

**Bylaws of the Senate of the  
Student Government Association of the  
University of Alabama in Huntsville**

We, the Senate of the Student Government Association of the University of Alabama in Huntsville, in order to provide ourselves with a set of rules and guidelines for governing the actions of this body, and to provide a framework for the members to freely and openly express the student ideas and opinions, do hereby establish these Bylaws for Senate of the Student Government Association of the University of Alabama in Huntsville, further referred to as UAH. These bylaws, hereinafter further referred to as the Bylaws, are in accordance with the Constitution of the Student Government Association of the University of Alabama in Huntsville, hereinafter referred to as the Constitution. Furthermore, these Bylaws shall act as the official governing document for the daily operations of the SGA Senate.

**Article 1: Committees**

All functions of the SGA Senate shall be awarded, according their relevance, to specific committees created for the express purpose of overseeing various aspects of student life and meeting the requirements of the Senate as delegated unto the body by the SGA Constitution. The standing committees of the SGA Senate shall include: Rules and Revisions, Student Organizations, Campus Affairs, Internal Affairs, and Finance. All committees shall have no less than three (3) members, to include the chair, one (1) Senator by academic classification, and one (1) Senator according to college.

Section 1: The Consul shall serve as an ex-officio member on all committees, standing and special.

Section 2: Committee meetings and their attendance are required as follows:

- 1) Committees will meet, at a minimum, bi-weekly to conduct business.
- 2) Committee meetings may be conducted via the following methods, as approved by the Consul:
  - a. In person,
  - b. Telephone,
  - c. Email,
  - d. Other electronic communication, as technology permits. The form of communication must be available to all members of the committee.
- 3) Committee Chairs shall be required to submit minutes of all business conducted to the Consul, forty-eight (48) hours after the conclusion of the meeting. If the Consul determines that a committee is not meeting the requirements of assigned tasks, he or she is empowered to call for a special session of the offending committee.
- 4) Absences from committee meetings shall be counted toward the Senator's absences from Senate meetings. A committee absence shall be counted as a half-absence.

- 5) Committee absences may be excused at the discretion of the Vice-President, in conjunction with either the Consul or the Parliamentarian.

### Section 3: Committee Leadership

- 1) The Committee Roundtable
  - a. Once per month it shall be required that all standing and special committee chairs attend a meeting with the Consul, with the purpose of such meeting being, but not limited, to establish goals, submit progress reports, and to assign members to open committee positions.
  - b. At the first meeting of the new legislative year the committee chairs shall appoint Senators to committees based on preferences submitted during the first meeting of the Senate in a given legislative year, with the order of the review of such preferences based on a Senator's seniority within the organization.
- 2) Each committee at its first meeting of the new legislative year shall internally elect an assistant chair who shall serve as the chair pro-tempore.
- 3) It shall be the duty of committee chairs to establish and hold regular meetings, to which all members of the committee are required to attend.

### Section 4. The Senate Rules and Revisions committee is responsible for the review of all legislation, and the internal implementation of all rules and regulations of the Senate.

- 1) The Rules and Revisions committee shall be limited to no more than five (5) members.
- 2) The duties and responsibilities of the Rules and Revisions Committee are as follows:
  - a. To meet as required by the Rules and Revisions Committee Chair.
  - b. To review all Senate Bills and Resolutions for errors and make revisions prior to their passage.
  - c. To review old legislation for obsolescence and revisions.
  - d. To familiarize members of the Senate with the rules of order, and these Bylaws.
  - e. To review infractions of the rules in place and/or these Bylaws and make recommendations to the Senate concerning such.
  - f. To contact members of the Senate and issue warnings for rules violations.
  - g. To present Bills of Removal to the Senate for consideration.
  - h. To act on any referrals sent to the committee by the Senate.
  - i. To oversee and review the progress of all resolutions passed since the 2006-2007 legislative year.

### Section 5. The Senate Student Organizations committee is responsible for the confirming the eligibility of all applicable student groups, and the oversight thereof.

The duties and responsibilities thereof are as follows:

- a. To meet as required by the Student Organizations Committee Chair.
- b. To make recommendations to the Senate as to grant or reject a club's charter, both pending and historical.

- c. To assure paperwork of all registrations on file with the SGA is current and up to date.
- d. To aid organizations with recruitment and retention of new members.
- e. To work with the Senate Finance committee to ensure that all provided information is accurate and current. .
- f. To act on any referrals sent to the committee by the Senate

Section 6: The Senate Campus Affairs Committee shall be charged with the betterment of campus and student conditions.

