

ARTICLE 1: MEMBERSHIP

Section 1 The quantity and distribution of senate seats shall be done in accordance with the SGA constitution, Article VI, Section 2.

Section 2.

Any candidate for a Senate seat representing a particular college shall be an active student who is currently enrolled in that college and shall have acquired a minimum of twelve (12) semester hours in that college. Any candidate for a Senate seat representing the University At-Large shall be an active student and shall have acquired six (6) semester hours. Each Senator shall maintain his status as an active student throughout his term as senator. Each senator shall maintain this status as an active student throughout his term as senator. If a senator fails to maintain his status as such, he shall be expelled and his seat shall be classified as vacant. An active student shall be defined as any student who is enrolled in three or more semester hours and has paid the appropriate Student Activity Fee.

At the time of his election or appointment and throughout his tenure, a Senator shall maintain a per semester GPA of 2.0 of a four-point (4.0) scale. The Speaker of the Senate shall be required at the time of his election, and throughout his term, to have a cumulative GPA of not less than 2.75 on a four-point (4.0) scale. Law students shall be required to have a sixty-five (65) average. All Senators and the Speaker of the Senate must be in good standing with the University and retain said status to hold office.

Section 3.

- A. Each Senator shall be automatically expelled from the Student Senate after his third absence during a academic year from a regularly scheduled Senate meeting. This action shall be reversed upon passage of a bill receiving a 2/3 majority of the Senate Membership.
- B. Senate meetings shall be defined as the time between the first roll call and the final roll call. Each Senator has a ten (10) minute grace period to declare his presence without penalty.
- C. Senators have the responsibility of informing the clerk in written form of his late arrival or early leave within the ten minute grace period.
- D. Any Senator that has been impeached or otherwise removed from office he shall not be allowed to run, be elected or hold any other Student Government office for the duration of their tenure at the University of Memphis.
 - i. A Senator, once barred, may seek a presidential pardon in order to hold another office.
 - ii. A vote of two-thirds (2/3) of the senate may override the Presidential pardon.
- E. Each Senator shall be responsible for turning in all legislation to the Speaker of the Senate by the appropriate deadline in the form required by the Speaker of the Senate.

Section 4.

The resignation of a Senator from their seat shall only be considered official if given written notice. Verbal resignation of a committee chairmanship or position of Speaker Pro Tempore in a public forum shall be considered official resignation from that position, but not of the actual Senate seat. It shall then be the duty of the Speaker of the Senate to undertake the appropriate action to fill such position in a reasonable manner of time.

Any Senate seat designated as vacant by these By-laws shall be filled in a manner designated in Article VI, Section 6 of the Student Government Association Constitution.

ARTICLE II: QUORUM

Section 1.

One half (1/2) of the Student Senate membership shall constitute a quorum necessary to conduct business.

Section 2.

“Student Senate membership” shall be defined as the total number of Senators in office at the time.

Section 3.

A quorum is necessary to conduct any business except to adjourn or recess.

Section 4.

If at any time a Senator feels that there is not a quorum present, it is his duty to request a quorum call. The Speaker of the Senate shall immediately ascertain whether a quorum is present. If there is not a quorum, all businesses must stop until quorum can be obtained.

Section 5.

Quorum during summer meeting shall be defined as one half (1/2) of the Senators living in Shelby County during the summer months.

ARTICLE III: OFFICERS

Section 1.

The Speaker of the Senate shall have:

1. all of the powers and duties which are defined in Article VI, Section 4 of the Student Government Association Constitution.
2. the power to bring an appeal of a Senator's expulsion before the Senate.
3. the duty to preserve order and decorum at all Senate meetings.
4. the duty to recommend committee chairs and appoint senators to Senate Standing Committees by the second Senate meeting.
5. the power to require any motion to be reduced to writing and submitted to the Clerk.
6. the duty to report on any or no action by the President upon any and all Bills and Resolutions passed by the Senate.
7. the duty to assign each Bills and Resolutions to a committee.
8. the duty to submit to the President all Bills and Resolutions passed by the Senate within four (4) business days after passage.
9. the duty to report immediately an acceptance of an appeal for the reinstatement of an expelled Senator to the President.
10. the duty of collating the Senate Journal of the most recent General Assembly before relinquishing his office to his successor. The contents of this journal shall be updated within two weeks of Senate passage.

Section 2.

