

**Angelo State University
Student Government Association
*Student Body By-Laws***

**Article I
General Organization**

Chapter 1. All legislative powers granted to the Student Government Association (SGA) shall be vested in a Student Senate. The Student Senate shall be responsible for recommending the construction and adoption of a Code of Laws pertaining to the organization of the Student Senate. The Code of Laws shall not conflict with the provisions of the constitution, University rules and regulations, or the Board of Regents rules and regulations. The Angelo State University Student Body Constitution shall supersede any portion of the Student Body Code of Laws should a conflict arise.

Chapter 2. Senate Membership and appointment of the Student Senate shall be established by and set forth in the Student Body Constitution.

Chapter 3. Executive Officers of the Student Body

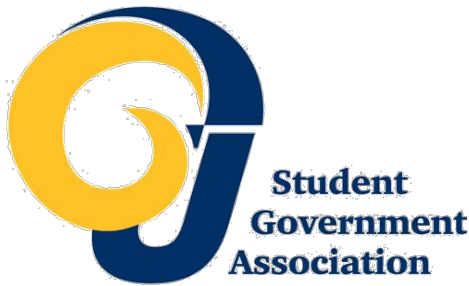
Section 1. The President of the Student Body shall:

- A. Exercise all executive duties and powers granted by the Student Body Constitution and this Code of Laws
- B. Be responsible for managing the Student Government office
- C. Be authorized to appoint officials, by and with the advice and consent of the Senate, to the executive cabinet, judicial council, election commission, or other specified posts previously established by law.
- D. Delegate any executive duty, granted by law or virtue of office, to any officer approved by the Senate.
- E. Issue all executive orders in writing and submit a copy to the Student Body Secretary for record and notice to the Student Senate.
- F. Be involved in the selection process of the Student Body Secretary.
- G. Give a monthly report to the administration of current Student Government issues with the Student Body Vice President
- H. Meet with the University President and Vice Presidents on a monthly basis with the Student Body Vice President
- I. Attend all Student Advisory Board Meetings.
- J. Give a State of the University Address on the second and eighth senate meeting of the fall semester, and the first and fifth senate meeting of the spring semester
- K. Have regular working hours from 1:00 pm - 5:00 pm Monday - Friday
- L. Receive compensation as set forth by the University.
- M. Choose a Vice Presidential running mate prior to being elected into his/her position

Section 2. The Vice President of the Student Body shall preside over all formal meetings of the Senate as Chairperson. Qualifications, powers, and duties shall be established and set forth in the Student Body Constitution.

Section 3. The Vice President of the Student Body shall:

- A. Be considered the President of the Senate.
- B. Have no vote in the Senate except in the event of a tie.
- C. Maintain order at all times with assistance from the Senate Parliamentarian if necessary.
- D. Be thoroughly versed in parliamentary procedure.
- E. Not debate from the Chair except in the case of an appeal.
- F. At no time decide on a question involving solely the constitutionality of a piece of legislation.
- G. Follow the order of business as prescribed by the agenda unless the rules are suspended.
- H. Remain impartial at all times while conducting meetings



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- I. Make clear to all Senators the issue in question.
- J. Execute all powers and duties found in the constitution and the Code of Laws consistent with University policy and rules and regulations of the Board of Regents.
- K. Be the only person authorized to recognize persons wishing to speak during a senate meeting.
- L. Not recognize anyone except Senators, the Student Body President, SGA Faculty Advisor, Ex-Officio members, and scheduled speakers during old and new business sections of the Agenda.
- M. Recognize persons wishing to speak in a fair and impartial manner.
- N. Maintain accountability with the President Pro Tempore on senate standing committee progress
- O. Act as the Rampart channel administrator
- P. Give a monthly report to the administration of current Student Government issues with the Student Body President
- Q. Meet with the University President and Vice Presidents on a monthly basis with the Student Body President
- R. Attend all Student Advisory Board Meetings.
- S. Have regular working hours from 1:00 pm - 5:00 pm Monday - Friday
- T. Receive compensation as set forth by the University
- U. Choose a Presidential running mate prior to being elected into his/her position.

