

**STUDENT GOVERNMENT OF  
WEST TEXAS A&M UNIVERSITY  
BY-LAWS**

**ARTICLE I  
PARLIAMENTARY AUTHORITY**

**SECTION 1.** The proceedings of the West Texas A&M University Student Senate shall be governed by the latest edition of ROBERT'S RULES OF ORDER.

**SECTION 2.** Exceptions to ROBERT'S RULES OF ORDER shall be stated within these bylaws.

**ARTICLE II  
OFFICERS**

**SECTION 1.** The officers of the Student Senate shall consist of the president, president pro-tem, parliamentarian and parliamentarian pro-tem and sergeant at arms.

**SECTION 2.** The president of Student Senate shall be the vice president of Student Government and shall have the following duties:

- A. To prepare an agenda for each Student Senate meeting. All proposed business shall be submitted to the president of Student Senate no later than two (2) class days before Senate convenes. Business submitted later than this deadline shall be placed on the agenda at the discretion of the president of Student Senate.
- B. To number all legislation to be considered by Student Senate.
- C. To announce vacant Senate seats immediately following the resignation, removal or death of a senator. Vacancies shall be publicized.
- D. To recognize a member of the gallery who wishes to speak on the issue immediately before the Student Senate. Senators will have precedence over the gallery in being recognized.
- E. To sign Internal Resolutions approved by the proper margin of Student Senate. The president of Student Senate shall have no veto power.
- F. To call special or emergency meetings of the WTAMU Student Senate in times of need or crisis, with a membership quorum.

***SUBSECTION 1***

1. 48 hour notice must be taken before the meeting can take place: phone, letter, e-mail, etc.
2. There will be a suspension of the following rules during a special meeting.
  - Dress Code
  - Failure to provide advanced notice of absence

**SECTION 3.** The president pro-tem shall be a senator nominated from the floor of the Senate on or before the third regular meeting of the Senate and shall receive a simple majority of votes cast by

secret ballot. The president pro-tem shall fulfill the duties of this position as outlined in the Constitution.

**SECTION 4.** The parliamentarian shall be a senator nominated from the floor of the Senate on or before the third regular meeting and shall receive a simple majority of votes cast by secret ballot. The parliamentarian shall fulfill the duties of this position as outlined in the Constitution.

**SECTION 5.** The parliamentarian pro-tem shall be a senator nominated from the floor of the Senate on or before the third regular meeting and shall receive a simple majority of votes cast by secret ballot. The parliamentarian pro-tem shall fulfill the duties of this position as outlined in the Constitution. The parliamentarian pro-tem will also assess fun fines in conjunction with the president of Senate. Dress code will be enforced and fun fines shall be enacted starting the first regular meeting after the parliamentarian pro-tem is elected.

**SECTION 6.** The sergeant at arms shall be a senator nominated from the floor of the Senate on or before the third regular meeting and shall receive a simple majority of votes cast by secret ballot. The Sergeant at arms shall *be required to display the collar regalia during all senate meetings in addition to fulfilling* the duties of this position as outlined in the Constitution.

**SECTION 7.** The Senior Senator shall be a senator who is the most tenured in their respective college. They will be chiefly responsible for organizing the Deans meetings and be awarded the distinction of Senior Senator. If two or more senators have equal amount of tenure both shall receive the distinction.

### ARTICLE III

#### SENATOR RIGHTS AND RESPONSIBILITIES

**SECTION 1.** Each Senator shall act as the official representative of his/her constituency to the Student Government; provide an effective student voice in the formation of university policy; investigate matters pertinent to the well being of the student body; be aware of and to inform the student body of events on the local, state, and national levels, which relate to their academic growth and well being; work closely with the faculty and administration in fostering mutual cooperation; and carry out the foregoing provisions and all other authority vested by and contained in the spirit of the constitution. Senators shall also plan and execute specific events given by the Executive Branch and shall carry out other duties deemed necessary by the consensus of the Executive Branch or the Senate. Other duties vested to a Senator shall include the following.

