

**The Student Government Association**  
**at**  
**The University of Texas at Tyler**  
**Governing Documents:**  
**Constitution and Bylaws**

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## **Preamble Formation**

- We, the students of The University of Texas at Tyler, hereby recognize the Student Government Association as the forum for student opinion. The Student Government Association shall operate within the laws of the state of Texas, the Rules and Regulations of the Board of Regents of The University of Texas System, and The University of Texas at Tyler.

## **Purpose**

- The Student Government Association shall assist the University in identifying the interests, programs, and goals of the majority of students, communicate to the University community those interests, programs, and goals of students, and assist the University in providing students with programs to meet students' needs.

## **The Oath**

All Student Government representatives shall be sworn in using the following Oath:

- I (Insert Name), do solemnly swear that I shall faithfully represent the interests of the Student Body of The University of Texas at Tyler. I shall dutifully uphold and preserve the Constitution and Bylaws of the Student Government Association while ardently executing the Office of (Insert Position) for the Student Body at The University of Texas at Tyler.

## **General Assembly**

- General Assembly is the weekly formal meeting of Student Government. All general assembly meetings shall occur on Tuesdays at 5:30 pm in a location set by the executive board.

## **Naming**

- The official name of this organization is the University of Texas at Tyler Student Government Association, hereinafter referred to as the Student Government Association or SGA.

## **Article 1. Membership**

### **1.1 Membership**

- A) No student shall be denied full and equal opportunities in the Student Government Association (SGA) based on race, color, national origin, religion, creed, gender, orientation, age, veteran status, or disability.
- B) All students, enrolled at The University of Texas at Tyler as so defined by the Office of the Registrar, shall be eligible to participate in student wide SGA events, elections, surveys, etc.
- C) Membership in shall be afforded to those students who meet the requirements contained in the SGA Constitution and Bylaws.

### **1.2 Eligibility**

- A) To begin the membership process and hold office, students must be enrolled, meet the position specific requirements outlined in the SGA Documents, and meet the following eligibility requirements at minimum:
  1. [Senators](#) shall:
    - a. Have a minimum of a 2.0 cumulative GPA.
    - b. Be a constituent of the available senate seat.

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### 2. [Justices](#) shall:

- a. Have a minimum of a 2.5 cumulative GPA.
- b. Be a current member of SGA.
- c. Have served one full semester or attended 8 General Assembly meetings as a Senator for SGA.
- d. Be nominated by the SGA President.

### 3. [Executive Officers](#) and [Chief Justice](#) shall:

- a. Have a minimum of a 2.75 cumulative GPA.
- b. Be a current member of SGA.
- c. Have served one full semester or attended 8 General Assembly meetings as a Senator for SGA.

B) There are position specific requirements for each position found in their respective sections.

C) Should an active member of SGA fall below the cumulative Grade Point Average requirements outlined in [Article 1.2.A](#), the following probationary clause will come into effect:

#### 1. Mandatory Review:

- a. The member shall appear before the sitting Judicial Board ([Article 3](#)) for a probationary review.
- b. The Judicial Board shall work with the member to develop and approve an Academic Success Plan that establishes goals and provisions for the member to return to good academic standing within the Student Government Association.
- c. If there is no active Judicial Board within 21 days of [Article 1.2.C](#) being enacted, the SGA President shall establish an Ad Hoc committee outlined in [Article 7.1](#) to conduct the hearing.
- d. If the member under review is a member of the Judicial Board, then the SGA President shall establish an Ad Hoc committee ([Article 7.1](#)) to conduct the review.
- e. At the end of the Probationary Semester, the Judicial Board or Ad Hoc committee shall hold a follow up review to determine further eligibility.

#### 2. Duration:

- a. The probationary period shall last one academic semester.
- b. A member may request **one extension** of their probationary period for one additional academic semester, subject to approval by the Judicial Board or Ad Hoc committee
- c. No member may hold their position on probationary status for more than two semesters total during their tenure in SGA, whether consecutive or non-consecutive.
- d. Members granted an extension must have the Judicial board or Ad Hoc committee update their Academic Success Plan to reflect continued academic improvement efforts.

#### 3. Eligibility:

- a. The position specific requirements for a member of SGA to be eligible for a probationary period are as follows:
  1. For Senators, a GPA between 1.50 – 1.99 places the member on a probationary period.
  2. For Justices, a GPA between 2.00 – 2.49 places the member on a probationary period.

