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FOR CLERK ONLY:

BODY: Committee _____
 Senate

OUTCOME: PASSED FAILED

SIGNATURE OF PRESIDING OFFICER: _____

SIGNATURE OF CLERK: _____ DATE: _____

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

**NOTE: RETRACTIONS ARE MARKED BY ~~STRIKETHROUGHS~~
AND ADDITIONS ARE MARKED BY *ITALICS***

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**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*

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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~~ *Secretary* 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.

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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 Agriculture, the School of Business, the Division of Computer Information Systems, the School of Arts and Humanities (those degrees not in Art, Music, Speech, or Journalism), the Art Department, the Division of Music, the Speech and Journalism Department, the

1 School of Education, the School of Forest Services, *under the School of Mathematical*
2 *and Natural Sciences*: the Biology Department, the Chemistry Department, the
3 Mathematics Department, the Natural Science Department, & the Pre-Medical
4 Department; the Division of Nursing, the Division of Military Science, *under the School*
5 *of Social and Behavioral Sciences*: the Psychology Department, the History Department,
6 the Criminal Justice Department, the Department of Political Science/ Pre-Law, the
7 Sociology Department, the Social Work Department, and the Anthropology
8 Department; totaling to fifty (50) department seats in the Senate.
9

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

14 **Article III. OFFICERS**

15

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

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

24 ~~**C.** Duties of the Senate Clerk shall be: to keep record of all proceedings, documents, and~~
25 ~~records of the Senate in a SGA Senate Journal to be published for public access once a~~
26 ~~semester. The SGA Senate Journal will include Senate Meeting Minutes, all legislation of~~
27 ~~the semester, all Committee Reports, records of appointments, an official Senate Roll, the~~
28 ~~Senate By-laws, and any other documents presented or requested to be placed in the SGA~~
29 ~~Senate Journal, upon the approval of the President Pro-tempore. *Duties of the Senate*~~
30 ~~*Clerk shall be: to take and keep the minutes and all records of senate proceedings; to call*~~
31 ~~*the roll at the beginning of each senate meeting; and to read all legislation, reports, and*~~
32 ~~*documents in meetings of the senate, at the request of the presiding officer.*~~
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 **E.** *Duties of the Senate Secretary shall be: to keep record of all proceedings, documents,*
38 *and records of the Senate in a SGA Senate Journal to be published for public access once*
39 *a semester. The SGA Journal will include senate minutes, all legislation of the semester,*
40 *all Committees Reports, records of appointments, an official Senate Roster, the Senate*
41 *By-laws, and any other documents presented or requested to be placed in the SGA Senate*
42 *Journal, upon approval of the President Pro-tempore. The Senate Secretary will also be*
43 *charged for examining all legislation before it is presented in session, to prepare a Bill*
44 *Book for each senate meeting, to ensure all senate records and documents are available*
45 *for public record, and to compile and be the official barer of the SGA Senate Official*
46 *Roster.*
47

48 **Article IV. VOTING**

49

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

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

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

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

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

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

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

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

48 **5.** All matters in the Senate, unless otherwise prescribed in these By-laws, are to
49 be voted by Voice Vote.
50

1 **Article V. LEGISLATION**

2
3 **A.** Bill shall be the term used to describe all legislation in the Senate.

4
5 **B.** At the beginning of each individual bill session, the presiding officer will ask the
6 Clerk to read the Short Title and any amendments for the bill being recognized. The
7 author of the bill shall be given three (3) minutes to speak on the bill. After the author’s
8 speech, questions to the author will be allowed for five (5) minutes time. Then
9 affirmative debate shall be open for three (3) minutes, or until two (2) Senators have
10 spoken. After affirmative debate, the floor will be open for negative debate for three (3)
11 minutes time, or until two (2) Senators have spoken. Affirmative and negative debate will
12 continue, alternating, until a motion is made to vote on the legislation. Un-expired time
13 may be relinquished once within the three (3) minute periods to an unnamed friendly
14 speaker on the same side. The chair must recognize the friendly speaker.

