



Student Senate

Bylaws

BAYLOR UNIVERSITY STUDENT SENATE BYLAWS

CHAPTER 1: MEMBERSHIP

§1.1. Definition of Membership. Membership shall be defined under Article II, Sections 2-4 of The Baylor University Student Body Constitution. Any vacancies should be filled according to Article II, Sections 10-11 of that constitution.

§1.2. Dues. Each Senator shall be required to pay dues at the beginning of each Senate session or when appointed. The Student Government Operating Budget shall set the amount of dues. The Student Body Internal Vice President shall determine the date(s) of payment.

§1.2.1. Failure to Pay Dues. Any Senator failing to pay dues by the due date set shall be brought before the Senate Executive Council (hereinafter, SEC) to discuss the reason(s) for failure to pay. At this time, the SEC may ask for the resignation of the Senator. The SEC may make exceptions or other special arrangements for Senators with financial hardships, as it deems necessary. If the Senator wishes to remain in Senate after being asked to resign, he or she will be required to come before the Senate under Standing Rule §6.3.

§1.3. Training Sessions. All non-incumbent Student Senators whether elected or fulfilling a vacancy will be required to attend and complete requirements listed in Section 1.3.1. prior to being placed into a committee and within four (4) academic weeks of being sworn in.

§1.3.1. Requirements to fulfill the training includes:

- 1) Attend a minimum of three different committee meetings.
- 2) Complete training on the current edition of *Robert's Rules of Order Newly Revised*, Student Body Constitution, and the Student Senate Bylaws.
- 3) Complete training differentiating and writing the following:
 - a. Senate Allocations, Senate Enactments, Senate Improvements, Senate Resolutions, and Support Resolutions.
- 4) Complete diversity training.

- 5) Attend one cabinet meeting of a Student Body Officer if available.
- 6) Complete any other training relevant to the current Legislative Session as determined by the Senate Executive Committee or President of the Student Senate.

§ 1.3.2. The President of the Student Senate shall have the power to exempt or extend any Student Senator from requirements listed in §1.3.1 with cause.

§ 1.3.3. A non-incumbent Student Senator that fails to meet all requirements listed in §1.3.1 by the designated time, without prior arrangement with the President of the Student Senate, shall be brought before the Senate Executive Committee.

§ 1.3.4. Upon completion of all training requirements and approval from the President of the Student Senate, non-incumbent senators shall be placed within a Senate Committee.

§ 1.3.5. During the time in which a non-incumbent senator is training, they shall remain exempt from credit requirements as prescribed in §1.4.4.

§1.4. Attendance. Student Senators are required to attend all Senate meetings, committee meetings, fulfill Student Senate credits and attend other events for which the Senate Executive Council deems attendance necessary. Absences will be recorded by the President of Student Senate as either excused or unexcused according to §1.4.1 and

§1.4.2. After five unexcused absences in a semester, the President of Student Senate shall give the Senator at least 48 hours notice that the Senator's presence is required at the next SEC meeting to discuss the reasons for the unexcused absences. At this meeting, the SEC may request the resignation of the Senator. If the Senator wishes to remain in the Senate after being asked to resign, he or she will be required to come before the Senate under Standing Rule §6.3. If the Senator fails to attend the SEC meeting and does not have their absence excused by the SEC, the SEC can proceed to decide on disciplinary measures regardless of the Senator's attendance.

§1.4.1. Absences. Immediately following the invocation, the Legislative Secretary shall take attendance by roll call. A second attendance shall be taken immediately before adjournment. One absence shall be assessed for each of these two roll calls at which a Senator is not present. The SEC shall assess one

absence for missing any committee meeting or any special Senate function at which attendance is deemed mandatory. The SEC shall determine at least two weeks in advance, by a majority vote, when attendance at any special Senate function is mandatory.

§1.4.2. Excused Absences. An absence shall only be recorded as excused in case of an illness, extenuating family circumstances, a university excuse (such as travel on behalf of the university, performing in All-University Sing, competing as a student athlete, etc.), or an exam, that conflict with the meeting time. The President of Student Senate shall determine when an absence fits into one of these categories. Other absences may be excused by majority vote of the SEC.

§1.4.3. Notification. All committee absences must be reported to their Committee Chairperson six hours prior to the committee's start time. All Senate absences must be reported to the President of Student Senate and the Legislative Secretary 24 hours prior to the Senate meeting's start time. If a request for an excused absence is received less than 24 hours prior to the absence, the President of Student Senate will determine if it is excused or not.

