

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

Amended September 19, 2017

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 of 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 a 2.25 cumulative grade point average on the 4.0 scale. Graduate students shall have at least a 3.0 cumulative 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 are subject to the following exceptions:
 - a. Graduate students may be enrolled for a minimum of three (3) credit hours during his or her last semester.
 - b. Undergraduate students are permitted to have less than nine (9) credit hours and remain enrolled with less than nine (9) hours during the regular semester(s) while in office if their academic situation prevents them from holding nine (9) credits hours during the regular semester(s).
7. Uphold and abide by these Bylaws, the Constitution, and all other rules of the Student Government Association during candidacy and while in office.
8. Any Justice seeking candidacy in the elections must resign from his/her position before the deadline for Filing for Candidacy as defined in the rules governing Elections in order to be eligible for candidacy. Any Chief justice seeking candidacy in the elections must resign from his/her position before the first day of business for that semester as defined by the university Registrar's Office.

Section 2: Qualifications for the Executive Branch

Candidates for the Executive Branch (President, Vice President, and 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.
3. Members of the Big Three are not allowed to publicly support candidates or wear candidate material. Big Three members are allowed to voice concerns and comments and campaign for referendums.
4. Undergraduate students shall have a minimum of a 2.5 cumulative grade point average on the 4.0 scale. Graduate students shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale in graduate work.

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 in a collegiate class setting, or be in their first academic year after enrolling as a first-time freshman (defined as consecutive Fall and Spring Semesters, in that order).
 - a. For the purposes of this section, “collegiate class setting” shall be defined as taking courses offered via the following formats by an accredited postsecondary institution:
 - i. Classes taught and attended in a physical classroom or laboratory
 - ii. Classes taught online
 - iii. Classes taught by correspondence
 - b. The following shall not be considered completed in a “collegiate class setting:”
 - i. Hours earned via the University’s Advanced Credit Exam program or any equivalent program offered by an accredited postsecondary institution.
 - ii. Hours awarded by the University or any other accredited postsecondary institution the candidate has attended for earning a particular score on the ACT, SAT, Test of English as a Foreign Language (TOEFL), or a comparable standardized test.
 - iii. Hours awarded by the University or any other accredited postsecondary institution the candidate has attended for sufficient grades in an Advanced Placement (AP), International Baccalaureate (IB), or comparable advanced program of secondary education.
 - iv. Hours awarded in a program of concurrent enrollment between the University or any other accredited postsecondary institution and the accredited secondary school(s) at which the candidate shall have been regularly enrolled.
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.

5. Upon resignation, senators shall submit a written, documented statement to the SGA Secretary. Senators failing to comply with this qualification must be removed by a vote of the Senate.

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 of a College President, the Senators from the college in which a vacancy has occurred shall meet with one (1) member of the executive branch and the Senate Chair in the SGA Senate Chambers. All senators must be given one (1) week notice of the meeting by the Senate Chair. The Senators will 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. A presidential vacancy must be filled within two (2) weeks of the resignation/removal.
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.
 - a. The Colleges with vacant seats will be announced in the Vermilion three (3) weeks prior to interviews and applications will be turned in two (2) weeks prior to the interview date. Applicants will then be notified by the Wednesday prior to interviews, which shall occur on the Friday of that same week, if they have been selected by the Council of Presidents for an interview.
 - b. For vacancies occurring due to the graduation of senators at the end of the fall semester, interviews will occur on the Friday following the first Wednesday of November and applications will be turned in by the first Wednesday in November. Applicants selected to fill Senate seats will be sworn in at the last meeting of the Fall semester.
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. The Council of Presidents may, at its discretion, designate one of its selections to serve as President for the college in question, or it may allow the new delegation to select one from amongst itself in accordance with Article I, Section 7, Subsection 4 of these Bylaws.

