

Texas Woman's University
Denton, Texas
STUDENT SENATE, a branch of the
STUDENT GOVERNMENT ASSOCIATION
BYLAWS

DEFINITIONS

Senator: A senator is anyone who is elected to represent a college or at-large group.

Senate Member: senators and officers

Senate Executive Board Member: A Senate Executive Board Member includes the President, President Pro-Tempore, Secretary, Treasurer, parliamentarian (if appointed), and Chairpersons of Standing Committees.

Chapter 1: EXECUTIVE BOARD

- Section 1. The Senate Executive Board will be composed of the Vice President/Senate (The President of the Senate), President Pro-Tempore, Secretary, Treasurer, Parliamentarian (the President has the option of appointing a Parliamentarian), and Standing Committee Chairpersons representing Student Affairs, Academic Affairs, and Public Relations. The Student Executive Board must maintain a cumulative 2.50 grade point average upon running for office.
- Section 2. Powers and Duties of the **Vice-President/Senate (President of the Senate)**:
- A. Maintains all duties listed in Article II, Section 4 of the Student Government Association (SGA) Constitution.
 - B. Shall act as the administrative head of the Senate and provide leadership for other Senate executive officers and senators.
 - C. Shall be responsible for informing all Senators via written communication about the Annual fall and spring retreats.
 - D. Shall attend all SGA Executive Board meetings. If he/she is not able to attend, he/she shall send an executive board member in his/her place.
 - E. The Parliamentarian will be appointed by the Vice President/Senate and approved by a majority vote of the Senate at the first Senate meeting of the fall semester.
 - F. The Vice-President/Senate has the authority to appoint 2-3 senators to the SGA election committee as an Ad Hoc Committee to which he/she shall oversee.
 - G. The Vice-President/Senate shall have the authority to appoint officers, senators and committee chairs to the Senate positions if and when such a vacancy occurs.
 - H. The Vice-President/Senate would be responsible for training the President Pro-Tempore in preparing the senators for their Dean meetings and forum preparation.
 - I. The Vice President/Senate will be responsible for the Town Hall Forum during each long semester, which will be student Life focused.
 - J. Each semester the Vice-President/Senate shall complete a self-evaluation as well as receive a written evaluation by the Senate Executive Board, and by her/his advisor. If the Vice-President of the Senate fulfills their duties as defined by the Senate bylaws and receives a satisfactory evaluation by the majority of the Executive Board, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the Executive Board if the Vice-President/Senate does not receive a satisfactory evaluation.

Powers and duties of the **President Pro Tempore**:

- A. Shall fulfill the responsibilities of the Vice-President/Senate in her/his absence.
- B. Shall oversee all Senate committees.
- C. Shall review all proposals and bills prior to submission to the Senate.
- D. The President Pro-Tempore will be responsible for training the Student Affairs and Academic Affairs prior to the start of the fall semester.
- E. The President Pro-Tempore would be required to attend one Dean meeting with each senator and their respective college or at-large body.
- F. Shall complete other duties as assigned by the Senate President.
- G. Each semester The President Pro Tempore shall complete a self-evaluation as well as receive a written evaluation by the Senate Executive Board, and by her/his advisor. If the President Pro Tempore of the Senate fulfills their duties as defined by the Senate bylaws and receives a satisfactory evaluation by the majority of the Executive Board, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the Executive Board if the President Pro Tempore does not receive a satisfactory evaluation.

Powers and Duties of the **Secretary**:

- A. Shall keep all official records for the Senate (minutes, agendas, bills, office hours reported by senators and attendance records, etc.).
- B. Shall compile, distribute, and post the agenda in a public display area prior to the Senate meetings.
- C. Shall post minutes of the previous meeting in a public display area prior to the next meeting.
- D. Shall send all official communication on behalf of the Senate.
- E. Shall send all official records to the SGA secretary.
- F. Each semester The Secretary shall complete a self-evaluation as well as receive a written evaluation by the Senate Executive Board, and by her/his advisor. If the Secretary of the Senate fulfills their duties as defined by the Senate bylaws and receives a satisfactory evaluation by the majority of the Executive Board, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the Executive Board if the Secretary does not receive a satisfactory evaluation.

