

**THE UNIVERSITY OF LOUISIANA AT LAFAYETTE**  
**STUDENT GOVERNMENT ASSOCIATION**  
**BYLAWS**

Amended January 25, 2007

**ARTICLE 1: MEMBERSHIP**

**Section 1: Requirements for Membership**

Candidates for and members of the Student Government Association shall meet the following requirements:

1. Be classified as a student in good standing of the University.
2. Be available to attend Senate and committee meetings during the term of office as described in Article I, Section 5.
3. Not be on disciplinary probation by the Disciplinary Committee, Dean's probation, or academic probation. This is with the exception for a Graduate student's probation associated with Graduate Record Examination scores.
4. Not occupy more than one (1) seat in Student Government Association at the same time. This includes the provision that no student may be a candidate for multiple offices at the same time.
5. Undergraduate students shall have at least an overall 2.0 grade point average on the 4.0 scale. Graduate students shall have at least an overall 3.0 grade point average on the 4.0 scale in graduate work.
6. Undergraduate students shall have a minimum course load of nine (9) credit hours and remain enrolled with at least nine (9) hours during the regular semester(s) while in office. Graduate students shall have a minimum course load of six (6) credit hours and remain enrolled with at least six (6) hours during the regular semester(s) while in office. Both of these provisions have the exception for a graduating student who may be enrolled for a minimum of three (3) credit hours during his or her last semester.
7. Uphold and abide by these Bylaws, the Constitution, and all other rules of the Student Government Association during candidacy and while in office.

**Section 2: Qualifications for the Executive Branch**

Candidates for the Executive Branch (President, Vice President, Treasurer) shall meet the following requirements in addition to those in Article 1, Section 1:

1. Have completed forty-five (45) semester hours or more of college credits.
2. Have completed at least one (1) full academic year at the University.

**Section 3: Qualifications for the Legislative Branch**

Candidates for and members of the Legislative Branch shall meet the following requirements in addition to those applicable in Article 1, Section 1:

1. Be enrolled in the respective college and remain enrolled in that college while in office.
2. College Presidents shall have completed thirty (30) semester hours or more of college credit.
3. College Senators shall have completed twelve (12) or more hours of college credit.
4. Freshmen Senators shall have completed less than thirty (30) semester hours of college credit.
5. The Graduate School President and Senators shall have completed at least one (1) fall or spring semester at the University, either graduate or undergraduate.

**Section 4: Qualifications for the Judicial Branch**

1. Judicial Branch candidates and members shall meet the requirements in Article I, Section 1.

**Section 5: Absences and Removal**

1. Senate members are allotted five (5) absences per term, not to exceed three (3) absences per semester, with the exception of university approved absences, which must be turned in to the Secretary prior to the missed meeting. Each SGA meeting will count as one (1) absence. Each committee meeting missed will count as one-half (1/2) of an absence
2. In case of unexcused absences, the following shall apply:

- a. Upon the third absence, the Senate Chairman shall contact the member in question and inform them of the Bylaws concerning attendance, and request that they adhere to the provisions.
  - b. Senate members may not exceed three unexcused absences per semester or five during the term. An excused absence shall be any absence regularly accepted by the University and must be submitted in writing.
  - c. Upon the fourth or sixth unexcused absence, the Senate Chairman will inform, in writing, the Senate member that he/she has exceeded allotted absences for the semester or term. The question of removal shall be brought before the Senate to be decided by a two-thirds vote of Senate seats filled, after the approval of a resolution by the Council of Presidents.
    - i. Extenuating circumstances will be examined on an individual basis by the Executive Branch, at the recommendation of the Senate Chairman. In these cases the senate member may be given the opportunity to resign.
3. Other conduct found to be in violation of the Bylaws, (i.e. malfeasance and dereliction of duty as defined in Section 15:38 of the code of Student Conduct), shall be dealt with similarly as found in Bylaws Article I, Section 5, Part 2, subsections c.
  4. Any official of the Student Government Association may be submitted to a recall election. A petition must be turned in to the Student Government Association Secretary that contains at least ten percent (10%) of the students represented in the respective college for Senators or at least ten percent (10%) of the student body for members of the "Big Three." The Senate shall call a special election within two (2) regular weeks after the petition has been turned in. The questions shall be put before the electorate (as described in Article II, Section 1): "Should the official in question be recalled?" If a majority of the electorate decides that the official in question should be recalled, the position will be considered vacant and be filled as set forth in these Bylaws.