§1.4.4. Student Senate Credits. Student Senators are required to fulfill four Student Senate credits per six weeks. The SEC shall determine what constitutes a credit, with the exception of the writing of legislation. Additionally, the SEC shall determine the deadlines for each six-week period. The SEC shall determine the procedure for reporting credits. Failure to complete the required Student Senate credits will result in an absence assessed by SEC for each incomplete credit.

§1.4.4.1 Written legislation shall be worth as many credits as follows:

Senate Resolution: 2
Senate Allocation: 1
Senate Enactment: 2
Senate Support: 1
Senate Improvement: 2

§1.4.5. Dress Code. Senators are required to dress according to specifications of dress code in advanced notice of all Senate events, including meetings, retreats, and

other events the SEC deems mandatory. The President of Student Senate shall determine what constitutes compliance with the dress code.

§1.5. Student Senators must receive the approval of their Committee Chairperson before contacting any member of the Baylor University faculty or administration for Student Government related matters. Should the Student Senator need to contact an administrator above the title of an Associate Dean, the approval process must include approval from their Committee Chairperson as well as the President of Student Senate. Student Senators failing to comply with the outlined process shall be required to meet with the SEC. This shall only apply in circumstances where the Student Senator wishes to address a faculty or staff member as a representative of the Student Senate.

CHAPTER 2: POWERS AND DUTIES OF OFFICERS

§2.1. President. The President of Student Senate shall fulfill his or her duties under Article II, Section 5, Paragraph 2 of The Baylor University Student Body Constitution. He or she shall serve as a non-voting member of all standing committees. The President of Student Senate shall be allowed to create offices he or she deems necessary, with majority approval of the Senate, and shall perform other duties to ensure the efficient and effective operation of the legislative branch.

§2.1.1. The President of Student Senate shall prepare proposed legislation for presentation to the Senate and shall see to the delivery of passed legislation to the Student Body President (when his or her signature is required) within 24 hours of passage by the Student Senate.

§2.2. President Pro Tempore. The President Pro Tempore shall be elected by the Senate under Article II, Section 7, Paragraph 1, Clause B of The Baylor University Student Body Constitution. To be eligible to run for President Pro Tempore, the candidate must meet all requirements of the Student Body Internal Vice President under Article II, Section 5, Paragraph 1 of the Baylor University Student Body Constitution.

§2.2.1. The President Pro Tempore shall preside over the Senate meetings when the President of Student Senate is not present at the meeting or if the President of Student Senate is the author of legislation being considered. In cases where the President and President Pro Tempore both are either absent or disqualified from presiding, the President of Student Senate

shall appoint, subject to majority approval of Senate, a member to preside temporarily.

§2.2.2. The President Pro Tempore shall be the vice chair of the Senate Executive Council.

§2.2.3. The President Pro Tempore shall advise the President of Student Senate on needed offices and perform other duties assigned to him or her by the President of Student Senate to ensure the efficient and effective operation of Student Senate.

§2.3. Legislative Secretary. The President of Student Senate shall appoint the Legislative Secretary.

§2.3.1. The Legislative Secretary shall take attendance at all Senate meetings and help maintain the Senate Record.

§2.3.2. The Legislative Secretary shall serve as a voting member on the SEC. The Legislative Secretary shall not serve as the chairperson of any committee and shall not be required to serve on any standing committee.

§2.3.3. Senate Record. Each session of Senate shall have a separate physical record to be stored in the Student Government office and electronic record to be stored on the Student Body Internal Vice President's office computer and a portable storage device. The record shall be divided into the following sections:

- 1) Agendas from each week's meeting
- 2) Senate Allocations
- 3) Senate Improvements
- 4) Senate Enactments
- 5) Senate Resolutions
- 6) Support Resolutions

All legislation shall be stored with a copy of the voting record and committee reports into the Senate Records.

§2.4. Chaplain. A Chaplain shall be elected after the spring general election from the Senators by a majority vote of the Senate. The Chaplain shall be responsible for opening each Senate meeting with a prayer and/or a devotional. The Chaplain shall serve on a standing committee.

§2.5. Administrative Advisor(s). Administrative officials to serve in the capacity of Administrative Advisors shall be appointed by the Vice President of Student Life. Advisors shall remain during the Executive Session but do not have a voice unless the rules are suspended to allow the advisors to speak on a specific matter.