Powers and Duties of the **Treasurer**:

- A. Shall maintain the Senate budget and prepare and submit a monthly budget report to the Senate.
- B. Oversee all expenditures of the Senate to ensure sound fiscal responsibility.
- C. Shall present a yearly budget to the Student Service Fee Allocations Committee.
- D. Shall submit reports upon meeting with the SGA Treasurer.
- E. In cooperation with the Senate President, the Treasurer shall be responsible for formulating the annual budget for presentation to the Student Service Fees Allocation Committee for the upcoming year. The approved allocations may be revised by the incoming Senate Executive Board with approval of a majority vote of the Senate.
- F. Each semester The Treasurer shall complete a self-evaluation as well as receive a written evaluation by the Senate Executive Board, and by her/his advisor. If the Treasurer of the Senate fulfills their duties as defined by the Senate bylaws and receives a satisfactory evaluation by the majority of the Executive Board, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the Executive Board if the Treasurer does not receive a satisfactory evaluation.

Powers and Duties of the **Parliamentarian**: (should the President choose to appoint one).

- A. Shall be responsible for understanding Robert's Rules of Order.
- B. Shall maintain order of the Senate meetings employing Robert's Rules of Order.
- C. Shall be responsible for reserving meeting rooms, table set-up, seat assignments, etc. in order to facilitate an organized Senate meeting.
- D. The Parliamentarian will be required to serve on a standing committee.
- E. Shall be responsible for training senators on Parliamentary procedure on a month by month basis by conducting classes or distributing informative parliamentary material to each senator. The Parliamentarian will provide each senator with an informational critique of their Parliamentary procedure performance to insure compliance and uniformity during Senate meetings. This critique will be utilized and distributed as needed, but at least one per senator, per semester.
- F. Each semester The Parliamentarian shall complete a self-evaluation as well as receive a written evaluation by the Senate Executive Board, and by her/his advisor. If the Parliamentarian of the Senate fulfills their duties as defined by the Senate bylaws and receives a satisfactory evaluation by the majority of the Executive Board, she/he shall receive a stipend based on the annual budget. The stipend may be lowered or withheld by the Executive Board if the Parliamentarian does not receive a satisfactory evaluation.

Chapter II: STANDING COMMITTEES

- Section 1. Standing Committee Chairpersons will be elected to the Senate. Standing Committee Chairpersons are required to attend weekly Senate Executive Board meetings and chair committee meetings (at times deemed appropriate by the committee chairs). The Chairs will report biweekly to the President Pro-Tempore about the progress of each college and at-large body.

The following standing committees shall be established:

- A. **Student Affairs**: The Student Affairs Committee shall be responsible for informing the Senate of views of students, faculty, and staff. Student Affairs would be responsible for training each senators of the three at-large bodies (Commuter, Residential and Non-Traditional) for organizing and implementing their forums in the spring. After each semester, the Committee Chair will conduct a self-evaluation, be evaluated by the Senate Executive Board, and by her/his advisor. If the Committee Chair receives an excellent evaluation and has completed her/his duties, she/he shall receive a stipend based upon the annual budget. If the Committee Chair does not receive an excellent evaluation, the Senate Executive Board and the Senate advisor may lower her/his stipend or choose not to give a stipend.
- B. **Academic Affairs**: The Academic Affairs Committee shall be responsible for obtaining information relevant to the student body, which is of academic importance. The Academic Affairs Chair would be responsible training senators of the five colleges (College of Nursing, College of Arts & Sciences, College of Health Sciences, College of Professional Education and the Graduate School). If the Committee Chair receives an excellent evaluation and has completed her/his duties, he/she shall receive a stipend based on the annual budget. If the Committee Chair does not receive an excellent evaluation, the Senate Executive Board and the Senate advisor may lower her/his stipend or choose not to give a stipend.
- C. **Public Relations**: The Public Relations Committee shall be responsible for the

