



1 C. IF SENATORS ARE SUSPENDED OR EXPELLED FROM THE SENATE BODY FOR  
2 ANY REASON, THEY MAY APPEAL THE DECISION OF THE SENATE AND SENATE  
3 ETHICS COMMITTEE BY FILLING AN APPEAL WITH THE OFFICE OF THE VICE-  
4 CHANCELLOR OF STUDENT AFFAIRS VIA DSPA.

5  
6 D. COMPLAINTS AGAINST SENATORS IN WHICH INVOLVE MATTERS OF PUBLIC  
7 RECORD SHALL BE REFERRED TO THE SENATE ETHICS COMMITTEE, AS IN  
8 ARTICLE X SECTION B.

9  
10 E. COMPLAINTS AGAINST SENATORS IN WHICH INVOLVE MATTERS OF NON-  
11 PUBLIC RECORD WILL BE REVIEWED BY THE DSPA TO THE STUDENT SENATE  
12 AND THE VICE-CHANCELLOR OF STUDENT AFFAIRS ON A CASE BY CASE BASIS.  
13 IT WILL BE THE DECISION OF THE VICE-CHANCELLOR TO DETERMINE IF  
14 SUSPENSION OR EXPULSION IS WARRANTED IN ALL OF THESE CASES.

15  
16 F. IN ALL CASES A SENATOR IS EXPELLED IT WILL BE ONLY BE KNOWN TO THE  
17 SENATE BODY THAT THE SENATOR WAS REMOVED, NOT THE REASON FOR THE  
18 ACTION.

19  
20 G. ALL MATTERS HEARD BY THE ETHICS COMMITTEE SHALL BE CONFIDENTIAL  
21 AND REMAIN CONFIDENTIAL TO COMMITTEE MEMBERS AND DSPA.

22  
23 #####  
24

---

25  
26 **FOR CLERK ONLY:**

27  
28  
29 BODY:                     Committee \_\_\_\_\_  
30                                 Senate

31  
32 OUTCOME:                PASSED            FAILED

33  
34 SIGNATURE OF PRESIDING OFFICER: \_\_\_\_\_

35  
36 SIGNATURE OF CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

37  
38  
39  
40 **NOTICE: ATTACHED IS A COPY OF THE SENATE BYLAWS AS**  
41 **THEY WOULD APPEAR IF PROPOSED AMENDMENT WAS PASSED.**

42  
43 **NOTE: RETRACTIONS ARE MARKED BY STRIKETHROUGHS**  
44 **AND ADDITIONS ARE MARKED BY *ITALICS***  
45

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12

**THE BY-LAWS OF THE  
STUDENT GOVERNMENT ASSOCIATION SENATE OF THE  
UNIVERSITY OF ARKANSAS AT MONTICELLO**

*Ratified Wednesday, November 12, 2008  
with Senator Angelia Buford's proposed amendment \_\_\_\_\_.*

*INSERT AMENDMENT  
NUMBER FOR RECORDS*

13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**Article I. MEETINGS AND ATTENDANCE**

**A.** There shall be two (2) types of meetings: General Meetings and Special Meetings. General Meetings are regularly scheduled meeting where the Senate discusses normal business. Special Meetings are meetings call at different times to discuss a specific matter.

**B.** General Meetings of the Student Government Association (SGA) Senate shall be held every week on Wednesday at twelve thirty in the afternoon (12:30 p.m.).

**C.** Senators are only permitted three (3) unexcused absences per semester from a Student Government event; a meeting constitutes an event. More than three absences will result in removal from the Senate and the head of the department notified.

**E.** The Clerk of the Senate and the University Director of Student Programs and Activities (DSPA) shall hold a SGA Event Excuse Form. Senators must submit an Excuse Form at least twenty-four (24) hours in advance of the event to the DSPA. Excused absences shall be given for the following reasons: death in family, special emergencies, and for serving as an official representative of the University. Excused absences shall be determined by the President Pro-tempore.

**F.** Absences included in this policy are SGA Congress meetings, SGA Committee meetings, Office Hours, Faculty Senate Committee Meetings, and Events/ Programs sponsored by SGA.

*F. Senators are required to follow the student handbook. If senators are on disciplinary probation by the university they will be considered for expulsion on a case by case basis.*

39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51

**Article II. SENATOR QUALIFICATIONS AND TERMS**

**A.** There shall be a general requirement of a 2.00 cumulative grade point average. Senators must maintain a 2.00 cumulative grade point average while serving.

