

1 **PROPOSED BY-LAWS OF THE**
2 **STUDENT GOVERNMENT ASSOCIATION SENATE OF THE**
3 **UNIVERSITY OF ARKANSAS AT MONTICELLO**

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6 **Article I. MEETINGS AND ATTENDANCE**

7
8 **A.** There shall be two (2) types of meetings: General Meetings and Special Meetings.
9 General Meetings are regularly scheduled meeting where the Senate discusses normal
10 business. Special Meetings are meetings call at different times to discuss a specific
11 matter.

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

15
16 **C.** Senators are only permitted three (3) unexcused absences per semester from a Student
17 Government event; a meeting constitutes an event. More than three absences will result in
18 removal from the Senate and the head of the department notified.

19
20 **E.** The Clerk of the Senate and the University Director of Student Programs and
21 Activities (DSPA) shall hold a SGA Event Excuse Form. Senators must submit an
22 Excuse Form at least twenty-four (24) hours in advance of the event to the DSPA.
23 Excused absences shall be given for the following reasons: death in family, special
24 emergencies, and for serving as an official representative of the University. Excused
25 absences shall be determined by the President Pro-tempore.

26
27 **F.** Absences included in this policy are SGA Congress meetings, SGA Committee
28 meetings, Office Hours, Faculty Senate Committee Meetings, and Events/ Programs
29 sponsored by SGA.
30

31 **Article II. SENATOR QUALIFICATIONS AND TERMS**

32
33 **A.** There shall be a general requirement of a 2.00 cumulative grade point average.
34 Senators must maintain a 2.00 cumulative grade point average while serving.

35
36 **B.** The term of office shall be for one (1) year following the election to office.
37

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

41
42 **E.** The Senate recognizes the following as the departments in the University, thus
43 receiving two (2) seats each in the Senate: the College of General Studies, the Division of
44 Agriculture, the School of Business, the Division of Computer Information Systems, the
45 School of Arts and Humanities (those degrees not in Art, Music, Speech, or Journalism),
46 the Art Department, the Division of Music, the Speech and Journalism Department, the
47 School of Education, the School of Forest Services, *under the School of Mathematical*
48 *and Natural Sciences:* the Biology Department, the Chemistry Department, the
49 Mathematics Department, the Natural Science Department, & the Pre-Medical

1 Department; the Division of Nursing, the Division of Military Science, *under the School*
2 *of Social and Behavioral Sciences*: the Psychology Department, the History Department,
3 the Criminal Justice Department, the Department of Political Science/ Pre-Law, the
4 Sociology Department, the Social Work Department, and the Anthropology
5 Department; totaling to fifty (50) department seats in the Senate.
6

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

11 **Article III. OFFICERS**

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13 **A.** At the first general meeting of the SGA Senate the following officers shall be elected,
14 in the manner prescribed in Article IV of these By-laws, from the Senate body: a
15 President Pro-tempore, a Clerk, and a Parliamentarian.
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17 **B.** Duties of the President Pro-tempore shall be: to precede over the Senate, to appoint
18 committee members and chairs, to set the legislative agenda, and to represent the Senate
19 at functions and events.
20

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

28 **D.** Duties of the Senate Parliamentarian shall be to ensure that the SGA Constitution and
29 Senate By-laws are enforced.
30

31 **Article IV. VOTING**

32
33 **A.** The Senate Clerk shall provide each Senator with a placard, for which shall remain
34 property of the Senate. The Senator's name, department code, and position number shall
35 be typed, printed, or computer generated in large block letters. The placard should be
36 folded at the top, making a two-sided "stand-on-its-own" placard. Each side should
37 measure 4 1/4" tall by 11" long. All placards must remain uniform, in size and color, to
38 insure fairness. These placards shall be used to voting during Senate meetings.
39

40 **B.** All Nominations and Appointments of both the President Pro-tempore and the SGA
41 President must be approved by the Senate body with two-thirds (2/3rds) vote in the
42 affirmative.
43

44 **C.** All officers of the Senate, as described in Article III, shall be elected by the Senate
45 body in secret ballot. The presiding officer shall open the floor for nominations, after
46 hearing nominations, and the floor being closed for nominations, the Senate shall recess
47 for ten (10) minutes time (five (5) minutes for the Election Commission to drawn-up the
48 ballot and five (5) minutes for Senators to vote). After the Election Commission has
49 drawn-up the ballot the Election Commissioner shall call the election open for the

1 remainder of the time, after the ten (10) minutes have expired the voting will close, and
2 ballots will be counted. Majority wins.
3

4 **D.** There shall be four (4) types of voting the Senate: Voice Vote, Division Vote, Roll-
5 call Vote, and Secret Ballot. This shall also be the voting order of questioning.
6

