



By-Laws of the Student Government Association

Table of Contents

Article I: Rules on the Senate 3

Section 1: Composition of the Student Senate..... 3

Section 2: Meetings..... 3

Section 3: Student Senate Committees..... 4

Section 4: Ad Hoc Committees..... 6

Section 5: Officers of the Student Senate..... 7

Section 6: Appointments..... 9

Section 7: Special Session..... 9

Section 8: Summer Senate..... 10

Section 9: Senator Voting Records..... 10

Article II: Rules on Legislation..... 10

Section 1: Submission..... 10

Section 2: Deadlines, Readings, and Referral..... 10

Section 3: Committee Decisions..... 11

Section 4: Student Senate Actions..... 11

Section 5: Executive Actions..... 11

Article III: Rules on the Executive Branch12

Section 1: Policy Manual 12

Section 2: Officers and Employees 12

Section 3: External Committees..... 12

Section 4: Reporting 12

Section 5: Student Government Paid Employee Obligations..... 12

Section 6: Rules on Eagle’s Nest Funding..... 13

Section 7: B. Craig Raupe Travel Grants..... 13

Article IV: Rules on the Judicial Branch	13
<i>Section 1: Supreme Court Hearings</i>	<i>13</i>
<i>Section 2: Appeals</i>	<i>14</i>
<i>Section 3: Code of Conduct Hearings.....</i>	<i>14</i>
Article V: Election Code.....	14
<i>Section 1: Rules on Elections</i>	<i>14</i>
<i>Section 2: Election Board</i>	<i>14</i>
<i>Section 3: Election Calendar</i>	<i>15</i>
<i>Section 4: Ballot Referenda.....</i>	<i>15</i>
<i>Section 5: Senatorial Succession.....</i>	<i>16</i>
Article VI: Rules on Fiscal Matters.....	16
<i>Section 1: Budget Proposal to the Student Service Fees Committee.....</i>	<i>16</i>
<i>Section 2: Operating Budget</i>	<i>17</i>
<i>Section 3: Fiscal Responsibility: The Goodhart Clause</i>	<i>17</i>
Article VII: Rules on the SGA Intern Program	17
<i>Section 1: SGA Intern Program</i>	<i>17</i>
Article VIII: Rules on Special Matters.....	18
<i>Section 1: Program Sponsorship.....</i>	<i>18</i>
<i>Section 2: Honors.....</i>	<i>18</i>
<i>Section 3: Public Information Accessibility</i>	<i>19</i>
Article IX: Legality of these By-Laws.....	19
<i>Section 1: Subjectivity of these By-Laws.....</i>	<i>19</i>
<i>Section 2: Changes to the By-Laws</i>	<i>20</i>
Article X: Active Member Eligibility, Requirements, and Non-Discrimination Statement.....	20
<i>Section 1: Eligibility and Requirements.....</i>	<i>20</i>
<i>Section 2: Senator Paraphernalia</i>	<i>20</i>
<i>Section 3: Non-Discrimination Clause.....</i>	<i>21</i>

Last Revised: February 23, 2022

Article I: Rules on the Senate

Section 1: Composition of the Student Senate

- A) The Student Senate shall consist of forty-five (45) senators, as is required by the Student Constitution.
- B) Each Spring semester, prior to candidate filing for elections, the Executive Branch shall present a bill to the Student Senate outlining the proportionate allocation of Student Senate seats according to the procedure set forth in this section.
- C) Pursuant to subsection B, the Executive Branch shall determine the undergraduate student population of the University of North Texas (UNT) and the undergraduate population of each college, school, or academy of the university.
- D) The Student Government Association (SGA) President shall further determine what percentage of the undergraduate Student Body are members of each college, school, or academy, and calculate the corresponding percentage of the forty-five (45) Student Senate seats shall be assigned to each college, school, or academy. All decimal numbers in actual seat calculation shall be rounded down, unless such rounding would result in less than one (1) seat.
- E) The UNT Honors College Texas Academy of Math and Science (TAMS), and Frisco Campus shall be allocated only one (1) Student Senate seat each.
- F) In the event of a college, school, or academy split or merger, any current senator affected by said action will keep their seat for the duration of that term.
- G) In the event a new college, school, or academy is formed after Student Senate apportionment, no seats will be allocated to the new college, school, or academy until the subsequent senate apportionment.

Section 2: Meetings

- A) The Student Senate shall convene on designated Wednesday evenings.
- B) The time of the meetings must be consistent within each semester. Should the times set for the meetings be changed for any reason, it requires such change to be approved by a two-thirds (2/3) majority vote of the Student Senate.
- C) All meetings of the Student Senate, Summer Senate, or committees thereof shall be conducted according to the latest edition of Robert's Rules of Order and any additions outlined in these SGA By-Laws.
- D) All meetings of the Student Senate and Summer Senate be broadcasted live virtually via SGA media platforms and ensure that all students, including students with disabilities, have the same access.