**B.** The term of office shall be for one (1) year following the election to office.

**C.** Each department of the University shall elect two (2) senators; a Position I and a Position II. Candidates for Position I will be elected in a fall election; and Candidates for Position II will be elected in a spring election.

**E.** The Senate recognizes the following as the departments in the University, thus receiving two (2) seats each in the Senate: the College of General Studies, the Division of

1 Agriculture, the School of Business, the Division of Computer Information Systems, the  
2 School of Arts and Humanities (those degrees not in Art, Music, Speech, or Journalism),  
3 the Art Department, the Division of Music, the Speech and Journalism Department, the  
4 School of Education, the School of Forest Services, *under the School of Mathematical*  
5 *and Natural Sciences*: the Biology Department, the Chemistry Department, the  
6 Mathematics Department, the Natural Science Department, & the Pre-Medical  
7 Department; the Division of Nursing, the Division of Military Science, *under the School*  
8 *of Social and Behavioral Sciences*: the Psychology Department, the History Department,  
9 the Criminal Justice Department, the Department of Political Science/ Pre-Law, the  
10 Sociology Department, the Social Work Department, and the Anthropology  
11 Department; totaling to fifty (50) department seats in the Senate.

12  
13 **D.** There will also be five (5) senators elected at-large from the student body. Positions I  
14 and II will be elected in a fall election; and Positions III, IV, and V will be elected in a  
15 spring election.

### 16 17 **Article III. OFFICERS**

18  
19 **A.** At the first general meeting of the SGA Senate the following officers shall be elected,  
20 in the manner prescribed in Article IV of these By-laws, from the Senate body: a  
21 President Pro-tempore, a Clerk, and a Parliamentarian.

22  
23 **B.** Duties of the President Pro-tempore shall be: to precede over the Senate, to appoint  
24 committee members and chairs, to set the legislative agenda, and to represent the Senate  
25 at functions and events.

26  
27 **C.** Duties of the Senate Clerk shall be: to keep record of all proceedings, documents, and  
28 records of the Senate in a SGA Senate Journal to be published for public access once a  
29 semester. The SGA Senate Journal will include Senate Meeting Minutes, all legislation of  
30 the semester, all Committee Reports, records of appointments, an official Senate Roll, the  
31 Senate By-laws, and any other documents presented or requested to be placed in the SGA  
32 Senate Journal, upon the approval of the President Pro-tempore.

33  
34 **D.** Duties of the Senate Parliamentarian shall be to ensure that the SGA Constitution and  
35 Senate By-laws are enforced.

### 36 37 **Article IV. VOTING**

38  
39 **A.** The Senate Clerk shall provide each Senator with a placard, for which shall remain  
40 property of the Senate. The Senator's name, department code, and position number shall  
41 be typed, printed, or computer generated in large block letters. The placard should be  
42 folded at the top, making a two-sided "stand-on-its-own" placard. Each side should  
43 measure 4 1/4" tall by 11" long. All placards must remain uniform, in size and color, to  
44 insure fairness. These placards shall be used to voting during Senate meetings.

45  
46 **B.** All Nominations and Appointments of both the President Pro-tempore and the SGA  
47 President must be approved by the Senate body with two-thirds (2/3rds) vote in the  
48 affirmative.

1 C. All officers of the Senate, as described in Article III, shall be elected by the Senate  
2 body in secret ballot. The presiding officer shall open the floor for nominations, after  
3 hearing nominations, and the floor being closed for nominations, the Senate shall recess  
4 for ten (10) minutes time (five (5) minutes for the Election Commission to drawn-up the  
5 ballot and five (5) minutes for Senators to vote). After the Election Commission has  
6 drawn-up the ballot the Election Commissioner shall call the election open for the  
7 remainder of the time, after the ten (10) minutes have expired the voting will close, and  
8 ballots will be counted. Majority wins.  
9

10 D. There shall be four (4) types of voting the Senate: Voice Vote, Division Vote, Roll-  
11 call Vote, and Secret Ballot. This shall also be the voting order of questioning.  
12

13 1. Voice Vote shall be where the preceding officer asks for the affirmative on a  
14 matter by asking the Senate body to voice ‘eye;’ and then for the negative on the  
15 matter asking the Senate body to voice ‘nay.’ Majority wins, at the discretion of  
16 the preceding officer. Voice Votes can be recalled by requesting for a Division  
17 Vote, Roll-call Vote, or Secret Ballot  
18

