees;
 14. Request that the SFASU President place senate legislation on the agenda for consideration by the University of Texas System Board of Regents.

SECTION 2: DUTIES OF THE STUDENT BODY PRESIDENT

- A. The duties of the Student Body President shall be to:
1. Report to the Senate on the progress of legislation at each regularly scheduled Senate meeting;
 2. Attend Senate meetings and submit a presidential report;
 3. Submit a detailed financial report to the Senate once per month;
 4. Prepare the annual budget of the SGA in conjunction with the Student Body Vice President and submit the budget to the Senate for approval no later than second Senate meeting of the Fall semester;
 5. Attempt to conduct a meeting with the presiding powers of the university

sponsored organizations on campus at least once per month. The organizations that shall meet the Student Body President are subject but not limited to Residence Hall Association, Student Activities Association, Purple Haze, and AXExperience;

- a. If for any reason the Student Body President cannot meet with the presidents of the above organizations, they shall attempt to meet with their vice presidents;
 6. Maintain regular office hours during their term (Fall/Spring);
 7. Attend meetings of the Faculty Senate, University of Texas Student Advisory Committee (UT-SAC), and Alumni Association Board;
 8. Carry out all actions which shall be necessary and proper for executing the foregoing powers;
 9. The care, upkeep, and maintenance of the SGA office during their term of office;
 10. Training all new officers and committee chairs;
 11. Accurately maintain the financial records of the SGA.
- B. Should the holder of this position fall below the standard GPA requirements listed in the Constitution to be in said, one (1) semester probationary period will be assigned. Any member is allowed one (1) probationary period during their academic term at SFASU.
- C. The holder of this position will hold all regular power deemed by the Bylaws during the probationary period.

SECTION 3: STUDENT BODY VICE PRESIDENT

- A. The Student Body Vice President shall hold power to:
1. Retain full speaking rights within the Senate but no voting rights;
 2. Introduce legislation.

SECTION 4: DUTIES OF THE STUDENT BODY VICE PRESIDENT

- A. The duties of the Student Body Vice President are to:
1. Temporarily assume the office of Student Body President in the event of the Student Body President's absence, removal, or resignation from office;
 2. To carry out all actions which shall be necessary and proper for carrying into execution the foregoing powers;
 3. Maintain regular office hours, beginning with the fall semester, as determined by the Student Body President;
 4. Attend Senate meetings and submit a Vice Presidential report;
 5. Prepare and submit the annual budget of the Student Government Association in conjunction with the Student Body President;
 6. Keep attendance of all SGA meetings;
 7. Coordinate and organize SGA promotional items;
 8. Maintain the appearance, formatting, and updates pertaining to the governing documents.

- B. Should the holder of this position fall below the standard GPA requirements listed in the Constitution to be in said position, one (1) semester probationary period will be assigned. Any member is allowed one (1) probationary period during the academic year at SFASU.
- C. The holder of this position will hold all regular power deemed by the Bylaws during the probationary period.

ARTICLE II: EXECUTIVE COMMITTEES

SECTION I: EXECUTIVE COMMITTEES

- A. The executive branch is responsible for the following committees:
 - a. The Student Service Fee Allocation Committee will study the type, amount, and expenditure of Student Service Fees and make recommendations concerning the amount of these fees.
 - 1.The members of this committees are:
 - a. The Student Body President
 - b. The Student Body Vice President
 - c. The Speaker of the Senate
 - d. Two students that are not affiliated with SGA;
 - e. Four (4) representatives from the entire university appointed by the University President.
 - 2.The Student Body President and Speaker of the Senate will serve up to one (1) year terms coinciding with their terms of office.
 - 3.The appointed student representatives will serve one (1) term beginning with the Fall semester.
 - 4.In the event of a vacancy of one of the student positions on the committee, the Student Body President will appoint a replacement with Senate confirmation by two thirds (2/3) vote.

TITLE III

STANDING RULES AND REGULATIONS OF THE SUPREME COURT

ARTICLE I: DEFINITIONS

SECTION 1: DEFINITIONS

- A. Petitioner – the party petitioning the court;
- B. Respondent – the party named (addressed) by the Petitioner’s petition;
- C. Petition for Review – the paper(s) filed by the Petitioner requesting an opinion or decision from the court;

- D. Counselor – the person or persons who will represent the party as counsel before the Court. Counsel must be students;
- E. Appeal shall be used to mean either original or appellate jurisdiction.