promotion of the SGA Senate's image throughout the University and community. This committee will have the duty of disseminating all information pertinent to the Senate to the proper media and is responsible for actively publicizing other senators' activities. All publicity must be posted at least one (1) week prior to the date of the event. At the end of each semester, the Committee Chair will conduct a self-evaluation, be evaluated by the Senate Executive Board, and by her/his advisor. If the Committee Chair receives an excellent evaluation and has completed her/his duties, she/he shall receive a stipend based upon the annual budget. If the Committee Chair does not receive an excellent evaluation, the Student Senate Executive Board and the Student Senate advisor may lower her/his stipend or choose not to give a stipend.

- D. **Special Ad Hoc Committees** will be appointed by the Vice-President/Senate for researching or studying a matter of concern to the Senate. The Committee will be comprised of three (3) or four (4) senators and will make a full and complete report to the Senate at the next regular meeting. After the Committee has fulfilled its purpose, the presiding officer shall disband the Committee. Special Ad Hoc Committee Chairs do not receive a stipend.

Section 2. DUTIES OF COMMITTEES

- A. Standing committee meetings will be held every week, or at times deemed appropriate by the committee chairs.
- B. Standing Committee Chairpersons shall be responsible for the effective conduct of the business of their committees. They shall provide at all meetings of their committees and shall ensure implementation of their deliberation and activities.
- C. Committee Chairpersons shall keep a complete record of the proceedings of their meetings and activities. This record shall show the time and place of each meeting of the committee, the attendance of committee members, and accurate records of business discussed.
- D. Written reports, including attendance at standing committee and special ad hoc committee meetings, must be filed with the President Pro Tempore prior to the next scheduled Senate Executive Board meeting. The Standing Committee Chairperson will sign standing committee reports. The special ad hoc committee chairperson will sign special ad hoc committee reports.

Chapter III: STUDENT SENATE MEMBERSHIP

Section 1. COMPOSITION OF THE SENATE

Senators shall be composed of members representing each of the University's designated colleges and schools. Senators shall maintain a cumulative 2.0 Grade Point Average upon running for office.

- A. The colleges and schools represented in the Senate are the following: **College of Arts and Sciences, College of Nursing, College of Professional Education, College of Health Sciences, and the Graduate School.** The official registration enrollment figures from the fall semester, will determined the increase in senators. An increase by 500 students shall determine the number of senators to represent each college and school.

Each college and school shall be represented as follows:

1-500 Students	1 Senator
501-1000 Students	2 Senators
1001-1500 Students	3 Senators
1501-2000 Students	4 Senators
Graduate School	2 Senators

- only be issued one per semester and must be submitted at least 2 weeks in advance along with reasoning and any documentation that will prove that the waiver is necessary.
- C. If a senator misses three (3), unexcused Senate events including: Senate meetings, committee meetings, mandatory dates, and office hours, that Senate member will be sent a letter of Removal detailing the chronological infractions. The Senator will then either have the opportunity to dispute the charges and request a scheduled hearing before the executive board or accept the decision the board has made. If a Hearing is requested the Senate Executive Board will then make a decision regarding the future membership of the Senate members in the Senate. Circumstances behind each absence, past contributions to the Senate, and past attendance at meetings will be considered at this time. The explanation letters that are written to explain the reason for absence will be approved based on the attendance policy of Texas Woman's University. The policy states: The only excused absences are illness certified by a physician, serious illness or death in the student's immediate family, or absence from the campus with the sanction of the University or for a religious holiday.
 - D. A point system will be used to monitor senators' attendance and office requirements. There will be fifty (50) points available each semester with a minimum requirement of forty-six (46) points per semester in order to be classified as good standing. The points will be as follows: twenty-eight (28) points for Each General Assembly, fourteen (14) for each office hour, two (2) for the Town Hall Forum, and four (4) for additional (forums two (2) each), and two (2) for final Dean/Forum reports. This policy will define the Good Standing policy.
 - E. A Senator entering a Senate meeting ten (10) minutes after the Call to Order is tardy. A senator entering a Senate meeting late must register with the Secretary in order to be counted as present.
 - F. If a senator has two (2) tardies, they count as one (1) unexcused absence.
 - G. Each senator is responsible for presenting a typed explanation for his or her absence to the Secretary. This explanation is to be submitted to the Secretary forty-eight (48) hours of the previous Senate meeting.
 - H. An absence shall be deemed excused if approved by the majority of the Executive Board.