#### **Section 6: Absences and Removal of Justices**

1. Judicial Branch members are allotted five (5) unexcused absences per year, not to exceed (3) absences per semester.
2. In case of unexcused absences, the following provisions shall apply:
  - a. Upon the second unexcused absence, the Chief Justice shall contact the justice in question and inform him/her of the by laws concerning attendance, and request that they adhere to the provisions.
  - b. Judicial members may not exceed three unexcused absences per semester An excused absence shall be any absence regularly accepted by the University and must be submitted in writing.
  - c. Upon the third absence, the Chief Justice shall contact the Senate Chairman who will inform, in writing, the Justice in question that he/she has exceeded allotted absences for the semester. The question of removal shall be brought before the Senate to be decided by a two-thirds vote of the seats filled of the Senate.
    - i. Extenuating circumstances will be examined on an individual basis by the Executive Branch, at the recommendation of the Senate Chairman. In these cases the Judicial Branch Member may be given the opportunity to resign.
3. Other conduct found to be in violation of the By-Laws, (i.e. Malfeasance and dereliction of duty as defined in Section 15:38 of the code of Student Conduct), shall be dealt with similarly as found in these By-Laws.

#### **Section 7: Vacancies**

In the event of withdrawal from the University, impeachment, resignation, or inability to hold office for any other reason:

1. The Vice President shall succeed the President.
2. The Senate Chairman shall succeed the Vice President.
  - a. If both the office of the Vice President and Senate Chairman are vacant, the President shall nominate a qualified student for the position of Vice President. The nomination must be ratified by a two-thirds (2/3) vote of the Senate seats filled.
3. If the office of the Treasurer becomes vacant, the President shall nominate a qualified student for the position. The nomination must be ratified by a two-thirds (2/3) vote of the Senate seats filled.
4. In the case of a vacancy in a College President, the Senators from the college in which a vacancy has occurred shall elect by a majority vote a President from among themselves. If the Senators of the college are unable to decide among themselves who will succeed the President, the matter will be brought to the Senate. The Senate will review the matter and decide by a majority vote who will succeed the President.

5. In the case of a vacancy in the senatorial seats of a college, the Council of Presidents (see Article IV) shall hold interviews for these positions. Any senator whose College has a vacancy may attend the interviews. After all interviews are heard, the Council will discuss each candidate and vote on each vacancy. Those extra senators from the colleges with vacancies may be heard during discussion of candidates, but are not counted as voting members of the Council. If the college with vacancies is not present at the Council meeting, the candidates will be brought before the senate to be voted on. A simple majority must elect each candidate. In case of a tie, the Vice-President will break the tie. The SGA President will post the results in the SGA office after approval.
6. In the case of a vacant college, the Council of Presidents (see Article IV) shall hold interviews and make recommendations for the total number of seats (including college president and senator/s). The recommendation shall be voted upon by secret ballot and approved by a majority of the Senate. The results will be posted in the SGA office after approval by the SGA President. For the selection of College President, see #4 above.
7. All vacancies of the Judicial Branch will be filled in the same manner as described in Article 5 Section 2.

## **ARTICLE II: ELECTIONS**

### **Section 1: The Electorate**

1. All freshmen enrolled in the University are allowed to vote in the Fall Freshmen Elections.
2. All students are allowed to vote in their prospective colleges and for the “Big Three” in the Spring.
3. All students enrolled are allowed to vote for referendums.
4. Students may vote for the “Big Three” and those presidential and Senatorial candidates within the college in which they are enrolled.

### **Section 2: Date of Elections**

1. Freshman elections shall be held during the fall semester.
2. Student body general elections shall be held during the spring semester on a date no later than the first Friday in April.

### **Section 3: Publicity for Elections and Constitutional Changes**

No SGA elections for SGA referenda shall come before the UL Lafayette student body unless said election or referenda is published before the election (those persons running for an SGA office and/or the exact referendum in total) in at least two (2) consecutive issues of the campus newspaper (not including the issue published the day of the election).

### **Section 4: Voting**

1. All SGA elections will be held on-line.
2. In general elections, candidates running for Big Three or College President shall be elected by a majority of the participating voters and candidates running for Senate seats other than College President shall be elected by plurality vote. Vacancies shall be filled as described in these Bylaws.

## **ARTICLE III: THE EXECUTIVE DEPARTMENT**

### **Section 1: The Big Three**

1. The President
  - a. Shall call special meetings of the Senate and Council of Presidents when deemed necessary.
  - b. Shall recommend to the President of the University representatives from the student body to serve on university committee affecting student affairs, financial affairs, academic affairs, etc.
  - c. Shall serve as ex-officio member of all committees appointed by him/her.
  - d. Shall maintain at least nine (9) office hours per regular week during the academic semester.
  - e. Shall perform all additional executive duties responsible to the office.
2. The Vice-President

- a. Shall preside over the Senate as Senate President.
  - b. Shall maintain at least six (6) office hours per regular week during the academic semester.
  - c. Shall perform all additional executive and legislative duties responsible to the office including verifying senator's eligibility by checking major and credit hours the day after the last day to drop classes after each semester.
  - d. Shall be responsible for leading three retreats during the year. These retreats shall be to educate Senate members on parliamentary procedure and the various functions of SGA. Attendance requirements for Senate members are set forth in Article IV.
3. The Treasurer
- a. Shall be responsible for all SGA matter that relates to money.
  - b. Shall maintain at least (6) office hours per regular week during the academic semester.
  - c. Shall serve as an ex-officio non-voting member of the Student Self-Assessed Fee Oversight Committee with the final authority to accept or reject referendum reports.
  - d. Shall perform all additional executive duties responsible to the office.