Section 4. The President Pro-Tempore Shall:

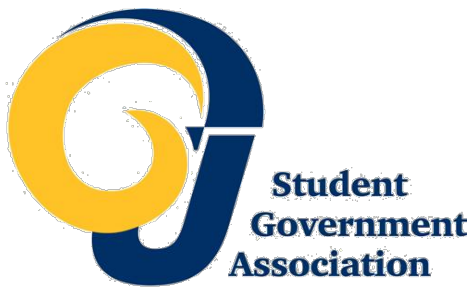
- A. Be nominated by the Student Senate and elected by a majority vote.
- B. Act as an assistant to the Vice President and assume the Vice President's duties and powers in his/her absence;
- C. Meet with the Chairperson on all standing committees as deemed necessary by the Vice President
- D. Appoint Standing Senate Committee Chairpersons with majority approval of the Senate.
- E. Check the Student Government Association Suggestion box twice a month;
- F. Be a Student Senator.

Section 5. The Senate Parliamentarian shall:

- A. Be nominated by the Student Senate and elected by a majority vote.
- B. Have a thorough knowledge of the Student Senate and Parliamentary procedures including Robert's Rules of Order, the Angelo State University Student Body Constitution, Code of Laws, and Rules of the Senate.
- C. In the absence of the Vice President of the Student Body and President Pro-Tempore, designate a member or ex-officio member of the Senate to act as Chairperson until the return of the Vice President or President Pro-Tempore.
- D. Point out serious errors in procedure to the Chairperson of the Student Senate.
- E. Record all questions of order and other questions of procedure for future reference.
- F. Keep time during periods of limited debate and/or speeches of debate.
- G. Enforce the Angelo State University Student Body Constitution, Code and Rules by all proscribed means including, but not limited to, removal of any person deemed out of order by the President of the Senate.
- H. Be a Student Senator.

Section 6. The Senate Clerk shall:

- A. Be nominated by the Student Senate and elected by a majority vote.
- B. Assist the Student Body Secretary in keeping a permanent record of all student Senate proceedings in the form of minutes, to be posted within three days after the meeting.
- C. Be responsible for publishing the Agenda of the Senate.
- D. Complete all responsibilities of the Student Body Secretary in his/her absence or until a suitable replacement is selected.



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E. Be a Student Senator.

Section 7. The Student Senate may appoint a qualified deputy, by a nomination from the Student Senate and a majority vote, for the offices of Parliamentarian, Treasurer, and Clerk to fulfill all respective duties in his/her absence.

Chapter 4. Senators

Section 1. The newly installed Vice-President of the Student Body shall conduct installation of senators at the first meeting of the new legislative session.

Section 2. The term of the Senate shall be one year from the installation of a new Student Body President and Student Body Vice-President, and the installation of a new legislative body of Senators.

Section 3. A Senator shall automatically forfeit his membership in the Senate if he ceases to be enrolled in the electorate that he/she represents as determined by the Election Commission. However, a representative of undeclared majors can declare a major while serving his/her term without forfeiting senate position. After spring elections if undeclared upperclassmen seats are not filled, then the Student Body President reserves the right to appoint at large senators to the positions, with the advice and consent of the senate.

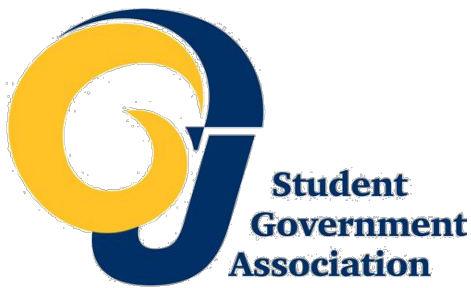
Section 4. Senators shall be required to attend all Senate meetings, committee meetings, and pre-set office hours. The absence policy shall be strictly enforced in accordance with the Code of Laws and with the Rules of the Senate.

Section 5. Vacancies occurring in the Student Senate may be filled by appointment by the Student Body President by and with the advice and consent of the Senate by majority vote.