- A. To call for a roll call vote when the floor vote is divided.
- B. To have people recognized from the gallery at their request.
- C. To introduce all legislation that the Senate shall consider.
- D. To attend all scheduled Senate meetings, special sessions, and committee meetings of which they are a member.
- E. To run student polls as needed or requested by a member of Student Government and to sign off on that duty with the Student Government Secretary or a member of the executive board.
- F. To wear professional attire to all Senate meetings as defined by the following list.  
For Senators without Senate shirt:
  - No shorts or jeans

- Pressed dress pants; skirt or dress
- Clean dress shoes or nice sandals, no flip-flops
- Nice shirt
- No hats
- No midriff showing

For Senators with Senate shirt:

- Pressed dress pants, skirt or jeans
- No shorts
- Clean shoes or sandals, no flip-flops
- No hats

G. Senators shall wear nametags at all Student Government functions.

H. To pay any and all fun fines incurred throughout the semester *as follows*

- I. Dress code Violation-\$2.00 first violation, with an increase of \$2.00 per infraction, with a maximum per infraction penalty of \$10.00.
- II. II. Speaking out of Turn-\$1.00 first violation, with an increase of \$1.00 per infraction, with maximum per infraction of \$5.00.
- III. Missing a Function previously engaged to- \$15.00 fine per event that you have committed to, *as well as your portion of the registration fee for that event, if a registration fee is present.*”
- IV. Failure to Provide Advance Notice of Absence- \$5.00 fine for not providing enough advance notice, with no cumulative increase in fee.
  - a. Advanced notice is considered to be 24 hours, unless extraordinary circumstances exist. The 24-hour notice, will allow appropriate coverage to be arranged for your absence.
- V. Disturbing or Interrupting Electronic Device- \$2.00 first violation, with an increase of \$2.00 per-infraction, with a maximum per infraction penalty of \$10.00
  1. Failure to pay fines by the end of the current semester shall result in a hold on the student's records.
  2. Senators may challenge a fine by meeting with the president of Student Senate, parliamentarian pro-tem, and chair of the Rules and Appropriations committee within one week of the assessed fine; any decision made is final.
- I. To sign a notebook agreement in order to receive a Student Senate notebook. Each senator shall comply with the rules set forth in the notebook agreement. Failure to return a notebook at the end of each semester shall result in a fine. A hold will be placed on the student's records until the notebook is returned or the fine is paid.

**SECTION 2.** Any changes made to the list of fun fines throughout the semester must be approved by a majority vote of Student Senate. Fines are to be used when Student Government is approached by organizations for donations in exchange for using the Student Government logo on their event materials and/or publicity. Any donations must be approved by Senate.

**SECTION 3.** Fines accumulated throughout the semester may be paid for with items that are in demand by the WTAMU Food Pantry, which, will subsequently be donated to the WTAMU Food Pantry, with the exception of fines for registration fees for events where registration fees are present.

- I. The list of items in demand will be compiled by the Student Affairs Chairman at the beginning of the semester and approved by the Student Affairs Secretary.

- II. Items donated as payment for fine money will be valued based on a receipt provided to Student Affairs Secretary (Not including tax and to be rounded down to the nearest dollar amount).

**ARTICLE IV**  
**COMMITTEE DUTIES, RESPONSIBILITIES AND FUNCTIONS**

Student Senate shall have the following standing committees. Every senator shall be appointed to at least one committee by the president of Student Senate. Each committee will have a chair who will preside over the committee and a ranking member who will be the number two senator on the committee and serve as the chair in case of an absence.

**SECTION 1.** The committee for Rules and Appropriations shall:

- A. Report to the president of Student Senate its recommendations on the acceptance of excuses from senators for their Senate and Dean visit absences.
- B. Oversee that the official ballot, the eligibility of potential candidates, and determining the official results of all Student Government elections is carried out by the Chief Justice and the Student Government Secretary.
- C. Report to the Senate its recommendations concerning changes in the techniques of operation in the Student Government.
- D. Report to the Senate its recommendations on amendments to the Student Government Constitution, Student Senate Bylaws and Election Code.
- E. Have a member serve on Campus Organization Funds Committee (COFC).
- F. Research and report to Senate on all student fiscal affairs (i.e., student service fees).
- G. Report to the Senate its recommendations concerning technology on campus.
- H. Report to the Senate on matters dealing with other universities and the Texas A&M University System.
- I. Chairman must serve on the Student Fee Advisory Committee
- J. Report to the Senate on State and Federal legislative matters pertaining to Rules Appropriations.
- K. Have members serve on Information Technology Committee, Student Endowment Fund.