7. All vacancies of the Judicial Branch will be filled in the same manner as described in Article 5 Section 2.

Section 8: Graduation Stoles

1. All current members will be given graduation stoles for graduation. Former SGA members that are graduating must submit notice to the SGA President at least two months in advance that he/she is graduating and would like to receive a stole. Members who do not complete a satisfactory term of one academic year (a Fall and a Spring Semester) are not eligible.
2. Should a member of SGA finish their requirements for graduation during the Winter Intersession, they shall be considered as a sitting member upon graduating in the Spring Semester. The member will receive a graduation stole even though they are not serving on SGA during the Spring Semester.
2. SGA stoles will be white with the letters "SGA" prominently displayed.
3. Any SGA member who has served as a member of the Big 3, Chief Justice, Chief Electoral Officer, Senate Chair, or for four years (serving under four SGA presidents) will be given an additional V-Neck Stole.

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.

Section 5: The Elections Commission

1. The power to administer SGA elections shall be vested in the Elections Commission.
2. The Elections Commission shall consist of five (5) members:
 - a. The Chief Electoral Officer
 - i. The Chief Electoral Officer shall be appointed at the final meeting of the Senate every Spring semester to a term of one (1) year.
 - ii. The Chief Electoral Officer shall have earned sixty (60) course credits and maintained a 2.5 cumulative grade point average on a four point scale if an undergraduate, or a 3.0 cumulative grade point average if a graduate student. The Chief Electoral Officer must maintain eligibility as defined by Article I, Section 1, Subsection 6 of these Bylaws.
 - iii. The Chief Electoral Officer shall have served at least one semester as a senator, justice, or executive officer of the SGA. Sitting members of the SGA may apply to serve as Chief Electoral Officer, but if chosen and confirmed must resign their previous position.
 - iv. The Chief Electoral Officer shall be chosen via an application and interview process by a committee consisting of the SGA President, Chief Justice, and the college president or senator with the longest cumulative service in

Student Government. If said college president or senator are themselves applying to serve as Chief Electoral Officer, the next most senior member shall take their place on the committee. The Committee shall recommend its choice for the position to the Senate for confirmation by two-thirds of seats filled.

- v. If the Chief Electoral Officer resigns before the completion of their term, or are removed from office due to failure to discharge their duties adequately or impartially, or for behavior in contravention of the Student Code of Conduct (such a removal must be approved by a two-thirds vote of Senate Seats filled), then the Selection Committee shall reconvene and choose a new Officer, with preference to be given to serving members of the Elections Commission.
 - b. Two senators nominated by the Council of Presidents. These senators will not be eligible to run for election to any SGA Office at any time during their service on the Commission.
 - c. Two justices nominated by the Judicial Branch. By serving, these justices forego their rights to participate in any and all matters related to appeals of Elections Commission decisions. The Chief Justice may not serve as a judicial member of the Elections Commission.
3. The Elections Commission shall be vested with all powers necessary and proper for the execution of their duties as outlined in all governing documents of the SGA. The Chief Electoral Officer shall make periodical reports to the Senate on matters related to elections.
 4. The Elections Commission may directly introduce legislation related to the administration of elections to the Senate for its consideration. Legislation may not be introduced from the date that applications for candidates become available until the election results have been announced and certified by the Elections Commission.

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 two retreats for all SGA members 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.
- e. Shall perform all additional executive duties responsible to the office.

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 membership of this committee can only be changed by referendum.

Section 3: 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 Chairperson of the Senate at the end of the Spring Semester during the first official meeting of the incoming Senate. The election of a chairperson shall be the first order of business for the new Senate following the swearing in of all members. The Senate shall elect the chairperson from amongst itself. The Senate Chairperson shall be elected by a majority of the Senate seats filled.
 - ii. Candidates for the position of Senate Chairperson shall have a minimum of a 2.5 cumulative grade point average on the 4.0 scale. Graduate students shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale in graduate work.
 - iii. Candidates for the position of Senate Chairperson shall submit an electronic or written notification to the SGA Secretary informing the Secretary of their intention to stand for election no later than the Friday before the first official meeting of the incoming Senate.
 - iv. The SGA Secretary, prior to the first official meeting of the incoming Senate, shall verify the eligibility of declared candidates.
 - v. Any candidate for Senate Chairperson is required to complete a Parliamentary Procedure class prior to being elected Senate Chairperson.

