



The Bylaws of the Trinity University Student Government Association

Article I: The Cabinet

Throughout this section, the Student Government Association (SGA) Cabinet members shall refer to the collective body of students serving as internal coordinator positions.

Section 1. Appointment

- A. Cabinet members shall be appointed by the President with the approval of a simple majority of Senate quorum.
- B. The President and Vice President are responsible for providing relevant information to the cabinet members that makes clear the requirements of their position at the time of their appointment.
- C. An internal coordinator position may include multiple students, if deemed necessary. In the case of a lack of qualified applicants for a given position, the position may remain vacant until a suitable individual is found to fill it.
- D. The cabinet must be appointed by the end of the first week of April. If the position becomes vacant, it is the duty of President and Vice President to fill that position within two weeks.
- E. The term of appointment shall be from the day of Senate approval until the last day of that Senate's tenure, unless otherwise removed, as discussed in Section 3 of this article.
- F. Every cabinet member must present an annual report summarizing the year they served to the incoming Senate's cabinet member with the same position.

Section 2. General Responsibilities and Qualifications of Cabinet Members

- A. All cabinet members must have and retain a cumulative grade-point average greater than or equal to 2.5, as determined by the Office of the Registrar.
- B. All cabinet members must maintain written record of the projects and activities they undertake as they carry out the duties of their position.
- C. All cabinet members must maintain regular contact with the Senate and attend the weekly SGA meetings. Cabinet members are subject to the same attendance requirements as SGA Senators.

Section 3. Removal

- A. A cabinet member may be removed by the President in consultation with the Vice President or by a two-thirds vote of the Senate.
- B. Grounds for removal may include, but are not limited to, failure to attend the regular SGA meetings, failure to carry out the duties and responsibilities of a given position, or failure to maintain adequate communication with SGA.

- C. A cabinet member may appeal their removal to the Senate. If three-fourths of the Senate votes in favor of the cabinet member's appeal, the appealing member shall be reinstated to their position.

Section 4. Chief of Staff

The privileges and responsibilities of the Chief of Staff shall be to:

- A. Coordinate Cabinet meetings.
- B. Oversee and delegate work to Cabinet members.
- C. Facilitate communication between the President and the Cabinet members.
- D. Complete additional tasks as delegated by the President.
- E. Coordinate activities that shall maintain and encourage motivation in SGA.
- F. Enforce the SGA Parliamentary Procedure as mentioned in Article III, Section 2.
- G. Create, update and enforce an Order of Precedence.
- H. Address all questions concerning Parliamentary Procedure.
- I. Ensure the orderly and efficient operation of all SGA committees.
- J. Coordinate the flow of resources, documents and agenda items from committees to the Senate and vice-versa.
- K. Maintain contact with all committee chairs.
- L. Ensure that a written record of all committee sessions is maintained.

Section 5. The Communications Chair

The privileges and responsibilities of the Communications Chair shall be to:

- A. Coordinate all public relations activities of SGA.
- B. Help organize and plan any SGA events at the request of the President, Vice President, or Senate.
- C. Archive quality records of details and instructions on the coordination of each event planned.
- D. Design and create graphics, posters, and logos for SGA.
- E. Maintain close and regular contact with the Editor of the Trinitonian and the officer in charge of LeeRoy in the University Public Relations department.
- F. Archive quality records of all SGA public relations/graphics materials
- G. Serve as the webmaster of SGA's website on the Trinity University website.
- H. Organize the SGA email through the computing center.
- I. Act as a technological advisor to members of SGA interested in pursuing projects that involve any level of technology that the members are unfamiliar with, or about which they would like a second opinion.
- J. Establish the guidelines for the electronic copies of minutes, budgets, and other SGA-related documents.

Section 6. The Secretary

The privileges and responsibilities of the Secretary shall be to:

- A. Keep a record of member attendance at meetings and mandatory events

- B. Maintain and archive quality records of all internal SGA activities and related information, including but not limited to:
 - a. SGA documents
 - i. Minutes from all SGA meetings
 - ii. Incoming and outgoing correspondence (memos, letters, newsletters, reports, etc.)
 - iii. Internal handbooks
 - b. Student publications
 - i. Trinitonian articles
 - ii. Mirage yearbooks
 - c. University publications
 - i. Student and faculty handbooks
 - ii. Institutional Fact Book
 - d. Miscellaneous
 - i. Faculty Senate minutes
 - ii. Faculty Assembly agendas and minutes
 - iii. Administrative newsletters
 - iv. Election Committee records
- C. Oversee the use and maintenance of these records, including the files which other cabinet members are responsible for maintaining.
- D. Maintain and archive quality records of important documents from University committees. These records shall include, but are not limited to, committee constitutions and bylaws, agendas, and minutes.
- E. Organize the SGA office and the files within it.