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3. For Executive Officers and the Chief Justice, a GPA within 2.25 – 2.74 places the member on a probationary period.

b. If an active member of SGA has a cumulative Grade Point Average more than 0.5 points below the requirements outlined in [Article 1.2.A](#) for their position, then they are not eligible for a probationary period.

c. A member must meet the eligibility requirements for their position when they begin their term.

## **Article 2. The Legislative Branch**

### **2.1 Senate**

A) The Senate is the entity of SGA responsible for:

1. Representing constituencies
2. Drafting and passing legislation
3. Voting on organizational matters
4. Checking the power of the Executive and Judicial Branches and holding them accountable when needed

### **2.2 Senate Composition**

(55 Total Voting Members) (1 Tie Breaking Member)

A) The SGA President (1 Tie Breaking Member)

1. Chair of the Senate (Vice President acts in the Presidents absence)

B) Colleges (24 Voting Members)

1. College of Arts and Sciences (3)
2. School of Education (3)
3. College of Engineering (3)
4. School of Health Professions (3)
5. School of Nursing (3)
6. Soules College of Business (3)
7. Fisch College of Pharmacy (3)
8. School of Medicine (3)
9. Honors College (3)

C) Student Body (10 Voting Members)

1. Freshman class (1)
2. Sophomore class (1)
3. Junior class (1)
4. Senior class (1)
5. Graduate class (1)
6. Other (SGA can delegate these to any class) (5)

D) Student Housing (10 Voting Members):

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1. Ornelas Hall (2)
2. Liberty Landing (2)
3. Patriot Village (2)
4. University Pines (2)
5. Victory Village (2)

### E) Satellite Campus' (8 Voting Members)

1. Houston Campus (2)
2. Longview Campus (2)
3. Palestine Campus (2)
4. Health Science Campus (2)

## **2.3 Quorum**

- A) Must be a quorum of members to take any action, motion, vote, pass legislation, etc.
- B) Quorum is 2/3 of the rostered senators.
1. For a full senate of 52 senators, quorum is 34.
    - a. When quorum is calculated always round down.
  2. Up to 3 approved absences can be subtracted from the total number of members.
    - a. For 52 members, and 3 approved absences there are 49 members available, and quorum is 32.
  3. See SGA House Rules for additional information.

## **2.4 Senate Duties**

- A) Serve as the primary legislative body of SGA.
- B) Be responsible for the proper and prudent distribution of the SGA budget and SGAC funds.
1. This includes Senator Projects, SGA Committees, events, or any other opportunity that may present itself.
  2. The SGA budget shall be approved by the Senate by the second meeting unless deferred to a later date by senate vote.
  3. Undertake no formal action without a quorum present and a formal vote.
- D) Meet regularly throughout the fall and spring semesters, on a day and time set by the Executive Board.
- E) Render and enforce interactions in open General Assembly with the guidance of the SGA House Rules and SGA Documents.
- F) Have the power to pass legislation for the SGA and vote in Special Elections ([Article 12.8](#)).
- G) Possess the primary authority for all fiscal affairs within SGA.
- H) Be the final arbiter of decisions for SGA Committees.
- I) Remove any Senator, Justice, or Executive Officer in neglect of their duties by a supermajority vote (2/3) of General Assembly.
- J) Retain the right to determine the rules of its own proceedings.
- K) The Assembly shall have the power to convene itself by written request of a simple majority (51%) of Senators, based on Senate seats currently filled, and shall also have the power to elect not to convene itself by written request of a supermajority (2/3) of Senators, based on the Senate seats currently filled.