The duties and responsibilities of the Campus Entertainment Committee are as follows:

- a. To meet as required by the Campus Affairs Committee Chair.
- b. To determine ways to improve student life on campus.
- c. To determine and initiate projects to better the University.
- d. To address student complaints on campus.
- e. To work to improve student life and promote student involvement.
- f. To act on any referrals sent to the committee by the Senate.

Section 7 . The Public Relations and Promotions Committee is charged with the advertising and promotion of all SGA events.

The duties and responsibilities of the Public Relations and Promotions Committee are as follows:

- a. To meet as required by the Public Relations and Promotions Committee chair.
- b. To promote all SGA sponsored activities on and off campus.
- c. To promote events with a direct SGA involvement.
- d. To collaborate with the Public Relations and Promotions Committee Head.
- e. To act on any referrals sent to the committee by the Senate

Section 8. The Internal Affairs Committee is charged with the maintenance and updating the SGA website, facebook, and twitter pages.

The duties and responsibilities of the Internal Affairs Committee are as follows:

- a. Maintenance of electronic sites such as the SGA website, facebook, twitter, and other sites to be made
- b. Promotion of SGA events on said sites
- c. Other electronic services needed by the President or Vice-President

## **ARTICLE II: *Senate Leadership***

- 1) In addition to the powers and responsibilities defined within Article IV, Section five (5) of the *Constitution*, the *Consul* shall have final say in all disputes between committee chairs,
- 2) The *Consul* shall be required to serve a minimum of six (6) office hours per week.

Section 2. The Line of Succession

- 1) In the event that the *Vice-President* or the *Consul* should be removed, absent, or incapacitated the line of succession for the *Senate* shall be defined as follows:  
*Vice-President, Consul, Rules and Revisions Committee Chair.*

- 2) Within each Committee, the Assistant Committee Chair shall act as the Committee Chair in the absence, removal, or incapacitation of the chair.

### **ARTICLE III: Meeting Format**

Section 1. The Senate will operate by the parliamentary procedure contained in Robert's Rules of Order, Newly Revised. Variances from this parliamentary procedure shall be contained within these Bylaws. Privileges of the Floor in the Senate, are reserved for unusual and final business, all other business shall be conducted in the various committees of the Senate. Minutes for meetings of Senate shall be distributed within forty-eight (48) hours of the conclusion of the meeting.

Section 2. The Vice-President shall be responsible for providing the Orders of the Day at the beginning of the meeting. The Orders of the Day provide an agenda for the proper conduct of business and are the official order in which business shall be considered at that meeting. The Orders of the Day can be distributed in electronic or hardcopy form. The Orders of the Day shall include, at a minimum, the following:

- a. A Call to Order: The Vice-President shall call the meeting to order.
- b. A Quorum Call: The Clerk of The Senate shall call the roll to determine if a quorum is present.
- c. Approval of the Minutes: The minutes of the previous meeting of the Senate shall be read by the Clerk, unless a motion is made to waive the reading thereof with passage of such motion requiring a simple majority. After such event the Vice-President shall call for any objections or amendments members desire to make to the minutes, following which he or she shall call for the approval of the minutes as read and or amended, with approval being dependent on a simple majority of the voting body to vote in the affirmative.
- d. Guest Recognition: The Vice-President shall inquire if any guests present wish to be recognized in the official minutes of the body.
- e. Announcements: The Vice-President shall make any necessary announcements to The Senate at this time.
- f. Committee Reports: The Vice-President shall ask the Chair of any special or standing committees if they have a report to make to The Senate, and if so, he or she shall grant them the privileges of the floor for the time necessary to present the report.
- g. Old Business: The Vice-President shall open the floor for previously discussed business. Any legislation or discussions that are being continued from a previous meeting are proper for discussion at this time.
- h. New Business: The Vice-President shall open the floor for new business. Any legislation or discussions that have not been previously presented to the Senate are proper for discussion at this time. For all matters of legislative nature three readings of the article shall be required before final action may be taken. The first reading thereof, shall be conducted by the Vice President; the second reading shall be conducted before the Senate rules and Revisions Committee; with the third reading to be held before

the entirety of the Senate. Only the third reading of the article may be waived, with such a motion requiring a super-majority, to vote in the affirmative.

- i. Officer Reports: The Vice-President shall grant each Officer of the SGA such time as they need to report on their activities.