ARTICLE II: MEMBERSHIP AND JURISDICTION OF THE SUPREME COURT

SECTION I: SUPREME COURT ASSOCIATE JUSTICES

- A. All Supreme Court Justices are responsible for having a working knowledge of the Rules and Regulations of the Senate, Rules and Regulations of the Executive Branch, Rules and Regulations of the Supreme Court, and the Constitution. The Supreme Court shall:
 - 1. Consist of no more than nine (9) justices, including the Chief Justice;
 - 2. Make all rules of procedure for the court with a simple majority of the justices.

SECTION 2: SUPREME COURT CHIEF JUSTICE

- A. The Supreme Court Chief Justice is responsible for keeping the SGA Student Body President, Student Body Vice President, and Speaker of the Senate up to date with a list of all current Supreme Court Justices.
- B. All decisions and opinions of the Supreme Court shall be in writing, signed by members participating, and put on file by the Supreme Court Chief Justice on the online platform for official documentation.

SECTION 3: SUPREME COURT DEPUTY CHIEF JUSTICE

- A. The Deputy Chief Justice is responsible for temporarily filing the role of the Supreme Court Chief Justice, should they be absent from SGA meetings or parking appeal hearings.
- B. The Deputy Chief Justice may be called upon by the Supreme Court Chief Justice to aid in writing, communications, or general tasks assigned to the Supreme Court.

SECTION 4: JURISDICTION

- A. The Supreme Court shall have original jurisdiction only in cases under which the following stipulations do not apply:
 - 1. The original jurisdiction of the interpretation of the Senate Rules shall reside with the Senate Internal Affairs;
 - 2. There is an investigation already pending in the Internal Affairs Committee.
- B. The Supreme Court shall have appellate jurisdiction to consider appeals from decisions of the Senate Internal Affairs and Senate Ethnic and Rules Committee. The Supreme Court shall also have appellate jurisdiction to consider appeals from decisions issues by the

Election Committee/Commission.

- C. The appellate jurisdiction for the Standing Rules of the Senate shall reside with the Student Senate.

ARTICLE III: STRUCTURE OF THE SUPREME COURT

SECTION 1: INITIATION OF A COMPLAINT

- A. If a student wishes to bring a controversy before the SFASU Supreme Court, they shall submit a Petition for Review. It should state the cause of action, grievance or complaint, any ground of appeal from a previous decision, all parties involved, any rules which are in question, the date that the incident giving rise to the complaint occurred, and a demand for judgement for relief to which the petitioner deems themselves entitled. If this occurs:
1. The petition must be e-filed with the Supreme Court Chief Justice in the form of electronic mail;
 2. The Supreme Court Chief Justice shall notify the Associate Justices, SGA Student Body President, and SGA Advisor(s) within two (2) days of receipt of the Petition for Review;
 3. The Petition for Review must be served to the party against whom the complaint is made a statement of receipt of the petition must be signed by a party whom the complaint is made and filed with the court;
 4. Nine (9) copies of the Petition for Review and the statement of receipt signed by the Respondent must be presented to the Supreme Court Chief Justice;
 5. The Respondent shall be given five (5) working days to reply to the complaint. Failure to reply will automatically lead to a judgement by the Supreme Court in favor of the petitioner. Their reply should be worded simply and in the form of a business letter. It should attempt to answer or refute the claims in the complaint, giving clear explanation of the Respondent's position in the case. In some cases, it may be more appropriate or effective to make the reply in the form of a counter complaint. The reply should be addressed to the Supreme Court and delivered to the SGA Office, Baker Patillo Student Center Room 1.???. The Supreme Court shall forward one (1) copy of the reply to the petitioner;
 6. Counselors shall accept no material or financial compensation for their services;
 7. The Supreme Court will set a date for the preliminary hearing within fourteen (14) days of the receipt on whether to hear the case on its merits;
 8. The Supreme Court Chief Justice shall notify all parties named in the petition of the time and place of the preliminary hearing;
 9. The Supreme Court shall retain the ability to independently exercise judicial review.

