**The Bylaws of the Student Government Association Senate of the University of Memphis**Updated Fall 2022

**ARTICLE I: POWERS AND DUTIES**

**Section 1: Powers of the Senate**

1. The Senate shall have the power to establish permanent, temporary and ad hoc committees. Membership of these committees shall consist of members of the Senate.
2. The Senate shall have the power to confirm all Cabinet appointments subject to the voting restrictions expressed in Article VI, Section 9, Subsection C of the Student Government Association Constitution.
3. The Senate shall have the power to confirm all appointments to the Senate subject to the voting restrictions expressed in Article VI, Section 9, Subsection D of the Student Government Association Constitution.
4. The Senate shall have the power to override a Presidential veto with a (2/3) vote subject to such restrictions as expressed in Article VI, Section 9, subsection E of the Student Government Association Constitution.

**Section 2: Duties of the Senate**

1. The Senate shall have the duty to vote on impeachment of any Executive Officer, Senator, or Justice of the Student Government Association who is failing to perform adequately.
2. By the first (1st) regular meeting, the Senate shall elect from its members a Speaker.
3. The Senate may remove the Speaker by a two‐thirds (2/3) vote during any regularly scheduled Senate meeting.
4. By the second [2nd] regular meeting, the Senate shall conduct a vote by secret ballot on the committee chair recommendations presented by the Speaker on an individual basis.
5. The chairpersons and vice-chairpersons of each committee shall be voted upon in each individual committee.
6. The members of the cabinet shall serve as the head of the respective committees. The Head of Student Services shall serve as the chairperson of the Student Services Committee.
7. If a member is not approved the Speaker shall present recommendations for the vacant chairs at the third regular meeting, and the voting procedure outlined above shall apply.
8. If the recommendations for the vacant chair are not approved, the Speaker shall take recommendations from the floor and the previously outlined voting procedures shall continue until all vacant chairs are filled.
9. By the second (2nd) regular meeting, the Senate shall confirm the Speaker of the Senate’s appointment of a Parliamentarian by a two‐thirds (2/3) vote.
10. The Senate may remove the Parliamentarian by a two‐thirds (2/3) vote during any regularly scheduled Senate meeting.
11. By the second (2nd) regular meeting, the Senate shall confirm the Speaker of the Senate’s appointment of a Clerk by a two‐thirds (2/3) vote.
12. The Senate may remove the Clerk by a two‐thirds (2/3) vote during any regularly scheduled Senate meeting.
13. All committee chairs must be filled by the third meeting.
14. Senators holding a seat for any University college shall have the duty of organizing and holding one (1) campus‐wide Town Hall meeting per semester.
15. Senators‐at‐Large shall have the duty of organizing and holding one (1) campus‐wide Town Hall meeting per semester.
16. All senators must participate in one of the following activities per week during the regularly scheduled academic school year each semester.
17. Senators may commit two (2) office hours per week in the Student Government Association Office.
18. Senators must hold one (1) town hall per semester.
19. Senators may write a bill or resolution in lieu of the office hours.
20. Senators may participate in an activity that the Executive Council has chosen to use as a replacement for the normal weekly requirement.
21. The weekly activity should be deemed an appropriate event by the majority of the Executive Council and presented by the Speaker of the Senate at Senate Meetings or Committee Chair at Committee Meetings, which ever week for which the activity should be.
22. Senators may meet with University administrators or faculty on behalf of the Student Government Association in lieu of office hours.
23. A breach of any duty listed or incorporated into these By‐Laws is just grounds for disciplinary action such as reprimand, censure, or impeachment.
24. Any senator breaching these duties listed in Section J shall be available for review and discussion with any executive council members immediately upon failure to uphold these duties after three times.

**ARTICLE II: SENATE MEMBERSHIP AND GENERAL REQUIREMENTS**

**Section 1: Apportionment and Membership**

1. The quantity and apportionment of senate seats shall be made in accordance with the SGA constitution, Article VI, Section 2.
2. “Student Senate membership” shall be defined as the total number of Senators in office at that time.