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.
5. 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
 - Graduate School
 - College of Liberal Arts
 - College of Nursing
 - College of the Sciences
 - University College
 - 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 as follows:
 - i. The total number of College Senators, S, shall be determined by subtracting the total number of College Presidents and Freshman Senators from 50.
 - ii. The proportion $(C/S) = (E/U)$ shall be solved for C in each college, in which E is the total enrollment in that college and U is the total University enrollment. Both enrollments shall be determined using the official numbers from the preceding Fall Semester.
 - iii. Each college's C-number shall be rounded down to the nearest whole number to determine that college's baseline apportionments of seats. EXCEPTION: If a college's C-number is less than 2, that college shall be given two seats.
 - iv. Should be combined number of all colleges' apportioned seats not equal S:
 - 1. If the combined number is less than S, an additional seat shall be given to each college, starting with the college with the largest remainder on its C-number and going in decreasing order, until the total number of College Senators equals S.
 - 2. If the combined number is greater than S, a seat shall be subtracted from each college, starting with the College with the smallest remainder on its C-number and going in increasing order, until the total number of College Senators equals S. However, no college shall be reduced to fewer than two seats under any circumstances.
 - c. University College Membership: Only candidates pursuing the General Studies degree may be candidates for the University College seats during any election, unless as specified below. However, if, in filling vacancies for the University College delegation, there is a lack of qualified General Studies applicants, it is within the discretion of the Council of Presidents to accept applications from other students falling under the banner of University College, namely from the Honors Program and the TRIO Program. Students appointed to fill a vacancy in the University College, but not pursuing a General Studies degree, shall, if they so choose, receive a special dispensation to run for re-election to the University College delegation. All applicants for a University College vacancy must meet the membership requirements of SGA.
 - d. 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 two 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 first SGA meeting of the Spring semester – an unexcused absence from this retreat will count as two unexcused absences.
 - 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.
- 6. 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.
- 7. 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: Standing Committees

- 1. The Senate shall consist of the following Standing Committees: Finance; Rules and Ethics; Academics and Administration; Athletics, Intramurals, and Club Sports; Service and Community Outreach; and Marketing, Development, and Social Engagement. In addition, the Elections Commission shall count as a Standing Committee for the purposes of assigning senators.
- 2. All members of the Senate shall be assigned to one of the above committees by the Vice President, who will make adjustments deemed necessary to ensure adequate representation in each committee
- 3. Meetings: The Standing Committees shall meet biweekly 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.
- 5. Internal Committees
 - a. *Finance Committee*
 - i. Shall consist of nine (9) members, one from each college, to be selected during a college delegation, and the SGA Treasurer who shall be present at appropriation hearings. The SGA Treasurer shall exercise a casting vote only.
 - 1. If a voting member is unable to attend a Finance Committee meeting, another representative from the college is to attend in their place.
 - ii. Meetings will be open to all senators, who will have voice but not vote.
 - iii. Shall review, amend, and/or kill within committee any requests for expenditure for money by the SGA in accordance with legislative processes laid out in these Bylaws and other Finance Committee guidelines.
 - iv. The Finance Committee must give a weekly finance report and a summary budget.
 - v. Shall hold jurisdiction over all bylaw changes made in regards to the financial matters of the SGA proposed by the Senate.