Section 3: Student Senate Committees

- A) Senators shall be required to sit on at least one standing committee of the Student Senate. Senators are not required to sit on Ad-Hoc committees.
 - a. There shall be no limit on the number of committees a Senator may join.
 - b. No Senator shall serve as the Chair of more than one Standing committee at a time.
- B) All committees shall adhere to the Senate Code of Conduct.
- C) Legislation may be referred to a committee for further review by a simple majority (50%+1) vote of the Senate.
- D) All committee meetings shall have typed minutes that shall be made available to the Secretary of the Senate and the Speaker of the Senate for dissemination to the Student Body within five (5) business days after approval.
 - a. Committee minutes must be approved by a simple majority (50%+1) of the committee members in the subsequent committee meeting, before transmittal to the Speaker of the Senate and the Secretary of the Senate.
 - b. Attendance at committee meetings shall be reported with the minutes.
- E) Committees shall regularly meet on days and times mutually agreed upon by an absolute majority (50%+1) of the total membership of each committee. This can be determined outside of the official business of a committee, but such a decision must be verifiable.
- F) Quorum for conducting business in regular meetings of all committees shall be no less than 50% + 1 of the total membership of the committee.
- G) Committees may not conduct business with less than three (3) total members.
 - a. If an Ad-Hoc committee has less than three (3) total members, the Speaker will provide notice that the Ad-Hoc committee is under membership requirements and at risk of being dissolved.
 - i. This notice will be provided at least two (2) business days before any action is taken.
 - ii. At the next Senate meeting which allows appropriate time for notice, the Speaker will solicit for members for the committee, who may be added to committee's membership through the normal process. If, after the adjournment of this meeting, the Ad-Hoc committee in question still has less than three (3) total members, the Ad-Hoc committee is dissolved.
 - b. If a Standing committee has less than three (3) total members, the Senate must, during its next meeting, appoint more members to the committee in the normal process, or these bylaws must be amended to dissolve the committee.
- H) Committee members may be removed for any legitimate reason from any committee by an absolute two-thirds (2/3) majority vote of the total committee members, excluding the member in question.
 - a. The removal of a committee member may be taken to the Supreme Court for an appeal.

- b. If the removal of a member results in a lack of quorum to conduct business, the meeting in which the removal occurred must conclude until quorum can be met again.
- I) Each committee shall be led by a Chair elected by an absolute majority (50% + 1) of the committee's total membership, who will serve as the presiding officer of the committee.
 - a. Each committee will elect a Vice Chair by an absolute majority (50%+1), who will also serve as the Secretary, and who shall be responsible for taking the minutes of each meeting.
 - b. If the Chair is unable to attend a committee meeting, then the Vice Chair shall be the temporary presiding officer of the meeting. The temporary presiding officer shall appoint a temporary Secretary to record the minutes of the meeting.
 - c. If the Chair becomes vacant for any reason, the Vice Chair shall become the new Chair of the committee.
 - i. If the Vice Chair is ineligible to chair this committee because they chair another committee, they may vacate the Chair of the other committee and become eligible. Notice of vacation should be sent to the Speaker Pro Tempore of the Senate, and the members of the committee in which the Chair was vacated.
 - ii. If the Vice Chair is ineligible to become the Chair, they should immediately hold an election for the Chair.
 - iii. The new Chair shall immediately hold another election for the Vice Chair, if the office is empty.
 - d. The Chair of each committee shall send the approved minutes and attendance of the meeting to the Secretary of the Senate, who shall send the compiled committee minutes and attendance to the Speaker of the Senate to be published on the SGA Website.
- J) The Speaker Pro-Tempore shall be responsible for working with the Chair of each committee to ensure that committee needs are met.
- K) Standing Committees may be removed or added by amending this passage.
 - a. Standing committees will not expire beyond this requirement.
 - b. As stated in the Constitution, the Vice President may enumerate standing committees by enumerating them here.
- L) The Senate shall select, of their own number, members to serve on Standing Committees using the list-nomination method.
 - a. The process below will be known as "the list-nomination method."
 - i. The Speaker of the Senate will open nominations for a particular committee.
 - ii. A Senator, after having obtained the floor, may nominate up to three (3) Senators for membership in the committee.
 - 1. Such nominations will be entered upon a nomination list for said committee, of which a Senator may see an updated

version at any point in the nomination process by raising a point of information.