CHAPTER 3: COMMITTEES

§3.1. Standing Committees.

§3.1.1. Academic Affairs Committee. The Academic Affairs committee shall review all legislation dealing with academic affairs. This committee is responsible for maintaining relations with each academic college and school and for advocating on behalf of all academic issues. This committee will also have the authority to allocate money for these purposes in accordance with the normal allocation process.

§3.1.2. Campus Improvements and Affairs Committee. The Campus Improvements and Affairs Committee shall review all legislation pertaining to aspects of student life outside of the academic setting (such as physical improvements to Baylor's campus, on-campus sustainability, recycling and conservation initiatives, and fostering relationships within the Baylor community). The Campus Improvements and Affairs Committee shall advocate on behalf of all capital improvement and student life issues. This committee will also have the authority to allocate money for these purposes in accordance with the normal allocation process.

§3.1.2.1. Minor Repairs. The Campus Improvements and Affairs Committee may, at their discretion, also act as a liaison between students and respective departments to report minor repair and improvement requests that do not require legislation.

§3.1.3. Finance Committee. The Finance Committee shall review all bills involving allocations from the Student Government Allocation Fund. The Finance

Committee shall also be responsible for reviewing the Student Government operating budget upon submission by the Student Body President. This committee is also responsible for setting forth the fiscal policy of Student Senate for each Senate Session. The fiscal policy shall be the percentage of the SGAF proposed for the semester to be divided among Traditional Events, New Events, Campus Improvements, and Limited Allocation Fund Events. The fiscal policy set forth shall also determine the operating guidelines by which the Finance Committee shall review allocation and improvement bills.

§3.1.4. The Operations and Procedures Committee. The Operations and Procedures committee shall review all legislation involving internal issues and the official documents of the Baylor University Student Government. The committee shall interview and vote on the confirmation of all appointed members of Student Government, with respect to §6.4 and §6.5 of these bylaws. The committee shall request any information relevant to the candidate's selection.

§3.1.4.1. Membership Qualifications. Members of the Operations and Procedures Committee should have been a member of Senate during a prior semester. Specific exceptions to this rule may be made when appointing Senators to committees by a decision of the President of Student Senate and President Pro Tempore.

§3.1.4.2. Non-substantial Enactments. Enactments containing revisions to the Student Senate Bylaws that only pertain to grammar and reference errors may be passed by the committee with a unanimous vote, with respect to § 4.1.1.1 of these bylaws.

§3.1.5. Public Relations Committee. The Public Relations Committee shall foster positive relationships with whomever the Student Senate collaborates, encourage intergovernmental and inter-university fellowship and communication, and promote a positive image of Student Government as a whole.

§3.1.5.1. Communicative Avenues. The Public Relations Committee shall facilitate all communication from Student Senate to the student body. The Public Relations Committee shall act as a resource to all other Student Senate Committees in the form of gathering student opinion. Furthermore, the Public Relations Committee Chair shall act as a liaison

between Student Senate and all journalistic media outlets, including the Baylor Lariat. The Committee Chair should also be notified by any entity regarding any publication quoting a Student Government member discussing the business of Student Senate.

§3.1.5.2. Student Surveying. All student surveys shall by default be delegated to the Public Relations Committee to be considered and voted on instead of going to full senate, with respect to §4.1.1.1 of these bylaws. The minimum vote required to conduct a survey shall be a number more than half of the voting members of the Public Relations Committee. With a 2/3 recommendation of the Student Body Officers before the next senate meeting the surveys should be published to the Student Government Website, all social media outlets associated with Student Government, and any other outlet deemed fit.

§3.1.5.3. Support Resolutions. All Senate Support Resolutions shall by default be delegated to the Public Relations Committee to be considered and voted on instead of going to the full Student Senate, with respect to § 4.1.1.1 of these bylaws.

§3.1.5.4. Internal Operations. This committee shall be in charge of specific organization-wide projects delegated to it by the Student Body Officers. The committee must oversee the designing of all Student Government apparel, assist in organizing community events, and other internal support programs the Public Relations Committee Chair deems necessary.

§3.1.6. Diversity and Inclusion Committee. The Diversity and Inclusion Committee shall serve as a standing committee to monitor and modify the structure and composition of Student Senate. It shall also advocate on behalf of the Baylor student body in order to ensure Student Senate truly represents the student population.