Chapter 5. Administrative Positions

Section 1. The Student Body Secretary Shall:

- A. Perform duties for all branches of the SGA as requested by the Student Body President, Vice-President, President Pro-Tempore, Chief Judicial Counselor, and/or Election Commissioner.
- B. Keep a permanent record of all Student Senate proceedings in the form of minutes, to be posted within three days after the meeting
- C. Be responsible for the printing of all SGA literature.
- D. Keep a record of all absences and excuses from the Senate Meetings.
- E. Keep an accurate, up-to-date Student Senate Roster.
- F. Be responsible for maintaining the Student Senate's books of legislation.
- G. Be responsible for carrying out all official correspondence for the Student Senate including sending the Student Senate Minutes to the Vice President for Student Affairs, the Dean of Student Life, the SGA Advisor(s), and any other member of the campus community who requests a copy.
- H. Be an Ex Officio member of the Student Senate.
- I. Be responsible for informing the Chairperson of the Senate when legislation has been officially given to the Student Body President for his/her action.
- J. Be responsible for maintaining the Student Government Association Legislation Database.
- K. Have regular working hours from 1:00 pm - 5:00 pm Monday - Friday.
- L. Receive compensation as set forth by the University.



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Chapter 6. Executive Cabinet

Section 1. The ASUSB Secretary of State shall:

- A. Be appointed by the Student Body President with the support of a majority of the Senate.
- B. Serve as the Chief Diplomat for the Student Body President and the Student Body Vice President.
- C. Serve a term of one year in the position.
- D. Be a member of the Executive Cabinet of the SGA.
- E. Fulfill the same academic requirements as a Student Senator.

Section 2. The Secretary of Treasury Affairs shall:

- A. Be appointed by the Student Body President and confirmed by a majority vote of the ASU Student Senate.
- B. Assist the President of the Student Body with a proposed budget.
- C. Keep accurate records pertaining to the budget of the Student Government
- D. Authorize Senate expenditures along with the President of the Student Body.
- E. Report to the Senate all fines and expenditures pertaining to the SGA.
- F. Serve a term of one year in the position.
- G. Be a member of the Executive Cabinet of the SGA.
- H. Fulfill the same academic requirements as a Student Senator.

Section 3. The Secretary of Student Affairs shall:

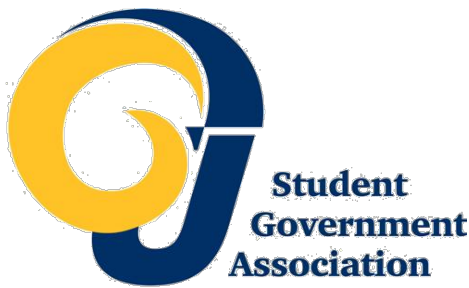
- A. Be appointed by the Student Body President and confirmed by a majority vote of the Student Senate.
- B. Work to improve the general and academic atmosphere and opportunities for the student body.
- C. Work with the Student Senate committees to advocate and lobby on the students behalf to the administration and faculty.
- D. Coordinate any student-related general or academic activities or events that are funded by the Student Government.
- E. Serve a term of one year in the position.
- F. Be a member of the Executive Cabinet of the SGA.
- G. Fulfill the same academic requirements as a Student Senator.

Section 4. The Secretary of Community Affairs shall:

- A. Be appointed by the Student Body President and confirmed by a majority vote of the Student Senate.
- B. Serve as the student liaison to the San Angelo community on behalf of the student body
- C. Serve as the coordinator of all of the SGA community service projects.
- D. Meet with the San Angelo's City Council, Chamber of Commerce, and any other city officials on a regular basis.
- E. Serve a one year term.
- F. Be a member of the Executive Cabinet of the SGA.
- G. Fulfill the same academic requirements as a Student Senator.

Section 5. The ASUSB Secretary of University Affairs shall:

- A. Be appointed by the Student Body President and confirmed by a majority vote of the ASU Student Senate.
- B. Serve as a liaison from the office of the Student Body President to the Faculty, Staff, and Administration of Angelo State University.
- C. Be considered a Special Advisor to the Executive Branch of the SGA on matters related to Angelo State



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University.