## **Section 2: The Executive Committees**

1. The Lyceum Committee
  - a. The purpose of the Lyceum Fee is to make available moneys to be used in acquisition of classroom-type, academic speakers.
  - b. The Lyceum fee will be collected each semester and used to round off fees into even dollars for registration purposes. This fee will be placed into 90-09 accounting code.
  - c. The SGA Treasurer will transfer \$6,000 to Concert Series and \$2,000 to Art and Architecture with the remaining balance staying in the account to cover Academic Speakers.
  - d. The Lyceum fee, 84-20, will be disbursed by a Lyceum Committee comprised of: the SGA Treasurer as chairperson, two (2) faculty members and two (2) students (one senator and one at-large), who will be appointed by the SGA President with the approval of the Senate.
  - e. The SGA Lyceum Committee has the authority to enact guidelines covering the Administration of the Lyceum Fee. These guidelines must be approved by the SGA Student Senate.
2. The Scholarship Committee
  - a. Shall have the authority to administer and adopt guidelines for, subject to SGA Senate approval, the SGA scholarship fund.
  - b. Membership shall be as follows: SGA President-Chair, Dean of Students, SGA Vice- President, SGA Senate member (appointed by SGA President); Student-at-Large (appointed by the SGA President); and three (3) university faculty members (appointed by the University President).
  - c. The member ship of this committee can only be changed by referendum.

## **Section 4: Term**

The term of Big Three members shall begin at the last regular SGA meeting in the Spring. It is at this time that the newly elected Big Three will be sworn in. Any Big Three member who is not sworn in at this time shall be sworn in at the first regular SGA meeting in the Fall. Any Big Three member who fills a vacancy shall be sworn in after being selected as described in these Bylaws. The term of all Big Three members shall end upon the swearing in of the new Big Three, removal, or resignation.

# **ARTICLE IV: THE LEGISLATURE**

## **Section 1: The Senate**

1. The term of a Senate member shall begin at the last regular SGA meeting in the Spring. It is at this time that the newly elected Senators will be sworn in. Any Senator who is not sworn in at this time shall be sworn in at the first regular SGA meeting in the Fall. Any Senate member who fills a vacancy shall be sworn in after being selected by the Council of Presidents or the Senate. The term of all Senate members shall end upon the swearing in of the new Senate, removal, or resignation.
2. President of the Senate

- a. Shall express the opinions, intentions, and positions of the Executive Branch.
  - b. Shall serve as a non-voting, ex-officio member of all Senate committees. The Senate President shall ensure that the committees are productive to the SGA and that they follow procedures. The Senate President shall approve or reject appointments of committee members made by the Senate Chair and ratify the committee chairperson elected by the committee.
  - c. Shall serve as a member of the Senate with limited voting rights. The President of the Senate may only vote when the vote can break a tie.
  - d. Shall chair the Council of Presidents.
  - e. Shall have the authority to chair the Senate meetings.
  - f. Shall have the authority to appoint or remove a recording secretary in the absence of the SGA Secretary.
3. Chairman of the Senate
- a. Duties
    - i. To open the session at the time at which the assembly is to meet by taking the chair and calling the members to order.
    - ii. To announce the business before the assembly in the order in which it is to be acted upon, to state and put to vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the results of the vote.
    - iii. To restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order.
    - iv. To authenticate by signature, when necessary, all of the acts, orders, and proceedings of the assembly, and in general to represent and stand for the assembly declaring its will and in all things obeying its commands.
      - 1. The Senate Chair shall not sign an appropriation dispensing funds from the Senate prior to the fiscal year budget being approved by the full Senate as outlined in Article III, Section 4.
    - v. To recommend chairpersons and appoint committee members of the standing committees and be responsible to the President of the Senate for seeing that all committee members are performing their duties.
    - vi. The Senate Chairman shall determine the method of voting at his discretion or by a two-thirds vote of the Senate present.
  - b. Selection
    - i. The Senate is to elect the Chairman of the Senate at the first regular meeting of the Fall semester. The Senate Chairman shall be elected by a majority of the Senate seats filled.
    - ii. Any candidate for Senate Chairman is required to complete a Parliamentary Procedure class prior to being elected Senate Chairman.
  - c. Voice/Vote Powers
    - i. Upon election to Senate Chairman, the Senate member shall lose his right to vote.
    - ii. The position that the Senate Chairman has given up as a result of being elected as Senate Chairman shall be considered vacant. The vacancy shall be filled as described in these Bylaws.
4. Council of Presidents
- a. Membership
    - i. The Council of Presidents shall consist of the President of each college and one (1) member of the Freshmen delegation.
    - ii. The Vice President shall chair the Council and shall have voting power only in the case of a tie.
    - iii. The Senate Chairman shall serve as a non-voting member.
    - iv. The Council must meet in a quorum of two-thirds of the colleges plus the Freshmen Delegation.