§3.1.6.1. Membership Qualifications. Members of the Diversity and Inclusion Committee shall have been a member of Senate during a prior semester. Specific exceptions to this rule may be made when

appointing Senators to committees by a decision of the President of Student Senate and President Pro Tempore.

§3.1.6.2. Diversity Coalition Communication. The committee shall be responsible for regularly communicating with the Diversity Coalition. The two entities shall work together to coordinate programs and initiatives deemed necessary by one another. These joint initiatives are contingent on approval by the Diversity and Inclusion committee chair.

§3.2. Ad Hoc Committees. The President of Student Senate shall create and organize all ad hoc committees with the majority approval of the Student Senate, as the need arises, to carry out specific tasks; at the completion of which the committee shall be suspended. The President of Student Senate shall appoint the chairs of these committees.

§3.3. Senate Executive Council. The Senate Executive Council shall be composed of the President of Student Senate, the President Pro Tempore, the Legislative Secretary, and the chairs of all standing committees. The chairs of ad hoc committees may sit on SEC as determined at the creation of the ad hoc committee. The President of Student Senate shall serve as the non-voting chair of the SEC, except when he or she is needed to break a tie. The President Pro Tempore serves as a voting Vice Chair. The Senate Executive Council (SEC) shall serve as the executive board of the Senate. All meetings shall be closed, due to the possible sensitive nature of topics discussed; non-members may attend only at the request of the SEC. The SEC shall serve as a cabinet to the President of Student Senate and act as the chief investigative body for any charges of misconduct brought against a Student Government member.

§3.3.1. All decisions made by the SEC shall be appealable to the full Senate whereby a majority aye vote is needed to overturn the SEC decision.

§3.3.2. If a conflict of interest arises for a SEC member, that member shall be considered a non-voting member for the remainder of that issue.

§3.4. Appointment of Committee Chairs. Chairs shall be appointed by the President of the Senate and according to Article II, Section 8, Paragraph 1, Clause B of The Baylor University Student Body Constitution.

§3.5. Appointment of Committee Members. Each Incumbent Senator or Senator that has completed all requirements listed in §1.3, unless otherwise specified by the SEC, must serve on one committee. The President of the Senate shall appoint Senators to committees. The President of the Senate shall seek advisement from the President Pro Tempore regarding committee appointments. Senators who qualify yet do not serve on a committee must fulfill additional requirements as the SEC deems necessary and appropriate.

§3.6. Committee Quorum. A majority of members are required to be present for official decisions to be made by the committee. The committee's chair shall have the authority to temporarily appoint members to its committee with the approval of the President of Student Senate.

CHAPTER 4: OPERATING PROCEDURES

§4.1. Proposed Legislation. Proposed legislation must be sponsored by at least one Senator. If the author is a Senator, the author of the bill will be considered a sponsor, except with legislation in which they are deemed conflict of interest, in regard to §6.2 of the Student Senate Bylaws. A sponsor shall be a Senator who has agreed to vote and support the bill prior to the second reading and final vote of the bill. Any Senator submitting a Senate proposal or resolution shall type the legislation on the form electronically provided by the President of Student Senate. The proposal must be submitted to the President of Student Senate, who shall then number and date the proposed legislation and refer the legislation to the appropriate committee(s). Proposed legislation involving allocations from the Student Government Allocation Fund must meet the requirements listed in Chapter 5. When the bill is introduced in first reading, the sponsor of the bill shall give a general statement on the bill, limited to two minutes. The legislation shall then be considered as Legislation in Committee and proceed to be read and considered by the proper committee.

§4.1.1. Legislation in Committee. Once assigned to the proper committee(s) by the President of Student Senate, the specified committee(s) will consider the legislation. A sponsor or author of the proposed legislation shall be given an opportunity to present his or her bill to the committee, but the process of consideration will occur regardless of the sponsor's or author's attendance. A Student Senator may present his or her bill to multiple committees at the discretion of the President of Student Senate or Committee Chair. All

legislation in committee must be returned to the President of Student Senate by the committee chair within the time frame specified by the President of Student Senate to be placed on the agenda under the Second Reading of the legislation. All proposed legislation should be submitted to the Senate by the committee in writing with any amendments and a recommendation concerning the adoption of the proposed legislation. The bill shall then be treated under §4.1.2.

§ 4.1.1.1. Committee Decision. To be considered in Second Reading, legislation must receive a majority vote by an assigned committee. Legislation and decisions specifically delegated to a committee for final passage must receive unanimous support or will be placed on the agenda for Second Reading in Senate; this shall not apply to bills being passed by the limited allocation process, which requires a majority vote.