- D. Advise and assist the Student Body President on the state of the university and policy proposals from within the Administration of Angelo State University.
- E. Serve as the President's principle arm for coordinating policies among the various student government and university agencies.
- F. Serve a term of one year in the position.
- G. Be a member of the Executive Cabinet of the SGA.
- H. Fulfill the same academic requirements as a Student Senator.

Section 6. The ASUSB Secretary of Public Affairs shall:

- A. Be appointed by the Student Body President and confirm by a majority vote of the ASUSB Student Senate.
- B. Serve as a mass channel liaison to the student body, administration and the community.
- C. Work with the public relations committee to inform the masses on events, changes, and other actions on behalf of the SGA.
- D. Serve a term of one year in the position.
- E. Be a member of the Executive Cabinet of the SGA.
- F. Fulfill the same academic requirements as a Student Senator.

Section 7. The ASU Student Body Officer of Recruitment and Retention shall:

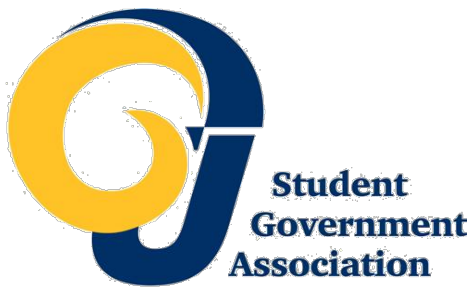
- A. Be appointed by the Student Body President and confirmed by a majority vote of the ASU Student Senate.
- B. Serve as the coordinator of recruitment events such as Discover ASU and Freshman Orientation.
- C. Serve as the coordinator of SGA senator retreats in order to educate and build SGA morale.
- D. Be provided a one year term budget which shall be determined by the President and confirmed by the Treasurer for the use of recruitment and retention.
- E. Be considered a Special Advisor to the President on issues of recruitment, overall student interest in SGA, and the welfare of the Student Senate members.
- F. Be a member of the Executive Cabinet of the SGA.
- G. Fulfill the same academic requirements as a Student Senator.
- H. Serve a one year term.

Article II Legislative and Senate Procedures

Chapter 1. Duties and Powers of the Student Senate:

Section 1. The Student Senate shall have the power to conduct Executive Session. Moving into Executive Session shall require a majority vote.

- A. An Executive Session shall only be valid if previous notice is given one week prior to the time the session is held, or if previous notice is given in compliance with the time frame as described below.
- B. An Executive Session shall be defined as a specific period of time in a normal Student Senate meeting during which only the Executive Officers of the Student Body, members of the Student Senate and the SGA Faculty Advisor shall be present.
 - 1. If the Senate so desired, they may vote to include other members of the SGA in the Executive Session. Approval shall require a two-thirds vote of the Senate.



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Section 2. The Student Senate shall have the power to initiate impeachment of an SGA officer or Senator. Conviction of impeachment shall require a two-thirds vote of the Senate.

- A. The process of impeachment shall be initiated when a Student Senator submits a formal written motion of impeachment to the Vice President of the Student Body.
- B. The Vice President of the Student Body shall be required to present the formal written motion of impeachment to the Senate within 10 business days of receiving the motion.
- C. The President of the Student Body shall select a special committee of five Senators to research the validity of and the specific reasons for the motion of impeachment on the same day that the motion of impeachment is first presented to the Senate. The committee shall report back to the Senate within 10 business days of selection.
- D. The Senate shall conduct an Executive Session after the allotted days for the special committee's investigation to allow for debate on the motion. The accused party shall be afforded the same rights and privileges as other Senators to speak in his/her own defense.

Section 3. The Student Senate shall approve or disapprove recommended appointments made by the President of the Student Body to the executive cabinet, judicial council, election commission, or other specified posts previously established by law by a majority vote.

Section 4. The Student Senate shall approve or disapprove recommended appointments made by the President of the Student Body to Faculty and University committees and other positions that require Senate approval.