SECTION 2: RIGHTS OF PARTIES

- A. All litigants before the Supreme Court, by their act of bringing a case to the Supreme Court, do submit themselves to the authority of the Supreme Court and are bound to adhere to the decision(s) of that body. The right of all litigants is described by but not limited to the following:
 - 1. To have a written copy of the student Supreme Court Rules and Operating Procedure, Judicial Branch constitutional powers, and any other rules of procedure established by the Supreme Court;
 - 2. To file typed briefs outlining arguments;
 - 3. To cross-examine witnesses and inspect evidence;
 - 4. To have reasonable oral argument;
 - 5. To present a signed deposition if adequate justification can be shown for a witness not appearing.
- B. Other rights consist of making procedural motions such as:
 - 1. Extend or delay a hearing;
 - 2. Dismissal for lack of evidence;
 - 3. Mistrial due to evidence offered;
 - 4. Objection to actions of the opposing party;
 - 5. Suspension of any rule of order;
 - 6. Extraordinary actions as they may occur.

SECTION 3: STRUCTURE OF HEARINGS

- A. The following procedural guidelines and structure of hearings shall apply to all hearings before the Supreme Court.
- B. The purpose of the preliminary hearing will be to determine if an issue exists over which the Supreme Court has jurisdiction for hearing the case on its merits. The preliminary hearing shall be held no later than fourteen (14) days from the receipt of the Petition for Review. The procedure of the preliminary hearing shall be as follows:
 - 1. The Supreme Court Chief Justice shall check to determine if quorum has been established and shall enter the names of those present or absent into the record;
 - 2. Either the Petitioner or their counselor will read or state the contentions of the Petitioner;
 - 3. Either the Respondent or their counselor will read or state the contentions of the Respondent;
 - 4. Two rebuttal periods will be allowed for each party, the Petitioner and the Respondent, in the following order: (1) Petitioner, (2) Respondent, (3) Petitioner, and lastly, (4) Respondent;
 - 5. The Supreme Court shall deliberate in private in order to make the necessary decisions and to provide for the execution of those decisions;
 - 6. There will be no hearing during the official exam periods, or during holidays, except in an emergency and only when a majority of the Supreme Court agrees to the hearing;

7. There must be a minimum of three (3) Justices present at the preliminary hearing.
- C. The procedure for the trial or formal hearing shall be as follows:
1. A hearing (or trial) on the merits must be held with ten (10) days of the preliminary hearing, if the Supreme Court determines that the Petitioner states a valid cause of action;
 2. The Supreme Court Chief Justice shall check to determine if a quorum has been established and shall enter the names of those present or absent into the record;
 3. The Supreme Court Chief Justice shall announce the case and inquire whether the parties are ready. If all parties are ready to proceed, the Supreme Court Chief Justice shall open the hearings. At this time the Supreme Court Chief Justice shall give a short statement, urging the parties to feel free to ask questions of the Supreme Court as the hearing proceeds, and that the interest of the Supreme Court is justice, not necessarily form or procedural rules;
 4. The Supreme Court Chief Justice shall determine if the Petitioner's and Respondent's briefs have been distributed to the Supreme Court Justices and to opposing parties;
 5. Parties shall present additional depositions, exhibits, enclosures, or other evidence that needs to be filed with the Supreme Court, if allowed by the Supreme Court;
 6. Any Justice of the Supreme Court who wishes to declare themselves recused due to personal involvement shall do so at this time. No Justices shall sit in judgement on cases in which they have a personal interest or bias which would prevent their objective consideration of the merits of the litigants' arguments. The Supreme Court shall be the sole judge of the qualifications of its members to try cases. It is the responsibility of the individual Justices to decline any favors offered by parties to pending cases, and to refrain from discussing any pending cases outside the presence of all parties in the interest of integrity and their judicial independence so that they do not bring dishonor upon the position. The remaining Justices shall make the decision without regard to quorum. At no time can a single Justice render a decision. It will become the obligation of the Supreme court to schedule the hearing, if deemed necessary;
 7. Thirty-minute (30) oral argument shall be given to each side, with the Petitioner proceeding first, during which the Supreme Court may ask questions concerning the case;
 8. Each side is encouraged to be represented by one (1) person who will be the spokesperson of that group;
 9. A bailiff shall be appointed to maintain order in the Supreme Court, and a clerk shall be appointed to record the proceedings;
 10. Each party shall submit a brief summary of their case, showing the requested finding of fact and/or points of law for use in the liberation of the Supreme Court;
 11. The Supreme Court shall render a decision at a time set by the Supreme Court at the conclusion of the proceedings. It shall require the concurrence of a majority of the participating Justices to render a decision.