- v. The Freshmen Delegation shall decide which Freshmen Senator will represent the group on the Council. If the Delegation is unable to decide, the Senate will decide by a majority vote of the Senate seats filled.
  - vi. A College President shall be replaced by a Senator at a meeting if the President is unable to attend. The Senator shall have the same powers as the President would. The College President shall notify the Vice President of his replacement prior to the meeting.
- b. Duties
- i. Shall meet when deemed necessary by the SGA Vice-President, President, or if half of the membership of the council requests a meeting in writing.
  - ii. Shall hold interviews and fill vacant Senatorial seats.
  - iii. After receiving the budget proposal from the Treasurer, shall review and make final recommendations to the Senate.
  - iv. Shall have the authority to make all emergency decisions when the Senate cannot be assembled, with an understanding that such decisions can be reversed by a majority of the entire Senate seats filled and are subjected to veto power by the President.
  - v. Shall have the authority to make any recommendations to the SGA on any matters relating to student affairs.
  - vi. Shall inform the Senate of all emergency decisions.
  - vii. Shall write, review, amend, and/or kill any resolutions, within their meeting, before they are presented to the SGA for their adoption.
  - viii. Shall meet as needed as determined by the Council or the Vice President.
  - ix. Absence from the Council of Presidents meeting shall be treated as a committee absence for the president, even if a substitute senate member is present.
4. College Delegation
- a. Definition of College: The word "College" within the Constitution and Bylaws will represent the following list:
 

College of the Arts	College of Business Administration	College of Education
College of Engineering	College of General Studies	Graduate School
College of Liberal Arts	College of Nursing	College of Sciences
  - b. Membership: Each college shall be represented in the Senate by one elected college President. The number of Senators representing the college in the Senate will be determined by the number of students enrolled in that college from the previous FALL semester. These members will be chosen in accordance with the Constitution, Article II, Section 1, Part c and d.
  - c. Duties: The College Delegation will assemble at designated times and as needed to carry out the following:
    - i. Represent the needs of the students in their college.
    - ii. Allocate SGA funds to organizations in their college. These funds will be appropriated to the college according to set standards followed by the SGA Treasurer.
    - iii. Shall present a bimonthly college report to the Student Senate.
    - iv. Shall be education on Parliamentary Procedure and the functions of SGA:
      - 1. There shall be three retreats for these purposes offered by the Vice President:
        - a. Prior to the first SGA meeting of the Fall semester – an unexcused absence from this retreat will count as two unexcused absences.
        - b. Prior to the end of the Fall semester – an unexcused absence from this retreat will count as one unexcused absence.
        - c. Prior to the midterm of the Spring semester– an unexcused absence from this retreat will count as one unexcused absence.

2. Senate members elected during Spring Elections shall attend (i.). If unable to attend this course, the Senate member shall attend (ii.).
  3. Extenuating circumstances will be examined by the Executive Branch.
  4. Senate members must attend this retreat during every term that they serve.
5. Freshmen Delegation
- a. **Membership:** This delegation shall be comprised of four freshmen who shall be chosen by the Student Government Association Constitution under Article II, Section 1, Part e. The Freshmen Delegation shall elect one representative to represent the group in the Senate and on the Council of Presidents.
  - b. **Duties:** The Freshmen Delegation will assemble at designated times and as needed to carry out the following:
    - i. Represent the needs of the enrolled freshmen during their term.
    - ii. Shall present a bi-monthly report to the Student Senate.
6. **Secretary:** Shall record all final votes in the Senate on Acts, Amendments, Appropriations, Referenda, and Resolutions. This record will be placed in the Senate Minutes, which shall be maintained for at least four (4) calendar years.