Section 5. The Student Senate may require the President of the Student Body to establish ad-hoc and special committees to study problems and propose legislation and programs.

- A. Establishment of Special Committees – In order to assist the President of the Student Body in performing his/her duties, the President shall have the authority to appoint, by and with the consent of the Senate, special committees as outlined in Article II, Chapter I, Section 4, or any other committees as required by law or that the President deems necessary.
- B. Committee on Elections – This committee that shall be appointed by the President of the Student Body at the beginning of each legislative session and shall be composed of one Senator from each electorate, and other members of the Student Body, Administration, Faculty, or Staff of the University as deemed necessary by the President. The committee shall be chaired by the Vice President of the Student Body, who shall have all powers granted to them by the President of the Student Body in accordance with the Election Code and Student Body Constitution.

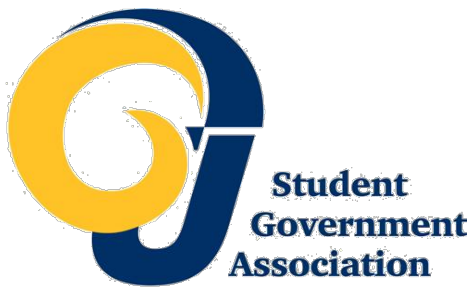
Section 6. The Student Senate shall have the power to over-ride a veto by the President of the Student Body by a vote of two-thirds of its members.

Section 7. The Student Senate shall:

- A. Apportion itself at least every two years;
- B. Set the date of spring general elections to be held the second Tuesday and Wednesday of April;
- C. Approve election procedures in accordance with the SGA Election Code.

Section 8. The Student Senate shall approve or disapprove of the reapportionment of the Student Senate in accordance with the Student Body Constitution.

Section 9. The Student Senate shall approve or disapprove of the appointment by the President of the Student Body of Freshman Senators who shall fulfill all academic requirements and duties of a Student Senator necessary to retain office in accordance with the Student Body Constitution.



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Section 1. Any and all questions of parliamentary procedures that are not addressed in the Student Body Constitution, Student Body Code of Laws, and the Student Senate Rules shall be referenced to Roberts Rules of Order Newly Revised Edition.

Section 2. The Student Senate shall meet no less than once every other week of the Fall and Spring semesters, beginning with the second full week of regular classes. Each new legislative session of the Senate shall determine the meetings, time, and place immediately after assuming office.

Section 3. The Student Senate shall conduct no official business without the presence of a quorum.

Section 4. A quorum for the conduct of business shall be a majority of the membership of the Student Senate. Membership shall be determined by the total number of Senators on the roll at the time a meeting is called to order.

Section 5. The Senate shall compel attendance of its members:

A. An absence shall be automatically excused so long as it is in accord with the University Guidelines for Excused Absences established in the ASU Student Handbook for that respective Year.

1) An emergency that requires the senator's immediate attention and that he/she is not aware of ahead of time.

2) Death in the family as long as it is reasonable.

3) Extreme illness (vomiting, nausea, fever, etc.) and instances where the senator is contagious or should be resting.

4) The senator's presence is mandatory at an event because he/she is in charge of the event or is required by a professor/administrator

B. The procedures for notification, appeal and reporting of all absences are as follows:

1) The Senator in question shall notify the President Pro-Tempore in writing of the reason for their absence prior to the time of absence unless extenuating circumstances (as determined by the President Pro-Tempore) prevent prior notification. If prior notification is not possible, then the senator must notify the President Pro-Tempore by the Wednesday after the meeting.

2) An absence for any other reason than those set up in the ASU Student Handbook or that is not specifically addressed in the Code of Laws shall be excused by a two-thirds majority vote of the Senate. A senator in question has the right to appeal his/her absence before the Senate votes to remove them.

3) On the first and third Monday of each month, all unexcused absences may be brought before the Senate to be voted on. The senator may then state his/her case before the Senate votes on the absence.

4) In the event of the absence of the President Pro-Tempore he/she shall report to the President of the Senate.