§ 4.1.1.2. Appeal of Committee Decision. A bill not receiving a majority vote to be heard in Senate can be added to the agenda in Second Reading at the following Senate meeting by a motion from the bill's sponsor to appeal the decision of the committee. This process will proceed as follows:

1. The Chair of the Committee to which the bill in question was referred will give a speech limited to two minutes outlining the objections of the committee to a hearing by the full Senate.
2. The sponsor of the bill will be allowed to give a speech of two minutes detailing why the full Senate should consider the bill. No further debate will take place on the motion. The Senate shall then take a procedural vote on whether or not to override the decision of the committee and thus add the bill to Second Reading. A majority will be needed to override the committee's decision and abstentions will not be allowed.

§4.1.2. Consideration.

Reading of the bill shall proceed in the following manner:

1. The author or sponsor shall read the title and content of the legislation.
2. The sponsor(s) of the bill shall make an opening statement limited to five minutes.

3. Technical, non-debatable questions shall be asked of the bill's sponsor. No amendments shall be allowed during technical, non-debatable questioning.
4. The committee to which the bill was referred shall make its report.
5. Debate on the bill shall follow under the rules in §4.2.
6. After debate, the sponsor(s) of the bill shall give a closing statement limited to five minutes.
7. A vote by acclamation shall be taken on the proposed legislation, unless the bill requires a two-thirds majority to pass or a Student Senator objects, in which case the Legislative Secretary shall take a roll call vote.
8. Passed legislation shall be treated as outlined in §4.5.

§4.2. Debate. The proposed legislation shall be debated with the following procedure: pro and con speakers shall be recognized alternately, beginning with a pro speaker. All Senators shall be given the opportunity to speak. The chair shall give priority to Senators who have not yet spoken to the bill or motion currently on the floor. No Senator shall be allowed to speak more than twice on the same motion in the same day. Previous question cannot be moved until at least one pro and at least one con speaker have been given the opportunity to speak. Both pro and con speakers shall

be allowed to ask questions of the bill's author(s) or sponsor(s) during the debate period. A Senator who has the floor does not relinquish the floor unless the Senator specifically yields their remaining time to another Senator or is directed by the chair that their time is expired. Debate shall be limited to three minutes per Senator.

§4.3. Amendments. Amendments must be submitted to the Legislative Secretary, who will amend the bill before the end of the debate period. The amendment must be relevant to the proposal. Once a Senator has submitted the amendment to the Legislative Secretary and the chair recognizes the Senator, the bill sponsor(s) shall be given time to respond to the amendment. If deemed a "friendly amendment" by the bill's sponsor(s), the amendment shall be considered automatically adopted. However, if not deemed a "friendly amendment", the amendment shall then be debated under the rules in §4.2 of these Bylaws. All amendments require a majority of votes from Student Senators to be accepted, with the exception of Senate Enactments, which requires a two-thirds vote in support for acceptance. All votes on amendments shall follow the provisions as determined in §4.4.

§4.4. Voting. The minimum vote required to pass a Senate Allocation, a Senate Resolution, a Senate Improvement or a Support Resolution shall be a simple majority of

“voting” Senators on the resolution at hand. “Voting” Senators shall be defined as the number of Senators whose vote is “aye” or “nay.” Those Senators who choose to abstain, by definition, are not voting; and therefore, shall not be included in the “voting

Senators. “Conflict of interest” shall not be considered a vote. Furthermore, Senate shall not make a final decision (pass or fail) on any voting matters at hand if quorum is not met. If it is not met, the matter shall be postponed until the next Senate meeting.

§4.4.1. Senate Quorum. A majority of members are required to be present for official decisions to be made by the Senate.

§ 4.4.2. Senate Enactments. In order to be passed, Senate Enactments must pass by two-thirds majority.

§ 4.4.3 Two-Thirds Votes. All bills requiring two-thirds approval to pass must be a roll call vote.

§4.5. Passed Legislation. Following Senate approval, legislation will be treated according to Article III, Section 4, Paragraph 2, Clause K, unless subject to Article II, Section 3, Clause E of The Baylor University Student Body Constitution. Legislation vetoed by the Student Body President shall be treated under §4.6. The Student Body President shall oversee sending to any department mentioned in or affected by legislation passed by the Student Senate a copy of the legislation authorized by the Student Body President. If the legislation includes the disbursement of funds from the Student Government Allocation Fund, the rules under §5.3 must be followed. The legislation shall then be referred to the office of the Student Body President for execution.