19 2. Division Vote shall be where the preceding officer asks for the affirmative on a  
20 matter by asking the Senate body to raise their placard; and then for the negative  
21 on the matter asking the Senate body to raise their placard. Majority wins, at the  
22 discretion of the preceding officer. Division Votes can be recalled by requesting  
23 for a Roll-call Vote or Secret Ballot.  
24

25 3. Roll-call Vote shall where the preceding officer asks the Clerk to read the  
26 official Roll of the Senate. When a Senator’s name is called the Senator will raise  
27 his/her placard, saying ‘eye’ if for the affirmative or ‘nay’ if for the negative  
28 (senators may also vote ‘pass,’ to be called after the Roll has been finished, or  
29 ‘present’ by not voting either affirmative or negative). Majority wins. Roll-call  
30 Vote cannot be recalled by requesting another type of vote.  
31

32 4. Secret Ballot where the preceding officer asks the Election Commission to  
33 draw-up a ballot and recess a meeting in order for Senators to vote in a private  
34 place. After the voting has been closed the ballots are counted. Majority wins.  
35 Secret Ballot cannot be recalled by requesting another type of vote.  
36

37 5. All matters in the Senate, unless otherwise prescribed in these By-laws, are to  
38 be voted by Voice Vote.  
39

## 40 Article V. LEGISLATION

41

42 A. Bill shall be the term used to describe all legislation in the Senate.  
43

44 B. At the beginning of each individual bill session, the presiding officer will ask the  
45 Clerk to read the Short Title and any amendments for the bill being recognized. The  
46 author of the bill shall be given three (3) minutes to speak on the bill. After the author’s  
47 speech, questions to the author will be allowed for five (5) minutes time. Then  
48 affirmative debate shall be open for three (3) minutes, or until two (2) Senators have  
49 spoken. After affirmative debate, the floor will be open for negative debate for three (3)  
50 minutes time, or until two (2) Senators have spoken. Affirmative and negative debate will

1 continue, alternating, until a motion is made to vote on the legislation. Un-expired time  
2 may be relinquished once within the three (3) minute periods to an unnamed friendly  
3 speaker on the same side. The chair must recognize the friendly speaker.  
4

5 **C.** Legislation may originate or be referred to a committee.  
6

7 **D.** Committees must report back to the Senate body on legislation in form of a  
8 Committee Report. The committee chairperson (or his/her designee) will be permitted a  
9 maximum of three (3) minutes to present the Committee Report, before the Senate body.  
10 The Committee's Report will act as an author's speech in the bill session.  
11

12 **E.** Committees must follow the same bill session as the Senate body.  
13

14 **F.** Bills and their Amendments must submitted to the Clerk in writing, bills being  
15 submitted by Saturday noon (12:00 p.m.), before the Senate meeting. By Monday nine  
16 o'clock in the afternoon (9:00 p.m.), the Clerk will have available a Bill Book of all  
17 legislation for the Senate meeting that week. The Bill Book for Special Meetings must be  
18 available forty-eight (48) hours before the Call to Order of the meeting. The ~~Clerk~~  
19 *Secretary* will have forms and templates of Bills and Amendments available to the  
20 Senators.  
21

22 **G.** The rules contained in the *Robert's Rule of Order, Newly Revised* shall govern the  
23 Senate and all its Committees in all cases where it is applicable and in which they are not  
24 inconsistent with these By-laws and the Constitution of the Student Government  
25 Association.  
26

## 27 **Article VI. COMMITTEES** 28

29 **A.** The Senate shall have power to create committees with majority vote of the Senate  
30 body.  
31

32 **B.** There shall be two types of Committees: Standing Committees and Special  
33 Committees.  
34

35 **1.** A Standing Committee shall be a permanent committee of five (5) senators,  
36 appointed by the President Pro-tempore, to collect information, hold hearing of  
37 senators, executive officers, and students, create legislation, and to regulated areas  
38 in which the Order of Committee states.  
39

40 **a.** The following shall be standing committees in the Senate:  
41

42 **b.** A Finance Committee to prepare a budget for the SGA, and work with  
43 the executive officers for financial purposes.  
44

45 **c.** An Ethics Committee to review the conduct and attendance of the  
46 Senators.  
47

48 **2.** A Special Committee shall a temporary committee of five (5) senators,  
49 appointed by the President Pro-tempore, to carry out a specific task. After the task  
50 is completed the Committee will dissolve.