## **Section 2: Committees**

1. **General Membership:** All senators and college presidents, except for the Senate Chair, shall serve on at least one (1) SGA Senate Standing Committee.
2. Chairmanship of Standing Committees
  - a. After the first meeting of the Fall semester, within two weeks, newly sworn in senators (including College and Freshman senators, shall sign up for the following standing committees: Appropriation Committee, Grievance Committee, Public Relations Committee, and Rules Committee. The Senate Chair shall make adjustments as deemed necessary to insure adequate representation in each committee.
  - b. The Committee Chairperson shall be elected by a majority vote of the committee members present and voting at the first committee meeting. The Committee Chairperson-elect shall then be ratified by the President of the Senate.
  - c. In the event that the Committee is unable to decide upon a Chairperson, the matter will be brought to the Senate. The Senate will review the matter and decide by a majority vote who will become the Committee Chairperson.
  - d. The Chairperson of each committee is responsible for reporting committee minutes and absences to the Senate Chair weekly.
3. **Meetings:** The Standing Committees shall meet once a week at a predetermined meeting time. To be presented at an SGA meeting, a piece of business must be heard by one of the Standing Committees. Only in emergency situations may the rules be suspended to allow business to come before the Senate without first passing through a committee. Methods of setting agenda and exceptions to the above regulations shall be determined by each Student Government. The Standing Committees shall report to the Senate on their decision on each bill, no later than two (2) regularly scheduled meetings after the bill has been turned over to the committees.
4. **Records:** Each committee shall have a secretary who shall keep appropriate records (minutes and roll), which shall be submitted to the Senate Chair as a committee report following each meeting.

## **Section 3: Standing Committees**

1. **Rules Committee**
  - a. Duties
    - i. The Committee shall establish rules of procedure of the Senate to be presented to the body for approval by a majority vote of the Senate members present and voting. These procedures shall include parliamentary procedures and agenda requirements.
    - ii. The Committee shall periodically review the Constitution, By-Laws, and Rules Governing Elections for necessary revisions which shall be present to the Senate.

- iii. If needed, the Committee shall review, amend, and/or kill, within the committee, amendments submitted to the SGA Senate concerning the SGA Constitution, the SGA By-Laws, and the SGA Rules Governing Elections.
  - iv. The Rules Committee shall have the power to correct typographical errors in the Bylaws that do not affect the meaning of the altered rule. These alterations must be approved by a majority vote of members present at the Rules Committee meeting.
3. Appropriations Committee
- a. Shall review, amend, and/or kill within the committee any requests for expenditure of money by the SGA in accordance with Appropriations Committee guidelines.
  - b. Appropriations Committee shall review and recommend changes to all appropriations submitted to SGA.
    - 1. All appropriations shall be heard by the Appropriations Committee at the first Appropriations Committee meeting following the introduction of the bill to the Senate. An official organizational representative must be present when the request for funds is being discussed in the Appropriations Committee meeting. The sponsor of the bill is responsible for contacting the organizational representative to ensure his/her attendance. If the organizational representative or sponsor of the bill is not present at the committee meeting, the committee will table the appropriation until one of the aforementioned attends an Appropriation Committee meeting. Following the Appropriations Committee meeting, the Appropriations Committee shall make a recommendation on the bill to the Senate. All appropriations require a majority vote by the Senate for approval unless otherwise stated in the SGA By-Laws.
4. The Grievance Committee: Shall file, handle, and report on all Student Grievances submitted on SGA grievance forms to the Senate.
5. The Public Relations Committee: Shall be responsible for internal and external communications, various communication projects and presentations of SGA to its various publics.

**Section 4: SGA Representatives**

- 1. SGA Representatives are defined as members of the Senate who serve as representative of SGA to various campus organizations. This representative shall be appointed by the SGA President. These Representatives shall make weekly reports.
  - a. The University Program Council Representative
  - b. The International Student Council Representative
  - c. The Services for Students with Disabilities Representative

**ARTICLE V: THE JUDICIAL BRANCH**

**Section 1: Responsibilities**

- 1. Review all legislation and execute orders to ensure constitutionality of all happenings of the SGA within 1 week of passage. All Judicial opinions and decisions are to be delivered to the SGA President prior to the next regularly scheduled Senate Meeting. In addition, the Supreme Court Chief Justice or another member of the Court shall appear at each Senate meeting to deliver a Court report.
- 2. Hear and decide all cases of appeal with issues of concern, strictly limited to the powers of the SGA.
- 3. Serve as the Elections committee in handling all matters of any SGA election
- 4. Serve as the Student-Self Assessed Fee Oversight Committee
  - a. The Judicial Branch shall meet at least twice yearly as the Student Self Assessed Fee Oversight Committee, with a meeting to be held within the first month of each academic term. More frequent meetings may be scheduled as needed to meet deadlines (i.e. final report, referendum, etc.).
  - b. Each year, the committee will be required to undergo an orientation on appropriate fee use and overview of budgetary reporting. This event will be organized by the University's Vice President of Administration and Finance.
  - c. The Business Office will provide the monthly department budget summaries for each of the student self assessed fees and send copies to the Committee Chairman and the Vice President of Student Affairs.

