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By- Laws of the Student Government Association

Article I: Rules on the Senate

Section 1: Composition of the Student Senate

- A) The Student Senate shall consist of 45 senators, as is required by the Student Constitution.
- B) Each Spring semester, prior to candidate filing for the 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 Item B, the Executive Branch shall determine the undergraduate student population of the University of North Texas and the undergraduate population of each college, school, or academy of the university.
- D) The 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 45 Student 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 whole seat.
- E) The University of North Texas Honors College, New College, and the Texas Academy of Math and Science (TAMS) shall be allocated only one 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 senate apportionment, no seats will be allocated to the new College, School, or Academy until the subsequent senate apportionment. Any student seeking appointment must apply, according to the SGA UNT By-Laws to a College, School, or Academy in which seats have been allocated for the current term.

Section 2: Meetings

- A) The Student Senate shall convene on designated Wednesday evenings.
- B) The time of the meetings must be consistent within one semester. Should the times set for the meetings be changed for any reason, it requires such change to be approved by a 2/3 majority vote of the 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

- a. The latest edition of Robert's Rules of Order
- D) Meetings where legislation is being considered will be deemed a Senate work session meeting.

Section 3: Permanent Standing Committees

- A) The Internal Standing Committee is charged with overseeing amendments to the Senate Code of Conduct, overseeing the enforcement of the Senate Code of Conduct, and monitoring attendance of Senators at Senate and committee meetings.
- B) The Intergovernmental Committee is charged with monitoring and ensuring progression of passed legislation between SGA and any other University of North Texas division, department, etc.
- C) The Assignment of Senators to the standing committees shall be determined by the Student Senate during the first Senate meeting at the beginning of each term. Senators seeking committee positions must receive a simple majority vote from the Student Senate. A minimum of five elected Senators (so long as it is an odd number of committee members) shall serve on these committees for the duration of the session.
- D) Should any Senator on any of the Standing Committees of the Senate resign or otherwise vacate their position, a replacement shall be chosen by the Student Senate during the next Senate meeting in accordance with the process outlined in this Section.
- E) The Intergovernmental Senate Standing Committees shall elect from their own a member to serve as chairperson for the duration of the term or until the Chairperson resigns in which case a new chairperson will be elected.
- F) The Chairperson of each committee shall either designate a member to take minutes or do it themselves.
- G) The Chairperson will have the authority to call committee meetings provided that notice is given at least five (5) business days in advance.
- H) In case that the Chairperson is unable to attend a committee meeting they shall be responsible for appointing another member of the committee as a temporary head before the meeting. The Chairperson is also in charge of recording and reporting attendance to the Senate Secretary within two (2) business days after each Committee Meeting.

Section 4: Regular Standing Committees

- A) At the beginning of each Senate Session the Student Senate will determine a list of regular standing committees that shall endeavor to fulfill the mission of the Student Senate.
- B) After determining a list of committees, the Student Senate shall vote to approve or deny the formation of each committee by a simple majority vote.
- C) After the approval of committees, the Student Senate shall choose and elect from among its members a minimum of five Senators (so long as it is an odd number of committee members) through a simple majority vote to serve on each committee until the end of each session. Senators may serve on more than one committee.
- D) Should any Senator on any of the regular standing committees of the Senate resign or otherwise vacate their position, a replacement shall be chosen by the Student Senate during the next Senate meeting by a simple majority vote.

- E) Each regular standing committee shall elect from their own, a member to serve as chairperson for the duration of the session or until the Chairperson resigns in which case a new chairperson is voted upon.
- F) The Chairperson of each committee shall either designate a member to take minutes or do it themselves.
- G) The Chairperson will have the authority to call committee meetings provided that notice is given at least five (5) business days in advance.
- H) In case that the Chairperson is unable to attend a committee meeting they shall be responsible for appointing another member of the committee as a temporary head before the meeting. The Chairperson is also in charge of recording and reporting attendance to the Senate Secretary within two (2) business days after each Committee Meeting.

Section 5: Committee Meetings

- A) Fifty percent plus one (50%+1) of any committee's membership constitutes a quorum.
- B) Committees are to keep record of all business in the form of minutes on file with the Speaker of the Senate, as well as the Secretary.
- C) The Student Senate Standing Committees must meet as often as is necessary to effectively conduct business.

