Student Government Association Bylaws

100. Method of Meeting:
   a. Agenda
      i. The following shall be considered the order of business for the representative assembly:
         1. Call to Order
         2. Roll Call
         3. Pledge of Allegiance
         4. Reading of the Minutes
         5. Open Session
         6. Executive Board Reports
            a. Vice President of Public Relations
            b. Vice President of Student Involvement
            c. Vice President of Administration
            d. Executive Vice President
            e. President
         7. Committee Reports
         8. Ex-Officio Reports
         9. Advisors Reports
        10. Old Business
        11. New Business
        12. Announcements
        13. Adjournment
   b. Time and Place of Meeting
      i. All regular meetings of the SGA shall be held on Monday of each week, at 3:30pm during the regular school year, provided it is an official school day.
      ii. All regular meetings of the SGA shall, when possible, be held in the Governance Room in the Student Union.
   c. Definition of Quorum
      i. A majority of the Senate, excluding vacancies, shall constitute a quorum with the authority to conduct business, as provided for in the Student Government Constitution.
   d. Definition of Vote Margin
      i. The vote on motions to adjourn, to approve officers or their actions shall be determined by the total votes of those Senators present and voting at the meeting.
      ii. The vote on any other matters and business before the SGA shall be determined by the total votes cast by those Senators present and voting.
   e. Adoption of Standing Rules
      i. The SGA shall establish any standing rules of order it deems fit for the orderly process of business.
      ii. These standing rules shall not conflict with any of the Bylaws adopted herein.

101. Committees:
   a. Membership Requirements
      i. Membership and chairmanship of standing committees is restricted to Senators
         1. All chairperson positions shall be semester terms.
      ii. Ad hoc subcommittee chairpersons and committee members may be any member
of the student body in good standing.

iii. All standing committees shall be required to have at least two (2) members.

iv. Committee meeting shall be announced at least three (3) days in advance of the meeting.

v. Members of the committee shall be required to attend all scheduled committee meetings.

vi. Absences must be reported to the committee chairman at least on (1) day prior to the scheduled meeting.

b. Chairperson’s Authority

i. The chairperson shall retain final authority over the committee, and shall be responsible for the actions of the committee.

1. Committee members shall be responsible for all assignments given to them by the committee chairperson.

ii. The chairperson shall be responsible for reporting to the Executive Vice President and the SGA on the actions of the committee.

iii. The chairperson shall be the repository of all working documents of the committee and shall be responsible for submitting those documents for review.

102. Functions of the Senate:

a. Budget Approval

i. The Senate shall approve or disapprove any budget submitted to it by the Executive Board within the first two meetings of the semester.

ii. The Senate shall have the power to appropriate monies necessary to carry out its actions.

iii. The Senate shall have the power to disapprove any monies spent by the Executive Board or the committee chairpersons not appropriated by the Senate, provided they show just cause.

iv. The Senate shall be provided a monthly detailed report of all expenditures from the SGA budget.

b. Legislative Functions

i. The SGA Membership reserves the right to enact legislation on behalf of the student body.

1. All resolutions must be submitted to the Executive Vice President by 4:30 p.m. on the Thursday before the Senate meeting in which they are to be introduced.

ii. Only the Board of Regents, the SGA Senate, and the process of student recall can overturn a constitutional act of the SGA.

iii. This legislation, provided it is not in conflict with the constitution of the SGA, shall be effective throughout the student body.

103. Membership Requirements:

a. Attendance

i. Representatives shall be required to attend all meeting of the Senate.

b. Committee Work

i. Senators shall be required to serve on at least one standing committee of the University, or committee of SGA.

c. Miscellaneous Requirements

i. Each member of the Senate shall work at least one (1) hour during each general or campus-wide election, unless that member is a candidate in that election.
104. **Miscellaneous Bylaws:**
   a. Each Senator shall receive a copy of the Bylaws in order to be able to carry out his/her duties.
   b. The SGA Vice President of Administration shall provide members with a copy of the Constitution, Bylaws, and Membership roster within two (2) weeks of appointment.

105. **Standing Rules of Order:**
   a. The first rule of order, it shall be remembered, is common courtesy for each other.
   b. The order of business shall be observed at all regular meetings of the Student Government. A two-thirds vote of all members present may suspend the rules temporarily for a special purpose.
   c. A majority of those members present may waive the reading of the minutes.
   d. Roberts’ Rules of Order, Newly Revised, shall be used for all areas not specifically covered by the SGA Constitution, SGA Bylaws, or Standing Rules of Order.

106. **Adoption and Amendments of Bylaws:**
   a. Adoption and Amendment of Bylaws
      i. These Bylaws shall be considered adopted upon a majority vote of the Senate.
      ii. These Bylaws shall become effective fourteen (14) days after adoption.
      iii. These Bylaws shall not be construed or amended in such a manner as to be in conflict with the Student Government Constitution.
      iv. These Bylaws may be amended by a two-thirds (2/3) vote of the Senate.

