By-Laws

Article I: Introduction

We, the UTEP Student Government Association Senate, do hereby establish these Bylaws to effectively operate the Student Government Association Senate, in accordance with Article V, Section 3 of the UTEP Student Association Constitution.

Article II: Definitions

A. Two-thirds (2/3) Vote - 2/3 of the Senators who respond by voting yes or no. The only ones recognized will be yes, no, and abstain.

B. Active voting members - those certified by the Election Commission, properly registered, meeting all qualifications for office, and officially sworn into office.

C. Legislation - any proposals made which require Senate action, such as appropriation of funds, resolutions, or amendments to the appropriate Student Government Association Constitution and/or these Bylaws.

1) Appropriation Bill - any bill presented to Senate requesting funds.

2) Amendments (affecting SGA government) - any proposal or request that attempts to change or modify the legislation of the Student Government Association Senate.

3) Resolution - a written statement of Senate position on any given issue.

D. Majority - greater than 50% of all votes cast affirmative or negative, yes and no.

E. Stratified Majority - greater than 50% of all votes cast affirmative, negative, or abstain; yes, no, and abstain.
F. Friendly Amendment - a verbal amendment to a bill before the first vote is taken.

G. Amendment - (in relation to a bill) - any material change affecting or altering the amount of the appropriation or the wording of any proposed legislation.

H. Ad Hoc Committee - a temporary committee appointed to perform a specific duty.

I. Standing Committees - those Senate committees called for in the Student Government Association Constitution or these Bylaws.

J. Faculty Senate Standing Committees - those committees so designated by the Faculty Senate Bylaws.

K. Quorum - Simple majority of Senators serving the current semester.

L. Legislative Assistant Coordinators - the chairpersons of the Legislative Assistant Committee.

M. Student Government Association - the student governing structure composed of the Legislative, Executive, and Judicial branches, as described in the Constitution of the Student Government Association of The University of Texas at El Paso and these Bylaws.

N. Student Body - the entirety of the UTEP student body composed of registered full-time, part-time, and graduate students.

O. Material Change - any significant alteration in intent.

Article III: Duties and Responsibilities

A. Senators are required to attend all Senate sessions and to participate in at least two (2) Student Government Association projects. Failure to attend a meeting (session) without a valid excuse (see Article IV, Sec. 3) will result in the Senator's service award being reduced by twenty-five percent (25%).

B. Roll call will be taken at the beginning and end of each Senate session. For Senators to-be counted present and not have their service awards reduced, they must be in attendance for 90% of the meeting. Minor infractions for which an excuse is submitted to the Vice-President of Internal Affairs within one week must be presented to the Senate for recommendation subject to two-thirds (2/3) roll call vote. Each Senator may step out for no more than five (5) minutes per session without
calling a recess.

C. Excused absences will be restricted to the following: official university business, classes, sickness, accident (all of which must be verified by documentation presented to the Vice-President of Internal Affairs). In exceptional circumstances, the Senate may also deem an excuse (that is not outlined above) valid by a two-thirds (2/3) roll call vote.

D. The Vice-President of Internal Affairs will contact in writing all Senate Appointees to confirm whether or not each individual is planning to serve in the appointed position. Only a written statement of non-intent to serve will constitute non-intent to serve. Failure to confirm intent to serve in writing by the last day of the second full week of classes will constitute non-intent to serve.

E. Duties of the Director of Student Advocates and the Student Advocates are as specified in the Student Advocate office Procedures Manual. Failure to follow the Senate-approved Student Advocate Procedures Manual may be grounds for impeachment. The requirements for the Director of Student Advocates and all Student Advocates are a 2.5 cumulative grade point average and no less than nine (9) undergraduate hours nor less than six (6) graduate hours completed in each long semester of their terms.

F. Duties, requirements, and responsibilities of the Traffic Court members (Attorney General, Assistants to the Attorney General (Prosecutors), Director of Public Defenders, Public Defenders, and Traffic Court Justices) are specified in the Student Government Association Student Traffic Court Procedures.

G. Duties, requirements, and responsibilities of the Supreme Court Justices are as specified in the Student Supreme Court Procedures Manual.

H. First term students in good standing applying for appointed positions will be appointed under a one (1) semester probationary period. If at the end of the probationary period the individual meets all criteria, the appointment is automatically continued for the duration of the academic year. If the individual does not meet the criteria for the position, the appointment is automatically terminated.

