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

*Ratified Wednesday, November 12, 2008
Amended Wednesday, February 2, 2009
Amended Wednesday, February 2, 2009
Amended Wednesday, February 25, 2009*

10 **Article I. MEETINGS AND ATTENDANCE**

11
12 **A.** There shall be two (2) types of meetings: General Meetings and Special Meetings.
13 General Meetings are regularly scheduled meeting where the Senate discusses normal
14 business. Special Meetings are meetings call at different times to discuss a specific
15 matter.

16
17 **B.** General Meetings of the Student Government Association (SGA) Senate shall be held
18 every week on Wednesday at twelve thirty in the afternoon (12:30 p.m.).

19
20 **C.** Senators are only permitted three (3) unexcused absences per semester from a Student
21 Government event; a meeting constitutes an event. More than three absences will result in
22 removal from the Senate and the head of the department notified.

23
24 **E.** The Secretary of the Senate and the University Director of Student Programs and
25 Activities (DSPA) shall hold a SGA Event Excuse Form. Senators must submit an
26 Excuse Form at least twenty-four (24) hours in advance of the event to the DSPA.
27 Excused absences shall be given for the following reasons: death in family, special
28 emergencies, and for serving as an official representative of the University. Excused
29 absences shall be determined by the President Pro-tempore.

30
31 **F.** Absences included in this policy are SGA Congress meetings, SGA Committee
32 meetings, Office Hours, Faculty Senate Committee Meetings, and Events/ Programs
33 sponsored by SGA.

34
35 **G.** Senators are required to follow the student handbook. If senators are on disciplinary
36 probation by the university they will be considered for expulsion on a case by case basis.

37
38 **Article II. SENATOR QUALIFICATIONS AND TERMS**

39
40 **A.** There shall be a general requirement of a 2.00 cumulative grade point average.
41 Senators must maintain a 2.00 cumulative grade point average while serving.

42
43 **B.** The term of office shall be for one (1) year following the election to office.

44
45 **C.** Each department of the University shall elect two (2) senators; a Position I and a
46 Position II. Candidates for Position I will be elected in a fall election; and Candidates for
47 Position II will be elected in a spring election.

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

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

19 20 **Article III. OFFICERS**

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

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

29
30 **C.** Duties of the Senate Clerk shall be: to take and keep the minutes and all records of
31 senate proceedings; to call the roll at the beginning of each senate meeting; and to read all
32 legislation, reports, and documents in meetings of the senate, at the request of the
33 presiding officer.

34
35 **D.** Duties of the Senate Parliamentarian shall be to ensure that the SGA Constitution and
36 31 Senate By-laws are enforced.

37
38 **E.** Duties of the Senate Secretary shall be: to keep record of all proceedings, documents,
39 and records of the Senate in a SGA Senate Journal to be published for public access once
40 a semester. The SGA Journal will include senate minutes, all legislation of the semester,
41 all Committees Reports, records of appointments, an official Senate Roster, the Senate
42 By-laws, and any other documents presented or requested to be placed in the SGA Senate
43 Journal, upon approval of the President Pro-tempore. The Senate Secretary will also be
44 charged for examining all legislation before it is presented in session, to prepare a Bill
45 Book for each senate meeting, to ensure all senate records and documents are available
46 for public record, and to compile and be the official barer of the SGA Senate Official
47 Roster.

1 **Article IV. VOTING**

2
3 **A.** The Senate Clerk shall provide each Senator with a placard, for which shall remain
4 property of the Senate. The Senator’s name, department code, and position number shall
5 be typed, printed, or computer generated in large block letters. The placard should be
6 folded at the top, making a two-sided “stand-on-its-own” placard. Each side should
7 measure 4 1/4” tall by 11” long. All placards must remain uniform, in size and color, to
8 insure fairness. These placards shall be used to voting during Senate meetings.

9
10 **B.** All Nominations and Appointments of both the President Pro-tempore and the SGA
11 President must be approved by the Senate body with two-thirds (2/3rds) vote in the
12 affirmative.

13
14 **C.** All officers of the Senate, as described in Article III, shall be elected by the Senate
15 body in secret ballot. The presiding officer shall open the floor for nominations, after
16 hearing nominations, and the floor being closed for nominations, the Senate shall recess
17 for ten (10) minutes time (five (5) minutes for the Election Commission to drawn-up the
18 ballot and five (5) minutes for Senators to vote). After the Election Commission has
19 drawn-up the ballot the Election Commissioner shall call the election open for the
20 remainder of the time, after the ten (10) minutes have expired the voting will close, and
21 ballots will be counted. Majority wins.