**SUBSECTION 1** Sub-Committee on University Standing Committees

- 1. Contact the chair of each Standing Committee once each long semester and compile a report of activities and accomplishments of each committee.
- 2. Compile a report of student attendance once each long semester and make recommendations to the Student Body President and Senate for removal and replacement of student members of committees.

**SECTION 2.** The committee for Academic Affairs shall:

- A. Report to the Senate its recommendations concerning the relationship between students and faculty, staff and administration.
- B. Meet with the Provost/Vice President for Academic Affairs once each long semester.
- C. Report to the Senate its suggestions for changes in the curriculum offered by West Texas A&M University.
- D. Report to the Senate its recommendations concerning all academic areas.
- E. Report to the Senate on State and Federal legislative matters pertaining to Academic Affairs.
- F. Assist with any Student Government related programs when necessary.
- G. Have members serve on the Academic Appeals, Core Curriculum, and Curriculum standing committees.

**SECTION 3.** The committee for Student Affairs shall:

- A. Report to the Senate its recommendations concerning the relationship of West Texas A&M University's campus organizations to the Student Body.
- B. Report to the Senate its recommendations concerning all matters involving the life of the students on the WTAMU campuses.
- C. Create ways to enhance Senator relations with the student body, faculty, staff and administration.
- D. Meet with the Vice President for Student Affairs once each long semester
- E. Report to the Senate on State and Federal legislative matters pertaining to Student Affairs.
- F. Have members serve on Code of Student Life, Student Advisory Board for Athletic Complex, and Homecoming committee.
- G. Facilitate an annual Veterans Day celebration for current and veteran military personnel within WTAMU's student, faculty, staff and administration populations
- H. Facilitate an annual University Police Department (UPD) Day appreciation event for all current UPD personnel.
- I. Oversee the Representative to the City of Canyon Town Hall meetings who shall:
  - SUBSECTION 1:**
    - 1. Confirmed by 2/3 vote of the Student Senate.
    - 2. Report to the Student Affairs committee directly on all matters to and of WTAMU and the City of Canyon
    - 3. Report to the Senate floor on all minutes of Canyons Town Hall meetings that occur during the fall and spring semesters of the WTAMU campus.
- J. Recognize a Business of the Semester for each long semester, and a Business of the Year annually.
- K. Meet with the director of the physical plant once each long semester and give a report to the Senate on the subject discussed during the meeting.
- L. Appoint a Student Affairs Committee member to be on the Traditions Council.

**SECTION 4.** The Committee for Public Relations shall:

- A. Write a bi-monthly article or work with a staff member of the Prairie to write bi-monthly articles summarizing the proceedings and events of the Student Senate.
- B. Report to the Senate its recommendations concerning the relationship of West Texas A&M University to the public, including image-building and recruitment.
- C. Work with the Student Body officers to produce advertising materials for Student Government, and send forth recommendations for improving campus and public awareness of Student Government events.
- D. Facilitate the maintenance of the Student Government website.
- E. Be responsible for inviting guest speakers to speak during open forum. The Vice President for Institutional Advancement must be invited to speak once each long semester.

**SECTION 5.** The committees shall:

- A. Form subcommittees at the discretion of the Senate President and/or the Committee Chairmen to be held for the academic year.
- B. Form Ad-Hoc Committees when deemed necessary at the discretion of the Committee Chairman.
- C. Require the Committee Chairmen to attend a weekly staff meeting throughout the academic year to be determined by the Student Body President, Vice President, and Chief Justice.
- D. Require the Committee Chairmen to work one hour during the week in the Student Government Office to finalize work for the next Senate meeting.