2. A Senator may withdraw a nomination for themselves at any time during the nomination process. They should obtain the floor to do so. A Senator should not be nominated for a committee against their will.
- iii. After any Senators who wish to nominate committee members have done so, the updated committee member nomination list should be put to a vote.
 1. If the nomination list is approved with a simple majority (50%+1) vote, the committee's membership consists of those on the nomination list.
 2. If the nomination list isn't approved, the Speaker of the Senate shall seek Senate approval for each nominee, going down the nomination list so as to put each individual nominee to a vote. The Senate will approve a nominee with a simple majority (50%+1) vote.
- M) The Senate may amend the membership list of a Standing committee to add a member by a simple majority (50%+1) vote.
- N) All Senate Standing Committees will be required to plan and hold one event each semester designed to engage and reach out to the undergraduate students whom they collectively represent.
 - a. The event should be a minimum of one hour and correlate to the purpose of the committee as approved by a majority of the Senate Officers and/or the Speaker of the Senate.
 - b. The timeframe to host the event should be after the first Senate meeting of the Fall and Spring semester, but before Pre-Finals/Finals, per University Policy.
 - c. Once the event has been approved, the committee should discuss resource needs with the Chief of Staff or other designated Executive Staff.

Section 4: Ad Hoc Committees

- A) Ad-Hoc committees may be established to fulfill a specific objective that is not best addressed by a standing committee.
- B) Ad-Hoc committees shall be created by a simple majority (50%+1) vote of the Senate.
 - a. Any move to create an Ad-Hoc committee must include a list of members of the committee, or provide means to choose them, such as the list-nomination method described in this Article.
 - b. An Ad-Hoc committee shall have a total membership consisting of no less than three (3) Senators after the adjournment of the meeting at which it was created.

- c. Members of an Ad-Hoc committee shall be chosen immediately upon the committee's creation.
 - i. The Senate may, by a simple majority (50%+1) action, provide an exception to this rule so that a Senator may join and serve on an Ad-Hoc committee after its creation.
- C) Ad-Hoc committees shall expire at the end of the Senate session in which the committee was created.
 - a. Ad-Hoc committees may be dissolved by a simple majority (50%+1) of the Senate if the purpose of the committee has been fulfilled or if the committee is no longer needed.

Section 5: Officers of the Student Senate

- A) The Vice President shall serve as the Speaker of the Senate as is stated in the Constitution and will hereby be addressed as the Speaker of the Senate.
- B) At the first meeting of each fall semester, the Student Senate shall elect from their own number, by a majority (50%+1) vote, Officers of the Senate who will manage the business of the Senate for the duration of that fall semester and the following spring semester.
 - a. These positions will include Speaker Pro Tempore, Sergeant at Arms, and Secretary.
- C) The Speaker of the Senate shall preside over, direct, and manage the business of the Student Senate.
 - a. The Speaker of the Senate retains their senatorial vote but will exercise this privilege only to break a tie or when requested to do so by the Senate.
 - b. The Speaker of the Senate shall be charged to chair meetings of the Student Senate, maintain accurate records of the Student Senate and the proceedings thereof, to accept legislation for the Student Senate when properly submitted, to coordinate activities for the Student Senate with the other Senate officers, to be the official representative of the Student Senate and to perform any other duties as assigned by these by-laws or by action of the Student Senate.
 - c. The Speaker of the Senate shall be tasked with ensuring each Senator serves office hours or tabling sessions as required by the Senate Code of Conduct, either in the SGA Office, in any relevant UNT building, or in the Library Mall given the approval of the Speaker of the Senate, within five (5) business days.
 - d. The Speaker of the Senate shall be tasked with ensuring that each Senator is notified of their absences on a monthly basis via email.
- D) The Speaker Pro Tempore of the Student Senate shall be charged with assisting the Speaker in directing and managing the business of the Senate.

- a. The Speaker Pro-Tempore shall preside at meetings of the Student Senate when the Speaker is absent or when the Speaker chooses to cast a non-tiebreaking vote during a meeting.
 - b. The Speaker Pro Tempore shall be charged to monitor the creation and progress of Student Senate events initiated by the Senate Standing Committees, to represent the Student Senate when needed, and to perform any other duties as assigned by these by-laws or by action of the Student Senate.
- E) The Sergeant at Arms of the Senate shall be charged with assisting the speaker in maintaining order.
- a. The Sergeant at Arms shall be charged direct those members who are deemed out of order to correct previous actions, raise points of order during the meeting when correct procedure is not being followed and in extreme circumstances request the Speaker remove the member from the body.
 - b. The Sergeant at Arms shall be charged to represent the Senate when necessary and to perform any other duties as assigned by these by-laws or by action of the Student Senate.
 - c. The Sergeant at Arms shall be charged to assist the Speaker in training Senators in correct procedure.
 - d. The Sergeant at Arms shall preside at meetings of the Student Senate when both the Speaker and Speaker Pro-Tempore are absent.
- F) The Secretary of the Senate shall be charged with keeping the records of the Student Senate.
- a. The Secretary shall be charged to call attendance at each meeting, to assist the Speaker in counting votes and call names for all roll call votes, to keep and record accurate minutes of every meeting, to read the minutes when presented in Senate, to bring all appropriate records to meetings.
 - b. The Secretary shall be charged to receive and keep track of minutes and/or reports sent by Executive Branch and committee secretaries and to perform any other duties as assigned by these by-laws or by action of the Student Senate.
 - c. The Secretary shall be charged with presenting a verbal general report of Student Senate and Summer Senate meetings to the student body virtually and be broadcasted via SGA media platforms.
- G) No Senator may hold more than one officer position simultaneously.
- H) In the event that an officer is unable to serve or is removed, a successor shall be immediately elected.