- b. *Elections Commission*
 - i. Shall be classified as a committee for the purposes of assigning senators to a committee.
 - ii. The Senate shall nominate two (2) senators selected by the Vice-President every year to serve on the Elections Commission. These senators may not seek re-election to the Senate while serving on the Commission. The remainder of the committee shall consist of two (2) Judicial Branch members as appointed by the Chief Justice.
 - iii. Shall hold jurisdiction over all Bylaw changes made in regards to the electoral matters of SGA proposed by the Senate, excepting those relating to elections appeals, which shall be the sole jurisdiction of the Judicial Branch.
 - c. *Rules and Ethics Committee*
 - i. Shall consist of six (6) members and the Chief Justice (or Deputy Chief Justice), who shall serve as chair of the committee. The Chief Justice (or Deputy Chief Justice) shall exercise a casting vote only.
 - ii. Shall have jurisdiction over all proposals to change the governing documents, except those reserved to the Finance Committee, Elections Commission, and the Judicial Branch. The committee is granted the right to review, amend, and/or kill within committee all proposals referred to it.
 - iii. Shall have the power to correct all typographical errors, so long as they do not alter the meaning of the changed rule. A majority vote of both the committee and the Judicial Branch is necessary for such changes to be approved.
 - iv. Shall be responsible for all matters related to the rules of procedure for the Senate and may submit proposals related to such for the approval of the Senate by majority vote.
6. External Committees
- a. Structure
 - i. Each external Standing Committee shall consist of eight (8) senators.
 - ii. Each committee shall elect, from amongst themselves, a chairperson to be presented to the President of the Senate for ratification following the first committee meeting. College Presidents may not serve as the chair of a committee.
 - b. Committee Missions
 - i. *Academics, Administration, and Student Services: Shall handle, file, and report on all Student Grievances submitted relating to academics, administration, and student services. The committee shall also coordinate the activities of the Senate on student auxiliaries such as university technology, Red Dot Program, and dining services.*
 - ii. *Athletics, Intramurals, and Club Sports: Shall be responsible for the promotion of Ragin Cajun Athletics, intramural, and club sport activities throughout the University, and will act as the liaison between the SGA and organizations relevant to the committee's purview.*
 - iii. *Campus Affairs and Sustainability: Shall have responsibility for campus infrastructure, safety initiatives, housing, parking and transit, and the Master Plan. Shall lead service events/projects including, but not limited to, the Big Event and Campus Cleanup; undertake the promotion of such activities across the university and community as a whole; lead student driven efforts to establish a more "green" friendly and sustainable campus; and represent SGA at the Campus Safety Walk.*
 - iv. *Student Life and Diversity: Shall be responsible for ensuring the protection of students rights, civil liberties, and free speech; work to improve relations between the student body and governmental organizations; celebrate and promote campus diversity; and coordinate SGA activities with offices and organizations dedicated to student life and social engagement including the Office of First Year Experience.* The Senate, by a resolution ratified by two-thirds of seats filled, may vary the numbers assigned to each of the above committees, with the exception of the Elections Commission, for the duration of that Senate's term.

Section 3: The Board of Committee Chairpersons

1. The Senate Chair and the chairpersons of all standing committees, including the Treasurer, Chief Justice and Chief Electoral Officer, shall serve on the Board of Committee Chairpersons.
 - a. The Senate Chair shall serve as the chairperson of the Board of Committee Chairpersons.
 - b. The Vice-President shall serve as an *ex officio* member of the Board and exercise veto power over the decisions of the Board in relation to restrictions on debate length and structure, and the waving of reports.
 - c. Any member of the Senate may attend meetings of the Board, however, only the holders of the designated positions may exercise the right to vote at these meetings.
2. Duties
 - a. Shall meet once a week while the Senate is in session to prepare the agenda for the upcoming weekly meeting and present it to the Vice-President for approval.
 - b. Shall schedule the order in which legislation is debated on the floor of the Senate. The Committee may place limitations on the length and structure of debate and the number of amendments that may be proposed on said legislation, so long as they do not contravene the governing documents of the SGA or the Rules of Procedure.
 - c. May place limitations on the length of time dedicated to reports by committee chairs, college presidents, and representatives. The Board may also determine that, under extraordinary circumstances, the reports of committees, representatives, and college presidents be dispensed with during a meeting.
 - d. Shall be responsible for the scheduling of guest speakers before the Senate and allotting an appropriate amount of time for presentation and debate.
 - e. Shall seek to make its decisions by unanimous or nearly unanimous consent. The Senate Chair, as chairperson of the Board, shall be responsible for determining if this criteria has been met.
 - f. Shall transmit the agenda to the SGA administrative staff for printing no later than the close of business hours on the Friday preceding the pertinent Senate meeting.
 - g. Meetings of the board may also serve as an informal forum for discussion of procedural issues not directly controlled by the Board. Such issues may include, but are not limited to, the coordination of the introduction of amendments and building consensus on their content.