- d. If there is a need for clarification, the Committee Chairman or designee shall be responsible for bringing a written request to the attention of the budget unit head of the fee or the advisors in question, requesting such information and documentation as is required for clarification. The Business Office shall also provide access to and/or copies of purchase requisitions pertaining to items in the budget summaries upon the request of the Committee Chairman. This request by the Committee Chairman will be entered into the SGA minutes at the next Senate meeting following the issuance. It will be entered into the minutes by being read to the Senate and by a copy being inserted into the minutes master book.
  - e. The Committee, with the assistance of the Dean of Students and a representative of the Business Office, will investigate concerns and submit a written report to the SGA Senate within twenty (20) days of the date of the Committee's written request to the budget unit head. If any questions remain unresolved at the end of this twenty (20) working day time period, the Committee will file a final written report recommending whether the Senate should take action to initiate the revocation process. Copies of this final report will be sent to the Senate Chairman, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the President of the University.
5. All other powers necessary for operation, with majority support of the Senate, are granted to the Judicial Branch.

**Section 2: Appointment**

1. The SGA President shall fill, by appointment, all vacancies within the Judicial Branch.
2. The Senate, by a two-third (2/3) vote, shall ratify all presidential appointments.
3. The Chief Justice of the Supreme Court shall be elected by the current members of the Judicial Branch.

**Section 3: Removal**

1. All judicial terms shall be continuous until graduation, resignation, or termination.
2. Upon resignation, a written documented statement shall be turned in to the SGA Secretary.
3. If, at any time a Justice relinquishes status of eligibility as established in Article 1, Section 6, a resolution of removal shall be introduced by the Senate for discussion and vote.
4. In case of absences or lack of responsibility, a Justice may be removed as stated in Article 1, Section 8, of the By-Laws.
5. Judicial Branch members shall serve for at least one calendar year. Once appointed, Judicial Branch members shall not be allowed to seek an elected position in another branch of the Student Government Association until the general election following the end of the calendar year has passed.

**ARTICLE VI: MEETINGS**

**Section 1: Public Access**

All meetings of the Senate and Supreme Court shall be public except when a two-third (2/3) vote of the particular body deems it necessary to go into a closed session. Invited guest are allowed admittance with a two-third (2/3) vote of Senate approval.

**Section 2: Quorum**

A quorum of the Legislative Branch or Judicial Branch shall consist of fifty percent plus one (50% +1) of the seats filled in the respective branch.

**Section 3: Parliamentary Authority**

All meetings of the SGA shall be conducted according to parliamentary laws as set forth by Robert's Rules of Order, Revised Edition, unless otherwise stipulated.

**ARTICLE VII: AMMENDING THE BY-LAWS**

A two-thirds vote of the Senate seats filled shall be necessary to amend the Bylaws of the Student Government Association.

**ARTICLE VIII: FINANCES**

**Section 1: College Delegation Budget**

1. Each college delegation shall be allotted funds according to the following provisions:
  - a. From the Total Amount Collected (TAC) (SGA student self assessed fee X student enrollment) for the Student Government Association, one-ninth of the total shall be transferred to the Total College Fund (TCF) (budgets of all colleges defined).

- b. The fraction of the students in each college shall be defined as the total number of students enrolled in majors in that specific college divided by the total number of students enrolled in all colleges, or total university enrollment as of the fourteenth class day of the Fall semester.
- c. The fraction of organizations within a college shall be defined as the number of registered organization in that college divided by the total number of registered organizations in all colleges. An organization shall be defined as any officially sanctioned college club that falls distinctly within the purview of a specific college.
- d. The formula for all College Delegation Funds shall be as follows:
  - Determine the fraction of students enrolled in each college multiplied by the TCF
  - Add the previous number to the fraction of organizations in each college and multiply by TCF
  - Divide the previous number by two: this shall be the College Budget
- e. The Freshmen Delegation shall have no budget but Freshmen Senators may write appropriations from the General Fund in accordance with appropriation guidelines.
- f. Each college delegation fund shall be no less than \$500. Adjustments will be made by the Treasurer after the proper formula to decide all College Delegation Funds has been expedited.
- g. Any deviation from this set standard must be approved by a majority of the Council of Presidents, and a 2/3 vote of the senate seats filled.

### **Section 2: The General Fund Budget**

1. The General Fund shall receive no less than \$6,500 of the remaining budget.
2. The Total College Fund (TCF) and the General Fund shall receive no less than \$15,000 of the entire budget.

### **Section 3: The Executive Budget**

1. The Executive Budget shall be the remainder of the Student Government Association's funding that is not allocated to the Total College Fund or the General Fund.
2. This budget is a discretionary budget to be used by the Big Three to pay for various administrative aspects of the Student Government Association, including salaries and other administrative provisions.
3. This budget does not need approval by the Senate being as it is the remainder of funds and not based on a set formula, but decided by the University Business Office.