## **ARTICLE V**

### **PARLIAMENTARY PROCEDURES**

**SECTION 1.** The motions to “table” (or “lay on the table”) and to “postpone” shall be equivalent and shall require a majority vote. A motion to table indefinitely shall be equivalent to the motion to “postpone indefinitely,” which shall mean to kill the motion. Any other motion to table or postpone must be made to a certain time, which may not be beyond the meeting immediately succeeding the one [meeting] in which it was made. If a member of the Senate determines that the chair, in error, has permitted a motion to be tabled without a certain time, during any meeting (before the end of the Senate session in which the motion was made) a member of the Senate shall reinstate the question by a point of order. *Tabling a motion is not the same as tabling a bill.*

**SECTION 2.** Friendly amendments, of any type, shall be out of order except for the following purpose: if a resolution shall contain grammatical or other typographical mistakes, a member may propose this amendment to correct it. In such an event, this amendment shall require only the approval of the sponsor.

**SECTION 3.** When the presiding officer has closed debate, and at such times when the call for the vote may be in order, he or she shall take the vote by ordering a roll call vote. Other methods may be used if desired. Where an election or confirmation vote is in order, a ballot vote shall be the only form of

voting used. When there is a final vote on a resolution, a roll call vote shall be the desired voting method. A majority vote of the Senate shall order a change in vote taking techniques on any item not already prescribed in these rules.

**SECTION 4.** When a roll call vote is ordered, the names of senators shall be called alphabetically; each senator shall, without debate, declare his or her vote on the question. No senator shall be permitted to vote after the discussion shall have been announced by the presiding officer, but may, for sufficient reasons, with unanimous consent, change or withdraw his or her vote. No motion to suspend this rule shall be in order, nor shall the presiding officer entertain any request to suspend it by unanimous consent.

**SECTION 5.** Unanimous Consent. Following the call for a vote by the presiding officer, but not after the first vote is cast; any senator may call for consent. The presiding officer will then ask the Senate for consent. Should any senator decline consent, the appropriate vote shall proceed.

**SECTION 6.** If a senator feels they are not informed on an issue, he or she can abstain from voting. A senator may also abstain on any matter when he or she believes that his or her voting would be a conflict of interest.

**SECTION 7.** Confirmation of appointments shall require a vote based on all members present on the roll; abstentions shall be equivalent to a negative vote. After discussion, the vote must be by secret ballot.

**SECTION 8.** When a candidate is considered for appointment or confirmation the individual shall be permitted three minutes to speak to the Senate. After the Senate has heard the candidate, for a period of up to 10 minutes, each senator may be permitted questions which may be ruled out of order at the discretion of the chair upon objection. After questioning, the candidate shall be absent from the Senate chamber until the vote is tallied. Once the candidate is removed from the room, the Senate shall discuss the appointment or confirmation. Discussion shall begin with one statement supporting the candidate, followed by a statement against the candidate. Discussion will continue in that fashion until there is no supporting or opposing statement. Each member may only speak once and their discussion shall be limited to 30 seconds. The President, Vice-President, and Chief Justice shall not be permitted to speak for or against a candidate.

**SECTION 9.** In the event more candidates are considered in a meeting than vacant seats exist, all candidates shall be considered individually. Of the group of candidates applying for the limited number of seats, the candidate(s) that receive the largest affirmative vote tallies shall be elected to the vacant seat(s) in successive order from the candidate with the highest affirmative vote tally to the lowest. Should any tie exist for a vacant seat, a re-vote must be taken between the [tied] candidates. No candidate may receive a seat that did not obtain at least a majority vote of the Senate.

## **ARTICLE VI** **LEGISLATION**

**SECTION 1.** All legislation of the Senate shall be in the form of resolutions.

**SECTION 2.** Each piece of legislation shall embrace only one subject. The subject shall be expressed in the title.

**SECTION 3.** Any resolution intended for consideration by the Senate shall be submitted to the Senate President the Thursday before the meeting it will be read. Submissions shall be given in type-written or word-processed form as well as electronic format as a file prepared using Microsoft Word or compatible software. The Senate President shall not unnecessarily prevent the appearance of resolutions to the Senate that were submitted within the appropriate time frame. The President of the Senate may add things to the agenda after the aforementioned deadline.