Section 6: Appointments

- A) Any candidate for appointment to the Student Senate must meet all eligibility requirements of a senator.
- B) Appointments to the Student Senate may be granted by a simple two-thirds (2/3) majority vote if the requested appointment is to the appointee's respective school.
- C) Any candidate seeking appointment must provide twenty-five (25) names and student ID numbers from members of their respective college, school, and Frisco Campus before being eligible for appointment.
- D) A student may petition the Student Senate to represent a College, School, or, and Frisco Campus Academy of which they are not a member by providing a petition of 50 members of that College, School, or Academy.
- E) Senators appointed to a seat shall be allowed to serve in that seat until the next regularly scheduled Student Senate election.
- F) Every student at UNT may only be appointed to the Student Senate twice.
- G) Senators seeking appointment to a non-TAMS Student Senate seat must have completed no fewer than twelve (12) semester credit hours at UNT.
- H) Any candidate seeking appointment to the Student Senate must fill out an electronic Senate Appointment Application through SGA OrgSync. The Senate Appointment Application must be submitted one (1) week prior to the Student Senate meeting at which their appointment is being considered.
- I) The Speaker of the Senate may compose, update, and change the Senate Appointment Applications as needed.
- J) Upon composition, update, or amendment to the Senate Appointment Application, the Speaker of the Senate will present the Senate Appointment Application at the first Student Senate meeting of each semester, which must be approved by the Student Senate by majority (50% +1) vote.
- K) Until a new Senate Appointment Application is presented and approved by the Student Senate, the existing Senate Appointment Application will hold as the official document.
- L) The Speaker of the Senate will be required to notify Senate Candidates, who have run in the previous Spring's elections, when seats within their college and other colleges become available.

Section 7: Special Session

- A) The SGA President and Student Senate Officers are empowered by the Student Constitution to call special sessions of the Student Senate.
- B) The SGA President and Student Senate Officers must provide the Student Senate notice at least two (2) business days in advance of any special session.

Section 8: Summer Senate

- A) The Summer Senate shall meet at least once each during the Summer I and Summer II semesters, although up to two (2) more meetings may be scheduled.
- B) The Summer Senate shall elect from their own number a Speaker Pro Tempore and Secretary by two-thirds (2/3rds) vote to serve for the summer session. The Vice President of SGA shall serve as the Speaker of the Summer Senate for the summer session.
- C) Legislation presented to the Summer Senate shall not be referred to committee, but instead placed in emergency status.

Section 9: Senator Voting Records

- A) The voting records accompanied by each pertinent piece of legislation from every student meeting shall be posted on the official SGA website.
- B) The records shall be organized by piece of legislation and list every student senator and their vote (or lack thereof), affirmative or negative.

Article II: Rules on Legislation

Section 1: Submission

- A) Legislation in the form of resolutions or bills may be submitted to the Student Senate by the Student Body President, any seated Student Senator, or by any member of the Student Body provided that the legislation is sponsored by a seated Student Senator.
- B) Legislation shall be given a number designation based on the semester in which it is filed and the order in which it is received. For example, Bill F2003-B1 would be the first bill submitted in the Fall Semester of 2003, likewise for Spring (S2003-B1) and Summer Senate (SS2003-B1).

Section 2: Deadlines, Readings, and Referral

- A) Legislation must be received by the Speaker of the Senate by midnight on the Sunday prior to the Student Senate meeting at which it is to be read.
- B) The Speaker of the Senate shall be charged with creating an agenda and distributing it, along with all relevant materials, to the Student Senate 24 (twenty-four) hours after the legislation submission deadline.
- C) Legislation shall be read aloud on the Senate Floor at least once in its entirety, if desired, and thereafter the Student Senate may enter a period of questioning for the authors of the legislation. The Student Senate may also decide to refer the legislation to the appropriate Student Senate committee, or, if the legislation is not within the purview of any current committee, an ad hoc Committee may be formed as per the SGA by-laws.

- D) Legislation may be considered by the Student Senate directly following the initial reading and questioning if Emergency Status is granted by the Speaker of the Senate or by a simple two-thirds ($\frac{2}{3}$) majority vote of the Student Senate.
- E) Senators wishing to add items to the agenda may do so with permission of the Speaker of the Senate or approval by a simple two-thirds ($\frac{2}{3}$) majority vote of the Student Senate.