### **Section 4: Approval and Reporting of the Budget**

1. The Treasurer shall annually submit a tentative budget for approval to the following groups:
  - a. The Big Three for approval by a majority vote.
  - b. After being approved by the Big Three, the Treasurer will hold a meeting for the Council of Presidents for the budget to be approved by a majority vote of colleges represented.
  - c. After being approved by both the Big Three and the Council of Presidents, the budget will be brought before the Senate for approval by a two-thirds vote of all seats filled. This approval or rejection will be done by the fourth week of the Fall semester.
2. The Senate shall not present or vote on appropriations and the Senate Chairman shall not sign for passage of any appropriation until all necessary groups have approved the budget.
3. The Treasurer shall report updated budget totals to Senate members as needed or requested.

### **Section 5: The Reserve Account**

The Reserve Account is a savings account established from the accumulation of unused funds from past budgets.

1. Funds from the Reserve Account can be utilized for the following:
  - a. to clear deficits incurred by previous years after the fiscal year.
  - b. to purchase items that would benefit the student body as a whole and/or enhance campus beautification.
2. Funds from the Reserve Account shall not be utilized for the following:

- a. to directly fund an organization and/or an individual.
  - b. to allocate to the general fund budget and/or any college delegation budget to fund an organization and/or an individual
3. Funds allocated from the Reserve Account must be approved by a three-fourths (3/4) vote of Senate seats filled.
  4. In cases of emergencies, the Big Three, with approval of the faculty advisor, may determine that funds from the Reserve Account may be used. The decision may be overturned by a 2/3 vote of the senate seats filled.

**Section 6. Appropriating Money**

1. All funding from College Delegation Funds and the General Fund shall be dispersed through Appropriations of the Senate with the exception of purchases made to fund the overall running of your college and/or administrative supplies.
2. Any registered student organization and/or student may receive funding through the General Fund and/or College Delegation Funds. This exception shall only be made when the total of the entire event is less than \$100; any amount over \$100 requires an appropriation.
3. Any campus organization or individual requesting funds shall do so only once per semester. This rule shall not apply to academic organizations.
4. Funds appropriated to an organization or individual shall be up to but not exceeding, the following:
  - a. College/Academic Organizations: 50% of the total funds
  - b. Non-College/Social Organizations: 25% of the total funds
  - c. Campus Wide Service Projects: 100% of the total funds
  - d. Academic Honors Societies: 50% of the total funds
  - e. The Treasurer will keep a running, updated list of all above registered organizations according to what category they fall under.
  - f. Hotel: \$50.00 per room per night at quad occupancy.
  - g. Travel: \$.15 per mile
  - h. Registration: \$200.00 total for all individuals and/or groups attending.
  - i. Appropriations for banquets, departmental purchases, and scholarships shall be presented with “N/A” in the “Allowed by SGA” column.
    - i. A banquet appropriation shall present an itemized listing of all expenses incurred for the production of the banquet. A banquet is defined as an event hosted by a registered organization of a college. Funds may be used for awards, speakers and other aspects of the banquet, but not for meals or food associated with the banquet.
    - ii. Departmental purchases and Scholarships shall be made by the respective college funds. The SGA Secretary shall decide on appropriate proof of expenditure.
  - j. Air travel may only be funded up to \$150 for persons who are individually presenting research, papers, posters etc. at conferences or conventions.
5. Funds may not be used to pay for the following:
  - a. Faculty and/or staff expenses, as they have their own source of funding
  - b. Individual meals including banquets
  - c. Air plane travel for groups
6. An activity shall not be funded by more than one appropriation.
7. If funds are appropriated to sponsor an event, then SGA is to be acknowledged in all promotional aspects of the event as a sponsor. Examples of acknowledgement include, but are not limited to: SGA’s name on promotional posters, fliers, mass media, and/or handouts.

8. Funds may be allocated to purchase items that are beneficial to the student body by a two-thirds vote of the Senate seats filled.