**Article IV: General Provisions**

A. Student Government Association Financial Accounts.

1) Senate may make recommendations to the President of the Student Association for changes in the Student Government Association budget.
2) All expenditures from other accounts shall be reported monthly to the Senate by the Student Government Association President.

3) The Senate shall approve its individual budgets and all allocations thereof.

B. Sessions.

1) Agendas and associated minutes shall be placed in all Senators' and Officers' mailboxes two (2) days prior to meetings in the summer and two (2) days prior to meetings in the long sessions, the only exceptions being any reasonable time constraints of the Senate Secretary.

2) There will be a three (3) minute speaking limit every time a person has the floor.

3) The time and date of Senate sessions shall be set by the Senate at the second session of each semester by a two-thirds (2/3) roll call vote. This is subject to change by a two-thirds (2/3) roll call vote of the Senate.

4) Robert's Rules of Order (Revised Edition) shall be an advisory source to the Student Government Association Senate, except where otherwise stipulated by the Constitution.

5) The Senate may suspend the Bylaws of the Day by a stratified majority roll call vote. The motion to suspend the Bylaws will be exhausted on completion of the Senate matter at hand.

6) The term of Senate appointments to the following positions shall run from the date of appointment until September 29 of the same academic calendar year (September 30 - September 29):
   a. Director of Student Advocates  
   b. Student Advocates  
   c. Attorney General  
   d. Public Defender  
   e. Traffic Court Justices  
   f. All Senate Committee Appointments  
   g. Legislative Assistants

7) The Public Defender, Director of Student Advocates, Student Advocates, and the Attorney General may be removed from office by a two-thirds (2/3) roll call vote of the Senate.

C. Bylaws Amendments.

1) These Bylaws may be amended at a regular session of the Senate by a two-thirds (2/3) stratified majority roll call vote only if the amendment has been submitted in writing at a prior session of the Senate.

2) Any Senator may submit proposed amendments to these Bylaws.
3) Proposed amendments are effective upon approval by the President of The University of Texas at El Paso, the Executive Vice Chancellor for Academic Affairs and the Board of Regents of The University of Texas System.

**Article V: Legislation**

A. For legislation to be considered by the Senate it must be submitted typewritten to the Student Government Association Secretary by five o'clock (5:00) on Monday, two weeks prior to being considered by the Senate for its first reading.

B. Student Travel Request forms and the names of all students traveling must be turned in and approved prior to being considered by the Senate for its first reading.

C. Typewritten drafts of legislation must be placed in Finance and Ways and Means Committee Chairpersons' boxes two (2) working days prior to the next scheduled committee meeting for each.

D. The Ways and Means and Finance Committees must act upon appropriate legislation during the next scheduled committee meeting after its submission to the Student Government Association Secretary. The Senate must act upon such legislation within ten (10) working days after it is reported out of committee.

E. Friendly amendments may be accepted by the author or organizational representative on proposed legislation before the first reading. Any bill amended after passing first reading must return to the first reading.

F. For proposed legislation to become law:
   1) It must be passed by a majority roll call vote of the Senate on the first reading;
   2) It must be passed by a majority roll call vote on the second reading; and
   3) If it fails on either reading, it may be resubmitted as new legislation.

G. At least five (5) working days must expire between the first and second reading period.

H. In the event that the Senate determines by a two-thirds (2/3) roll call vote that there is a misuse of appropriated funds to Student Association members, those members responsible for such misuse will be liable to the Dean of Students for all such appropriated funds and may be subject to
Article VI: Senate Majority Leader

The duties of the Senate Majority Leader are to represent the Senate as a whole on all matters within the Executive Cabinet (ex officio) and executive meetings with the Dean of Students and to advise and keep the Senate informed on all Senate matters and other events that may concern the Senate. The goals of this position are to develop a sense of the Senate, communicate this to the President of the Student Association, act as a mediator between the Senators, and to serve as an ombudsman between the Senate and the Executive Branch. The Senate Majority Leader shall be elected by a two-thirds (2/3) roll call vote of the Senate.

Article VII: Senate Committees

A. Standing Committees

1) A minimum of three (3) Senators must be on the standing committee as active voting members.

2) A quorum for the transaction of business will be a simple majority of the active voting members on each committee.

3) Standing Committees shall elect by a two-thirds (2/3) vote of their active voting members a Chair, Vice-Chair, and Secretary. Each position shall be chosen from among the eligible voting members.

4) The duties of the committee officers shall be as follows:

a. Chair: To preside over regularly scheduled committee meetings and call special meetings contingent that committee members are given 48 hours advanced written notice. To give a weekly report to Senate of the business transacted by each committee.

b. Vice-Chair: To preside over committee meetings in the absence of the Chair.