22
23 **D.** There shall be four (4) types of voting the Senate: Voice Vote, Division Vote, Roll-
24 call Vote, and Secret Ballot. This shall also be the voting order of questioning.

25
26 **1.** Voice Vote shall be where the preceding officer asks for the affirmative on a
27 matter by asking the Senate body to voice “eye;” and then for the negative on the
28 matter asking the Senate body to voice “nay.” Majority wins, at the discretion of
29 the preceding officer. Voice Votes can be recalled by requesting for a Division
30 Vote, Roll-call Vote, or Secret Ballot.

31
32 **2.** Division Vote shall be where the preceding officer asks for the affirmative on a
33 matter by asking the Senate body to raise their placard; and then for the negative
34 on the matter asking the Senate body to raise their placard. Majority wins, at the
35 discretion of the preceding officer. Division Votes can be recalled by requesting
36 for a Roll-call Vote or Secret Ballot.

37
38 **3.** Roll-call Vote shall where the preceding officer asks the Clerk to read the
39 official Roll of the Senate. When a Senator’s name is called the Senator will raise
40 his/her placard, saying “eye” if for the affirmative or “nay” if for the negative
41 (senators may also vote “pass,” to be called after the Roll has been finished, or
42 “present” by not voting either affirmative or negative). Majority wins. Roll-call
43 Vote cannot be recalled by requesting another type of vote.

44
45 **4.** Secret Ballot where the preceding officer asks the Election Commission to
46 draw-up a ballot and recess a meeting in order for Senators to vote in a private
47 place. After the voting has been closed the ballots are counted. Majority wins.
48 Secret Ballot cannot be recalled by requesting another type of vote.

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2 **5.** All matters in the Senate, unless otherwise prescribed in these By-laws, are to
3 44 be voted by Voice Vote.
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5 **Article V. LEGISLATION**

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7 **A.** Bill shall be the term used to describe all legislation in the Senate.
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9 **B.** At the beginning of each individual bill session, the presiding officer will ask the
10 Clerk to read the Short Title and any amendments for the bill being recognized. The
11 author of the bill shall be given three (3) minutes to speak on the bill. After the author's
12 speech, questions to the author will be allowed for five (5) minutes time. Then
13 affirmative debate shall be open for three (3) minutes, or until two (2) Senators have
14 spoken. After affirmative debate, the floor will be open for negative debate for three (3)
15 minutes time, or until two (2) Senators have spoken. Affirmative and negative debate will
16 continue, alternating, until a motion is made to vote on the legislation. Un-expired time
17 may be relinquished once within the three (3) minute periods to an unnamed friendly
18 speaker on the same side. The chair must recognize the friendly speaker.
19

20 **C.** Legislation may originate or be referred to a committee.
21

22 **D.** Committees must report back to the Senate body on legislation in form of a
23 Committee Report. The committee chairperson (or his/her designee) will be permitted a
24 maximum of three (3) minutes to present the Committee Report, before the Senate body.
25 The Committee's Report will act as an author's speech in the bill session.
26

27 **E.** Committees must follow the same bill session as the Senate body.
28

29 **F.** Bills and their Amendments must submitted to the Secretary in writing, bills being
30 submitted by Saturday noon (12:00 p.m.), before the Senate meeting. By Monday nine
31 o'clock in the afternoon (9:00 p.m.), the Secretary will have available a Bill Book of all
32 legislation for the Senate meeting that week. The Bill Book for Special Meetings must be
33 available forty-eight (48) hours before the Call to Order of the meeting. The Secretary
34 will have forms and templates of Bills and Amendments available to the Senators.
35

36 **G.** The rules contained in the *Robert's Rule of Order, Newly Revised* shall govern the
37 Senate and all its Committees in all cases where it is applicable and in which they are not
38 inconsistent with these By-laws and the Constitution of the Student Government
39 Association.
40

41 **Article VI. COMMITTEES**

42
43 **A.** The Senate shall have power to create committees with majority vote of the Senate
44 body.
45

46 **B.** There shall be two types of Committees: Standing Committees and Special
47 Committees.