Section 6: Officers of the 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 the remaining Officers of the Senate who will manage the business of the Senate for the duration of that fall semester and the following spring semester.
- C) These positions will include Speaker of the Senate, Speaker Pro Tempore, Sergeant at Arms, and Secretary.

Speaker of the Senate

- A) The Speaker of the Senate shall preside over, direct, and manage the business of the Senate.
- B) 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.
- C) 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 Senate with the other Senate officers, to be the official representative of the Senate and to perform any other duties as assigned by these Bylaws or by action of the Student Senate.
- D) The Speaker of the Senate shall be tasked with ensuring each senator serves at least one (1) office hour per week on school days, either in the SGA Office, in any relevant UNT building, or at the Library Mall given the approval of the Speaker of the Senate, within five (5) business days.
- E) The Speaker of the Senate shall be tasked with ensuring that each Senator is notified of their absences on a monthly basis via email.

Speaker Pro Tempore of the Senate

- A) The Speaker Pro Tempore of the Senate shall assist the Speaker in directing and managing the business of the Senate.

- B) The Speaker Pro-Tempore shall preside at meetings of the Senate when the Speaker is absent or when the Speaker chooses to cast a vote during a meeting that is not a tie-breaking vote.
- C) The Speaker Pro Tempore shall be charged to coordinate Senate events, to represent the Senate when needed, to be a voting member of each Permanent Standing Committee and to perform any other duties as assigned by these Bylaws or by action of the Student Senate.

Sergeant at Arms

- A) The Sergeant at Arms of the Senate shall be charged with assisting the speaker in maintaining order. They will 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, to exclusively handle all voting ballots of the Senate, to represent the Senate when necessary and to perform any other duties as assigned by these Bylaws or by action of the Student Senate
- B) The Sergeant at Arms shall also assist the Speaker in training fellow Senators in correct procedure.
- C) The Sergeant at Arms shall preside at meetings of the Senate when both the Speaker and Speaker Pro-Tempore are absent.

Secretary

- A) The Secretary of the Senate shall be charged with keeping the records of SGA, 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 and to send all notices of meetings, agendas, legislation and correspondence to the Speaker of the Senate prior to each meeting within a reasonable time and to perform any other duties as assigned by these Bylaws or by action of the Student Government Association.
- B) To receive and keep track of minutes and/or reports sent by Executive Directors and committee secretaries each week.
- C) No Senator may hold more than one Officer position simultaneously.
- D) In the event that an officer is unable to serve or is removed, a successor shall be immediately elected.
- E) Shall serve as the Chairperson of the Senate Internal Standing Committee

Section 7: Appointments

- A) Any candidate for appointment to the Senate must meet all eligibility requirements of a Senator.
- B) Appointments to the Senate may be granted by a simple two-thirds (2/3) if the requested appointment is to the appointee's respective school.
- C) Any candidate seeking appointment must provide 25 names and EUIDs from members of their respective college, or school, before being eligible for appointment.
- D) A student may petition the Student Senate to represent a College, School, or 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 the University of North Texas may only be appointed to the

- Student Senate twice.
- G) Senators seeking appointment to a non-TAMS Senate seat must have completed no fewer than twelve semester credit hours at the University of North Texas.
 - H) Any candidate seeking appointment to the Senate must fill out an electronic Senate Appointment Application through SGA Orgsync. The Senate Appointment Application must be submitted one week prior to the 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 Senate meeting of each semester, which must be approved by the senate by majority vote.
 - K) Until a new Senate Appointment Application is presented and approved by the 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 elections when seats within their college and other colleges become available on a quarterly basis

Section 8: Ad Hoc Committees

- A) The Student Senate shall be empowered to create Ad Hoc Committees to consider specific issues and/or pieces of legislation. Ad Hoc Committees may be created by a simple majority vote by the Student Senate.
- B) Ad Hoc Committees shall exist until the resolution of their purpose or the end of the current senate session, whichever comes first.
- C) Each Ad Hoc Committee shall be comprised of a minimum of five senators (so long as it is an odd number of committee members) of the Student Senate elected by a simple majority vote of the Student Senate.
- D) Each Ad Hoc Committee shall elect from their own a member to serve as chairperson for the duration of the committee's existence or until the Chairperson resigns in which case a new member is appointed to the committee by the student senate and a new Chairperson is elected.
- E) The Chairperson of each committee shall either designate a member to take minutes or do it themselves.
- F) The Chairperson will have the authority to call committee meetings provided that notice is given at least five (5) business days in advance.
- G) In case that the Chairperson is unable to attend a committee meeting they shall be responsible for appointing another member of the committee as a temporary head before the meeting. The Chairperson is also in charge of recording and reporting attendance to the Senate Secretary within two (2) business days after each Committee Meeting.