### **Section 7. Accountability for Appropriations**

1. All organizations or individuals receiving funds are required to send a representative to meet with the SGA Secretary no later than two (2) weeks after the event for which the funds were appropriated. All appropriations for which no date is specified are required to report back to the SGA Secretary no later than two (2) weeks after the check has been issued. At the end of this two-week period, the Secretary will render a preliminary decision concerning the receipts of the appropriation. At this time, if there are any discrepancies, the SGA Secretary will allow the individual or organization one (1) week with which to present documentation which will clarify the discrepancies. If this three-week period is not complete at the end of the semester, then the period continues the day classes resume the following semester. Submitting a report to the SGA Secretary within the allotted time is the responsibility of the organization receiving the funds.
2. The report submitted to the SGA Secretary shall include the following:
  - a. Verification of the events through witnesses, pictures, written accounts, and/or other methods.
  - b. Legal receipts accounting for all expenses incurred through the event including documentation of how the funds were used. If a legal receipt is not obtainable, other sources may be accepted or rejected at the discretion of the SGA Secretary.
3. Based on the information in the report, any funds found to be unused by the organization will be refunded to the account from which it was appropriated.
4. If the SGA Secretary finds the misuse of funds by the organization or individual or the organization or individual fails to meet any of the above requirements, the SGA Secretary will recommend to the Senate that the organization or individual be placed on a two (2) semester probationary period not including summer semesters. This probationary period is standard is not debatable by the Senate. The probation will begin the semester following that in which the infraction occurred. The Senate must approve this recommendation for probation by a two-thirds (2/3) vote. Organizations and/or individuals placed on probation shall not be able to receive any funding from the SGA, including Executive Funds. Any organization and/or individual found to misuse funds shall be required to pay back all of the funds allocated to them from the Student Government Association for the event in which the funds were misused. When the organization completes the probationary period, all rights shall be returned to the organization and/or individual.
5. Failure by an organization and/or that organization's representative or an individual to adequately respond to the above stated requirements will result in that organization being subject to disciplinary action in accordance with the University Code of Student Conduct and Appeals Procedure.
6. All organizations and individuals shall be responsible for knowing and abiding by all SGA regulations and all University regulations as included in, but not limited to, The Code of Student Conduct, University Catalog, these Bylaws, and all other rules and regulations of this organization. In additions, organizations and individuals shall be responsible for knowing and abiding by all local, state, and federal laws.
7. Before filing for an appropriation, a member of the organization receiveing funds must review these regulations and the member must sign the SGA Compliance Form as a representative of the said organization. By signing this form, the representative becomes responsible for meeting the requirements set forth.

## **ARTICLE IX: BILLS**

### **Section 1. Definition of a Bill**

1. A Bill is a proposal made by any Senate member for the approval of the entire Senate.
2. Bills of the Senate shall be turned in to the Secretary at a date and time set so that the Secretary may include the Bill on the agenda.
3. Bills may be submitted by an member of the Senate.

### **Section 2. Appropriations**

1. An Appropriation shall be defined as any bill that appropriates funds to a student organization and/or individual.
2. The Appropriation shall contain a breakdown of all projected costs of the activity. This breakdown shall be found in the "Totals" column of the Appropriation.
3. The "Allowed by SGA" column shall contain the maximum amount of each expense that can be funded according to set regulations found in these Bylaws and other governing documents.

4. The "Requested from SGA" column shall contain the amount of each expense the organization and/or individual is requesting and/or the amount authorized by appropriation guidelines. The total of this column shall equal the total amount of the Appropriation.
5. An appropriation must be read during a SGA meeting, before the event occurs. If the circumstance presents itself that an organization and/or student is seeking funding for an event that occurs after the first day of classes in the Fall semester but before the Budget is finalized, the appropriation shall be submitted into New Business after the event occurs only if the organization and/or student turned in the mandatory Compliance Form to the SGA Office before the date of the event. In this case, the funds appropriated shall serve as retroactive payment to defer costs.
6. The organization and/or the individual are responsible for adhering to the all rules governing appropriations. Failure to comply shall result in that organization and/or individual being subject to disciplinary action under the University of Louisiana at Lafayette's Student Code of Conduct and Appeals Procedures.
7. Any funding received from the General Fund shall be approved by a majority of the Senate seats filled.
8. Funding from a College Delegation Fund in an amount of \$250.00 or less requires a majority vote of the filled Senate seats within the respective college. Funding from a College Delegation in an amount greater than \$250.00 must be approved by a majority vote of seats filled of the entire Senate.
9. Any appropriation that totals more than \$250 shall be voted on by the entire Senate.

## **Section 2. Amendments**

1. An Amendment shall be defined as any bill that alters any governing document of the Student Government Association.
2. Amendments must go through the appropriate committee channels before being brought before the senate for a majority vote of the senate seats filled.
3. An Amendment shall be presented and approved as stated in the respective document.

## **Section 3. Resolutions**

1. A Resolution shall be defined as any bill that officially states the position of the Student Government Association, as a representative body of the students, on any issue.
2. The Council of Presidents shall review resolutions before they are presented to the Senate. The Council shall have the power to amend or kill any resolutions by a majority vote of the seats of the Council filled.
3. A Resolution requires a majority vote of the Senate seats filled.

## **Section 4. Referendums**

1. A Referendum is defined as any matter that must be voted on by the entire student body.
2. A Referendum will be placed on the ballot following a two-thirds vote of Senate seats filled.
3. A Referendum will pass after a majority vote of the student body participating in the election.
4. For amendments to or deletion of anything passed by a Referendum, a majority vote of the student body is required. The Student Self Assessed Fee Oversight Committee has the power to suspend collection of Student Self Assessed Fees if they find misuse of those funds.