#### **ARTICLE IV: Voting Procedures**

For all legislation and other matters requiring a vote a motion to approve with a second must be made. No motion shall be considered unless a second is received within ten (10) seconds of the initial motion. The following four methods shall be used in all matters requiring a vote:

- 1) Voice Vote: A voice vote is allowable where the motion is a procedural one and the motion only requires a majority vote for passage. A voice vote consists of a call for ‘ayes’ and ‘nos’; after which the Vice-President shall determine whether the ‘ayes’ or ‘nos’ carried the voice vote and rule accordingly. Any Senator who disagrees with the decision of the Vice-President shall be allowed to call for division and request that a vote by show of hands be taken. The Scribe shall record the decision of the Vice-President in the minutes.
- 2) Show of Hands Vote: A show of hands vote shall be allowable in all situations, except for final passage of legislation and confirmation of appointments made by the President. A show of hands votes consists of the Vice-President calling for “all those in favor”, “all those opposed”, and “all those wishing to abstain” to raise their hands as directed. After each of the three calls the hands shall be counted by the Vice-President and the Scribe. The Scribe shall record only the results of the vote in the minutes.
- 3) Roll Call Vote: A roll call vote shall be allowable in all situations, but it is recommended only for final passage of legislation and any other situation where the exact record of the ‘ayes’ and ‘nos’ would be appropriate. To conduct the voice vote the Scribe calls the roll of the Senators by last name, at which point they vote ‘aye’ if they are in favor, ‘no’ if they oppose, or ‘abstain’ if they choose not to vote. The ‘ayes,’ ‘nos,’ and ‘abstentions’ shall be recorded to facilitate any further procedural motions [motions to reconsider, etc.].
- 4) Secret Ballot: A secret ballot vote shall be allowable in all situations, but it is recommended only for voting on appointments made by the President and any other situations where the vote is sensitive. The Senators shall record their vote, either ‘aye’, ‘no’, or ‘abstain’ on a slip of paper and hand it to the Scribe. The Scribe shall record only the results of the vote in the minutes.
- 5) A quorum must participate in each vote for the vote to be binding. Abstentions do not count towards the quorum.

#### **ARTICLE V: Registering Clubs**

Section 1. Previously un-registered clubs shall require a vote in the Senate. The Student Organizations Committee shall be given SGA co-signature authority, in conjunction with

the Vice President, to re-register previously approved clubs, and to approve registration information updates when club officer information changes, pending the approval of a simple majority of the committee. The Student Organizations Committee Chair shall retain the right to defer approval or disapproval of the clubs to the Senate. The Student Organizations Committee Chair shall make mention of any clubs that have been approved using the aforementioned method when submitting an officer report before the Senate.

Section 2. The SGA may register any club or organization excepting those explicitly forbidden by the Office of Student Affairs. The President of any club or organization seeking a registration shall be required to come before the Student Organizations Committee for an interview, both upon the initial registration and annually upon re-registration. Any organization must submit a re-registration request no later than one month after their elections, and are required to keep their current officers on file with the SGA office.

Section 3. If any Registered Organization fails to fulfill the duties set forth by the Organization's Constitution or fails to follow the rules and regulations set forth by UAH, the laws of the state of Alabama, and the United States of America, their registration may be revoked.

Section 4. Any student (including SGA members), faculty or staff member of UAH having knowledge of the relevant facts based on personal observation or other reliable information can file a complaint against an organization with the SGA Student Organizations Committee.

#### Section 5. Complaints

- 1) All complaints must be submitted in writing to the SGA, using an SGA approved form and methodology.
- 2) The SGA Student Organizations Committee will investigate each complaint. If there is sufficient evidence found that supports the filed claim, a Bill of revocation will be brought forth by the Student Organizations Committee Chair and presented to the Senate.
- 3) The Organization's Advisor and President will be issued notice of the pending Bill of Revocation a minimum of twenty-four (24) hours before the first reading to the Senate.
- 4) The Bill will have two (2) readings before a vote can be called.
- 5) The organization shall be given one (1) week after the first reading to correct the violation and submit proof that they are no longer in violation, and if so proven, the Bill will be withdrawn.
- 6) The organization may also choose to present a detailed plan of action, with a defined time line, which will be implemented to make sure the organization, conforms to the rules, if the plan of action is accepted by the Senate then the Bill of Revocation will be tabled until the approximated time has lapsed. If the issue is corrected during that time, the Bill will be withdrawn. If the organization does not adhere to the plan and timeline then the Bill maybe voted on.

- 7) A special session may be called for Bills of Revocation as long as the organization's time to prepare is not infringed.
- 8) After the first reading of a Bill of Revocation the organization is on suspension/probation until the Bill is withdrawn or voted down. During this time the organization will not be allowed rights and privileges of a chartered organization – this includes but is not limited to: use of the University Center facilities and special funding. Furthermore, an official statement is to be issued to: the Vice President of Student Affairs, the UC Scheduling Assistant, the UC Director, the Assistant UC Director, the Student Activities Director, the SGA Vice President of Finance, and the Finance Committee Chair saying only a Bill of Revocation has been issued against the organization and that all rights, privileges, and responsibilities of the defendant have been suspended pending the outcome of the Bill of Revocation. The statement shall include a copy of the pending document with the word "PENDING" in bold red letters on all pages of the document.