Section 9: Special Sessions

- A) The Student Body President is empowered by the Student Constitution to call special sessions of the Student Senate.
- B) The Student Body President must provide the Student Senate notice at least two business days in advance of any special session.

Section 10: 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 to serve for the summer session. The Vice President of the association shall serve as the Speaker of the summer senate for the duration of the two summer semesters.
- C) Legislation presented to the Summer Senate shall not be referred to committee, but instead placed in emergency status.

Section 11: Senator Voting records

- A) The voting records accompanied by each pertinent piece of legislation from every student meeting shall be posted on the official Student Government Association website.
- B) The records shall be organized by piece of legislation and list every student senator and his or her vote (or lack thereof), affirmative or negative.
- C) Records shall be posed within 5 business days of voting
- D) The voting records shall remain posted on the website for the duration of at least one semester.
- E) Permanent hard copies of the records shall be maintained by the executive board.

Section 12: Senator Paraphernalia

- A) Any paraphernalia given to senators by the Student Government Association, including polo's and nametags, are the property of the Student Government Association and may be revoked by the Speaker of the Senate at any time. Failure to return them when prompted could result in a fine for the amount of the items.
- B) The aforementioned paraphernalia can only be revoked in the case of a failure to perform senatorial duties or a failure to comply with the senatorial attendance policy.
- C) Any revocations of a senator's title or paraphernalia must be approved by the Student Body President.

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 F2003-1 would be the first bill submitted in the Fall Semester of 2003, likewise for Spring (S2003-1) and Summer Senate (SS2003-1).

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 Senate Session at which it is to be read.
- B) The Speaker of the Senate shall endeavor to create an agenda and to distribute it, along with all relevant materials, to the Senate 24 hours after the legislation submission deadline.
- C) Legislation shall be read aloud on the Senate Floor at least once in its entirety if such is desired, and thereafter Senate may enter a period of questioning

for the authors. Senate may also decide to refer the legislation to the appropriate Student Senate Standing Committee or if the legislation does not fit within the purviews of any Standing Committee, an Ad Hoc Committee may be formed as per the SGA By-Laws.

- D) Legislation may be considered by the Senate following the first reading if Emergency Status is granted by the Speaker of the Senate or by a simple two thirds ($\frac{2}{3}$) majority vote of the senate.
- E) Items wishing to be added to the agenda may be granted by the Speaker of the Senate or by a simple two thirds ($\frac{2}{3}$) majority vote of the Senate.

Section 3: Committee Decisions

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

Section 4: Student Senate Actions

- A) If a piece of legislation is referred back to the whole 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 short period of discussion if such is so desired.
- B) Any and all legislation to be considered by the whole 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 Item 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 SGA Constitution.
- D) Should the Student Government Association President decide not to Veto the bill in the process outlined in the SGA Constitution, the piece of legislation is considered approved by the Student Government Association President for all intents, purposes, and official status.

Article III: Rules on the Executive Branch

Section 1: Policy Manual

- A) The Student Body 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 Student Government Office. The Executive Policy Manual must be made public on the SGA website for the entire UNT Student

Body to see. Should the Executive Policy Manual be altered in any way shape or form, all members of the Student Government Association 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 Bylaws of the Student Government Association.

Section 2: Officers and Employees

- A) The Student Government Association President may recommend students for employment by the Student Government Association in accordance with the Student Constitution, the Bylaws of the Student Government Association, and current University of North Texas employment policies.
- B) The Student Government Association President may determine which employees are considered Executive Officers of the Student Government Association. The Student Government Association President must keep a current roster of all Executive Officers of the Student Government Association and keep such roster published on the Student Government Association website in a manner that the entire University of North Texas 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: Committees

- A) The Student Body President may create committees within the Student Government Association for any lawful purpose.
- B) Only Student Government Association committees created by the current Student Government Association President may be dissolved at the will of the Student Government Association President.
- C) Membership in Student Government Association committees shall not be limited to currently serving Senators or members of the Judicial Branch.