1
2 **1.** A Standing Committee shall be a permanent committee of five (5) senators,
3 appointed by the President Pro-tempore, to collect information, hold hearing of
4 senators, executive officers, and students, create legislation, and to regulated areas
5 in which the Order of Committee states.
6

7 **a.** The following shall be standing committees in the Senate:
8

9 **b.** A Finance Committee to prepare a budget for the SGA, and work with
10 the executive officers for financial purposes.
11

12 **c.** An Ethics Committee to review the conduct and attendance of the
13 Senators.
14

15 **2.** A Special Committee shall a temporary committee of five (5) senators,
16 appointed by the President Pro-tempore, to carry out a specific task. After the task
17 is completed the Committee will dissolve.
18

19 **Article VII. ELECTION COMMISSION**

20

21 **A.** The Election Commission shall be five (5) President Pro-tempore appointed members
22 of the Senate to meet once a month to collect information to organize and run a fair
23 election.
24

25 **B.** The Election Commission will be headed by a sixth (6th) non-voting, ex-facto,
26 Election Commissioner, who shall act as executive officer of the Commission.
27

28 **C.** The Election Commission shall create an SGA Election Code, to regulate the
29 elections. A copy of the SGA Election Code must be available to the public at all times.
30

31 **Article VIII. OFFICER REVIEW BOARD**

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33 **A.** The Officer Review Board shall be five (5) Senate elected members of the Senate to
34 meet once a month to collect information, and hold hearings to review the Cabinet of
35 SGA.
36

37 **B.** The Officer Review Board will be headed by a sixth (6th) non-voting, ex-facto,
38 Director, the DSPA, who shall act as executive officer of the Board.
39

40 **C.** After each meeting the Officer Review Board shall report to the Senate body in the
41 Monthly Officer Review Board's Report. The Senate shall then take action upon the
42 suggestions of the Board.
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44 **ARTICLE IX. AMENDMENT AND RATIFICATION**

45

46 **A.** These By-laws shall take effect immediately after ratification by a majority vote of the
47 Student Government Association Senate of the University of Arkansas at Monticello.
48

1 **B.** These By-laws may be amended in any general meeting by two-thirds (2/3rds) vote of
2 the Senate body, provided that the amendment has been submitted in writing by the
3 previous general meeting.
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5 **ARTICLE X. SUSPENSION OR EXPULSION OF MEMBERS**

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7 **A.** Any senator who having been accused and found to be in violation of just and
8 equitable principles or of misconduct or of willfully violating the SGA Constitution, By-
9 laws, or UAM Student Handbook, or any other rules of the university may on unanimous
10 vote of the ethics committee and majority vote of the senate be suspended and/or expelled
11 from the UAM SGA Senate body.
12

13 **B.** If a complaint is made against a member under Article X Section A of Senate By-laws,
14 it must be addressed to the senate ethics committee, specifying the particular act
15 complained of together with all the documentary evidence bearing on the case, and a list
16 of names of witnesses whom he/she may desire to be examined on said complaint. The
17 chairman of the Ethics Committee shall cause copies to be served on the member
18 complained of; and it shall be the duty of said member, within five days of the receipt of
19 the same, to return them to the committee with his/her written answer to the complaint,
20 and all documents bearing on the case in his/her possession, with the names of witnesses
21 whom he/she desires shall be summoned. The chairman shall, as soon as expedient, after
22 receipt of said answer, or if no answer is received after the expiration of five days from
23 the service of the copies of complaint, notify both parties and the witnesses named of the
24 time and place at which the committee will hold a hearing to act on said case. If, after the
25 examination, the committee deem the charges substantiated, they shall so report to the
26 Senate body at-large and deliver to the secretary of the senate and the DSPA all
27 documents relating thereto. The DSPA will carry out all action of herein nature.
28

29 **C.** If senators are suspended or expelled from the senate body for any reason, they may
30 appeal the decision of the senate and senate ethics committee by filling an appeal with the
31 office of the Vice-Chancellor of Student Affairs via DSPA.
32

33 **D.** Complaints against senators in which involve matters of public record shall be referred
34 to the Senate Ethics Committee, as in Article X Section B.
35

36 **E.** Complaints against Senators in which involve matters of non-public record will be
37 reviewed by the DSPA to the student senate and the vice-chancellor of student affairs on
38 a case by case basis. It will be the decision of the Vice-Chancellor to determine if
39 suspension or expulsion is warranted in all of these cases.
40

41 **F.** In all cases a senator is expelled it will be only be known to the Senate body that the
42 Senator was removed, not the reason for the action.
43

44 **G.** All matters heard by the Ethics Committee shall be confidential and remain
45 confidential to committee members and DSPA.
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