Section 6. The Treasurer

- A. Serve as the accountant for SGA's personal funds
- B. Organize the completion of the end of year report, which will be submitted to SI
- C. Collect and archive all requests, proposals, evaluations, and other applicable forms submitted by petitioning parties for future reference
- D. Correspond with student organizations regarding funding requests
- E. Organize and preside over finance committee meetings

Article II: Student Members of University Committees

The privileges and responsibilities of the student members of University committees shall be to:

- A. Attend all scheduled committee meetings, and participate actively in the work involved in them.
- B. Consult with SGA on important matters that may arise in the work of the committee.
- C. Ensure that the committee is functioning properly and conforming to the guidelines of the committee constitution.

- D. Understand the role of the University committee in institutional governance, as well as be familiar with “The Student Rights and Freedoms.”

Article III: Meeting Policy & Procedures

Section 1: Attendance Policy

- A. The Senate meetings shall be subject to the meeting policy as specified by these bylaws.
- B. All officeholders and internal coordinators shall be referred to by their official titles.
- C. Committee meeting policies shall be determined by the individual committees.
- D. An absence will be counted for a senator when they do not attend a meeting, arrive 20 minutes tardy or later to a meeting, or accumulate three tardies that occur in the first 20 minutes of a meeting.
- E. After a senator’s second absence, the senator must meet with the President and Vice President.
- F. After a senator’s third absence, the senate shall meet to decide whether the senator may remain in the Senate.
- G. The attire of Senate meetings shall be business casual. On a per meeting or individual basis, the President can waive this requirement.

Section 2: Parliamentary Procedure

- A. The Senate and all committees shall adhere to the *Student Government Association Parliamentary Procedure*. The rules specified in these Bylaws shall always trump the procedures of *the SGA Parliamentary Procedure*.
- B. A *Modus Operandi* must be established at the opening session of the Senate. The rules specified in these Bylaws shall always trump the procedures of the *Modus Operandi*.
- C. The Chief of Staff shall resolve all issues of Parliamentary Procedure. A majority vote quorum may overturn this decision unless it concerns a two-thirds vote, then only a two-thirds quorum vote can overturn the chief’s decision.

Section 3: Submission of Documents and Agenda Items

- A. Any documents or agenda items to be considered by the Senate must be submitted by an officeholder or cabinet member.
- B. All documents and items for the agenda shall be submitted to the Secretary for the Senate agenda or any of the committee’s’ agenda. With the exception of funding requests and proposals that follow the procedures established in Article IX of the SGA Constitution.

Section 4: Resolutions

- A. Resolutions may only be submitted by Senators.
- B. Resolutions after being submitted to SGA shall be reviewed by the President and the Vice President for advice on form and substance.
- C. Resolutions shall then be forwarded to the relevant committee by the Chief of Staff.

- D. The Resolution may be amended by the petitioning party at any time before admittance to a committee or Senate agenda. Afterwards, all amendments must follow the parliamentary procedure of Section 2.

Article IV: The Standing Committees

Section 1: Purpose and Procedure

- A. All members of the Standing Committees shall be senators, with the exception of the Vice-President, as detailed in Section 4, Clause A.
- B. All senators must serve on 2 Standing Committees unless they are provided with a written exemption by the President.
- C. The President, in consultation of the Senate, shall appoint senators to the committees.
- D. The President, in consultation with the Senate, shall designate the chairs of each standing committee, with the exception of the chair duties of the Vice-President, as detailed in Section 4, Clause C.
- E. The committees may issue resolutions or written recommendations to any items on the Committees' or the Senate's agenda.
- F. The committees may establish subcommittees to investigate relevant topics or agenda items.
- G. A majority vote of committee quorum shall determine all other decisions not specified in these bylaws concerning its purpose or operation. The Senate, by majority vote, may overturn any of these decisions.
- H. The committees shall not bar any resolutions, funding requests or proposals or other such documents from entranced into the Senate's agenda.
 - a. If a petitioning party wishes to place their item on the Senate agenda after a week of consideration of any standing committee, the Senate shall determine the matter by a majority vote.
 - b. The President may place any items under a standing committee's consideration to the Senate, but must provide a written justification. A majority vote of Senate quorum may overturn the decision.
- I. A majority vote of Senate quorum may place any item on the Senate agenda to its relevant committee.

Section 2: Duties & Responsibilities of the Committee Chair

- A. The chair shall preside over and maintain the orderly function of all committee meetings.
- B. The chair may designate a vice-chair to assume their duties if the chair is unable to fulfill their duties.
- C. The chair shall report to the President and the Senate of the activities and any new developments of their committee.
- D. The chair shall maintain contact with all relevant cabinet members to ensure the orderly function of the committee meetings.