Section 3: Committee Decisions

- A) A Student Senate committee to which legislation is referred may amend the legislation by a two-thirds ($\frac{2}{3}$) majority vote of the senators in the committee or with the approval of the author.
- B) A Student Senate committee may vote to refer the legislation favorably or unfavorably to the Student Senate.
- C) A Student Senate committee may unanimously vote to cease consideration of the legislation.
- D) Any committee action shall be duly noted in the minutes of the committee meeting.

Section 4: Student Senate Actions

- A) If a piece of legislation is referred back to the Student Senate by a committee, the Student Senate may amend, deny, or grant passage of the legislation according to Robert's Rules of Order following a second reading of the legislation, a presentation from the author, and a period of discussion, if desired.
- B) Any and all legislation to be considered by the Student Senate shall be decided upon by roll call vote. The record of each such vote shall be kept in the minutes of the meeting at which the vote was taken and shall also be kept with the legislation in question.

Section 5: Executive Actions

- A) Following passage of legislation, the Executive Branch must undertake any actions prescribed by the legislation.
- B) Failure to abide by the provisions of subsection A constitutes neglect of duty, which may be grounds for removal of members of the Executive Branch.
- C) Should the SGA President choose to veto a piece of legislation that is passed by the Student Senate, the President is to follow the veto procedure as outlined in the Constitution.
- D) Should the SGA President decide not to veto the bill in the process outlined in the SGA Constitution, the piece of legislation is considered approved by the SGA President for all intents, purposes, and official status.

Article III: Rules on the Executive Branch

Section 1: Policy Manual

- A) The SGA President shall be charged to create and/or maintain an Executive Policy Manual, which will govern the internal workings of the Executive Branch and the SGA Office. The Executive Policy Manual must be made public on the SGA website. Should the Executive Policy Manual be altered in any way shape or form, all members of the SGA must be informed immediately via e-mail notification before the changes can take place.
- B) The Executive Policy Manual and the policies contained therein will be subject to the Student Constitution and the by-laws of the SGA.

Section 2: Officers and Employees

- A) The SGA President may recommend students for employment by the SGA in accordance with the SGA Constitution, the SGA by-laws, and current UNT employment policies.
- B) The SGA President may determine which employees are considered Executive Officers of the SGA. The SGA President must keep a current roster of all Executive Officers of the SGA and keep such roster published on the website in a manner that the entire UNT Student Body can easily access.
- C) The Executive Branch shall allocate at least three-hundred dollars per semester for elections-related expenses, including promotional materials and room/equipment rental.

Section 3: External Committees

- A) The SGA President may create external committees within the SGA for any lawful purpose.
- B) Only SGA external committees created by the current SGA President may be dissolved at the will of the SGA President.
- C) Membership in SGA external committees shall not be limited to active members of SGA.

Section 4: Reporting

- A) The SGA President must deliver a State of the Student Body address to the Student Senate and any applicable media outlets at the beginning of each long semester.
- B) The State of the Student Body address must include a report on the current fiscal state of the SGA and progress on any outstanding issues.

Section 5: Student Government Paid Employee Obligations

- A) At the behest of the Student Senate, any or all executive officers may be required to give a report at Student Senate meetings.

- B) Student Senate committees may subpoena any non-volunteer executive officer by notifying them at least twenty-four (24) hours in advance.
- C) The Student Senate may require any non-volunteer executive officer to keep an office log if their work practices come into question. The Student Senate may specify the length of this log, but it may not be required ex-post facto.

Section 6: Rules on Eagle's Nest Funding

- A) The Eagle's Nest Funding program shall be conducted in accordance with the Eagle's Nest Policies, which may be revised with the approval of the Student Senate at any time with a simple two third (2/3) majority vote.
- B) The Eagle's Nest Policy shall be readily accessible on the SGA website and be named "The Eagle's Nest Policy".
 - a. The current and official version of the policy as approved by the Student Senate shall be available on the SGA website.

Section 7: B. Craig Raupe Travel Grants

- A) The B. Craig Raupe Memorial Travel Grants program shall be conducted in accordance with the B. Craig Raupe Memorial Travel Grants Policy, which may be revised with the approval of the Student Senate at any time with a simple two-thirds (2/3) majority vote.
- B) The B. Craig Raupe Memorial Travel Grant Policy shall be readily accessible on the SGA website and be named "The B. Craig Raupe Memorial Travel Grant Policy".
 - a. The current and official version of the policy as approved by the Student Senate shall be available on the SGA website.

Article IV: Rules on the Judicial Branch

Section 1: Supreme Court Hearings

- A) A case may be submitted to the Supreme Court by any member of the SGA. Members of the SGA include all students.
- B) To submit a case, a case brief must be submitted to the SGA President. If the President is unavailable, then the brief must be submitted to the SGA Vice President or SGA Advisor. The brief must include what party the case is against, the issue to be decided, a detailed explanation of the case, any relevant background information, a list of witnesses, and any evidence to be presented.
- C) Each party must be notified by the Chief Justice of the set hearing date and time a minimum of forty-eight (48) hours prior to the hearing.
- D) Upon notification the court will have one week to begin hearings. Hearings may not conflict with a previously scheduled SGA meeting.
- E) Each party and the Advocate General, if applicable, will be given a reasonable amount of time to state their case while in the hearing, during which period any Justice may interrupt to ask questions.