**Section 2: Qualifications for Office**

1. Any candidate for a Senate seat representing a particular college shall be an active student who is currently enrolled in that college and shall have acquired a minimum of six (6) semester hours in that college.
2. Any candidate for a Senate seat representing the University At‐Large shall be an active student and shall have acquired six (6) semester hours as outlined in Article VI, Section 1 of the SGA Constitution.
3. Each Senator shall maintain his/ her status as an active student throughout his term as senator. If a senator fails to maintain his/her status as such, he/she shall be expelled and his/her seat shall be classified as vacant. An active student shall be defined as any student who is enrolled in six (6) or more semester hours and has paid the appropriate Student Activity Fee.
4. At the time of his/ her election or appointment and throughout his/ her tenure, a Senator shall maintain a per‐semester GPA of 2.5 on a four‐point (4.0) scale.
5. Speaker of the Senate and the Parliamentarian of the Senate shall be required at the time of his or her election, and throughout his or her term, to have a cumulative GPA of not less than 2.75 on a four‐point (4.0) scale.
6. Law students shall be required to have a sixty‐five (65) average.
7. All Senators, including the Speaker of the Senate and the Parliamentarian of the Senate must be in good standing with the University and retain said status to hold office.

**Section 3: Senator Attendance and Bill Submission**

1. Senators shall miss no more than three (3) formal or committee meetings.
2. Each Senator shall be notified by the Senate Clerk after his or her second absence during a semester from a regularly scheduled Senate meeting.
3. Senate meetings shall be defined as the time between the first roll call and the final roll call. Each Senator has a ten (10) minute grace period to declare his/ her presence without penalty.
4. Senators have the responsibility of informing the clerk in written form of his/ her late arrival or early leave within the ten-minute grace period.
5. Each Senator shall be responsible for turning in all legislation to the Speaker of the Senate by the appropriate deadline as outlined by the Senate Rules Manual.

**Section 4: Resignation of Senators**

1. The resignation of a Senator from their seat shall only be considered official if written notice is given to the Legislative Council.
2. Verbal resignation of a committee chairmanship or position of Parliamentarian in a public forum shall be considered official resignation from that position, but not of the actual Senate seat. It shall then be the duty of the Speaker of the Senate to undertake the appropriate action to fill such position in a reasonable manner of time.
3. Any Senate seat designated as vacant by these By‐Laws shall be filled in a manner designated in Article VI, Section 6 of the Student Government Association Constitution.

**ARTICLE III: OFFICERS OF THE SENATE**

**Section 1: Speaker of the Senate**

The Speaker of the Senate shall have the following powers and duties:

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

**Section 2: Parliamentarian**

The Speaker Pro Tempore of the Senate shall have the following powers, duties, and restrictions:

1. All powers and duties as defined in Article VI, Section 5 of the Student Government Association Constitution.
2. The duty of immediately commencing proceedings to elect a new Parliamentarian in the event that he succeeds to the office of President Pro Tempore of the Senate.
3. The duty of serving as chair of the legislative council.

**Section 3: Senate Chief Clerk**

The Clerk of the Senate shall have the following duties:

1. Be present at all Student Senate meetings.
2. Be responsible for the accurate recording of the minutes of all regular and special meetings of the Student Senate.
3. The Clerk shall be responsible for posting the following to the SGA website no later than one (1) week after each Senate meeting:
	1. The minutes of each Senate meeting
	2. The agenda for each Senate meeting
	3. The bills for each Senate meeting
	4. The attendance and voting record of every Senator for each Senate meeting.
4. Be responsible for the typing of all minutes within one week.
5. Be appointed by the Speaker of the Senate.
6. Update any changes or amendments to the by‐laws upon passage of the Senate.
7. Update any change or amendments to the constitution upon ratification of the student body.
8. To serve until the end of the current General Assembly.

**Section 5: Senate Standing Committee Chairpersons**

The Standing Committee Chairpersons shall have the following duties:

1. To preside over his or her respective Standing Committee
2. Schedule not less than two committee meetings per month during each full month of the regular school term.
3. To serve until the end of the current General Assembly.

**ARTICLE IV: STANDING COMMITTEES**

**Section 1: Powers and Duties of Standing Committees and Sub-Committees.**

The standing committees and sub‐committees of the Senate shall be as follows and have the following powers and duties:

1. Legislative Council
	1. This committee shall be composed of all chairpersons and vice‐ chairpersons of the Senate standing committees.
	2. The Speaker shall serve as chair.
	3. This committee shall have the duty of performing Senate functions pertaining to attendance, conduct rules, expulsion procedures, and other internal affairs.

i. The official procedures for the Legislative Council shall be outlined in the Senate Rules Manual.