Section 3: Removal or Reassignment

- A. A two-thirds vote of the Senate may remove any member from a committee

- B. A two-thirds vote of a committee may remove its chair. However, a majority vote of the Senate can overturn a committee's removal of its chair.
- C. If a vacancy in a committee should occur, the President, in consultation with the Senate, must appoint a new member.
- D. If a chair should remove or otherwise be unable to fulfill their duties, the President, consultation with the Senate, must appoint a new chair.
- E. A Senator may petition their assignment to a particular committee to the President. The President with the consultation of the Senate may remove the Senator if the Senator submits in writing their desire to be removed from the Committee.

Section 4: Academic Affairs Committee

- A. The Academic Affairs Committee shall be responsible for initiating constructive dialogue, soliciting and/or bringing forth concerns to the President on all matters related to student academic affairs.
- B. It shall be responsible for organizing efforts to reach out to the Student Body and solicit student concerns related to Academic Affairs.
- C. It shall function as a liaison to all relevant student appointments on University Committees, which are related to Academic Affairs.
- D. It is responsible for appropriately routing all student concerns related to academic affairs brought up in general Senate meeting, committee meetings, town hall meetings, general assemblies, and other avenues to ensure proper action is taken. Concerns related to academic affairs include, but are not limited to, the curriculum, academic policies and academic integrity.

Section 5: Student Life Committee

- A. The Student Life Committee shall solicit and address concerns pertaining to student life that are not directly related to the academic life of students.
- B. The Student Life Committee shall be responsible for initiating constructive dialogue, soliciting and/or bringing forth concerns to the President on all matters related to student life.
- C. It is responsible for organizing efforts to reach out to the Student Body and solicit Student Concerns related to student life.
- D. It shall function as a liaison to all relevant student appointments on University Committees related to Student Life.
- E. It is responsible for appropriately routing all student concerns related to student life brought up in general Senate or committee meetings, town hall meetings, general assemblies, and other avenues to ensure proper action is taken. Concerns related to student life include, but are not limited to, diversity, campus culture, school spirit, and environmental sustainability.

Section 6: Student Activity Fee Allocations Committee

- A. The Student Activity Fee Allocations Committee shall consist of eight Senators and the Vice-President.

- B. The Vice-President shall chair the Student Activity Fee Allocations Committee.
- C. The Student Activity Fee Allocations Committee shall be responsible for initiating constructive dialogue, soliciting and/or bringing forth concerns to the President on all matters related to the Student Activity Fee.
- D. It shall examine and report to the Senate all funding requests and funding proposals for Student Activity Fee allocations. The committee may recommend to the Senate any actions to these funding allocations.
- E. It shall submit into the Senate records all funding requests, funding proposals, committee meeting minutes and all other documents submitted to the committee.

Section 7: Oversight & Rules Committee

- A. It shall review and may make recommendations to all proposed constitutional and bylaw amendments submitted to the Senate.
- B. It shall review the qualifications of all executive nominations to judicial posts and may make recommendations pursuant to these nominations to the Senate.
- C. It shall annually review and may make recommendations to the Senate on all governing documents of organizations, institutions and other bodies that pertain to the SGA.
 - a. These other bodies shall include, but are not limited to, the Honor Council, the Student Conduct Board, the Faculty Body and the University Sponsored Organizations.
 - b. It shall annually review and may make recommendations for all amendments to governing documents related to and/or that include the SGA.
- D. It shall be responsible for monitoring the compliance of all officeholders, coordinators and committees with the SGA Constitution and Governing Bylaws. This responsibility includes, but is not limited to, Senate and Committee attendance, dress code and code of conduct.
- E. It shall review the constitutions of any student organization requesting special allocations or requesting an annual budget.
- F. It shall review all complaints or petitions for review concerning all officeholders.
 - a. It shall review all complaints concerning officeholder's behavior or ethical conduct and recommend action to the Senate.
 - b. It shall review all absence excuses and recommend action on these excuses to the Senate.
- G. It shall make recommendations for the efficient and effective implementation for matters concerning the General Election Committee.
- H. It shall recommend replacements for any vacant seats to the Senate.

Article V: The General Election Committee

Section 1: Purpose

- A. At least one campus-wide election must be held each year to elect the SGA President, Vice President, and senators. A campus-wide election can also be held as needed to conduct referenda and make changes to the SGA Constitution.
- B. The duties of the Election Committee shall include, but are not limited to, the following: overseeing campaigns and conducting the election for the President, Vice President, and

senate; advertising the positions and issues on the ballot; setting and advertising the dates and times for filing, campaigning, and voting; setting, enforcing and, if necessary, revising the Election guidelines as stated in the bylaws; holding a Candidate Forum; staffing the voting tables; tabulating the results; and announcing the results of the election.