- F) After hearing all germane evidence, the Justices shall retire to deliberate on their verdict. A majority vote of the five (5) justices is required to render any verdict or court Order.
- G) Any decision of the court must be made public within twenty-four (24) hours of that decision being reached.
- H) No Justice may speak on the merits of a case until a final decision is made public.
- I) All procedures of the Supreme Court must be made clear to all parties by all reasonable attempts prior to the delivery of testimony in any case.
- J) A formal presentation of the vote count of the Supreme Court must be presented to both parties immediately after the Justices have rendered their decision.

Section 2: Appeals

- A) Procedural Appeals may be filed with the Student Senate within one (1) week of a Supreme Court decision.
- B) The Student Senate, in consultation with the Advocate General, may rule by passage of legislation that correct procedure was not followed and declare a mistrial.
- C) Substantive appeals based on the merit of a case must be filed directly to the Supreme Court within one (1) week of a Supreme Court decision.
- D) Each party shall be granted one (1) appeal in which they may submit any new information or argument that may have changed the outcome of their case. E) Any appeals must be presented to the pertinent parties in writing.

Section 3: Code of Conduct Hearings

- A) Hearing for Code of Conduct violations as well as other responsibilities are listed in the Code of Conduct document.

Article V: Election Code

Section 1: Rules on Elections

- A) SGA elections will be conducted in accordance with the official SGA Election Code. The code outlines all rules pertaining to elections and candidacy, as well as the structure and function of the Election Board.
- B) The SGA Election Code will be subject to revision only by the Election Board upon approval by majority (50% +1) vote of the Student Senate.

Section 2: Election Board

- A) The job responsibilities, to include required office hours and payment agreement of the Election Commissioner shall be approved by the Student Senate at the third (3rd) full Senate meeting of each long semester.
- B) The Election Board shall have the power to rule on matters pertaining to elections, including but not limited to: interpretations and violations of the Election Code, questions of candidate eligibility not covered in Article XII of

these by-laws, candidate and Referendum Party complaints and concerns, questions of referendum eligibility, filing dates and deadlines, and the certification of any election results.

- C) Appointees must be approved by the Student Senate at the second (2nd) full Student Senate meeting of the fall semester and must be present to be confirmed, unless the appointee has class or work during this time, as verified by the SGA Advisor.
- D) Election Board members must meet the active member eligibility requirements as stated in Article XII of these by-laws. No member of the Election Board shall hold concurrent active membership in any other branch of SGA, nor be an elective candidate, while serving on the Election Board.
- E) Election Board members shall not endorse or in any way promote a candidate.
- F) In case of a vacancy in the Election Board, the SGA President must immediately appoint a replacement. This replacement must be present at the next Student Senate meeting to be confirmed, unless the appointee has class or work during this time, as verified by the SGA Advisor.
- G) All Election Board meetings will be open only to Election Board members and the SGA Advisor. The Board shall keep written minutes of all meetings, including hearings. Quorum for all Election Board meetings, including election certification meetings, shall be defined as three Election Board members plus the Election Commissioner.

Section 3: Election Calendar

- A) The Election Board shall present a list of SGA Restricted Campaigning Zones and an Election Calendar to the Student Senate at the third (3rd) full Student Senate meeting of each long semester. The calendar shall include dates for filing periods, mandatory meetings, referenda deadlines, campaigning, general elections, run-off elections, and release of the final election report.
- B) Dates for special elections shall be established by an act of the Student Senate or ballot referendum at least three (3) full academic weeks before the week of the proposed election.

Section 4: Ballot Referenda

- A) Ballot referenda for any legal purpose may be proposed by a two-thirds (2/3) absolute majority vote of the Student Senate or by a verifiable petition of five percent (5%) of the members of the undergraduate Student Body.
 - a. All proposed referenda must be submitted at least seven (7) weeks prior to the end of the semester in Fall and at least one (1) week prior to campaign week in Spring.
 - b. Any action proposing a ballot referendum must specify whether the issue shall be considered in the immediately following general election or in a special election called for that purpose and must state the requirements for the passage of any such referendum.

- c. Meeting the requirements for the proposal of referenda shall be considered sufficient grounds and merit for the calling of such an election.
 - d. No petition may call for the re-vote of a student election without evidence of gross violations of election regulations as stated in the election code. The validity of a petition for a re-vote will be determined by the Election Board or the SGA Supreme Court.
- B) For referendum items affecting the entire student body, referendum processes shall be governed by the most current Memorandum of Understanding with the Graduate Student Council.