## **2.5 Senators**

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- A) Members of the Senate are responsible for representing a constituency, writing/passing legislation, voting on organizational matters, and confirming or denying Presidential nominations.
- B) Senators must represent their respective positions. (CAS senator must be a CAS student etc.)
- C) Senators shall be elected by current members of the Student Body at the University of Texas at Tyler. (Except Student Housing)
  - 1. After elections, any open Senate seats may be filled through Special Elections ([Article 12.8](#)).
- D) The Residence Hall Association shall assign its 2 Student Housing Senators, per Residence Hall, no later than the 2nd general assembly meeting.
  - 1. After the 2nd general assembly meeting, any open Student Housing Senate seats may be filled through Special Elections.
- E) Senators shall:
  - 1. Serve one-year terms beginning May 1 and ending April 30.
    - a. Appointed Senators shall serve the remainder of the term in which they are confirmed by the Senate.
  - 2. Have (1) vote for each General Assembly motion.
  - 3. Have the power to overturn a Presidential veto by a strong majority vote (3/4) of Senators present.
  - 4. Attend and participate in all scheduled meetings, special sessions, and mandatory events as designated by the Executive Board.
    - a. Exceptions to this policy may be made by the SGA Executive Board.
  - 5. Serve on at least (1) Established [Committee](#) or Ad-Hoc Committee while serving as a Senator.
    - a. Exceptions to this policy may be made by the SGA Executive Board.
  - 6. Maintain regular contact with students, groups, organizations, faculty, and administration, from their respective constituencies.
  - 7. Meet with the heads of their respective constituencies a minimum of once per semester.
    - a. The Executive Board shall be responsible for keeping Senators accountable for these meetings through Student Voice Reports in General Assembly.

## **Article 3. The Judicial Branch**

### **3.1 The Judicial Board**

- A) The Judicial Board is the entity of SGA responsible for:
  - 1. Interpreting and making decisions involving the governing documents and/or policies of SGA.
  - 2. Checking the power of the Legislative and Executive Branches and holding them accountable when needed.
- B) All Judicial Board meetings shall be considered closed meetings due to the deliberation of sensitive and/or personal information pertaining to the SGA, its members, and its constituents and to minimize outside influence on SGA officials and procedure
  - 1. Closed meetings
    - a. Audio and video are not recorded or broadcast in any way and shall be held on campus at a location approved by the Advisor.
    - b. The Advisor and/or Chief of Staff may be present to moderate and act as liaison.
    - c. No other participants of any kind are allowed except by invitation when necessary for the meeting.
    - d. Official decisions made in closed meetings are documented for SGA records.
- C) The Judicial Board shall be composed of:
  - 1. (1) Chief Justice

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### 2. (4) Justices

#### 3.2 Justices

- A) Justices are nominated SGA officials who are authorized and encouraged to make decisions involving governing documents and/or policies of the Student Government Association.
- B) Justice candidates must:
1. Meet eligibility requirements in [Article 1.2](#).
  2. Be nominated by the SGA President.
  3. Come before the Senate to be confirmed by a Special Election ([Article 12.8](#)).
  4. Relinquish their Senate seat or Executive Officer position upon appointment to the Judicial Board.
- C) Justices shall serve (1) year terms starting on May 1<sup>st</sup> and ending on April 30<sup>th</sup>.
1. Justices seeking re-election shall come before the Senate at the end of their current term.
  2. The current SGA may re-elect Justices immediately or defer the decision to the incoming SGA.
  3. A Justice shall be re-elected by a supermajority vote (2/3) of voting members in attendance.
- D) Justices Shall:
1. Interpret and make decisions involving the governing documents and/or policies of the Student Government Association.
  2. Apply corrective measures to SGA matters, when appropriate.
  3. Hear petitions brought to the board concerning the interpretation of the SGA Documents and/or matters regarding SGA.
  4. Hand down rulings on SGA matters with a simple majority vote of the board's elected members.
  5. Not take any formal action without a supermajority quorum present, which shall consist of (2/3) of the current Judicial Board.

#### 3.3 The Chief Justice

- A) The Chief Justice shall:
1. Meet eligibility requirements in [Article 1.2](#).
  2. Be voted in by the Student Body or Special Election ([Article 12.8](#)).
  3. Relinquish their Senate seat or Executive Officer position upon appointment.
  4. Preside as the chair of the Judicial Board for a (1) year term.
  5. Convene justices regularly during the fall and spring semesters (as determined by the SGA Advisor) and promptly respond to appeals.
  6. Execute and communicate the responsibilities, duties, and privileges of the Judicial Board.
  7. Upon request, provide accurate information regarding proceedings.
  8. Sit in on General Assembly meetings as a Judicial Ex-Officio member (Seated with senators) with no official vote

## Article 4. The Executive Branch

### 4.1 Executive Board (E-Board)

- A) The Executive Board is responsible for:
1. The governance of the organization.
  2. The enforcement of organizational policy.
  3. Speaking to the administration on behalf of the Senate.

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4. Checking the power of the Legislative and Judicial Branches and holding them accountable when needed.
  - a. Does not hold the power to vote on legislative matters as the Senate does.
  - b. The members of the Executive Board are permitted to entertain a motion but cannot personally make one.
  
