

BYLAWS OF WESTERN KENTUCKY UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION  
AS PROPOSED SPRING 1994 SEMESTER

I. QUORUM

A quorum for the consideration of business shall consist of a majority of the total voting membership of Congress.

II. ATTENDANCE

- A. Attendance shall be required of all members of Congress. Three (3) absences within a semester from Congressional meetings will result in Judicial review, pending possible dismissal. Failure to appear before the Judicial Council results in immediate dismissal from Congress.
- B. Members who are more than ten (10) minutes late to a Congressional meeting after the call to order shall be counted as absent unless the Secretary was contacted prior to the meeting.

III. PARLIAMENTARIAN

- A. The Parliamentarian shall be appointed by the Vice President with approval of Congress. The Parliamentarian must be in good standing with the university and have a working knowledge in parliamentary procedure.
- B. The Parliamentarian shall advise the Vice President and may render opinions as requested by the Vice President or Congress. Robert's Rules of Order shall be used as the parliamentary authority for the Student Government Association.

IV. SERGEANT-AT-ARMS

- A. The Sergeant-at-Arms shall be appointed by the Vice President with the approval of Congress.
- B. The Sergeant-at-Arms shall:
  - a. Pass out memoranda during meetings of Congress.
  - b. Maintain order on request of the Vice President.
  - c. Secure the entrances to the Congressional Chambers during voting and tabulation.

## V. FREQUENCY AND TIME OF MEETINGS

- A. Congress shall regularly meet each Tuesday at 5:00 p.m. during the academic year unless otherwise agreed upon by Congress.
- B. The Executive Council shall meet once a week at a consistent, declared time.
- C. The Judicial Council shall meet once a month at a consistent, declared time.
- D. Standing Committees shall meet once a week at a consistent, declared time.

## VI. ORDER OF BUSINESS

The order of business of congressional meetings shall proceed as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Officer Reports
- E. Committee Reports
- F. Academic Council Reports
- G. Unfinished Business
- H. New Business
- I. Announcements
- J. Adjournment

## VII. CONGRESSIONAL ACTION ON LEGISLATION

- A. A "bill" shall hereinafter be defined as any act of Congress which shall create new institutions or practices which are under the auspices of the Student Government Association.
- B. A "resolution" shall hereinafter be defined as any act of Congress which shall recommend new or modified University policy.
- C. A bill/resolution must go through these stages:
  - 1. A bill / resolution may be authored by any student at Western Kentucky University. All bills / resolutions must have a sponsor, and only members of Congress may sponsor bills / resolutions in the Student Government Association.
  - 2. A bill / resolution must be sponsored by a standing committee within the Student Government Association. In order for a committee to sponsor a bill / resolution it must pass the committee by a majority.

3. A bill / resolution is given first reading during a weekly meeting of Congress.
4. Before the following Congressional meeting, the bill/resolution shall be brought by an author/sponsor or a designated representative for review by the Legislative Research Committee and reported with any recommendations.
5. During the following meeting, the bill/resolution is given a second reading. It shall be debated and voted upon. It takes a majority to pass.
6. A bill/resolution is considered passed when a simple majority of Congress members present vote for passage and it passes by a majority of the Executive Council.
7. When Executive Council vetoes a bill/resolution it may be overridden by a 2/3 vote of Congress at the meeting following the announcement of such action.
8. If the Resolution passes Congress and the Executive Council, the Student Government Association Secretary, directed by the President, sends the Resolution for review to:
  - a. The office that will be in charge of enacting the Resolution,
  - b. The vice-president under which that office reports,
  - c. The Dean of Student Life,
  - d. The Director of Student Activities and Organizations, and
  - e. The University President.
9. A bill/ resolution must be formatted according to "How to Write a Resolution, located in Appendix A of the Bylaws.

#### VIII. OATH OF OFFICE

- A. All duly elected representatives shall be considered Congress members upon taking the Oath of Office.
- B. The Oath shall be administered by the Foreman of the Judicial Council or in his/her absence by the Student Government Association President as follows:

I do hereby affirm to uphold the Constitution and Bylaws of the Student Government Association of Western Kentucky University and to perform the duties required of my position in Congress to the best of my ability.

## IX. COMMITTEE OFFICERS

- A. Each committee will be assigned a chairperson submitted by the Executive Council, and approved by Congress. The duties of the chairperson are as follows:
1. Shall preside over all committee meetings.
  2. Shall be responsible for all committee business.
  3. Shall meet with the Coordinator of Committees at least twice a month to discuss progress and problems.
  4. Shall give weekly committee reports to Congress.
- B. Each committee may be assigned a Vice-Chairperson submitted by the committee and approved by Congress. The duties of the Vice-Chairperson are as follows:
1. Shall perform the duties of the Chairperson in his/her absence.
  2. Shall perform those duties designated by the committee.
- C. Each committee may choose to elect a secretary. The duties of the Secretary are as follows:
1. Shall regularly inform committee members of meeting time and place.
  2. Shall keep a record of the committee meetings, attendance, and progress.
  3. Shall keep the files in the committee chambers up to date.

## X. COMMITTEES

- A. Each Congress member must serve on at least two (2) committees (this excludes College Representatives). College Representatives are required only to serve on one committee because of their responsibility involving Academic Council.
- B. Those Standing Committees are as follows:
1. Legislative Research Committee
  2. Student Affairs Committee
  3. Academic Affairs Committee
  4. Public Relations Committee
  5. Campus Improvements Committee.

## XI. AMENDMENTS

The Bylaws may be amended by a 2/3 affirmative vote of the total voting membership of Congress, provided they have been presented in writing in the previous Congressional meeting.

## XII. SUSPENDING BYLAWS

Bylaws may be suspended by a 2/3 vote of Congress members, in order to vote on a pending issue.