C. A Senator who accumulates two unexcused absences in a given semester shall be removed from the Senate.

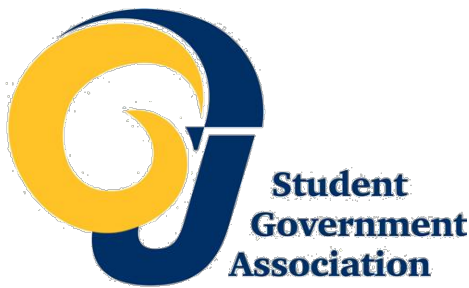
1) Student Senate meetings, committee meetings, biweekly (meaning every two weeks) office hours, and other SGA events deemed mandatory by the President Pro Tempore shall be considered as one absence if missed. Any exception to the mandatory attendance policy will be left to the discretion of the Student Body Vice President.

2) Absences accumulated due to missed office hours or lack of committee meeting attendance shall require a three-fourths vote of the Senate to be excused.

3) Three late arrivals shall equal one absence. A senator shall be considered tardy if they arrive after Roll Call.

4) A senator shall be considered absent if he/she arrives after the Presiding Officer's Report or leaves before New Business concludes.

5) Each semester a senator will begin with zero absences.



Section 6. All other Senate procedures shall be established and maintained within the Rules of the Senate.

Article III

Budget and Appropriations

Chapter 1. Budgetary Procedures

Section 1. The President of the Student Body shall submit an annual budget at the first Senate meeting of the Fall Semester to be approved with any amendments by a majority vote of the Senate.

Section 2. The Budget must include the following items:

- A. Programming Functions costs
- B. Election Commission allocations
- C. Judiciary Expenditures
- D. Publicity expenditures
- E. Office supply expenditures
- F. Copying and mailing expenditures
- G. Allocations for standing committees.
- H. Other anticipated expenditures greater than \$100.

Section 3. Each item in the budget must include the following descriptions:

- A. Amount of funding requested
- B. Purpose of the requested funds.
- C. Quantity and costs of goods or services necessary for the completion of the item.
- D. Date by which the requested funds shall be delivered.
- E. Date by which the funds shall be sent.

Section 4. Any additional expenditure to items listed in the budget greater than \$100 shall require the following:

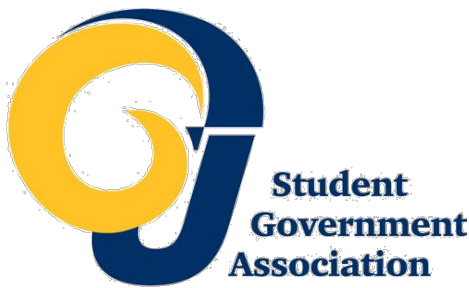
- A. A description as outlined in Section 3, clauses A-E.
- B. A majority vote of the Senate
- C. A revised Budget for the remainder of the season.
- D. Any funds left from the previous administration will be moved to a presidential discretionary fund that will allow the new Student Body President to utilize the funds.

Section 5. The Senate shall be promptly notified of all spending that does not fit the description proposed in the approved budget.

Section 6. Expenditures for items not listed in the approved budget shall require two-thirds approval of the senate.

Section 7. Deliberately withholding information from the Senate pertaining to the mishandling or misappropriation of Senate funds shall be grounds for removal from office.

Chapter 2. Appropriation Review



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Section 1. The Senate may request from the Treasurer, at any time, a current Budget along with the balance of all items therein, which shall be presented at the next meeting of the Senate.

Section 2. The Judicial Council shall appoint an investigator from a branch of SGA not involved in the dispute with the approval of the Senate to review all accusations of mishandling of funds.

**Article IV
The Judicial Branch**

Chapter 1. The Judicial Council

Section 1. The Judicial Council shall consist of five Councilors appointed by the President of the Student Body and confirmed by a majority vote of the Senate no earlier than the last Senate meeting prior to Spring Elections.

Section 2. The terms of the Councilors shall coincide with the installation of the new President and Vice President of the Student Body, and Senators, at which point the new Councilors shall take office.