1  
2 **Article VII. ELECTION COMMISSION**  
3

4 **A.** The Election Commission shall be five (5) President Pro-tempore appointed members  
5 of the Senate to meet once a month to collect information to organize and run a fair  
6 election.

7  
8 **B.** The Election Commission will be headed by a sixth (6<sup>th</sup>) non-voting, ex-facto,  
9 Election Commissioner, who shall act as executive officer of the Commission.

10  
11 **C.** The Election Commission shall create an SGA Election Code, to regulate the  
12 elections. A copy of the SGA Election Code must be available to the public at all times.  
13

14 **Article VIII. OFFICER REVIEW BOARD**  
15

16 **A.** The Officer Review Board shall be five (5) Senate elected members of the Senate to  
17 meet once a month to collect information, and hold hearings to review the Cabinet of  
18 SGA.

19  
20 **B.** The Officer Review Board will be headed by a sixth (6<sup>th</sup>) non-voting, ex-facto,  
21 Director, the DSPA, who shall act as executive officer of the Board.  
22

23 **C.** After each meeting the Officer Review Board shall report to the Senate body in the  
24 Monthly Officer Review Board's Report. The Senate shall then take action upon the  
25 suggestions of the Board.  
26

27 **ARTICLE IX. AMENDMENT AND RATIFICATION**  
28

29 **A.** These By-laws shall take effect immediately after ratification by a majority vote of the  
30 Student Government Association Senate of the University of Arkansas at Monticello.  
31

32 **B.** These By-laws may be amended in any general meeting by two-thirds (2/3rds) vote of  
33 the Senate body, provided that the amendment has been submitted in writing by the  
34 previous general meeting.  
35

36 **ARTICLE X. SUSPENSION OR EXPULSION OF MEMBERS**  
37

38 *A. Any senator who shall be accused of conduct inconsistent with just and equitable principles or*  
39 *of misconduct or of willfully violating the SGA Constitution, By-laws, or UAM Student*  
40 *Handbook, or any other rules of the university may on unanimous vote of the ethics committee*  
41 *and majority vote of the senate be suspended and/or expelled from the UAM SGA Senate body.*  
42

43 *B. If a complaint is made against a member under Article X Section A of Senate By-laws, it must*  
44 *be addressed to the senate ethics committee, specifying the particular act complained of together*  
45 *with all the documentary evidence bearing on the case, and a list of names of witnesses whom*  
46 *he/she may desire to be examined on said complaint. The chairman of the Ethics Committee shall*  
47 *cause copies to be served on the member complained of; and it shall be the duty of said member,*  
48 *within five days of the receipt of the same, to return them to the committee with his/her written*  
49 *answer to the complaint, and all documents bearing on the case in his/her possession, with the*  
50 *names of witnesses whom he/she desires shall be summoned. The chairman shall, as soon as*

1 *expedient, after receipt of said answer, or if no answer is received after the expiration of five*  
2 *days from the service of the copies of complaint, notify both parties and the witnesses named of*  
3 *the time and place at which the committee will hold a hearing to act on said case. If, after the*  
4 *examination, the committee deem the charges substantiated, they shall so report to the Senate*  
5 *body at-large and deliver to the secretary of the senate and the DSPA all documents relating*  
6 *thereto. The DSPA will carry out all action of herein nature.*

7  
8 *C. If senators are suspended or expelled from the senate body for any reason, they may appeal*  
9 *the decision of the senate and senate ethics committee by filling an appeal with the office of the*  
10 *Vice-Chancellor of Student Affairs via DSPA.*

11  
12 *D. Complaints against senators in which involve matters of public record shall be referred to the*  
13 *Senate Ethics Committee, as in Article X Section B.*

14  
15 *E. Complaints against Senators in which involve matters of non-public record will be reviewed*  
16 *by the DSPA to the student senate and the vice-chancellor of student affairs on a case by case*  
17 *basis. It will be the decision of the Vice-Chancellor to determine if suspension or expulsion is*  
18 *warranted in all of these cases.*

19  
20 *F. In all cases a senator is expelled it will be only be known to the Senate body that the Senator*  
21 *was removed, not the reason for the action.*

22  
23 *G. All matters heard by the Ethics Committee shall be confidential and remain confidential to*  
24 *committee members and DSPA.*