Section 4: Reporting

- A) The Student Body 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 Student Government Association and progress on any outstanding issues.

Section 5: Student Government Paid Employee Obligations

- A) At the behest of the Senate, any or all members of the Executive Branch may be required to give a report at the next Senate meeting.
- B) A Student Senate standing committee may subpoena any non-volunteer member of the Executive Branch by notifying them at least 24-hours in advance.
- C) The Senate can require any non-volunteer member of the Executive Branch to keep an office log if their work practices come into question. The Senate may specify the length of this log, but it may not be required ex-post facto.

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 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 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 justices is required to render any verdict or Court Order.
- G) Any decision of the court must be made public within twenty-four 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 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 week of a Supreme Court Decision.
- D) Each party shall be granted one 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: Rules on Elections

Section 1: General Provisions

- A) This section shall apply to all aspects of the electoral process for the Student Government Association (SGA) of University of North Texas at Denton. Candidates for any election, opponents/proponents for any referenda on the ballot (“Referendum Parties”), and members of the Election Board shall be responsible for the regulations provided herein. Ignorance of these regulations shall not be an acceptable defense in response to any violation in any election, either by the candidates or Referendum

- Parties themselves or by individuals campaigning on behalf of a candidate or Referendum Party.
- B) These regulations are subject to interpretation only by the Election Board, interpretation of which is subject to review only by the SGA Supreme Court. Additionally, any liberties of interpretation given specifically to the Election Commissioner are subject to review by the SGA Supreme Court. No other member of SGA or the Election Board is authorized to provide interpretations of the Election Code.
 - C) Candidates and Referendum Parties may contact the Election Commissioner for the purpose of consultation pertaining to the election. The Election Commissioner shall be contacted via UNT e-mail, and the Election Commissioner will make reasonable attempts to respond to queries within one (1) business day.
 - D) The Election Code is intended to provide for the fairness, equitability, and efficiency of all SGA elections with respect to candidates, Referendum Parties, and voters. In the absence of established guidelines, rulings concerning elections should be made with this principle in mind.

Section 2: Election Board

- A) The Election Board shall consist of six members and an Election Commissioner appointed by the SGA President.
- B) The Election Commissioner shall be a paid member of SGA and, while not considered a member of the Executive Branch, will be held to the obligations outlined in Bylaws Article III, Section 5 (Student Government Paid Employee Obligations).
- C) 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 full Senate meeting of each long semester.
- D) General Duties of the Election Commissioner:
 - i. to serve as a liaison between the Election Board and other entities on campus.
 - ii. oversee Election Board meetings, represent the Election Board in any public situation, draft the final election report, and only vote on an Election Board decision in the event of a tie.
 - iii. hold office hours, plan Election Board-sponsored election events, maintain contact with electoral candidates, and coordinate other duties that may arise, as directed by the SGA President or Senate.
- E) 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 Bylaws, candidate and Referendum Party complaints and concerns, questions of referendum eligibility, filing dates and deadlines, and the certification of any election results.
- F) Appointees must be approved by the Student Senate at the second full 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.
- G) Election Board members must meet the active member eligibility requirements as stated in Article XII of these Bylaws. No member of the Election Board shall be an active member of any branch of SGA or the Freshman Intern program, nor an elective candidate, while serving on the Election Board.
- H) Election Board members shall not endorse or in any way promote a candidate.

- I) 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 full SGA or Senate meeting to be confirmed, unless the appointee has class or work during this time, as verified by the SGA Advisor.
- J) 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 Board meetings, including election certification meetings, shall be defined as three Board members plus the Election Commissioner.

Section 3: Election Calendar

- A) The Election Board shall present a list of Official SGA Restricted Zones and an Election Calendar to the Student Senate at the third full 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 election proposed by the legislation.