The Speaker Pro Tempore shall:

1. have all of the powers and duties as defined in Article VI, Section 5 of the Student Government Association Constitution.
2. be elected by a plurality vote of those present, for a term of one year, by the third regular meeting of the Student Senate.
3. immediately commence proceedings to elect a new Speaker Pro-Tempore in the event that he succeeds to the office of Speaker.
4. not serve as the Parliamentarian.

Section 3.

The Parliamentarian shall:

1. issue a ruling on Parliamentary Procedure if requested by a Senator. His ruling shall be final unless overruled by two-thirds (2/3) majority vote of the Senate membership present.
2. be appointed by the Speaker, and his term shall last until a new Parliamentarian is appointed.
3. serve as Sergeant-At-Arms.

Section 4.

The Clerk shall:

1. be present at all Student Senate meetings.

2. be responsible for the accurate recording of the minutes of all regular and special meetings of the Student Senate.
3. be responsible for the typing of all minutes within on week.
4. be appointed by the Speaker of the Senate.
5. have the duty, in the absence of the Speaker and the Speaker Pro-Tempore, to call the roll for the election of a temporary Speaker.

Section 5.

The Standing Committee Chairperson shall:

1. schedule not less than two committee meetings per month during each full month of the regular school term.
2. be appointed by the Speaker of the Senate with confirmation by the Senate.

ARTICLE IV: ORDER OF BUSINESS

The reading of the minutes of the previous meeting shall not be required, provided that copies of the minutes are available to Senators at the beginning of the meeting. The Senate may, however, direct that the minutes be read. Any corrections to the minutes shall be suggested under Approval of the Minutes. After appropriate opening ceremonies, the Speaker shall abide by the following agenda:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Additions to the Agenda
5. Citizens' forum
6. Recess for Committee Meetings
7. Officer Reports
8. Committee Reports
9. Appointments
10. Old Business
11. New Business
12. Announcements
13. Comments
14. Roll Call
15. Adjournment

ARTICLE V: LEGISLATIVE PROCEDURE AND BILL PROCESSING

Section 1.

Robert's Rules of Order Newly Revised shall be determinative of the Parliamentary Procedure under which the Senate shall operate.

Section 2.

Every Act or Resolution, in order to be effective and binding, must contain:

1. The Senate number
2. The title or caption
3. The name of the sponsor
4. Substance
5. The enacting clause with a date

Section 3.

1. All Bills or Resolutions for introduction shall be pre-filed with the Speaker of the Senate not less than seventy-two (72) hours prior to the meeting at which legislation will be considered.
2. There shall be no "Emergency Bills." Late bills shall only be considered after rules have been suspended.

3. The Speaker of the Senate shall ensure that copies of all filed bills are made available to the Senate.
4. Bills and Resolutions that embrace more than one subject shall not be considered by the Senate.
5. Bills and Resolutions shall be referred to an appropriate committee by the Speaker of the Senate.
6. All Bills and Resolutions must be passed out of a committee with a recommendation of favorable passage in order for the legislation to be considered by the Senate.
7. Upon receipt of the veto from the President, the sponsor of the Bill or resolution may bring the legislation to the Senate again. To do this, the sponsor must file a written notice twenty-four hours in advance with the Speaker of the Senate within two (2) meetings after the legislation was originally considered by the Senate.

ARTICLE VI: POWERS AND DUTIES

Section 1.

By the (3rd) regular meeting, the Senate shall elect from its members a Speaker Pro-Tempore. The Senate may remove the Speaker Pro-Tempore by a two-third (2/3) vote during any regular scheduled Senate meeting.

Section 2.

By the second meeting, the Senate shall conduct a vote by secret ballot on the committee chair recommendations presented by the Speaker on an individual basis. The chairpersons must each be approved by two-thirds (2/3) of the Student Senate membership present. If a member is not approved the Speaker shall present recommendations for the vacant chairs at the third meeting and the voting procedure outlined above shall apply. If the recommendations for the vacant chair is not approved the Speaker shall take recommendations from the floor and the previously outlined voting procedures shall continue until all vacant chairs are filled. All chairs must be filled by the third meeting.

Section 3.

The Senate shall have the power to establish permanent, temporary and ad hoc committees. Membership of these committees shall consist of members of the Senate.

Section 4.

The Senate shall have the power to confirm all Cabinet appointments subject to the voting restrictions expressed in Article VI, Section 9, c of the Student Government Association Constitution.

Section 5.

The Senate shall have the power to confirm all appointments to the Senate subject to the voting restrictions expressed in Article VI, Section 9, d of the Student Government Association Constitution.

Section 6.