Section 5: Senatorial Succession

- A) In the event that an elected Senator vacates their seat prior to the fall semester, the following process shall take place:
- a. The Speaker of the Senate will use the previous General Election results to determine who the candidate with the next most votes was, within the same college, school, academy, or Frisco Campus as the vacancy.
 - i. This is to pertain specifically to each college, school, academy, or Frisco Campus as to not allow senators who ran for other colleges, schools, or academies to occupy a seat outside of their constituency.
 - b. In the event that the first senatorial candidate rejects the offer of the seat, the Speaker of the Senate will contact the senatorial candidate with the next most votes.
 - c. The process mentioned above will continue until either all the seats in each college, school, or academy are filled or the list of Senatorial candidates is exhausted.
 - d. In the event that the next eligible senatorial candidate ties with another in number of votes, all candidates will be informed of the tie.
 - e. Following communicating with the candidates, if and only if all senatorial candidates want the seat, the Speaker of the Senate will look at the candidate application dates to determine who applied for the seat first. The candidate who submitted their application first will receive the seat.
- B) If an elected senator vacates their seat after the start of the fall semester, the appointment process described in Article I, Section 6 of these by-laws will be followed.

Article VI: Rules on Fiscal Matters

Section 1: Budget Proposal to the Student Service Fees Committee

- A) The Finance Committee will prepare a budget proposal at the close of every fall semester that the Chief of Staff will present to the Student Service Fees Committee to request funds for the SGA.

Section 2: Operating Budget

- A) No less than seventy-two (72) hours before the first Student Senate meeting of each long semester, the Executive branch must send a copy, via the email address of record, of an operating budget to all senators based on the funds awarded by the Student Service Fees Committee.
- B) The operating budget shall specify expected expenditures in as much detail as possible and clearly differentiate separate sections for fall, spring and summer expenditures.
- C) Following submission, the Student Senate shall then approve, deny or amend the budget proposal.
- D) All discretionary expenditures over \$1000, not included in the approved budget must be approved by the Student Senate in legislative form. These include any monies not included in the original Student Service Fee allocation such as money from other departments, donations, and fundraising operations.
 - a. Expenditures under this subsection shall include single items, as well as the sum total of all events, activities, and purchases. Expected indirect costs such as wages, rent, grants, awards, and other expenses do not apply to this rule.
- E) The SGA shall be bound to abide by any approved budget as much as possible.
- F) A budget update must be presented to the Student Senate at the last meeting of each long semester by the Executive Branch. The presentation must include a detailed expenditure list from the current semester, the total unspent budgeted funds of the semester and total remaining funds for the current fiscal year.
- G) All financial information of the SGA must be made readily available to all students and must be reported to the Student Senate when requested. The SGA budget must be posted on the SGA website.

Section 3: Fiscal Responsibility: The Goodhart Clause

- A) The Student Senate shall not pass any legislation concerning expenditures without reviewing similar items in a comparative fashion. Such comparisons are to be presented to the Student Senate, in writing, at the time the legislation is entertained.
- B) This clause does not include expenditures for speakers, activities, conferences, or similar events.

Article VII: Rules on the SGA Intern Program

Section 1: SGA Intern Program

- A) The SGA Intern Program shall be conducted in accordance with the SGA Intern Policies and by-laws, which shall be subject to revision by the SGA President or their designate.

Article VIII: Rules on Special Matters

Section 1: Program Sponsorship

- A) The SGA may lend its support to or co-sponsor a campus program, provided that all proper procedures are followed with respect to fiscal matters, that the event is duly registered with and approved by the university, and that the program is open to any registered UNT student.
 - a. An SGA Sponsorship is awarded to student organizations or departments that do not qualify for the Raupe Travel Grant or Eagle's Nest.
- B) SGA Sponsorship will be overseen by the SGA Chief of Staff. The SGA President will either approve or deny all requests made for SGA sponsorship.
- C) The SGA President will approve or deny funding requests.
 - a. If denied, the SGA President will send a written response to the student organization or department explaining why the request was denied.
 - b. If denied, the department or student organization has the right to appeal the decision to the Student Senate.
 - i. Appeals may be filed with the SGA President within seven (7) days of a funding request decision.
- D) The Student Senate must approve any such support or use of the SGA name or logo that exceeds \$1000. The Finance Committee may vote to approve co-sponsorships referred to them that are less than \$1000 by a two-thirds (2/3) majority vote, as long as quorum is reached, and there be an approval form attached. All decisions must be signed and approved by the SGA President upon final submission.
- E) Sponsorships will be granted to departmental organizations who receive some form of student fees.
- F) Sponsorship funds may not be used for membership fees, any form of gifts, expenditures that go above and beyond standard fees, scholarships, conference fees, gratuities, travel, the purchase of alcohol, or any expenses violating University Policy, the Student Code of Conduct, or Texas Law
- G) Any student organization or department demonstrating activity that is not congruent with the mission or objectives of UNT will have all funding privileges suspended upon agreement of the SGA President and the SGA Advisor.