C. Secretary: To record and submit to the Vice-President of Internal Affairs a formal record of the minutes of all regular and special committee meetings and to record and submit a record of attendance at all regular and special meetings to the Vice-President of Internal Affairs.
Affairs.

5) Proxy votes will not be accepted at any committee meetings.

6) The Ways and Means Committee shall have the following duties:
   a. Review all proposed legislation to correct grammar and spelling.
   b. Screen and approve only appropriate legislation for presentation to the Senate.
   c. Be available to help student organizations with bills.
   d. Advise the Senate on procedural matters relating to legislation.

7) The Finance Committee shall have the following duties:
   a. Keep an accurate and up-to-date ledger of allocations from the Senate account and prepare
      monthly reports to the Senate.
   b. Ensure that appropriation bills adhere to the appropriation guidelines.
   c. Make recommendations concerning Senate expenditures.
   d. Advise the Senate on all financial matters.
   e. The Chair shall preside over Senate in absence of Vice-President of External Affairs.

8) The Legislative Assistant Committee will have two coordinators: one Senator and one
    elected from among committee members. The Legislative Assistant Committee shall have the
    following duties:
   a. To interview and recommend those students applying for Legislative Assistants.
   b. If a vacancy should occur, the Coordinators will make an assignment to fill it.
   c. The Coordinators may create a pool of unassigned Legislative Assistants to help with any
      project and/or committee.
   d. Approvals and dismissals are subject to Senate approval.

9) The Senate Appointment Review Committee will have two co-chairpersons: one Senator
    and the Vice-President of Internal Affairs. The Senate Appointment Review Committee will
have the following duties:

a. Review all applications for any Senate-appointed positions, excluding Legislative Assistant applicants, within the Student Association government.

b. Interview or review past records of all applicants for these positions at least one (1) week prior to presentation to the Senate for appointment.

c. Evaluate appointees' performance and make recommendations to the Senate when a written, signed complaint is filed with the S.A. Secretary to the Student Government Association Senate.

B. Project Committees

1) Project committees may be appointed from the Student Association by the Senate as needed. All Senate project committee chairs or co-chairs must report the progress and activities of their committees to the Senate once a month. All the actions of all Senate project committees are subject to Senate approval by a two-thirds (2/3) majority roll call vote.

2) Proxy votes will not be accepted at any committee meetings.

3) All project committee chairs or co-chairs will set up project planning checklists and document the projects they are working on in notebooks that will be kept permanently in the office of the Vice-President of Internal Affairs.

4) After any and all projects are completed, an evaluation form must be filled out and filed in the respective project notebooks.

5) Any and all publicity (advertisements, fliers, PSGA'S, banners, posters, etc.) for any Senate project must go through the Public Relations Coordinator before they are completed and/or released.

Article VIII: The Executive Cabinet

A. The Executive Cabinet, composed of the President, Vice-President of Internal Affairs, Vice-President of External Affairs and the Executive Assistant covered herein, will have the duties stipulated in Article III, Section 5 of the Constitution of the Student Government Association of The University of Texas at El Paso.
B. The Executive Cabinet shall be responsible for selecting the Senator of the Month.

**Article IX: Faculty Senate Standing Committees**

A. Any member of the Student Government Association is eligible to serve on all Faculty Senate Standing Committees as designated by the Faculty Senate Bylaws.

B. All student appointments made by the Senate become effective on the date that they are approved by the Senate and/or September 30 for fall appointments.

C. The term of service on such committees shall run from the date of appointment until September 29 of the same academic calendar year (September 30 - September 29).

D. Student applicants to Faculty Senate Standing Committees shall be appointed by a majority roll call vote of the Senate upon recommendations by the Senate Appointment Review Committee.

E. One student member of each Faculty Senate Standing Committee elected from among themselves by a majority vote will be chair of the "student delegation." The duties of the student chair shall be:

1) To communicate with the Faculty Chair of the particular committee.

2) To keep a record of student attendance on the particular committee, and report this information to the Vice-President of Internal Affairs. To provide minutes of each meeting to the Vice-President of Internal Affairs, and to provide additional reports as requested by the Vice-President of Internal Affairs who will keep such information on file to be available upon request.

3) To see to it that all student members are informed of all meetings and that they receive all pertinent material that is disseminated to student members in advance of the meeting.

4) To be present at all Student Government Association Governing Board meetings and convey information of meetings to committee members.