§4.5.1. The Internal Vice President and Legislative Secretary shall be responsible for transmitting any applicable legislation to the Student Body President for his or her review within 24 hours of its passage by the Student Senate. The Student Body President shall oversee sending to any department mentioned in or affected by legislation passed by the Student Senate a copy of the legislation authorized by the Student Body President.

§4.5.2. If the legislation includes the disbursement of funds from the Student Government Allocation Fund, the rules under §5.3 must be followed. The

legislation shall then be referred to the office of the Student Body President for execution.

§4.5.3. If the legislation includes a change to the Student Government Bylaws, upon full passage the Student Body President and his or her cabinet shall update the governing documents for physical and digital formats, update any applicable webpages, and provide updated copies to the Internal Vice President and Chief Justice of the Student Court.

§4.6. Vetoed Legislation. Vetoed legislation shall be placed under Special Orders on the agenda of the next Senate meeting following the veto. The Student Body President shall give the first pro speech followed by the sponsor(s) of the bill with the first con, both limited to five minutes. Debate shall then follow under §4.2. A Senator, who is not disqualified due to conflict of interest, may not abstain from the roll call vote. If the veto is overridden, as provided under Article III, Section 4, Paragraph 2, Clause N of The Baylor University Student Body Constitution, the legislation shall be considered approved and treated under §4.5.

§4.7. Publishing of the Senate minutes. The minutes shall be posted from the time that the meeting was called to order to the time the meeting is adjourned, unless the Senate moves into executive session or these rules are suspended. The Office of the Legislative Secretary shall ensure that the minutes are posted to the Student Government website within five class days. The minutes shall be made public for one year and remain a part of the Student Senate OrgSync, or any such platform that might replace it in the future, indefinitely.

CHAPTER 5: THE STUDENT GOVERNMENT ALLOCATION FUND

§5.1 The Student Government Allocation Fund. The Student Government Allocation Fund (SGAF) is a financial resource available to those seeking to create a University-wide impact through campus improvement projects, social events, educational causes and charitable endeavors.

It is the purpose of the SGAF to be used in a way that promotes the interests of the student body and ensures that the needs of Baylor students are met. Student Senate appropriates the SGAF each semester on a merit basis to Baylor chartered organizations

that are able to effectively demonstrate that their project, event, educational cause or charitable cause that will benefit the Baylor campus.

1. The SGAF shall be recognized in a visual manner pursuant to the Student Government Allocation Fund Branding Requirements. This shall be the responsibility of the individual or organization receiving allocated funds.
2. Funds shall be allocated only to student organizations chartered at Baylor University, to a Baylor department, or to campus improvements.
3. The allocation may not solely benefit the sponsoring organization, nor shall the funds be used for an event with the intent of raising money, unless all obtained funds are to be donated to a suitable charitable cause.
4. No part of the allocation may be directly donated to charity.
5. If the allocation request is for an event, all money funded to the event must be used for items chosen by the organization, authors, and finance committee. All money allocated for said items must be used in its entirety by the end of the event. If the organization does not use the entire funded amount, the organization must return the remaining funds to the SGAF.
6. If the allocation request is for an event, an organization may not keep items funded for the event by the SGAF. The SGAF funded items must be fully used by the completion of the event or rented and returned.
7. Funds may not be used for scholarship money, prize money, or any other award.
8. The entire event must be an all-university event open to attendance by the entire student body.
9. The event must have an expected attendance of over 50 Baylor students, not including the members of the sponsoring organization(s).
10. Rules pertaining to SGAF allocation guidelines may be suspended with a 2/3rd vote.

Funds shall be allocated to chartered student organizations who submitted an official Senate Allocation Request before the event in question occurs, with the

exception of the events occurring within the first four Saturdays of each new semester.

§5.2. Allocation Requests. Parties seeking funds must complete a request form provided on the Student Government website. The President of Student Senate will assign a Senator to each allocation request.

§5.2.1. Organizations shall be made aware of the allocation process in a manner deemed appropriate by the Finance Chair. This shall be the responsibility of the President of Student Senate upon receiving an allocation request and shall include the necessary actions required of an organization and the times of meetings that require a representative to be present.

§5.2.2. The Public Relations Chair shall be responsible for communicating the Student Senate Branding Requirements to the organization.