Section 4: Rules on Candidacy

- A) To be eligible for candidacy, an individual must meet active member eligibility requirements as stated in the SGA Constitution and Article XII of these Bylaws. An individual must meet these requirements prior to the beginning of campaigning. These requirements shall only be confirmed by the SGA Advisor.
- B) An individual must file for candidacy via the designated application. At the close of the application, the Election Commissioner will notify applicants, by email, of their eligibility for candidacy.
- C) Each candidate is required to meet with the Election Board Commissioner to receive election code information; this meeting is required for election eligibility.
- D) Only in the event that a position is running unopposed shall a write-in candidate be allowed.
 - i. After the application closes, write-in candidates may file a Voluntary Compliance notice with the Election Board. This notice shall bind write-in candidates to election regulations and subject the candidate to disciplinary action in accordance with said regulations. This notice shall also allow such a write-in candidate to participate in forums, debates, election guides, or other events or activities deemed appropriate by the Election Commissioner. Write-in candidates shall not be able to participate in such activities without such a notice. The required content of the notice shall be determined by the Commissioner. A write-in candidate shall never be placed on an official ballot by means of this notice.
 - ii. If elected, write-in candidates shall be accepted provided they meet the active member eligibility requirements as stated in the SGA Constitution and Article XII of these Bylaws. These requirements will be confirmed by the SGA Advisor.
 - iii. Upon release of the final election report, elected write-in candidates must submit the following to the Election Commissioner within forty-eight (48) hours:
 - 1. A Statement of intent to serve in the elected position.
 - 2. An expense report, if required by that position.

- iv. If a write-in candidate fails to submit these documents, or exceeds the campaign expenditure limit for the position in which they are elected, then they shall be disqualified.
- E) Any candidate may withdraw his/her name from the ballot any time prior to 5 p.m. on the business day before the election by submitting written notification to the Election Commissioner. The Election Commissioner shall verify said notification and provide notice to the SGA Advisor.

Section 5: Rules on Campaigns

Subsection 1: General Campaign Rules

- A) Candidates and Referendum Parties shall take reasonable measures to ensure that every individual campaigning on behalf of or volunteering for the candidate/Referendum Party is aware of campaign regulations and guidelines. Candidates/Referendum Parties may be liable for the campaign infractions of their campaigners and volunteers even if the candidate/Referendum Party did not specifically direct the offending action.
- B) Candidates may only begin publicizing their campaigns after the Election Code meeting has been satisfied and on the date set forth by the Election Calendar. Referendum parties may only begin publicizing their campaigns on the date set forth by the Election Calendar. If candidates or Referendum Parties are found publicizing their campaigns in any way before the above dates, it is grounds for disqualification.
- C) Candidates and Referendum Parties shall abide by all University policy, which supersedes Election Board mandates and Election Code regulations.
- D) Candidates and Referendum Parties shall not damage any University property and shall be responsible for any damage caused by said candidate's/Referendum Party's campaign materials.
- E) Candidates and Referendum Parties shall not unduly disrupt the normal activities of the University.
- F) Candidates and Referendum Parties shall assume responsibility for the accuracy and truthfulness of their statements and campaign materials.
- G) No University, State, or public funds may be used by Candidates. For candidate campaigns, this includes the utilization of employee work time. No Candidate may solicit campaign assistance from an employee during the employee's work hours. Referendum parties shall be limited to spending no more than \$650 in state or student fee funds for campaign purposes.
- H) The Election Commissioner and Election Board members have the right to solicit the names of all members of a campaign from the affiliated candidate or Referendum Party.
- I) All posters and signs must be placed in accordance with University policy and may not exceed 18x24 inches.
- J) No more than 20 ground signs may be placed on campus, but other promotional items are not limited in quantity.
- K) Each candidate and Referendum Party shall be responsible for the removal of their campaign materials from public areas and buildings by the Monday following the final election report. Failure of Candidates and Referendum Parties to remove their materials may result in a violation of the Student Code of Conduct.

Subsection 2: Rules on Presidential Campaigns

- A) President/Vice-President candidate teams may spend up to 1000 dollars on their campaign.
 - i. An additional 300 dollars may be spent in the event of a run-off election.

- B) A typed expense report must be filed with the Election Board at the close of polling. These reports must include itemized receipts of all purchases made pertaining to the candidate team's campaign.

Subsection 3: Rules on Senatorial Campaigns

- A) Senatorial Candidates may spend up to 300 dollars on their campaign.
 - i. An additional 100 dollars may be spent in the event of a run-off election.
- B) In the event of a dispute, candidates must be able to provide a typed expense report, to include itemized receipts of all purchases made pertaining to the candidate's campaign.