SECTION 4: WRITS

- A. Certiorari: The writ of Certiorari is to be defined as a court order from the Supreme Court to a lower court which orders the lower court to certify and return to the Supreme Court the record of the previous proceedings in the lower court.
- B. Coram Nobis: The writ of Coram Nobis is to be defined as a court order from the Supreme Court to a lower court in which the injustice was allegedly done. It states that a defense existed in facts which were not brought to the Supreme Court's attention through fraud, duress, or excusable mistake. These facts, if known in time, would have prevented the judgement rendered.
- C. Injunction: The writ of Injunction includes the temporary restraining order, and/or the injunction itself.
- D. The temporary restraining order: may be requested by one (1) party and granted without a hearing; preserving the present outcome and must have a definite time limit included as part of the order.
- E. The restraining order: requires an adversary hearing; may restrain anticipated actions; and must have a definite time limit included as part of the order.
- F. An injunction: requires an adversary hearing; may restrain anticipated actions; and must have a definite time limit included as part of the order.
- G. Mandamus: The writ of Mandamus is to be defined as a court order from the Supreme Court to an SGA official completing the performance of an act which is recognized as a duty of the official's office.
- H. Prohibition: The writ of Prohibition is to be defined as a court order from the Supreme Court to a lower court which prevents the lower court from overstepping its jurisdiction or usurping the jurisdiction in an area with which it had not been vested by law.

SECTION 5: DECISIONS OF THE SUPREME COURT

- A. When an action is brought before the Supreme Court, there will be no discussion of the case with a Justice, except among the Justices themselves.
- B. The Supreme Court Chief Justice shall providing the writing of the Opinion of the Supreme Court, except in the cases in which they are not with the majority. Those Justices voting in the majority will then select one of their members to write the Opinion of the Supreme Court. Each Justice must concur in an opinion or write a separate opinion and file it with the Opinion of the Supreme Court. It shall require the concurrence of a majority of Justices participating to render a decision.
- C. The Supreme Court will be responsible for writing and announcing opinions, and copies will be delivered to the (1) Vice President of Student Affairs, (2) Office of the Dean of Students, (3) Office of Student Life, (4) Editor-in-Chief of The PineLog, (5) Student Body President, (6) Speaker of the Senate, (7) Student Body Vice President, and (8) Sergeant at Arms.

ARTICLE IV: RIGHTS AND RESPONSIBILITIES OF THE SUPREME COURT

SECTION 1: RIGHTS AND RESPONSIBILITIES OF THE SUPREME COURT

- A. The Supreme Court shall have the following rights and responsibilities described by but not limited to the following:
1. To reject an appeal that is either unwarranted or not under the Supreme Court's jurisdiction by majority vote of the Supreme Court;
 2. To officially notify the Supreme Court and persons involved of the time and place of meetings and hearings through the Supreme Court Chief Justice;
 3. To provide a means whereby witnesses can be sequestered during the course of the hearing;
 4. To officially receive and certify the receipt of documentary evidence, exhibits, and depositions and provide for their safekeeping;
 5. To ensure that hearsay shall not be admissible in any and all hearings;
 6. To maintain reasonable order in the courtroom during the process of the hearings;
 7. To question those witnesses that have been previously called by the parties involved or to request further documentation of evidence presented;
 8. To request consolidation of similar cases in order to promote efficiency without sacrificing justice;
 9. To write both Majority, Concurring, and Dissenting Opinions, specifically stating reasons for decisions and have them returned to the parties involved and on file in the SGA office, the Office of Student Life, and Office of the Student Body President and Vice President.
- B. Other responsibilities of the Supreme Court holds are:
1. To create other procedural guidelines, in addition to making those guidelines, as well as these rules, available to parties involved prior to the hearing;
 2. By determination of a majority of the sitting Justices of the Supreme Court, the incidental procedural rules set by the Supreme Court may be suspended in any case when the best administration of Justices dictates;
 3. Oversee all student traffic appeals that come through the SGA Office;
 4. Partake in SFASU Student Conduct cases as requested by the Office of Student Conduct.