- B) The Executive Board in order of succession shall be:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Chief of Staff
  
- C) Officers beneath a vacant office shall have the option to fill the vacancy by the order of succession.
  
- D) Vacant officer positions not filled through succession, are filled through special elections ([Article 12.8](#)).
  
- E) Executive Officers shall:
  1. Be elected by the current Student Body at the University of Texas at Tyler.
  2. Serve one-year terms beginning on May 1 and ending April 30 unless the elected Officer:
    - a. Resigns from the position.
    - b. Is impeached and removed from office by the Senate.
    - c. No longer meets the requirements to hold office.
  
  3. Hold office hours and receive financial compensation at amounts determined by the VP of Student Success/designee or Advisor.
  4. Communicate office hour times to all members of SGA.

### **4.2 Executive Board Duties**

- A) The Executive Board shall:
  1. Set the agenda and direct all General Assembly meetings. General Assembly meetings are open meetings.
  2. Establish and attend regular Executive meetings. E-Board meetings are closed meetings.
  3. Coordinate, implement, and evaluate all SGA activities, programs, and services.
  4. Present the official SGA calendar no later than the first meeting of the semester, for senate approval, adjustment, or tabling.
  5. Dispose of SGA property and determine the use of assigned SGA space, consistent with University policies and procedures.
  6. Serve as the Interim General Assembly in summer, special cases, and undefined situations.
    - a. Summer (starting the last day of Spring classes to the first day of Fall classes).
    - b. Special cases are events that majorly limit the Senate or student body's ability to participate.
    - c. Undefined situations are circumstances not included in the SGA Documents. In these cases, the board decides how to proceed.
    - d. Interim decisions are subject to General Assembly review the following semester or next official General Assembly meeting.
  7. Set SGA policies. The current policies remain in place until changed by the Executive board.
    - a. Expectations Policy (Covers Absences, Attendance, Dress Code, etc.)
    - b. House Rules (Requires approval by General Assembly majority)
  8. Communicate with the Student Body by E-mail or social media. Content may contain, but is not limited to, the following categories:

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- a. SGA Elections, Surveys, Events, Newsletters, SGAC, Health and Safety, major changes, etc.
- b. Motion to draft communication is voted on. If approved, the content is drafted, reviewed, and the final product is voted on.
9. Make executive decisions by 3/4 vote of the voting officers. In the case of a tie vote the President acts as tie breaker.
  - a. Remote E-Board vote is acceptable when needed by group meeting, text, or email including the Executive Board and Advisor.

### **4.3 Creation and Dissolution of Provisional Officers**

- A) The General Assembly is empowered to elect Provisional Officers not specified within the SGA Documents.
1. Provisional Officers may not serve on the Executive Board unless the SGA Documents are amended to include them.
  2. Creation requires a strong majority vote (3/4) of General Assembly, dissolution requires 2/3 vote of General Assembly.
  3. General Assembly must establish the powers, responsibilities, and lifetime of the position during the proposal.
  4. Positions created with a specified lifetime shall be dissolved automatically accordingly.
  5. VP of Student Success or designee shall determine if newly created Provisional Officer positions shall be financially compensated.

## **Article 5. Executive Officers**

### **5.1 President**

- A) The SGA President is an Executive Officer responsible for representing SGA, the Student Body, and the University, as well as faithfully executing all acts of the General Assembly.
- B) The SGA President's duties shall be to:
1. Identify candidates for vacant/open Senate seats, Executive Office, Judicial Board, and Chief Justice.
  2. Serve as the official voice of SGA, making information regarding SGA and The University of Texas at Tyler readily available.
  3. Chair and direct General Assembly and E-Board meetings as an Ex-Officio member without formal vote, except in the case of ties.
  4. Proctor open voting by House Rules, acknowledge pass/fail/tie, and sign/approve immediately or decide by the next meeting.
  5. Be impartial towards motions, student opinions brought forth before SGA, and SGA elections.
  6. Represent students before Faculty Senate, Administration, the Board of Regents, the City of Tyler, and the Texas Legislature.
  7. Execute and enforce all decisions rendered by the Judicial Board.
  8. Establish Ad Hoc committees and appoint the Chair of such committees.
  9. Nominate new Justices for the Judicial Board and/or new Senators for open Senate seats.
  10. Set mandatory events for Senators to meet with their constituents.
  11. Convene a Special Session of the General Assembly with no less than a (48) hour notice to all SGA members.
- C) SGA Presidential Veto
1. The SGA President reserves the right to sign or veto legislation passed by the Senate.
    - a. Any legislation not signed or vetoed before the next General Assembly meeting shall be considered rendered and approved.
    - b. This Presidential Veto may be overturned by a strong majority vote (3/4) of Senators present.
  2. The SGA President reserves the right to Veto decisions made by the Judicial Board.
    - a. Any decision not vetoed before the next General Assembly meeting shall be considered rendered and approved.
    - b. This Presidential Veto may be overturned by a strong majority vote (3/4) of Justices currently serving on the Judicial Board.