* 1. The Legislative Council shall meet thirty (30) minutes prior to each Senate meeting when necessary to conduct its business.
	2. Special sessions of Legislative Council may be called by either the Speaker of the Senate or the Parliamentarian as needed.
	3. Members of Legislative Council brought before the Council shall not maintain their voting privileges during their hearing and quorum shall then be reduced appropriately under such circumstances.
	4. In the absence of the Parliamentarian, the Judiciary committee chair shall serve as acting chair and shall, at all other times, serves as Vice‐Chair. Should both be absent, the committee shall choose an acting chair.
1. Student Services Committee:

I. This committee shall have the duty of studying, on its own initiative orupon referral by other agencies within the Student Government Association, any and all programs, events, projects, and institutions affiliated with the University of Memphis, and which are not under the jurisdiction of another Senate committee, and shall be charged with filling reports on a regular basis concerning its findings, recommendations, and draft legislation. This committee shall have the following subcommittees:

i. Education: This committee shall have the duty of studying, on its own initiative or upon referral by other agencies within the Student Government Association, any and all programs, events, projects, and institutions affiliated with The University of Memphis, which are intended to further the educational mission of the university.

1. This Committee shall be charged with making reports and recommendations on a regular basis concerning its findings.

2. Based on these findings, appropriate legislation shall be drafted.

1. Campus Safety Committee:

I. This committee shall have the duty of reviewing and making recommendations on all matters pertaining to the physical structure, layout, construction, and access to the campus.

II. This committee shall have the responsibility of reviewing and responding to issues that concern endangerment or potential detriment to the safety of student welfare.

1. Environmental Committee:

I. This committee shall have the duty of meeting with Physical Plant faculty and staff to review environmental initiatives.

II. This committee shall draft legislation based on student concerns and help promote the awareness of existing environmental initiatives to the student body.

III. At least one member of this committee must serve as the SGA representative to the Physical Plant’s Sustainability Committee, which oversees the planning and implementation of environmental events.

IV. A member of this committee must serve on the Green Fee Committee.

1. Diversity and Inclusion Committee:

I. This committee shall have the duty to work towards the continued diversity and inclusion programs at the University.

II. This committee shall be required to work with the Office of Multicultural Affairs and associated Registered Student Organizations.

**Section 2: Standing Committee Selection**

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

**Section 3: General Standing Committee Provisions**

1. Each committee shall have a chairman with the ability to appoint a vice‐chair with approval from the committee. Each committee chair shall have the duty of reporting in detail to the Senate the activity that has transpired within the committee.
2. Each committee shall file a committee report with each bill that it considers. Any bill not brought to the floor within seven (7) days of the committee’s consideration shall be subject to being called from the committee by a majority affirmative vote by the Senate.
3. No special or ad‐hoc committee shall be appointed when there is a standing committee on the same subject. Any standing committee may, by majority vote, create ad‐hoc committees to deal with designated subjects within the scope of matters that may be considered by said committees. The committee chairman shall appoint the members and name the chairman of the ad‐hoc committees.
4. All senators should be present during the Committee meetings and shall not miss more than three (3) meetings per semester during the regularly scheduled academic calendar.

**ARTICLE V: SENATE PROCEDURES**

**Section 1: SGA Rules Manual on Legislative**

The SGA Rules Manual shall be the official guideline for all Senate procedural matters not otherwise listed in the Senate By‐Laws.

**Section 2: Quorum**

1. One half (1/2) plus one (1) of the Student Senate membership shall constitute a quorum necessary to conduct business.
2. A quorum is necessary to conduct any business except to adjourn or recess.
3. If at any time a Senator feels that there is not a quorum present, it is his/her duty

to request a quorum call. The Speaker of the Senate shall immediately ascertain whether a quorum is present. If there is not a quorum, all businesses must stop until quorum can be obtained.

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

**Section 3: Reprimand, Censure, and Impeachment**

1. Reprimand

I. If any Senator is thought to have violated any laws or rules concerning

attendance, conduct, or other internal matters, a written reprimand may be issued by the Legislative Council by a two‐thirds (2/3) majority vote by the members of the Legislative Council.

II. Any Senate officer who receives more than two (2) written reprimands shall immediately forfeit his or her position.

1. Censure

I. If any Senator is deemed to have violated any laws or rules concerning

attendance, conduct, or other internal matters, that Senator may be issued a censure hearing by the Legislative Council by a two‐thirds (2/3) majority vote.

i. If a two‐thirds (2/3) vote is met, then the Senate must

immediately confirm the censure with a two‐thirds (2/3)

majority vote.

ii. The official procedure for a censure hearing shall be outlined

by the Senate Rules Manual.