Subsection 4: Rules on Election Board-Sponsored Campaigns

- A) In the interest of increasing undergraduate student engagement and voter turnout, the Election Board may produce campaign materials or host campaign events, to be promoted via SGA communication and marketing channels.
- B) Such materials or events shall not endorse any one candidate or item on the ballot, but shall give unbiased information about the election, candidates, and referenda.
- C) Such events and materials may include, but are not limited to: debates, town halls, forums, and election guides.

Subsection 5: Rules on Special Buildings and Areas

- A) *SGA Office*
 - i. No campaigning may take place within the SGA Office. Any materials that are campaign related may not be stored or left in the SGA office/space.
- B) *Campus Housing*
 - ii. All campaigning and campaign material in or on the property of UNT Housing requires the expressed consent of the Director of UNT Housing & Residence Life or designee, and must abide by UNT Housing policies. Door-to-door campaigning shall not be permitted under any circumstances.
- C) *Willis Library*
 - iii. No campaigning may take place inside of Willis Library, or within 50 feet of its front doors.
- D) *Restricted Zones*
 - iv. Candidates and Referendum Parties shall not campaign or display in any manner campaign material within fifty (50) feet of Restricted Zones. Restricted Zones will be defined by the Election Board, and presented with the Election Calendar each semester.

Section 6: 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 5% of the members of the undergraduate Student Body.
 - i. 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 opening in Spring.
 - ii. 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.
 - iii. Meeting the requirements for the proposal of referenda shall be considered sufficient grounds and merit for the calling of such an election.

- iv. No petition may call for the re-vote of a student election without evidence of gross violations of election regulations as stated in Article VI of these Bylaws. 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 7: Rules on Elections

- A) General Elections shall be held no later than three weeks prior to Pre-Finals Week, unless the Election Board deems this impossible.
 - i. The Fall General Election shall exist for the election of referenda by the undergraduate Student Body, if necessary.
 - ii. The Spring General Election shall exist for the election of members of the Senate, President and Vice-President, and referenda by the undergraduate student body.
- B) Polls must be open for a minimum of three (3) school days in any election.
- C) Elections shall be held solely via SGA's voting platform.
- D) At the close of polling, the Election Commissioner will create a final election report. The report shall be certified by the signatures of the Election Commissioner, every member of the Election Board present at the election certification meeting, and the SGA Advisor. The final election report shall be considered official 24 hours after being certified. The report shall include:
 - i. The total number of votes cast for each candidate;
 - ii. The total number of consenting and dissenting votes in any referenda and whether they passed or failed;
 - iii. Any written rulings issued by the Election Commissioner;
 - iv. The minutes of any Election Board hearings;
 - v. Information about any election irregularities or problems reported to date; and
 - vi. Any other appropriate information deemed necessary by the Election Commissioner.
- E) Unofficial results shall not be released to any party, under any conditions.
- F) In the event that no Presidential/Vice-Presidential candidate team receives a simple majority of votes, or in the event that two or more Senatorial candidates tie for a seat, a run-off election will be held.
- G) Candidates in a run-off election will be given at least 72 hours to campaign.

Section 8: Rules on Oversight

Subsection 1: Election Commissioner Rulings

- A) Any candidate or Referendum Party in an SGA election wishing for clarification may request a ruling on any part of the Election Code by submitting a request in writing to the Election Commissioner.
- B) The Election Commissioner shall honor all requests within one business day and post rulings on the SGA web page and distribute them to all candidates by e-mail.
- C) The Election Commissioner's ruling shall be considered binding until overturned by the SGA Supreme Court.
- D) The Election Commissioner shall not make any ruling beyond interpretation of the Election Code.

Subsection 2: Election Code Violations

- A) Failure to comply with the regulations of the Election Code may result in punitive action being taken by the Election Board. Any alleged Election Code violation is subject to a hearing by the Election Board. Furthermore, if the Election Code violation is also a University policy violation, this may result in disciplinary action being taken by the Dean of Students office.
- B) All complaints regarding violations of election regulations shall be submitted in writing to the Election Board within 24 hours of the close of polling. Complaints shall include details of the presumed violation, such as date, time, and name(s) of involved individuals. Evidence shall be provided when appropriate.
- C) Upon receiving a complaint, the Election Board shall have 72 hours to conduct a hearing, unless otherwise stated by University Policy. Each involved party will be given a reasonable amount of time to state their case, during which period any Election Board Member may ask questions.
- D) After hearing all applicable evidence, the Election Board will deliberate on a ruling of candidacy. A majority vote of Election Board Members present, assuming quorum is met, is required to render any decision. The Election Commissioner may vote only in the event of a tie. Any decision of the Election Board shall be made public immediately.
- E) Should a hearing be unable to be scheduled before the release of the final election report, the election results affected by the complaint will be withheld until after the Election Board ruling. All other election results shall be published according to the approved Election Calendar.