## **5.2 Vice President**

- A) The SGA Vice President is an Executive Officer responsible for executing the needs of the Senate and assisting with the tasks of other Executive Officers.
- B) The Vice President shall:
  - 1. Assist the President in the execution of their duties.
  - 2. Perform the duties of the President in the case of their absence.
  - 3. Oversee the planning and execution of all SGA events.

## **5.3 Secretary**

- A) The Secretary is an Executive Officer responsible for the managing and documenting the communications of SGA.
- B) The Secretary shall:
  - 1. Create and prepare the agenda created by the Executive Board for General Assembly meetings.
  - 2. Operate as joint host with Chief of Staff for online general assembly meetings.
  - 3. Attendance:
    - a. Take roll call at General Assembly meetings and record attendance at SGA events.
    - b. Maintain an accurate record of all Senator and Officer absences.
    - c. Provide the General Assembly with a record of the absences of all members when appropriate.
    - d. Communicate member absences to the Chief Justice of the Judicial Board for further review and/or potential action.
  - 4. Document meeting minutes for General Assembly meetings and ensure that minutes are available to SGA members through official SGA portals of communication.
  - 5. Manage all SGA correspondence and communication.
  - 6. Oversee and update the SGA website regularly to ensure that the directory, governing documents, and organizational policies, are accurate and up to date.
  - 7. Ensure that advertisement of all official SGA events and elections is executed.
  - 8. Assist Executive Officers in the execution of their duties.
  - 9. Be responsible for the creation and publication of a newsletter to the student body.

## **5.4 Treasurer**

- A) The Treasurer is an Executive Officer responsible for administrative duties related to the day-to-day oversight of budget planning, financial execution, financial liability management, and fundraising.
- B) The Treasurer shall:
  - 1. Maintain the financial records of SGA.
  - 2. SGA Financial Records:
    - a. Make SGA Financial Records readily available to all official University Publications, Administrative members, and the Student Body no later than December 1st and April 30th each year.
    - b. Include a complete record of all financial transactions of SGA and any other information that the SGA Advisor deems relevant.

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3. Turn in a yearly budget plan for the following fiscal year to the SGA Advisor and the VP of Student Success/designee by February 1st of each year.
4. Provide a copy of the current SGA budget and financial report to the General Assembly at the start of each semester.
5. Advertise and communicate what resources the Student Government Appropriations Committee (SGAC) has available to student organizations at The University of Texas at Tyler
6. Assist Executive Officers in the execution of their duties.

### **5.5 Chief of Staff**

- A) The Chief of Staff (Formerly Parliamentarian) is an Executive Officer who works behind the scenes to solve problems, mediate disputes, and assist with issues that may arise for the Executive Board, Senate, Judicial Board, and/or the Student Body.
- B) The Chief of Staff shall:
1. Serve as the Liaison to the Judicial Board.
  2. Assist Executive Officers in the execution of their duties.
  3. Moderate General Assembly meetings.
  4. Operate as joint host with Secretary for online general assembly meetings.
  5. Speak to General Assembly to clarify or state rules when needed (including guest speakers).
  6. Confirm that rulings and proceedings adhere to the SGA rules.
  7. Edit and update SGA house rules and SGA governing documents as needed.
  8. Before Speaker's Podium, the Chief of Staff will explain the rules of Open Forum, and how to contact SGA and Senators to send questions.
  9. Update SGA governing documents according to the University's policy and administrative changes

## **Article 6. The Advisor**

### **6.1 The SGA Advisor**

- A) The SGA Advisor is an impartial, non-voting consultant or mentor for the General Assembly, who provides guidance for all members.
- B) The SGA Advisor shall be appointed by the VP of Student Success or designee at The University of Texas at Tyler.
- C) The SGA Advisor shall maintain their authority and privileges unless they:
1. Elect to resign from the position.
  2. Are impeached and removed from the position by the University.