15
16 **C.** Legislation may originate or be referred to a committee.

17
18 **D.** Committees must report back to the Senate body on legislation in form of a
19 Committee Report. The committee chairperson (or his/her designee) will be permitted a
20 maximum of three (3) minutes to present the Committee Report, before the Senate body.
21 The Committee’s Report will act as an author’s speech in the bill session.

22
23 **E.** Committees must follow the same bill session as the Senate body.

24
25 **F.** Bills and their Amendments must submitted to the ~~Clerk~~ *Secretary* in writing, bills
26 being submitted by Saturday noon (12:00 p.m.), before the Senate meeting. By Monday
27 nine o’clock in the afternoon (9:00 p.m.), the ~~Clerk~~ *Secretary* will have available a Bill
28 Book of all legislation for the Senate meeting that week. The Bill Book for Special
29 Meetings must be available forty-eight (48) hours before the Call to Order of the meeting.
30 The ~~Clerk~~ *Secretary* will have forms and templates of Bills and Amendments available to
31 the Senators.

32
33 **G.** The rules contained in the *Robert’s Rule of Order, Newly Revised* shall govern the
34 Senate and all its Committees in all cases where it is applicable and in which they are not
35 inconsistent with these By-laws and the Constitution of the Student Government
36 Association.

37
38 **Article VI. COMMITTEES**

39
40 **A.** The Senate shall have power to create committees with majority vote of the Senate
41 body.

42
43 **B.** There shall be two types of Committees: Standing Committees and Special
44 Committees.

45
46 **1.** A Standing Committee shall be a permanent committee of five (5) senators,
47 appointed by the President Pro-tempore, to collect information, hold hearing of
48 senators, executive officers, and students, create legislation, and to regulated areas
49 in which the Order of Committee states.
50

1 a. The following shall be standing committees in the Senate:
2

3 b. A Finance Committee to prepare a budget for the SGA, and work with
4 the executive officers for financial purposes.
5

6 c. An Ethics Committee to review the conduct and attendance of the
7 Senators.
8

9 2. A Special Committee shall a temporary committee of five (5) senators,
10 appointed by the President Pro-tempore, to carry out a specific task. After the task
11 is completed the Committee will dissolve.
12

13 **Article VII. ELECTION COMMISSION**

14
15 A. The Election Commission shall be five (5) President Pro-tempore appointed members
16 of the Senate to meet once a month to collect information to organize and run a fair
17 election.
18

19 B. The Election Commission will be headed by a sixth (6th) non-voting, ex-facto,
20 Election Commissioner, who shall act as executive officer of the Commission.
21

22 C. The Election Commission shall create an SGA Election Code, to regulate the
23 elections. A copy of the SGA Election Code must be available to the public at all times.
24

25 **Article VIII. OFFICER REVIEW BOARD**

26
27 A. The Officer Review Board shall be five (5) Senate elected members of the Senate to
28 meet once a month to collect information, and hold hearings to review the Cabinet of
29 SGA.
30

31 B. The Officer Review Board will be headed by a sixth (6th) non-voting, ex-facto,
32 Director, the DSPA, who shall act as executive officer of the Board.
33

34 C. After each meeting the Officer Review Board shall report to the Senate body in the
35 Monthly Officer Review Board's Report. The Senate shall then take action upon the
36 suggestions of the Board.
37

38 **ARTICLE IX. AMENDMENT AND RATIFICATION**

39
40 A. These By-laws shall take effect immediately after ratification by a majority vote of the
41 Student Government Association Senate of the University of Arkansas at Monticello.
42

43 B. These By-laws may be amended in any general meeting by two-thirds (2/3rds) vote of
44 the Senate body, provided that the amendment has been submitted in writing by the
45 previous general meeting.
46
47