Section 9: Senatorial Succession

- A) In the event that an elected Senator vacates their seat prior to the Fall semester, the following process shall take place:
 - i. 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, or Academy.
 - ii. This is to pertain specifically to each College, School, or Academy as to not allow senators who ran for other Colleges, Schools, or Academies to occupy a seat outside of their constituency.
 - iii. 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.
 - iv. 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.
 - v. In the event that the next eligible senatorial candidate ties with another in number of votes, all candidates will be informed of the tie.
 - vi. 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. That candidate 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 Bylaws will be followed.

Article VI: Rules on Fiscal Matters

Section 1: Budget Proposal to the Student Service Fees Committee

- A) The Budget Committee will prepare a budget proposal at the close of every Fall

Semester that the Budget Officer will present to the Student Service Fees Committee to request funds for the Student Government Association.

Section 2: Operating Budget

- A) No less than 72 hours before the first Student Senate meeting of each long semester at which business is conducted, the Executive branch must send a copy, via the email address of record, to all Senators an Operating Budget 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 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 Senate in legislative form. These include any monies not included in the original Student Service Fee allocation; including money from other departments, donations and fundraising operations. 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 Student Government Association 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 Student Government Association 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 and updated bi- weekly.

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 Eagle's Nest Funding

Section 1: Eagles Nest Funding

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

Article VIII: 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 Bylaws, which shall be subject to revision by the Student Body President or their designate.

Article IX: Rules on Scholarships

Section 1: B. Craig Raupe Travel Grants

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

Article X: Rules on Special Matters

Section 1: Program Sponsorship

- A) The Student Government Association 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 student at the University.
- B) The Student Senate must approve any such support or use of the Student Government Association name or logo that exceeds \$1000. The Fiscal 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 Director of Internal Operations upon final submission.

Section 2: Honors

- A) Upon the completion of three long semesters, or two long semesters in the case of TAMS students, of service given to the Student Government Association, a Student may wear an SGA honor cord upon his or her commencement.
- B) Service given during a full Summer, Sessions I and II, may be considered one-half a long semester.
- C) This honor may be granted by a simple majority vote of the Scholarship and Awards Committee.
- D) This honor shall not be conferred upon Students who have been forcibly removed from service to the Student Government Association.
- E) The official honor cord colors of the Student Government Association shall be green and silver

Article XI: Legality of these By-Laws

Section 1: Subjectivity of these By-laws

- A) The Student Government Association 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 the University of North Texas in all forms, fashions, and interpretations. Any other documents, actions, or initiatives of the Student Government Association are subject to these By-laws and the Student Constitution of the University of North Texas.

Section 2: Changes to the Bylaws

- A) Any proposed changes to the Student Government Association Bylaws 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 Student Government Association By-laws 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) Should any changes to the Student Government Association By-Laws be passed in Senate and approved by the Student Government Association President, the Executive Branch is charged with immediately updating the Student Government Association By-Laws within 5 business days of the legislation taking effect to reflect such changes.
- F) The Executive Branch is charged with keeping a copy of the most updated version of the Student Government Association By-Laws in the SGA office at all times. This copy must be accessible to all members of the Student Body.
- G) Should any changes to the Student Government Association By-Laws be passed in Senate and approved by the Student Government Association President, the Executive Branch is charged with notifying all members of the SGA through an email notification about the changes taking place within 5 business days of the legislation taking effect.

Article XII: 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 term, as stated in UNT Policy 18.4.2 (Student Organizations Policy)
- B) In their first Semester, Freshmen Interns are exempt from the GPA minimum requirement of this policy.
- C) The Student Government Association 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) 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 6.

Section 2: Non Discrimination Clause

- A) The SGA follows the University North Texas University Policy Statement on Diversity (10.15) with regard to all members of the organization.
- B) This also applies to all employment and appoint processes within the Student Government Association.