### **6.2 Responsibilities and Powers**

- A) The SGA Advisor shall:
1. Oversee any [SGA election](#) or survey that involves participation from the Student Body of the University of Texas at Tyler.
  2. Attend General Assembly meetings and give input at the end and/or as needed.
  3. Attend Executive Board meetings and give input as needed.
  4. Be present for all official SGA voting.
  5. Proctor special elections with secret ballots. ([Article 12.8.A.2 Part e. through i.](#))
  6. Approve all student wide emails sent from SGA
  7. Send student wide emails on behalf of SGA.

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8. Provide input to the governing documents and/or policies of SGA.
9. Reserve the right to be present at all appeals that may take place within the scope of the Student Government Association.
10. Fulfill all other responsibilities given in the SGA Documents.

## **Article 7. Committees**

### **7.1 SGA Committees**

- A) SGA committees are entities tasked with innovating and further advancing the interests of SGA, the Student Body, The University of Texas at Tyler, and the Community.
- B) Member/Committee Expectations
1. Officers and Senators shall chair/serve on at least (1) SGA Committee.
  2. Each of the committees shall be composed of Senators and may include additional members who do not hold elected offices in SGA.
  3. The SGA Executive Board shall have the authority to assign any committee additional tasks as needed.
  4. SGA members, selected for official university administrative committees, are expected to fulfill those obligations as well.
- C) Established Committees and Chairs
1. Events Committee: Vice President
  2. Communications Committee: Secretary
  3. Student Government Appropriations Committee (SGAC): Treasurer
  4. Rules Committee: Chief of Staff
  5. Environmental Sustainability Committee (ESC): Nomination

### **7.2 Committee Responsibilities**

- A) The Events Committee shall:
1. Schedule and plan SGA events and/or activities.
  2. Coordinate and/or collaborate with other organizations and plan events and/or activities, when appropriate.
- B) The Communications Committee shall:
1. Be responsible for all communications between the General Assembly and the student body.
  2. Serve as the means of communication between SGA and faculty, staff, and campus media.
  3. Maintain and regularly update any SGA media.
  4. Create and/or post flyers that advertise SGA events.
  5. Document SGA events through pictures and/or videos.
- C) The Student Government Appropriations Committee (SGAC) shall:
1. Make decisions and/or recommendations concerning the SGA budget and/or SGAC funds according to SGAC Policy.
  2. Review SGAC Policy during the fall of every school year.
  3. Amend SGAC Policy as follows:
    - a. Any member of the General Assembly may propose revisions to the SGAC Policy to the General Assembly.
    - b. The proposed amendment shall be open for discussion, all members shall have the opportunity to voice their opinion(s).
    - c. Any revisions to the SGAC Policy shall require a supermajority vote (2/3) of voting members present.

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- d. Revisions shall be voted on or tabled for a future meeting.
- e. Revisions shall not be tabled more than once.
- f. The ratified SGAC Policy shall come into effect one week after it is passed.

### D) The Rules Committee shall:

1. Review and revise the SGA governing documents and/or organizational policies as needed.
2. Interpret and/or address any issues or concerns pertaining to the governing documents and/or organizational policies of SGA.

### E) The Environmental Sustainability Committee shall:

1. Oversee the protection and production of UT Tyler's bio-life.
2. Ensure that guidance and materials relating to success of recycling initiatives are provided for the Student Body.
3. Coordinate with University staff in order to ensure successful implementation of initiatives, and successful delivery of recyclables to each campuses' respective recycling facilities or services.

## **7.3 Ad Hoc Committees**

A) Ad Hoc Committees are those committees created to serve SGA for a particular purpose and a specified amount of time.

B) Ad Hoc Committee chairs shall add available senators to their respective committee.

C) The creation of SGA Ad Hoc committees

1. The SGA President can create Ad Hoc committees and appoint their respective chairs.
2. Senate can create Ad Hoc committees by supermajority vote (2/3) of General Assembly voting members present and elect chairs through special elections ([Article 12.8](#)).

D) The dissolution of SGA Ad Hoc committees

1. The SGA President can dissolve Ad Hoc committees they created.
2. Senate can dissolve Ad Hoc committees by supermajority vote (2/3) of General Assembly voting members present.