**SECTION 4.** All legislation must be in written form including a number, title, preamble, and enactment.

- A. All legislation or written actions of the Senate shall be numbered with two letters and five numerals. The number shall be assigned by the president of the Student Senate.
- B. The two letters shall designate the type of legislation.
  - 1. Constitutional Amendments are used primarily as recommendations to change the Student Government Constitution and shall be designated - CA;
  - 2. Senate Bills are used primarily as recommendations for Chief Justice, Student Judicial Board members, University Standing Committee members, and Election Code revisions and shall be designated - SB;
  - 3. Senate Resolutions are used primarily to formally acknowledge recommendations, accomplishments, investigations or endorsements and shall be designated - SR;
  - 4. Senate Internal Resolutions are used primarily to acknowledge procedural changes within Student Senate's power and shall be designated - IR.
  - 5. Senate Concurrent Resolutions are used primarily for observing a shared opinion with another organization such as the Faculty Senate, Residence Hall Association, Staff Council etc. and shall be designated as CR:
- C. The five numerals shall be designated as follows: The first digit will be the number of the semester in which the legislation is introduced, "one" (1) meaning the fall semester and "two" (2) meaning the spring semester; the next two digits represent whether the legislation is the first, second, etc. legislation to be presented to the Senate that semester; the final two digits represent the year in which the legislation is introduced.

**SECTION 5.** Legislation may be authored by any member of the Student Senate. All resolutions shall contain the name of the author and the sponsor.

**SECTION 6.** All legislation shall receive two readings, except where otherwise provided in this rule, prior to its passage. Readings shall be on two different days, and the presiding officer shall also indicate whether it is the first or second reading. A resolution shall not be considered or amended by the Senate until it shall have been once read and referred to a committee.



**SECTION 7.** All resolutions reported from a committee, not having previously been read, shall be considered the equivalent to a first reading in the Senate.

**SECTION 8** During the Second Reading, the debate process will be overseen by certain guidelines:

- A. The bill's sponsor will read the bill and then have the floor first for debate.
- B. Following their comments, the proper Committee Chair will have the floor. The chair of which the legislation was referred to will state the committee's opinion ("support" or "do not support") and then present any amendments made by that committee.
- C. Debate will continue and will be open to all members of the Senate.
- D. Discussion shall begin with one statement supporting the legislation, followed by a statement against the legislation. Discussion will continue in that fashion until there is no supporting or opposing statement. Each member may only speak once and their discussion shall be limited to 30 seconds.
- E. At the conclusion of debate the primary author of the legislation will be permitted a final 30 seconds followed by a vote on whether or not to pass the legislation.
- F. At any point during debate, the sponsor can choose to pull their bill and have it removed from consideration by the Senate.

**SECTION 9.** A bill or resolution may skip First Reading and be advanced to Second Reading by a 3/4 vote of the Student Senate. Fast track shall only be used on a case-to-case basis and will not be bound by previous decisions or precedents.

**SECTION 10** Decorum during debate will adhere to the following principles.

- A. Remarks must be confined to the merits of the pending question.
- B. A member's motives may not be attacked.
- C. No member may comment adversely on any prior act of the Senate that is not pending.

**SECTION 11** All legislation pertaining to the raising of student fees must incur at minimum of 4 weeks of deliberation after its first reading on the floor of the senate. In addition at least one public hearing/forum must occur before the final vote is cast. In order for any of these provisions to be overwritten it will require a 3/4 vote. Additionally the legislation must pass by a 2/3 roll call vote, with this provision unable to be overturned by unanimous consent.

**ARTICLE VII**  
**STUDENT GOVERNMENT OFFICE**

**SECTION 1.** The Student Government Office shall be referred to as the Easton Allen Memorial Student Government Office.

**ARTICLE VIII**  
**AMENDMENTS**

Amendments to these bylaws shall:

**SECTION 1.** Be attached directly to the current bylaws.

**SECTION 2.** Be effective upon a 2/3 vote of the senators present provided the amendment was submitted as an internal resolution at a regular meeting of the Student Senate.

Amendments of IR: 10114 dated 11/24/14, 20215 dated 04/20/15, 20315 dated 04/27/15, 20210 dated 2/22/10, 20310 dated 4/05/10, 20410 dated 5/05/10, 10210 dated 1/29/10 Incorporated into body of document. Subject to Correction of Clerical Errors