7 **1.** Voice Vote shall be where the preceding officer asks for the affirmative on a
8 matter by asking the Senate body to voice ‘eye;’ and then for the negative on the
9 matter asking the Senate body to voice ‘nay.’ Majority wins, at the discretion of
10 the preceding officer. Voice Votes can be recalled by requesting for a Division
11 Vote, Roll-call Vote, or Secret Ballot
12

13 **2.** Division Vote shall be where the preceding officer asks for the affirmative on a
14 matter by asking the Senate body to raise their placard; and then for the negative
15 on the matter asking the Senate body to raise their placard. Majority wins, at the
16 discretion of the preceding officer. Division Votes can be recalled by requesting
17 for a Roll-call Vote or Secret Ballot.
18

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

26 **4.** Secret Ballot where the preceding officer asks the Election Commission to
27 draw-up a ballot and recess a meeting in order for Senators to vote in a private
28 place. After the voting has been closed the ballots are counted. Majority wins.
29 Secret Ballot cannot be recalled by requesting another type of vote.
30

31 **5.** All matters in the Senate, unless otherwise prescribed in these By-laws, are to
32 be voted by Voice Vote.
33

34 **Article V. LEGISLATION**

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36 **A.** Bill shall be the term used to describe all legislation in the Senate.
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38 **B.** At the beginning of each individual bill session, the presiding officer will ask the
39 Clerk to read the Short Title and any amendments for the bill being recognized. The
40 author of the bill shall be given three (3) minutes to speak on the bill. After the author’s
41 speech, questions to the author will be allowed for five (5) minutes time. Then
42 affirmative debate shall be open for three (3) minutes, or until two (2) Senators have
43 spoken. After affirmative debate, the floor will be open for negative debate for three (3)
44 minutes time, or until two (2) Senators have spoken. Affirmative and negative debate will
45 continue, alternating, until a motion is made to vote on the legislation. Un-expired time
46 may be relinquished once within the three (3) minute periods to an unnamed friendly
47 speaker on the same side. The chair must recognize the friendly speaker.
48

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

1
2 **D.** Committees must report back to the Senate body on legislation in form of a
3 Committee Report. The committee chairperson (or his/her designee) will be permitted a
4 maximum of three (3) minutes to present the Committee Report, before the Senate body.
5 The Committee's Report will act as an author's speech in the bill session.
6

7 **E.** Committees must follow the same bill session as the Senate body.
8

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

16 **G.** The rules contained in the *Robert's Rule of Order, Newly Revised* shall govern the
17 Senate and all its Committees in all cases where it is applicable and in which they are not
18 inconsistent with these By-laws and the Constitution of the Student Government
19 Association.
20

21 **Article VI. COMMITTEES**

22

23 **A.** The Senate shall have power to create committees with majority vote of the Senate
24 body.
25

26 **B.** There shall be two types of Committees: Standing Committees and Special
27 Committees.
28

29 **1.** A Standing Committee shall be a permanent committee of five (5) senators,
30 appointed by the President Pro-tempore, to collect information, hold hearing of
31 senators, executive officers, and students, create legislation, and to regulated areas
32 in which the Order of Committee states.
33

34 **a.** The following shall be standing committees in the Senate:
35

36 **b.** A Finance Committee to prepare a budget for the SGA, and work with
37 the executive officers for financial purposes.
38

39 **c.** An Ethics Committee to review the conduct and attendance of the
40 Senators.
41

42 **2.** A Special Committee shall a temporary committee of five (5) senators,
43 appointed by the President Pro-tempore, to carry out a specific task. After the task
44 is completed the Committee will dissolve.
45

46 **Article VII. ELECTION COMMISSION**

47

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

4
5 B. The Election Commission will be headed by a sixth (6th) non-voting, ex-facto,
6 Election Commissioner, who shall act as executive officer of the Commission.

7
8 C. The Election Commission shall create an SGA Election Code, to regulate the
9 elections. A copy of the SGA Election Code must be available to the public at all times.

10
11 **Article VIII. OFFICER REVIEW BOARD**

12
13 A. The Officer Review Board shall be five (5) Senate elected members of the Senate to
14 meet once a month to collect information, and hold hearings to review the Cabinet of
15 SGA.

16
17 B. The Officer Review Board will be headed by a sixth (6th) non-voting, ex-facto,
18 Director, the DSPA, who shall act as executive officer of the Board.

19
20 C. After each meeting the Officer Review Board shall report to the Senate body in the
21 Monthly Officer Review Board's Report. The Senate shall then take action upon the
22 suggestions of the Board.

23
24 **ARTICLE IX. AMENDMENT AND RATIFICATION**

25
26 A. These By-laws shall take effect immediately after ratification by a majority vote of the
27 Student Government Association Senate of the University of Arkansas at Monticello.

28
29 B. These By-laws may be amended in any general meeting by two-thirds (2/3rds) vote of
30 the Senate body, provided that the amendment has been submitted in writing by the
31 previous general meeting.