The Senate shall have the power to override a Presidential veto subject to such restrictions as expressed in Article VI, Section 9, e of the Student Government Association Constitution.

Section 7.

The Senate shall have the duty to impeach any Executive Officer, Senator, or Justice of the Student Government Association who is failing to perform his duty.

Section 8.

Senators-at-Large shall have the duty of organizing and holding one (1) campus-wide Town Hall meeting per semester.

Section 9.

Senators holding a seat for a specific college shall have the duty of organizing and holding one (1) campus-wide Town Hall meeting per semester.

Section 10.

Breach of any duty listed or incorporated into these By-Laws are grounds for impeachment.

ARTICLE VIII: COMMITTEES

Section 1.

By the end of the first meeting of each new Senate each Senator shall submit in writing his first and second choices of service for a standing committee. These choices shall be reviewed by the Speaker who shall then appoint Senators to the committees and appoint all chairmen upon approval by the full Senate as outlined in Article IV, Section 1 and Article VII, Section 2 of the Senate By-Laws.

Section 2.

The standing committees and sub-committees of the Senate shall be as follows:

- a. Legislative Council: This committee shall be composed of all chairpersons and vice-chairpersons of the Senate standing committees. The Speaker Pro-Tempore shall serve as chair. This committee shall have the duty of performing Senate functions pertaining to attendance, conduct rules, expulsion procedures, and other internal affairs.
 1. Legislative Council shall meet thirty (30) minutes prior to each Senate meeting when necessary to conduct its business. Special sessions of Legislative Council may be called by either the Speaker of the Senate or the Speaker Pro-Tempore as needed.
 2. Members of Legislative Council brought before the Council shall not maintain their voting privileges during their hearing and quorum shall then be reduced appropriately under such circumstances.
 3. Acquittal, reprimand, and expulsion shall be the only options open to Legislative Council. Two (2) reprimands shall be considered automatic expulsion.
 4. The procedure during a Legislative Council meeting shall consist of a presentation of the charges, a period for the charged to state a defense (should he be present), a period of voting instructions witnessed by the charged, a closed session of discussion of the matters by the council, and a closed voting session.
 5. If the Speaker determines that there is need for an Emergency meeting of the Legislative council, only members not fulfilling their attendance requirements may be brought before the Council.
 6. In the absence of the Speaker Pro-Tempore, the Judiciary committee chair shall serve as acting chair and shall, at all other times, serve as Vice-Chair. Should both be absent, the committee should choose an acting chair.
- b. Finance, Ways, and Means Committee: This committee shall have the duty to formulate the fiscal policies of the Student Government Association, including:
 1. the formation of specific guidelines for evaluative the merits of all projects for which funding from Student Government Association is sought, and applying guidelines to the projects requesting funding.
 2. Providing the Senate with a detailed analysis of the Student Activities Fee allocation process and overseeing an updated report of the Student Government Association's fiscal status, specifically detailing all funds disbursed by the Student Government Senate, is provided by the Senate at the first meeting of each month.
 3. Drafting legislation appropriate to effect appropriation of funds for these projects.
 4. Reporting to the Senate a recommendation on the legislation based on said evaluation.
- c. Student Services Committee: This committee shall have the duty of studying, on its own initiative or upon referral by other agencies within the Student Government Association, any and all programs, events, projects, and institutions affiliated with the University of Memphis, and which are not under the jurisdiction of another Senate committee, and shall be charged with filling reports on a regular basis concerning its findings, recommendations, and draft legislation. This committee shall have the following subcommittees:

1. Campus facilities: This committee shall have the duty of reviewing and making recommendations on all matters pertaining to the physical structure, layout, construction, and access to the campus.
2. Education: This committee shall have the duty of studying, on its own initiative or upon referral by other agencies within the Student Government Association, any and all programs, events, projects, events, and institutions affiliated with The University of Memphis, which are intended to further the educational mission of the university. This Committee shall be charged with filling reports on a regular basis concerning its findings, recommendations, and draft legislation.
- d. Judiciary Committee: This committee shall have the duty of reviewing the Senate By-Laws, the Student Government Association Constitution, the student Government Election laws, and proposals for amending or modifying the foregoing, and to review the qualifications and credentials of appointments to any and all Student Government offices.
- e. Technological Services Committee: This committee shall have the duty of updating the Student Government Association website after every Senate meeting. Any and all legislation that has passed the Senate and has been signed by the Speaker of the Senate and the President shall be posted to the site for all students to access it. Any and all Constitutional amendments shall be posted on the site seven (7) days in advance of the referendum at which they will be voted on. This committee shall also have the duty of creating and maintaining a Senate mailing list to which students can post their concerns.