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 Office of Disability Services Representative
 - d. The Greek Council Representative
 - e. The Honors Program Representative
 - f. The Housing and Infrastructure Representative
 - g. The Alumni Association Representative

Section 5: Attendance

1. Absence from the College Delegation meeting shall be treated as a committee absence for the senator or president.
2. Absence from the Freshmen Delegation meeting shall be treated as a committee absence for the senator.

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 final oversight for any SGA election appeal.
4. Serve as the Student-Self Assessed Fee Oversight Committee.

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.).

- a. 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.
- b. 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.
- c. 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
- d. 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.

- e. 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.
4. The Chief Justice shall appoint the remaining two members of the Elections Commission.
5. The President shall appoint Justices-in-Waiting prior to the end of the Spring Semester to fill vacancies that arise over the course of the summer semester.
 - c. The Chief Justice shall advise the President in writing by the first meeting of the SGA Senate in April of the number of expected vacancies for the Judicial Branch that will occur due to graduation or resignation at the end of the Spring Semester.
 - d. The President shall hold an application process for prospective justices during the month of April.
 - e. At the last meeting of the Senate in the Spring Semester, the President, having consulted with, and received written approval from the President-Elect, shall recommend to the Senate a list of potential Justices for appointment and confirmation as Justices-in-Waiting.
 - f. The number of Justices-in-Waiting shall not exceed the number of anticipated vacancies.
 - g. The term of the Justice-in-Waiting shall commence from confirmation at the Senate meeting to the final Monday in September the following Fall Semester.
 - h. If a vacancy arises during the summer on the Judicial Branch, the President shall choose, and swear in, a Justice-in-Waiting to fill the vacancy; with that Justice becoming a full official member of the Judicial Branch, with all the rights and privileges afforded a member, until graduation, resignation, or removal.

Section 3: Officers

1. The Chief Justice shall appoint a Deputy Chief Justice to assist in the operations of the Judicial Branch. The Deputy Chief Justice shall serve as Acting Chief Justice in the absence of the Chief Justice. The Chief Justice may delegate certain responsibilities to the Deputy Chief Justice.
2. The Chief Justice shall appoint a Clerk from within the branch to assist the Chief Justice and Deputy Chief Justice in their duties, and ensure that Branch records are properly kept.
3. The Chief Justice shall notify the Senate of the justices appointed and the Senate shall confirm these appointments by majority vote.

Section 3: Removal

All judicial terms shall be continuous until graduation, resignation, or termination.

1. Upon resignation, a written documented statement shall be turned in to the SGA Secretary.
2. 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.
3. In case of absences or other conduct found to be in violation of the Bylaws (i.e. malfeasance and dereliction of duty of duty defined in Section 15.38 of the Code of Student Conduct) a justice may be removed as stated in Article 1, Section 8, of the By-Laws.
4. A Judicial Branch member must serve through one spring election and one fall election before seeking candidacy in the elections. There is no minimum term limit for Chief Justice aside from the initial requirements. If a justice resigns before serving both a fall and spring election, that person must sit out twelve months before running for an elected position.