#### **ARTICLE VI: Attendance, Impeachment, Motions of No Confidence, and Suspension of the Bylaws**

Section 1. Senators shall be limited to no more than two (2) unexcused absences from Senate meetings in their elected term. Half-absences shall be counted for any Senator that arrives to the meeting after the calling of their name in the roll call or leaves before the final roll call of dismissal. Half-absences may be determined, at the Vice President's discretion acting in conjunction with either the Parliamentarian or the Consul, to be either excused or unexcused. Senators arriving after the call of his/her name in the opening roll call may not be counted towards quorum and shall not have voting privileges until recognized by the Vice President. This recognition shall be noted in the official minutes and its effects on quorum.

Section 2. Senators who violate the maximum number of unexcused absences may have action taken against them, to possibly include a Bill of Impeachment, as defined in Article VI, Section 6 of the Constitution for negligence of duty and failure to serve.

Section 3. All Bills of Impeachment are to be presented as follows:

- 1) The Rules and Revisions Chair shall present all Bills of Impeachment.
- 2) The defendant is issued notice of the pending Bill of Impeachment a minimum of 2 days before its first reading to the Senate.
- 3) Two readings of the Bill of Impeachment are required before final action may be taken.
- 4) Readings of any Bill of Impeachment cannot be waived.
- 5) The defendant shall be given a minimum of one week after the first reading to prepare a defense before final action.
- 6) A special session may be called for Bills of Impeachment as long as the defendant's time to prepare is not infringed.

- 7) After the first reading of a Bill of Impeachment, the defendant's voting rights are suspended pending the outcome of the Bill of Impeachment.
- 8) With the passage of a Bill of Impeachment, removal of a Senator is immediate. A statement to the effect is to be issued to the Exponent, the SGA Advisor, and the Vice President of Student affairs, along with a signed copy of the Bill of Removal.

Section 4. The Senate may at any time call for a Vote of No Confidence against any internally-elected or internally-appointed officer. A Vote of No Confidence shall be comprised of a motion and a second brought to the Senate floor, and requires a hyper-majority of the entirety of the Senate, including absent members, with the votes of absent members to be collected electronically within forty-eight (48) of the motion. The Scribe shall notify all absent members of the vote as soon as the meeting is concluded. Upon a successful Vote of No Confidence, the officer shall be removed from their appointed or elected position as an officer only, remaining within the body as a Senator.

Section 5: A vote to suspend the rules of order shall have to be passed by a hyper-majority of the Senate. Furthermore, a motion to suspend the rules of order is only in order for the discussion of one topic only. When the Vice President proceeds to the next topic on the agenda, the rules of order shall no longer be suspended.

#### **ARTICLE VII: Amendments and Resolutions**

Section 1. These Bylaws may be amended by a hyper-majority vote by the Senate after the amendment has undergone three (3) readings. The first reading shall take place within the Rules and Revisions Committee, with the subsequent readings to take place within the Senate. The first reading before the entire Senate may not be waived.

Section 2. A notation shall be made in this Section of these Bylaws for all bills of amendment that have been passed by hyper-majority vote of the Senate, with reference to a copy of the bill of amendment, its vote totals and signatures, and the date of ratification, to be kept on file in the SGA Office for future reference by all members of the student body. All changes to these Bylaws shall be officially incorporated into the text at the time of the next election of the Senate, and new copies of these Bylaws provided for all members with the requisite changes.

Section 3. Each bill passed shall follow a certain format which shall be set forth upon entrance into the SGA. Such format shall include resolution number, persons who introduced said resolution, president's signature, if passed and date of passage, and the action to be taken.

#### **ARTICLE IIX: Ratification**

These Bylaws for the Senate of the Student Government Association of the University of Alabama in Huntsville, and any amendments thereto, shall be considered ratified when a hyper-majority of the presiding Senators votes in the affirmative and take effect

immediately upon ratification. All legislation that was binding upon the Senate prior to the ratification of these Bylaws shall be declared null and void within three (3) months of ratification. Any conflict between the binding legislation and the Bylaws shall yield in favor of these Bylaws. Powers not explicitly delegated in the Constitution or these Bylaws fall to the discretion of the Vice President. Past tradition shall take precedence when applicable. Any section of these Bylaws deemed unconstitutional by the Judicial Council shall be stricken in such a manner that the remaining document will remain constitutional.

We, the undersigned, by affixing our signatures to this document, do hereby ratify these Bylaws for the Senate of the Student Government Association of The University of Alabama in Huntsville and agree to the above statement regarding the authority of the Senate.