## **Article 8. Member Review and Reform**

### **8.1 Member Review**

A) Any member may be called to be reviewed by the Judicial Board by:

1. The written request of (1/3) of Senators, based on Senate seats currently filled.
2. The written request of the member's committee chair.
3. The written request of (5) of their constituents.

B) Any member may be placed under review if:

1. They violate the SGA Documents, House Rules, or Expectation Policies.
2. They miss (2) consecutive General Assembly meetings with no excuse of absence from the Executive Board.
3. They miss (2) consecutive required scheduled SGA events or miss (4) total events with no excuse of absence.
  - a. Scheduled meetings (i.e. Committee Meetings and Mandatory Events Held by SGA).
4. They miss a special session with no excuse of absence.

C) The Judicial Board shall schedule a meeting with the member in question within (2) calendar weeks of receiving the written request(s). The member may request the presence of the SGA Advisor.

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D) If an Executive officer or Senator has been reviewed (2) times in a semester, the SGA President, with the guidance of the SGA Advisor, shall be authorized to remove the member in question from their seat.

**8.2 Member Reform**

- A) The SGA President, with the guidance of the SGA Advisor, shall have the power to apply reforms to delinquent SGA members.
- B) These reforms may include, but are not limited to, the following:
  - 1. The member in question shall be required to speak to several registered student organizations and/or classes.
  - 2. The President may elect to not implement a reform.
- C) Following the review, the President shall report the outcome of the meeting, including the reform implemented to the General Assembly, at the next regularly scheduled General Assembly meeting.

**Article 9. Appeals**

**9.1 SGA Appeals**

- A) The appeals process allows select parties to request a formal change to an official decision. Appeals function both as a process for error correction as well as a process of clarifying and/or interpreting SGA governing documents and/or policies and procedures.
  - 1. SGAC appeals are covered by the SGAC Policy.
  - 2. Election appeals are covered in [Article 12.6](#).
  - 3. Student/general appeals are covered in open forum and the referendum process ([Article 10](#)).
- B) The appeals process for decisions of the General Assembly or Judicial Board shall be as follows:
  - 1. A member of SGA may elect to appeal a decision of the General Assembly to the SGA Advisor in writing, within (7) days of the decision being rendered. The SGA Advisor shall review the appeal and decide within (7) days of the appeal being filed.
  - 2. The member or General Assembly may appeal the decision of the SGA Advisor in writing to the VP of Student Success within (7) days of the Advisor's decision.
  - 3. The decision of the VP of Student Success is the final appellate review and their decision shall be final.

**9.2 Reform Appeals**

- A) The appeals process for member reforms, applied by the SGA President, shall be as follows:
  - 1. An SGA member shall inform the Executive Board of their intent to appeal the instituted reform before the General Assembly meeting following the Presidential decision being rendered.
  - 2. Any member of SGA may bring forth an appeal regarding member Reform during General Assembly.
  - 3. The Senate may repeal any Senator reform(s), with a supermajority vote (2/3) of General Assembly voting members present.
  - 4. The Senate may substitute any reform(s), with a supermajority vote (2/3) of General Assembly voting members present.

**Article 10. Referendums**

**10.1 SGA Referendums**

- A) Referendums are placed on ballots for regular elections or dedicated elections initiated by the General Assembly.

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- B) Referendums are required to pass certain legislation through student body vote according to the SGA Documents.
- C) Senate may vote to initiate a special referendum, when one is not required, for student body to vote and decide an outcome.
  - 1. The details of Senate referendums are decided by the General Assembly.