F. The Senate may remove by two-thirds (2/3) roll call vote any student member of any Faculty Senate Standing Committee. In addition the Senate may remove by two-thirds (2/3) roll call vote the student chair from the 'student delegation" for failure to perform his/her duties as specified in Article IX, Section E of these Bylaws. The Senate must go on record as to why the student was
G. A student who misses two (2) consecutive Faculty Senate Standing Committee meetings without advance notice to the Student Chair, the Senate Appointment Review Committee and/or Vice-President of Internal Affairs, will be notified in writing by the Senate Appointment Review Committee to provide an acceptable explanation for the Committee's consideration. Further action will be taken upon the recommendation of the committee. Removal will require a two-thirds (2/3) roll call vote of the Senate.

H. The requirements for all students serving on any Faculty Senate Standing Committees are a 2.0 cumulative grade point average and no less than nine (9) undergraduate hours or less than six (6) graduate hours completed in each long semester of their appointments.

Article X: Legislative Assistants

A. Legislative Assistants are UTEP students who are interviewed and recommended by the Legislative Assistant Review Committee comprised of at least three (3) Student Government Association Senators and one (1) Presidential appointee.

B. To serve, a Legislative Assistant nominee must satisfy the criteria set forth in Article IX, Section H of these Bylaws.

C. Each Senator upon request shall be assigned at least one (1) Legislative Assistant of his/her choice. Each Executive Officer and the Executive Assistant to the President upon request will be assigned two (2) Legislative Assistants of his/her choice.

D. Legislative Assistants will carry out all duties and responsibilities set forth in the Legislative Assistant Committee guidelines.

E. Legislative Assistants may assist with any Student Government Association projects.

F. The term begins each September 30th and ends the following September 29th.

G. A Legislative Assistant Chairman, Vice-Chairman, and Secretary will be elected from among the Legislative Assistants by a majority vote of the Legislative Assistants.

H. All Legislative Assistants must attend at least one (1) Senate meeting per month.

I. There will be a Legislative Assistant meeting once a month with mandatory attendance. The
Legislative Assistant Committee schedules the regular meetings.

1. Each Legislative Assistant is required to turn in a monthly report at these meetings, which will go to the Chairman and the Coordinator(s).

2. An excused absence must be approved by the Legislative Assistant Chairman, who will in turn inform the Legislative Assistant Coordinator(s).

J. Failure to comply with the above duties will result in review by the Legislative Assistant Committee. If the problem is not resolved, the Legislative Assistant Review Committee will consider further action.

**Article XI: Impeachment**

A. Grounds for impeachment shall be:

1) Misappropriation of Student Government Association funds or property.

2) Failure to perform duties as assigned by the Constitution or these Bylaws.

3) Intentional misrepresentation of the Student Government Association.

4) Any fraudulent statement or act, which would affect the standing of any officer and/or Senator within the Student Government Association.

5) A. Five (5) or more unexcused absences; or b. Three (3) or more consecutive unexcused absences as pertaining to this section from the regularly scheduled Senate sessions, not committee meetings.

B. Procedures

1) Charges of the indictment for impeachment may be initiated by any Senator or by any member of the Student Government Association.

2) All charges of impeachment must be in writing in typewritten form to the Dean of Students in the presence of the accuser, accused, and the Vice-President of Internal Affairs. In the instance that the Vice-President of Internal Affairs is either the accuser or accused the President will serve in the aforementioned capacity. The Dean of Students will hear charges and evidence and deem the accusations either meritorious of further investigation, or not
meritorious of further investigation. In the former case, the impeachment process proceeds as outlined below. In the latter case, the process ceases and the charges are considered invalid.

3) The Special Select Judiciary Committee will be selected, by lottery, at the next Senate session after the charges have been submitted to the Senate. The Special Select Judiciary Committee must report its findings by the following Senate meeting.

4) Each Senator who is not the one being charged must have his/her name placed in the ballot box.
   
   a. A lottery slip will be provided for each Senator with their names typed in by the Senate Secretary.
   
   b. The Senate/Court Secretary shall draw names from the ballot box, one at a time, until he/she has selected five (5) eligible Senators to serve on the Senate Select Judiciary Committee. This selection shall take place during the Senate session.

5) The accused shall be provided all information from the committee meetings, but he/she need not be present for the Special Select Judiciary Committee to act.

6) Charges for trial of impeachment will be presented to the Senate based upon a stratified majority vote of the Special Select Judiciary Committee.

Amended by vote of the Student Government Association 03/07/95