Section 3.

Each committee shall have a chairman with the ability to appoint a vice-chair with approval from the committee. Each committee chair shall have the duty of reporting in detail to the Senate the activity that has transpired within the committee.

Section 4.

Each committee shall file a committee report with each bill that it considers. Any bill not brought to the floor within seven (7) days of the committee's consideration shall be subject to being called from the committee by a majority affirmative vote by the Senate.

Section 5.

No special or ad-hoc committee shall be appointed when there is a standing committee on the same subject. Any standing committee may, by majority vote, create ad-hoc committees to deal with designated subjects within the scope of matters that may be considered by said committees. The committee chairman shall appoint the members and name the chairman of the ad-hoc committees.

ARTICLE VIII: TRAVEL FUND AWARD PROCEDURE

Section 1.

TISL, Frosh Camp, and MMUN shall receive one hundred percent (100%) funding and be exempt from Article VIII Section 17.

Section 2.

Forty percent (40%) of the money allocated for travel will be allocated for the Fall semester, forty percent for the Spring semester, and twenty percent for the Summer semester. Money not apportioned in one period rolls over to the next within the fiscal year.

Section 3.

The Finance Committee is responsible for having an informal meeting for all student organizations concerning travel funds within fourteen (14) days after the first days of classes for fall semester.

Section 4.

Request for international travel must be submitted nine (9) weeks prior to the travel date. International travel may not be considered on a consent slate. Requests for Domestic travel must be submitted three (3) weeks prior to travel. Requests submitted after this will be considered at the discretion of the Finance Committee.

Section 5.

The Finance Committee shall honor only one application per student or organization per fiscal year. A student may travel more than once per year if he is a member of more than one organization receiving assistance. An application may only be made in his name once per fiscal year.

Section 6.

Dependent on the availability of funds, travel allocations shall be made for the following:

- a. Students or organizations making academic presentations that will bring positive recognition to The University of Memphis.
- b. Students or organizations attending leadership conferences that will bring positive recognition to The University of Memphis.
- c. Students attending a conference, seminar, or symposium relative to their field of study.

Section 7.

Any student receiving credit from a class by traveling is ineligible for travel funds assistance.

Section 8.

Student organizations, outside of the Student Government Association, which receive a direct allocation from the Student Activity fee allocation committee are not eligible for travel funds.

Section 9.

There shall be no retroactive funding.

Section 10.

The Finance Committee and the Student Government Association reserve the right to award or not to award travel funds based on the guidelines, the trip, and the welfare of the student body.

Section 11.

Maximum funding from the Student Government Association shall be limited to seventy percent (70%) of the program's total expenses.

Section 12.

Funding for transportation shall be based on the cheapest mode. If air travel is involved, the applicant shall submit an estimate from the current university travel agency, for consideration.

Section 13.

Only registered student organizations shall be eligible for funding as an organization.

Section 14.

Any student or organization applying for funds should first attempt to solicit funding from other applicable sources.

Section 15.

All applicants shall submit an itemized budget at the time of filing their application to request assistance.

Section 16.

The Student Government Association shall not pay for food.

Section 17.

The Student Government Association shall not pay for advisors.

Section 18.

The Student Government Association shall not pay for expenses incurred by people who are not students at The University of Memphis.

Section 19.

All applicants shall be required to attend a Finance Committee meeting and, if necessary, attend the Senate meeting at which their request will be considered.

Section 20.

Requests shall only be considered during the semester in which the travel will occur, unless there is no viable opportunity for the request to be heard prior to travel that semester.

Section 21.

Requests for international travel shall be accompanied by a letter of recommendation from the department head or faculty advisor in the case that there is no department head.

Section 22.

Any applicant who receives unfavorable recommendation from the Finance Committee has the option to request consideration by the Senate in committee as a whole. The applicant shall make said request, in writing, to the Speaker of the Senate a minimum of two days prior to the Senate meeting.

ARTICLE IX: AMENDMENTS

Section 1.

Amendments to these By-Laws shall be introduced in the form of a bill to the Senate.

Section 2.

Amendments shall be considered passed by a two-thirds affirmative vote of the Senate membership present at any meeting of the Senate. Any amendment to these by-laws shall take effect immediately after proper passage of the Student Senate.

Section 3.

Copies of the newly revised, amended, and adopted by-laws must be available to the Senators by the next scheduled Senate meeting after passage.