Section 3. The President of the Student Body shall appoint students to fill any vacancy on the Judicial Council by majority confirmation of the Senate.

Chapter 2. The Senate shall establish and maintain all other guidelines for the Judicial Branch within the Rules and Procedures of the Judiciary.

**Article V
The Election Code and Commission**

Chapter 1. The Student Senate shall establish and maintain an SGA Election Code and establish an Election Commission

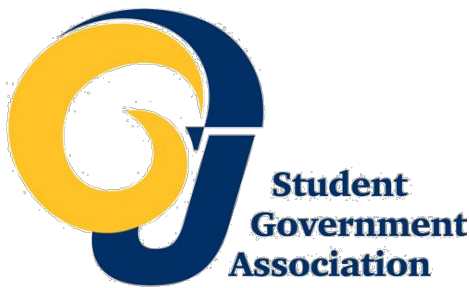
Chapter 2. Appointment of the Election Commission:

Section 1. The President of the Student Body shall appoint two members from each electorate and one member from the undeclared majors to the Election Commission by and with the advice and consent of the Senate no later than the third Fall Semester meeting of the Senate.

Section 2. The President shall appoint one student from each electorate to the Election committee who shall:

- A. Hold no other office within the Student Government Association.
- B. Meet the same qualifications of office as a Senator or Freshman Senator.
- C. Be confirmed by a two-thirds vote of the Student Senate.
- D. Remain in office during the Student Body President's Term.

Section 3. Senators from the relevant electorate shall approve of student appointments by the President of the Student Body to fill any vacancies that occur on the Commission, so long as each meets the same qualifications as specified in Section 2, clauses A-D.



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Chapter 3. Administration and Procedures of the Election Commission:

Section 1. The Election Commissioner shall:

- A. Not be a member of the Student Senate.
- B. Meet the same academic requirements as the Student Body President
- C. Be elected by a majority vote of the Election Commission.
- D. Hold all executive power within the Commission.
- E. Appoint officers within the Commission by and with the advice and consent of the Election Commission.
- F. Authorize Election Commission expenditures.
- G. Be present at the counting of ballots.
- H. Certify all SGA elections.

Section 2. The Election Commissioner shall appoint a Deputy Commissioner sharing the same qualifications as the Chair by and with the consent of the election Commission and a Secretary from the Election Commission.

Chapter 4. Powers and Duties of the Election Commission

Section 1. The Election Commission shall be entitled to a budget provided by the Senate for the following purposes:

- A. Election publicity and advertising
- B. Purchasing of voting equipment.
- C. Other costs incurred in the execution of the duties of the Election Commission approved by the Senate.

Section 2. The Election Commission shall:

- A. Supervise all filing procedures.
- B. Maintain compliance with campaign rules.
- C. Ensure that each election is publicized, and all results are posted following the completion of an election.
- D. Hold special elections when necessary.
- E. Hold run-off elections, if such are in order.
- F. Supervise the recount and protest procedures.
- G. Monitor the polling of all elections by having a member of the Election Commission present during all voting hours.

Section 3. Any member of the Election commission who seeks an elected office of the SGA or actively supports a candidate in an election of the SGA to be conducted by the Election Commission shall resign from the Commission but may be reinstated by the Student body President at a later date.

Article VI Ratification and Amendments

Chapter 1. This Code of Laws shall constitute valid law, replacing any previous Code of Laws, upon majority approval of the Angelo State University Student Senate and signature of the Angelo State University Student Body President.

Chapter 2. This Code of Laws may be revised or amended by a majority vote of the total membership of Senators.

Amended on 1 November, 2010—Article I, Chapter 3, Section 1.I; and Article I, Chapter 3, Section 3.R: “SGA National Conference Attendance.”

Amended on 11/20/06- Article I, Chapter 3, Section 1.M.

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Amended on 11/20/06- Article I, Chapter 3, Section 3.U.

Amended on 11/7/06- Article II, Chapter 2, Section 5

Amended on 2/23/06- Article I, Chapter, Section 3

Amended on 11/15/05- Article II, Chapter 2, Section 5