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 guests 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: Budgetary Periods

1. The SGA shall create three budgets a year correlating to the following time frames: Fall: August – December; Spring: January – May; and Summer: June – July.
2. The Treasurer shall table a tentative budget in the Senate by the fourth week following the beginning of classes each semester. The Big Three and the Council of Presidents shall examine and approve by majority vote the budget prior to its tabling in the Senate. The Senate shall approve the budget each semester by a two-thirds vote of all seats filled.
3. The Senate shall not present or vote on appropriations, and the Senate Chairman shall not sign for the passage of any appropriations, until all necessary groups have approved the budget.
4. Any campus organization or individual requesting funds shall do so only once per semester. This rule shall not apply to academic organizations.

Section 2: Individual Accounts

The budget shall be broken down as parts of the "Total Amount Collected" (TAC). The TAC shall be equal to \$7.50 multiplied by the total enrollment of the University for the semester, which will be collected by the third week of the semester.

- a. The "Total College Fund" (TCF) will be equal to 15% of the TAC.
 - i. One-third of the TCF will be the "Total College Fund for Individuals" (TCFI). The TCFI will be managed by the Academic and Administration Committee and used solely for academic purposes.
 - ii. Two-thirds of the TCF will be the "Total College Fund for Organizations" (TCFO). The TCFO will be split evenly among the external standing committees.
- b. The "Total College Fund for Projects" (TCFP) shall be \$36,000, split evenly among the nine colleges with \$4000 each.
- c. The "Total Committee Fund" (TCOF) shall be \$3600 for committee appropriations with the President holding the ability to veto.
- d. The "General Fund" shall be \$6000.
- e. The "Executive Budget" (EB) shall be the remainder of the TAC after all other funds are distributed according to these bylaws.
 - i. 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.
 - ii. 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 3: 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 4: 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 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. Funds appropriated to an organization or individual shall be up to, but not exceed, the following:
 - a. The Treasurer will keep a running, updated list of all above registered organizations according to the category they fall under.
 - b. Registration: \$200.00 total for individuals and up to \$90.00 per person, not exceeding \$800.00 total for groups attending.
 - c. 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.
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. If funds are appropriated to sponsor an event, then SGA is to be acknowledged as a sponsor in all promotional aspects of the event. Examples of acknowledgement include, but are not limited to: SGA's name on promotional posters, fliers, mass media, and/or handouts.
7. 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 5: Compliance Forms

1. The Treasurer, working in concert with the Finance Committee and the Special Representative for Financial Accountability, shall create, and periodically review and update, a compliance form for individuals or organizations to complete in order to petition the SGA for funds.
 - a. The Committee shall create two separate compliance forms: one for individual petitioners and one for organizations.
 - b. The Compliance Form shall include various components including, but not limited to:
 - i. Questions related to the nature of the event and the petitioner's purpose for attending.
 - ii. Questions related to how the event will benefit the individual, organization, and/or university as a whole.
 - iii. Questions relating to whether the petitioner will be presenting at the event attended with details on what is to be presented.
 - iv. Questions relating to expenses occurred for registration, travel, and lodging requirements.
 - c. The Treasurer shall create a method of submission for compliance forms. This method may be of an electronic nature.

Section 6: Appropriations Drafting and the Legislative Process

1. Upon the receipt of compliance forms from petitioners, the Treasurer shall refer the forms to the Special Financial Representative.
2. The Finance Committee shall meet on Friday every week that University classes are in session, unless the Senate, by a majority vote on a resolution, gives leave to the Finance Committee to set another regular meeting time.
3. At each committee meeting, the Finance Committee, the committee shall dedicate time to the drafting of appropriations on the basis of submitted compliance forms, with the maximum allowable monetary amounts from the Student Government Association on the proposed appropriation.
4. After a consultation with the petitioner, the Finance Committee members shall have sole discretion to the level of funding that the petitioner shall receive.
5. The SGA Treasurer may exercise the right of the financial veto over an appropriation. This veto extends solely to the levels of funding decided upon by the committee and may not be used to kill an appropriation outright. Upon the exercise of a veto, the appropriation is referred back to the Finance Committee for further debate and readjustment of funding.