107. **Meeting Attire**
   a. Women:
      i. Pants: Skirts or slacks (within reasonable color); no denim jeans.
         1. Any item of clothing 3 inches above the knee is inappropriate.
      ii. Shoes: Non-athletic shoes, no flip-flops.
      iii. Tops: No spaghetti straps, no strapless shirts, no shirts with slogans or graphic art*, no t-shirts**.
         1. Nothing revealing the shoulders.
      iv. No excessive jewelry.
      v. No hats.
   b. Men:
      i. Pants: Slacks (within reasonable color); no denim jeans; no shorts.
         1. A belt is required.
      ii. Shoes: Non-athletic shoes only; no flip-flops; no open-toed shoes
      iii. Tops: Collared shirts, sweaters, no shirts with slogans or graphic art*, no t-shirts (including SGA sponsored t-shirts)**
      iv. No hats.
      v. No excessive jewelry.
   c. Enforcement:
      i. Any person in non-business attire shall be dismissed from the meeting with an unexcused absence.
      ii. Any senator has the authority to report violations to any elected officer.
      iii. The President has final say in any disputes concerning definition of “business casual.”

*With an exception for SGA apparel within guidelines.
**Excluding meetings predetermined by the Senate as “casual meetings.”**

108. Legislative Liaison

a. Appointed by the SGA President and approved by a majority of the Senate at the beginning of each fall and spring semester.

b. Shall carry out any reasonable request as directed by an elected SGA executive officer or committee chair. Such tasks may include but are not limited to:
   i. Assist senators drafting resolutions
   ii. File necessary materials
   iii. Keep all SGA materials organized
   iv. Clean the SGA office area
   v. Answer and record phone messages
   vi. Assist executive officers and committee chairs
   vii. Perform other duties as assigned by the President and Executive Vice President

c. It is recommended that the person have at least one semester of prior SGA experience as an executive officer, senator or judicial council member.

d. Must have working knowledge of SGA constitution, by-laws and drafting resolutions.

e. Shall serve as liaison to all branches of SGA.

f. Shall coordinate and oversee all legislation for format, grammar and organization

g. Shall support the operations and mission of SGA.

h. Shall work twenty (20) scheduled hours per week in the SGA office.

i. Shall be a student in good standing as defined by the University.

j. Must have a cumulative grade point average of at least 2.0 on a 4.0 scale while serving in this position.

k. Must meet the NKU Student Financial Assistance student employment requirements.

l. Shall be supervised by the SGA President and/or Executive Vice President.

109. Legislative Procedure

a. Committee Chair Consultation
   i. Resolution may be submitted by individual Senator or Committee (represented by the Chair)
   ii. Chair reviews research and language of proposed resolution with sponsoring Senator
   iii. Committee Chair meets with Executive Board for review

b. Executive Board Review
   i. Executive Board offers advice to Committee Chair on resolution
   ii. Committee Chair consults with sponsoring Senator regarding Executive Board’s review
   iii. Sponsoring Senator submits resolution to Legislative Liaison via e-mail

c. Legislative Liaison Review
   i. Legislative Liaison reviews grammar and spelling as well as format consistency with all legislation
   ii. Returns updated resolution to sponsoring Senator via e-mail
   iii. Sponsoring Senator submits to Vice President of Administration, via e-mail, to be placed on Meeting Agenda
      1. Must be submitted by 4pm the Thursday before the next Meeting

iv. Vice President of Administration e-mails Resolution to Senate 24 hours prior to Meeting

d. 1st Reading
   i. Committee Chair shall announce resolution, along with comments on resolution, in their report
   ii. Under “New Business,” Chair or sponsoring Senator reads before the Senate
1. Suggestive (non-motioned) amendments may be offered prior to 2nd Reading

   iii. Sponsoring Senator is responsible for ALL amendments proposed

   iv. The amended resolution must be submitted, via e-mail, to the Vice President of Administration by 4pm the Thursday prior to 2nd Reading

   v. Vice President of Administration e-mails amended resolution to Senate 24 hours prior to Meeting

   e. 2nd Reading

   i. Committee Chair shall announce resolution in their report

   ii. Under “Old Business,” Chair or sponsoring Senator reads amended copy before the Senate

   iii. ONLY Motioned amendments may be offered at this time

       1. Sponsoring Senator is responsible for ALL amendments proposed

   iv. Upon a “Call to Question”, the Resolution is read as amended and a “Motion to Accept Resolution as Read” may be made.

   v. Sponsoring Senator must submit final amended copy to Legislative Liaison immediately following vote

   f. Resolution Final Formatting

   i. Legislative Liaison enters amendments into final copy and notes as “PASSED”, “FAILED”, or “TABLED”

   ii. Legislative Liaison places on President’s desk for Consideration

       1. No legislation shall be submitted to the President unless ALL other signatures on the resolution are made.

       2. Failure by a Senator to sign their resolution may result in a pocket veto

   g. President’s Consideration

   i. Signs or Vetoes

       1. If not signed after 10 days of Senate passage, Resolution is pocket vetoed

   ii. If veto occurs, Legislative Liaison shall note as “VETOED” until overturned by Senate.