§5.3. Limited Allocation Process. Limited Allocation Process shall be used to review legislation, at the request of the legislation's author(s) or sponsor(s), for campus programming or improvement requesting \$2,500 or less. Applications for allocations will be posted on the Student Government website and due dates will be set by the chair of the Finance Committee.

§5.3.1 Expectations For The Committee's Allocations. The Finance Committee will allocate money to organizations only when a majority of its members are in agreement. The Student Body President's veto power shall be enumerated according to the criteria set in Article III, Section 4, Paragraph 2, Clause N of The Baylor University Student Body Constitution and in §4.4 and §4.5 of these bylaws. They are expected to only allocate to events that meet the following criteria:

1. The allocation in request must be \$2,500 or less.
2. Complete, itemized event budgets are to be presented, along with previous years' budgets if the proposed event is an annual event.
3. An organization can only receive one allocation per event.

§5.3.2 In the event that an organization, in the course of one semester, has made multiple requests through the Limited Allocations Process, all requests made after a total

of \$2,500 has been allocated, must come before and be voted on at large by the Student Senate.

§5.4. Passed Allocations. Pursuant to Article III Section 4, Paragraph 2, Clause N the allocation shall be approved or vetoed by the Student Body President. The President of Student Senate shall then make the necessary financial arrangements within three class days.

§5.5. Attorney General. Within three class days following approval of the legislation in Finance Committee, the Office of the Attorney General shall present an agreement including a copy of the legislation to the organization or individual receiving Student Government Allocation Fund money. The agreement shall also include a summary of the allocation, Student Government Allocation Fund requirements, and other details or expectations related to the allocation. The head of the organization, financial officer, or individual must then sign the agreement before receiving funding. The Office of the Attorney General shall send an updated agreement to organizations or individuals receiving funding if the details of their allocation change after an organization or individual signs an agreement.

§5.5.1. All organizations or individuals that receive funds from the Student Government Allocation Fund shall be responsible for completing an itemized financial report of the Senate-approved funding within seven class days following the event, program, or project completion, unless the Attorney General grants an extension. Receipts or copies of receipts, as well as any other materials deemed necessary and proper to accomplish the duties of the Office of the Attorney General, must accompany the report.

§5.5.2. All organizations or individuals that receive funds from the Student Government Allocation Fund shall be responsible for documenting their compliance with the Student Government Allocation Fund Branding Requirements. This shall include photographic evidence of visual acknowledgement and written transcripts of verbal acknowledgements signed by a representative of the organization pledging its validity.

§5.5.3. Should any requirements not be satisfied, the Attorney General should report the infraction to the Finance Chair who will file a sanction recommendation to the Senate Executive Council. This shall apply to, but is not limited to, failure to meet branding requirements, failure to accurately document spending or

branding, or failure to meet with the Attorney General. This should not include Misuse of Funds, as defined in §5.7.

§5.6. Legislative Sanctions. Violations of the Student Government Allocation Fund

Requirements will be recorded and pursued by the Finance Chair or a representative he or she appoints. Evidence collected by the Attorney General and the Chair will be presented to the Senate Executive Council with a recommendation to limit the following legislative session's allocations by a percentage no less than ten and no more than fifty. This sanction shall apply to the total amount of allocated funds the sanctioned organization or individual receives during the following legislative session.

§5.6.1. Sanctions shall be passed by a majority vote of the Senate Executive Council and shall be recorded to ensure they are observed. The Attorney General will inform the organization of the sanctions in writing, signed by the president of Student Senate.

§5.6.2. Should the organization wish to appeal the sanction, either in severity or merit, they should request to do so within five class days of receiving written notice by the Attorney General. Upon appeal, the evidence will be presented to the Student Senate and may be overturned by a majority vote.

§5.7. Misuse of Allocated Funds. Any misuse of allocated funds shall be reported to the Student Senate by the Attorney General and shall be subject to action by the Attorney General. Those who use funds for purposes other than those approved by the Senate shall be barred from receiving funds from the Student Government Allocation Fund for a period up to three years to be decided by the Student Senate. The organization shall be held accountable for the repayment of the inappropriately spent funds, and taken to higher courts as necessary.

CHAPTER 6: STANDING RULES

§ 6.1. Suspending Rules. Any rule in these bylaws may be temporarily suspended by a two-thirds vote of those Senators present, unless expressly prohibited by these bylaws.

§6.2. Conflict of Interest. When a Senator cannot evaluate an allocation, resolution, improvement, or support in an objective manner, the Senator must vote conflict of interest.