Section 7: Accountability Measures

1. The Treasurer shall appoint a Special Representative for Financial Accountability at the beginning of each Senate term.
 - a. The Special Representative shall maintain a minimum of a 3.0 cumulative grade point average on a four point scale. They shall have achieved a minimum of sixty (60) hours of college credits and shall maintain a course load in accordance with Article I, Section 1, Subsection 6 of these bylaws. The Special Representative shall have the proper credentials for their post, with an adequate background in financial studies required.
 - b. The Treasurer shall present his/her recommended choice for Special Representative to the Senate no later than the second meeting of the Fall semester for confirmation by majority vote. The Finance Committee may at any time submit a resolution to the Senate to remove the Special Representative for conduct in contravention to the Code of Student Conduct or for dereliction of their duties. Such a resolution must be agreed to by two thirds of Senate seats filled.

2. The Finance Committee shall develop, in concert with the Special Representative, a set of procedures to ensure that all petitioners are in compliance with Student Government and University regulations, in addition to any pertinent local, state, and federal laws. A copy of these procedures and regulations shall be provided to the petitioner upon the submission of the compliance form.
3. All petitioners must file all receipts and other necessary documents to the Special Representative within two (2) weeks following the conclusion of their activity or event.
4. All funds that remain unused following the conclusion of the event shall be returned to the SGA by the petitioner. The funds shall then be refunded to the original account.
5. Any funds found to have been misused must be refunded in full to the SGA. Failure to comply with this subsection will result in the disciplinary actions set forth in the following subsection.
6. Petitioners that fail to fully comply with the regulations of the Student Government may be subject to disciplinary action in accordance with the University Code of Student Conduct and Appeals procedure. Furthermore, petitioners that fail to comply with the regulations may be barred from receiving funding from the Student Government for up to three full semesters (summer semester inclusive).

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 a 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 3: 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 4: 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 5: 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.

Section 6: Legislative Procedure

All legislative instruments within the SGA shall adhere to the following procedure:

1. First Reading – The instrument shall be read by title and introduced into the Senate records by the author. The Senate Chairperson will, upon motion, refer the instrument to its respective committee.
 - a. Committees:
 - i. The Instrument shall be placed, for consideration, on the respective committees regularly scheduled meeting agenda.
 - ii. The author of the legislation shall present the instrument before the committee.
 - iii. The committee may discuss the legislation and amend appropriately.
 - iv. The committee will then vote to report the legislation as favorable, unfavorable, or favorable with amendment.
 - v. The instrument must be returned to the Senate within no later than two weeks of being referred to its respective committee.
 - vi. The committee chairperson shall notify the Secretary of the vote and the instrument shall be placed in Unfinished Business.
2. Second Reading – The instrument shall be read by title and shall be reported by committee into the Senate record. The instrument, if favorable, shall now be considered Unfinished Business.
3. Debate and Final Passage – The instrument shall be read by the author and opened to floor debate and a final vote.
 - a. Once passed by the Senate, the instrument will be sent to the SGA President to be approved and signed.
 - i. The President must receive the instrument no later than one class day following the passage.
 - ii. The President shall have until noon on the fifth (5) day after Senate approval to veto an instrument; if time elapses then the instrument shall be enacted as if it were approved.

Section 7: Commendation and Condolences

1. A commendation is defined as any bill that officially commends a group or individual on accomplishments and being fully backed by the Student Government Association
2. A condolence is defined as any bill that officially expresses condolences from the Student Government Association for a loss in the UL – Lafayette community, state community, or national community.
3. Legislation may be drafted by any member of the Senate and does not need to pass through a committee.
4. Commendations or condolences must be passed by a majority of the Senate, and may be opened to co-authors.
5. The group of individual will be presented in front of the Senate with a proclamation after the commendation has been passed.
6. Commendations and condolences will be limited to one per Senate meeting, except for other circumstances under the Secretary's discretion.