Section 2: Honors

- A) Upon the completion of two (2) consecutive semesters of active membership to SGA, a student may wear an SGA honor cord upon commencement.
- B) In extenuating circumstances this honor may be conferred by the SGA President. If conferment of honors is denied by the SGA President, the Student Senate may override with a two-thirds (2/3) vote.
- C) This honor shall not be conferred upon students whose active membership to SGA has forcibly removed.
- D) The official honor cord colors of SGA shall be green and white.

Section 3: Public Information Accessibility

- A) The SGA President shall appoint the duties of maintaining the official SGA website and ensuring the accessibility of relevant public information to the Student Body, administrators, faculty, and student bodies of other institutions to a paid Executive Officer.
- B) The designee(s) shall upload the following documents to the official SGA website in a timely manner as defined:
 - a. Legislation from the Student Senate signed by the SGA President within five (5) business days of voting.
 - b. Voting records from the Student Senate within five (5) business days of voting.
 - c. Meeting minutes from the Student Senate within five (5) business days of approval.
 - d. Opinions, rulings, and statements issued from the Supreme Court within five (5) business days.
 - e. Opinions, rulings, and statements issued from the Election Board within five (5) business days.
 - f. Statements and press releases issued by the Executive Board within five (5) business days.
 - g. The Executive Policy Manual within one (1) month of the SGA Executive administration assuming office and five (5) business days upon revision.
 - h. The Eagle's Nest Policy within five (5) business days of revision approval.
 - i. The B. Craig Raupe Memorial Travel Grant Policy within five (5) business days of revision approval.
 - j. The SGA Budget within two (2) weeks of approval by the Student Senate and updates bi-weekly.
- C) All records as stated in Subsection B shall remain on the SGA website for at least one (1) academic year, or two (2) long semesters.
 - a. Exceptions shall be made for records that undergo revisions or are binding on a year-to-year basis such as: The Executive Policy Manual, the Eagle's Nest Policy, the B. Craig Raupe Memorial Travel Grant Policy, and the SGA Budget.

Article IX: Legality of these By-Laws

Section 1: Subjectivity of these By-Laws

- A) The SGA will not engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.
- B) These by-laws are subject to the Student Constitution of UNT in all forms, fashions, and interpretations. Any other documents, actions, or initiatives of the SGA are subject to these by-laws and the Student Constitution of UNT.

Section 2: Changes to the By-Laws

- A) Any proposed changes to the SGA Student Government Association by-laws must be stated in the form of striking out, inserting, or striking out and inserting.
- B) Any and all insertions must be stated verbatim and in quotation marks in the body of any proposal.
- C) Grammatical, typographical, and like errors may be corrected and additional alterations and omissions, not affecting the construction or meaning of the SGA bylaws may be freely made.
- D) Any changes to these by-laws must be approved by a simple two-thirds (2/3) majority vote of the Student Senate.
- E) The Executive Branch is charged with keeping a copy of the most updated version of the SGA by-laws in the SGA office at all times. This copy must be accessible to all members of the student body.

Article X: Active Member Eligibility, Requirements, and Non-Discrimination Statement

Section 1: Eligibility and Requirements

- A) All active members must meet the minimum requirements regarding GPA, enrollment, and disciplinary standing, at the time of their appointment or election and during their term, as stated in UNT Policy Statement on Student Organizations (18.4.2)
- B) In their first semester, interns are exempt from the GPA minimum requirement of this policy.
- C) The SGA President and Vice President must have and maintain a UNT cumulative GPA of at least 2.50 at the time of election and throughout their term.
- D) In order to be eligible for the Frisco Campus Student Senate seat, a student must be enrolled in at least six (6) credit hours at the Frisco campus, according to the University's Enterprise Information System (EIS).
 - a. Any candidate seeking appointment to the Frisco Campus senate seat must provide twenty-five (25) names and student ID numbers from members of the Frisco Campus taking at least one (1) credit hour, before being eligible for appointment.
- E) Senators must be a currently enrolled member of the college, school, or academy they intend to represent, according to the University's Enterprise Information System (EIS), excepting the condition found in Article 1 Section 7.

Section 2: Senator Paraphernalia

- A) Any paraphernalia given to members of SGA, including, but not limited to, polos and nametags, are the property of the Student Government Association and may be revoked if a member fails to perform their duties or comply with minimum eligibility requirements.

- B) Failure to return them when prompted could result in a fine for the amount of the items.
- C) Any revocations of a title or paraphernalia must be approved by the Student Body President.

Section 3: Non-Discrimination Clause

- A) The SGA follows the UNT Policy Statement on Diversity (10.15) with regard to all members of the organization.
- B) This also applies to all employment and appointment processes within the SGA.