§6.2.1. A Senator shall vote conflict of interest if they are a member or officer of an organization receiving monetary support, or the Senator is a member or an officer of an organization that is a

direct or indirect beneficiary of proposed legislation, or if the member themselves is a direct or indirect beneficiary of proposed legislation.

§6.2.2. It is the responsibility of the Senate to determine whether or not there is a conflict of interest with any of its members. A Senator can make a motion to vote on whether or not a conflict of interest has arisen. A conflict of interest will be determined by a two-thirds vote. Debate should follow under the rules in §4.2.

§6.3. Disciplinary Proceedings. All proceedings under this section shall also adhere to Article II, Section 9 of The Baylor University Student Body Constitution. This rule cannot be suspended.

§6.3.1. Consideration by the SEC. Any member of Student Government accused of violating the Student Government governing documents, misconduct as defined by the Baylor University policies, or any other grievance will be notified by the President of Student Senate and appear before the Senate Executive Council, along with the accusing party. If either party fails to attend the SEC meeting and does not have their absence excused by the SEC, the SEC can proceed to decide disciplinary measures regardless of either party's attendance. Questions will be asked of both parties until the SEC is satisfied. The parties will then leave the room, while SEC deliberates and decides upon one of the following courses of action, considering them in this order:

1. Removal from Office Charges. The SEC will consider bringing forth removal from office charges to Senate. If the SEC deems that the accusation is serious and evidence is available, it may grant a hearing of removal from office charges against the Senator in the full Senate. Charges may also be accompanied by other disciplinary actions listed below. This decision shall require a unanimous aye vote by a quorum of SEC members present to take effect.
2. Disciplinary Measures. Disciplinary measures may include verbal warning, corrective action to remedy the situation, or any other measure, or combination thereof not including revocation of voting rights or removal from office. The President Pro-Tempore will give a report of this decision during committee reports. This decision shall require a two-thirds aye vote by SEC members present to take effect.

3. Dismissal and Internal Documentation. If the SEC does not conclude that an accusation warrants removal from office charges or disciplinary measures, the charges are to be dismissed and documented internally by the President of Student Senate.

§6.3.2. Referral to Senate. If the SEC decides that removal from office charges are to be brought against a Senator, the Senate shall move into executive session by two-thirds vote, according to Article II, Section 13 of The Baylor University Student Body Constitution. The party bringing the action shall then give an opening statement, after which the member of Student Government against whom the action has been brought shall give an opening statement. Debate will follow under §4.2, with the exception that Senators who have the floor may ask questions of the party bringing the action and the member of Student Government against whom the action has been brought. When debate has been closed, the party bringing the action shall then give a closing statement, after which the member of Student Government against whom the action has been brought shall give a closing statement. After asking the accused to leave the room, the Senate shall vote by ballot on the matter, with the Legislative Secretary and the presiding chair of that Senate session, counting the ballots. Any member of Student Government formally removed from office by three-fourths vote shall not be considered “in good standing” and may not seek election or appointment to any future office in Student Government.

§6.4. Consent for Student Court, Student Senate, Class Officer, and Electoral Commissioner Nominees. Rules may not be suspended to prevent nominees from being reviewed by the Operations and Procedures Committee. Once the committee has reviewed the nominees and has given a report and recommendations on the nominees, they shall be presented to the entire Senate body for its consent. All Student Court nominees selected by the Student Body President must be presented to the Student Senate for its consent and must be voted on individually in committee and before Senate. A two-thirds majority vote from the Senate body shall be needed to confirm a Student Court, Student Senate, or Class Officer nominee. A majority vote of the Student Senate shall be needed to confirm an Electoral Commissioner nominee.

§6.5. Nominees for Executive Branch Cabinet and Positions. After review of a nominee by the Operations and Procedures Committee, the Committee shall vote on the confirmation of the

nominee. If the Committee votes in unanimity, whether it is in favor or in opposition of the nominee's confirmation, the decision shall be final. If the Committee cannot vote on a nominee's confirmation with unanimity, the nominee shall be presented before the entire Senate body for a vote. A majority vote from the Senate body shall be needed to confirm an Executive Branch Cabinet appointee.

§6.6 Parliamentary Authority. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Student Senate in all cases to which they are applicable and in which they are not in conflict with these bylaws, The Baylor University Student Body Constitution, and any special rules of order the Student Senate may adopt.