II. Any Senator who is censured may not vote or be heard in any Senate

meeting as set forth by the Legislative Council.

III. All censures expire at the end of the current General Assembly.

1. Impeachment

I. If articles of impeachment have been brought forth against any

member of SGA, the Senate shall conduct an impeachment hearing as

outlined in the Senate Rules Manual and Executive By‐Laws.

II. Official impeachment procedures not otherwise outlined in the Senate

By‐Laws shall be listed in the Senate Rules Manual.

**ARTICLE VI: TRAVEL FUND AWARD PROCEDURE**

**Section 1:**  TISL (Tennessee Intercollegiate State Legislature) and MMUN (Model United Nations) shall receive up to one hundred percent (100%) funding and be exempt from Article VI Section 4, subsection E and Article VI Section 2, subsection D.

**Section 2: Travel Fund Allocation**

1. Forty percent (40%) of the travel fund shall be allocated for the Fall semester.
2. Forty percent (40%) of the travel fund shall be allocated for the Spring semester.
3. Twenty percent (20%) of the travel fund shall be allocated for the Summer term.
4. Money not apportioned in one period shall be allocated to the Student Activities Fee.

**Section 3: Travel Fund Application Requirements**

1. The Cabinet of Finance is responsible for setting 3 priority deadlines before each semester for travel applications to be received and reviewed.
2. Request for international travel must be submitted eight (8) weeks prior to the travel date. International travel may not be considered on a consent slate.
	1. Late requests may not be considered.
	2. Requests for international travel shall be accompanied by a letter of recommendation from the department head or faculty advisor in the case that there is no department head.
3. Requests for Domestic travel must be submitted fifteen (15) business days prior to travel.
	1. Late requests may not be considered.
4. The Cabinet of Finance shall honor only one application per student or organization per fiscal year.
	1. A student may travel more than once per year if he is a member of more than one organization receiving assistance.
	2. An application may only be made in his name once per fiscal year.
5. All applicants shall submit an itemized budget at the time of filing their application to request assistance.
6. All applicants shall be required to attend a meeting with the Cabinet of Finance.
	1. Requests shall only be considered during the semester in which the travel will occur, unless there is no viable opportunity for the request to be heard prior to travel that semester.
7. Any applicant who receives unfavorable recommendation from the Cabinet of Finance has the option to request consideration by the Executive Council.
8. The applicant shall make said request, in writing, to the Finance Cabinet Chair.

**Section 4: Eligible Travel Fund Recipients**

1. Only registered student organizations shall be eligible for funding as an organization.
2. Dependent on the availability of funds, travel allocations shall be made for the following:
	1. Students or organizations making academic presentations that will bring positive recognition to The University of Memphis.
	2. Students or organizations attending leadership conferences that will bring positive recognition to The University of Memphis.
	3. Students attending a conference, seminar, or symposium relative to their field of study

**Section 5: Travel Fund Award Restrictions**

1. Any student receiving credit from a class by traveling is ineligible for travel funds assistance.
2. Student organizations, outside of the Student Government Association, which receive a direct allocation from the Student Activity fee allocation committee, are not eligible for travel funds.
3. There shall be no retroactive funding.
4. The Cabinet of Finance and the Student Government Association reserve the

right to award or not to award travel funds based on the guidelines, the trip, and the welfare of the student body.

1. Maximum funding from the Student Government Association shall be limited to $800.
2. Funding for transportation shall be based on the cheapest mode.
3. Any student or organization applying for funds should first supply the Finance Committee with all attempts for additional funding in writing
4. The Student Government Association shall not pay for incidentals, i.e. food, rental car, internet, rental cars, shuttles, taxis, etc.
5. The Student Government Association shall not pay for advisors.
6. The Student Government Association shall not pay for expenses incurred by people who are not students at The University of Memphis.

**ARTICLE VII: AMENDMENTS**

**Section 1.**

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

**Section 2.**

1. Amendments shall be considered passed by a two‐thirds affirmative vote of the Senate membership present at any meeting of the Senate.

**Section 3.**

1. Said amendments shall take effect immediately upon passage, pending Executive approval. Copies of the newly revised, amended, and adopted by‐laws must be available to the Senators by the next scheduled Senate meeting after passage.