Section 2: Composition and Operation

- A. The Election Committee shall be composed of 4-6 members. The Election Committee shall be composed of the SGA president, vice-president, and/or Senators with senior class standing. Members of the student body may also be appointed by a consensus vote of existing Committee Members, however they must not be candidates for election.
- B. Members of the Election Committee are to remain objective and may not show support for any particular candidate while serving on the Committee. Committee members who choose to support a particular candidate must resign from the Committee. Campaigning shall include, but is not limited to: posting door signs; discussing personal voting preferences; wearing buttons; and making statements to any individual, group, or publication about candidates and/or referenda.
- C. The President shall be responsible for convening the Election Committee and calling its members. The Election Committee must be convened by the President no later than February 1. The Committee may be appointed as needed for any referenda that shall otherwise be overseen by the members of the senate.
- D. At the first meeting of the Election Committee, a chairperson shall be elected by the Committee. The chair must be a senior. The SGA President may not serve as chairperson of the Election Committee.
- E. The Election Committee chair shall be responsible for preparing a report of the election, which shall serve as a guide for the next year's chair. This report shall include the specific rules implemented and procedures followed during elections. The chair shall also be responsible for maintaining files on past elections and for providing members of the Election Committee with all items in the SGA Constitution and Bylaws that relate to the Election Committee within a week after the first meeting.

Section 3: Voting and Filing Procedures

- A. Only candidates who properly file all required materials with the Election Committee shall be allowed to assume office.
- B. All elected members of the Student Government Association, in accordance with Article II, Section 3, of the SGA Constitution, must have and maintain a cumulative grade point average of no less than 2.5, as determined by the Office of the Registrar at the time of Election and during his or her term.
- C. The Chairperson of the Election Committee shall distribute the Election timeline, campaign rules, and other pertinent information at a mandatory candidate meeting the Sunday after filing closes.

Section 4: Violations of Campaign Rules

- A. The Election Committee is charged with ensuring a fair Election. In order to do so, the Committee shall set spending limits for each office, set the times and dates campaigning can occur, facilitate the posting of a set number of posters in specific locations on upper and lower campus, and take other action deemed necessary to facilitate a fair election.
- B. Campaigning includes, but is not limited to the following: door to door campaigning, the placing of flyers under doors, distributing buttons, placing posters in accordance with Election Committee and Residential Life Office policy, speaking at club meetings as a candidate for office, and making statements, written or oral, to any individual, group, or publication about the election.
- C. Flyers or other materials not registered as posters may only be posted on or near doors. These flyers must bear the signature of at least one occupant of the room and must be posted in accordance with residence hall policies. Flyers and posters must be made of white paper only.
- D. If a violation occurs, the Election Committee shall seek to discover the degree of responsibility for the violation and intent of the candidate so charged. A majority vote of the entire Committee is necessary to find a candidate guilty of a campaign violation.
 1. For minor and first-offense violations, the Election Committee shall determine the degree of the violation and incur a sanction upon the candidate, which the Committee deems appropriate for the particular violation. These violations may include but are not limited to inappropriate posting of campaign paraphernalia, violation of campaign rules by a campaign supporter, or campaigning past set deadlines. Sanctions for these actions may include, but are not limited to lowering of the candidate's spending limit or limiting the candidate's campaigning period
 2. A major offense shall include, but is not limited to: any statement, written or oral, and/or action which violates the Standards of Conduct for students as outlined in the Student Handbook, tampering with the collection or tabulation or results, or any statement, written or oral, which violates the University policy on harassment as described in the Student Handbook. In a case of suspected harassment, the chair of the Election Committee should meet with the Vice President of Student Affairs to evaluate the situation.
 3. For repeat or major offenses, the Election Committee can consider disqualifying the candidate in question.
 4. Candidates who are found to have repeatedly and intentionally violated campaign rules shall be disqualified.
 5. The Election Committee may revoke the voting right of campaign supporters who violate Election rules. Candidates are held responsible to inform supporters of the Election rules.
 6. All decisions of the Election Committee regarding campaign violation shall be posted in a public location to be determined by the Election Committee and released to the Trinitonian.

Article VI: Risk Management

- A. As determined by this organization, officer(s) representing the Student Government Association will have responsibility for sharing all Risk Management information with other members of the organization as they are accepted into the organization. Members will follow University Best Practices for Risk Management as it relates to their student organization. Members will uphold city, state, and federal laws.

Article VII: Amendments

- A. Amendments to the bylaws must be submitted at a meeting of the Senate
- B. A two-thirds affirmative vote of the Senate is necessary for SGA to amend its bylaws. The vote may not take place at the meeting at which the amendment was introduced.

Last amended: December 2016