Chapter V: REMOVAL POLICY

- A. Any member of the Senate may be impeached for not performing or poorly performing duties related to the office held.
- B. When charges are filed in the Senate, the Student Senate Executive Board shall maintain open session status during its deliberation of the decision. An affirmative vote for the impeachment must be made by a majority vote of the sworn members.
- C. If the senator in question disagrees with the decision reached by the Student Senate Executive Board, then an appeal may be made to the Senate which can overturn the earlier decision by a majority vote.
- D. If a senator is removed or resigns from the Senate, the President of the Senate will then begin the proceedings for filling the vacancy.

Chapter VI: VACANCY

The Vice President/Senate shall have the authority to appoint officers, senators and committee chairpersons to vacated positions when a vacancy occurs. Appointees will fulfill duties of these positions for the remainder of the term in office.

Chapter VII: PROCEDURES

Section 1. AGENDA

- A. The Student Senate will hold meetings on a weekly basis.
- B. An agenda will be placed on public display prior to each Senate meeting by the Senate Secretary.

Section 2. MINUTES

- A. The minutes will be read at the beginning of each general meeting to be approved and passed before going on to business.
- B. The minutes will be posted in a public display area prior to the next Senate Meeting.

Section 3. BILLS, RESOLUTIONS, AND PROPOSALS

- A. Bills, Resolutions, and Proposals must be submitted to the Senate Executive Board prior to the General Meeting.
- B. See Senate Bills and Resolution Document.
- C. See Senate Proposals Document.

Chapter VIII: FISCAL POLICY

- A. All contracts, liabilities, or expenses incurred by the Senate, not allocated in the budget, must be approved in advance of the expenditures by a majority vote of the Senate. All budget changes must also be approved by a majority vote of the Senate.
- B. The Treasurer, in cooperation with the Student Senate Executive Board, shall be responsible for formulating the annual budget for presentation to the Student Services Fees Allocation Committee for the upcoming year. The incoming Student Senate Executive Board may revise the approved allocations, with approval by the Senate.
- C. The budget shall be presented to the Senate for approval, upon the recommendations of the Student Senate Executive Board, by the second meeting of the fall semester.

Chapter IX: CONFERENCE GUIDELINES

See Conference Guidelines Document

Chapter X: ELECTIONS

- A. Senate elections shall be completed by April 18.
- B. Executive Board and Senate terms run from the time of installation until the end of the spring term.
- C. See SGA Student Senate Election Code.

Chapter XI: GRADUATION HONOR CORDS

- A. A senator, upon request of the Senate Treasurer and Secretary, shall receive a designated color honor cord for their last term served in Good Standing as a senator. The student should request the honor cord at least two (8) weeks prior to graduation.
- B. Good Standing is defined through the point system and will determine eligibility for Honor cords for Senate. This ensures that senators have met all meeting and attendance requirements in the last academic year while in Senate
- C. A senator, upon request of the Senate Treasurer and Secretary, may purchase an SGA honor cord for their served in good standing as a senator. The SGA honor cord may be

purchased through the SGA Executive Treasurer. The student should order the honor cord at least two (8) weeks prior to graduation.

Chapter XIII: RATIFICATION

The Bylaws of the Student Senate shall be considered ratified or amended when approved by a majority of the voting members of the Student Senate, President of the Student Government Association, and the President of Texas Woman's University.

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