### **10.2 Student Referendum Policy**

- A) The Student Government Association (SGA) referendum policy allows current students, faculty, staff, and administration at UT Tyler [hereafter referred to as petitioner(s)] to propose changes and address issues that affect the entirety of the Student Body. SGA shall use this policy to help voice the concerns of constituents. (This is a new policy subject to change, SGA judgement, and interpretation.)
- B) Before proposing a referendum, petitioner(s) are encouraged to attend General Assembly and address the senate during open forum. Often the senate will lend their efforts to support the voice of the students and this process can be bypassed.
- C) The steps for getting a petitioner(s) proposed referendum onto a regularly scheduled SGA Ballot shall be as follows:
  - 1. The petitioner(s) shall submit their proposed referendum in writing to the Executive Board of the SGA. The Executive Board shall review the document for grammar and feasibility, reporting back to the petitioner(s) in no more than two (2) calendar weeks. Suggestions made by the Executive Board are optional and the Executive Board does not have the right to deny any referendum from moving forward. Should the petitioner(s) choose to amend the referendum, they must once again submit the referendum to the Executive Board for review.
  - 2. The petitioner(s) shall address the Senate during the agenda item, Speaker's Podium, during a regularly scheduled General Assembly meeting regarding the purpose of the referendum. The petitioner(s) shall also be responsible for answering any questions the Senate may have regarding said referendum.
  - 3. The General Assembly shall have up to two (2) calendar weeks to review and discuss the proposed referendum. At the end of the two (2) calendar week period the Assembly must return the referendum to the petitioner(s) along with any proposed changes. Suggestions made by the General Assembly are optional and the General Assembly does not have the right to deny any referendum from moving forward.
  - 4. The petitioner(s) shall have up to two (2) calendar weeks to review their document and make any changes. Following any changes, they shall return a finalized copy of the document to the Executive Board. This copy shall become the official referendum document and is not subject to change.
  - 5. The Senate and Executive Board of SGA shall then work in cooperation to decide on which individual(s) shall educate the University's students, faculty, staff, administration etc. on the referendum's contents.
  - 6. The petitioner(s) shall then proceed to begin gathering signatures in support of their referendum appearing on the upcoming ballot. Any signatures collected before this point shall be considered void. For the referendum to continue forward, a minimum of five percent (5%) of the currently enrolled Student Body must sign in support along with their student identification number. The Office of the Registrar shall be the final authority on the current number of students enrolled for classes at the University. The petitioner(s) shall have up to two (2) calendar weeks following the return of the official referendum document to collect the signatures. When the correct number of signatures has been collected, a copy of the document(s) shall be submitted to the Executive Board. Illegible student identification numbers or signatures shall not count toward the total number of signatures collected.
  - 7. The SGA Advisor(s) or their authorized representative(s) shall audit the collected signatures to verify their validity.
    - a. Dishonest or fraudulent signatures will result in denial of the referendum.
    - b. If invalid signatures are not fraudulent and their removal brings the total number of signatures below five percent (5%), the petitioner(s) shall have up to two (2) calendar weeks to meet the minimum requirement.
  - 8. The Executive Board shall report the results of the verification to the Senate and the petitioner(s) in writing within one (1) calendar weeks of receiving the signatures. If verified, the referendum shall appear on the upcoming ballot.
  - 9. Should a referendum be ready for the ballot at a time when there is not a pending election the Senate may, by majority vote, announce a dedicated election for the referendum.
  - 10. The referendum shall be decided by a simple majority vote of the Student Body during the upcoming SGA elections unless otherwise arranged in accordance with this policy. For the referendum to pass, a minimum of six and a half percent (6.5%) of the

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currently enrolled Student Body must cast ballots. The Office of the Registrar shall be the final authority on the current number of students enrolled for classes at the University. After the results are confirmed, the Executive Board shall release the information to the Student Body, petitioner(s), and administration as appropriate.

## **Article 11. Amendments**

### **11.1 Amendments**

- A) Amendments to the SGA Constitution and Bylaws may be proposed during General Assembly by:
1. Senators
  2. Executive Officers
  3. Chief Justice
- B) Proposed amendments shall:
1. Be introduced to the Senate in General Assembly meetings during New Business.
  2. Be open for discussion for all members present.
  3. Be voted on or tabled for a future meeting.
  4. Not be tabled more than once.

### **11.2 Ratification Process**

- A) Amendments to the SGA Documents shall become ratified and active once it has received:
1. A supermajority vote (2/3) of General Assembly voting members present.
  2. Advisor approval and forwarding to Vice President of Student Success for submission.
  3. Final approval by the President of the University.
    - a. The President may delegate the approval power to the Vice President of Student Success/designee or SGA advisor.
    - b. All changes communicated to the Executive Board.
- B) Amendments shall be deemed a revision of the SGA Constitution and Bylaws, and a permanent copy shall be kept in the office of the VP of Student Success.
- C) No Amendment or act of SGA shall have retroactive application.

## **Article 12. Election Code**

### **12.1 Notice of Elections**

- A) Notice of a scheduled election shall be given to enrolled students no less than (2) weeks prior to the election.
1. Announcement of the election may be made in student publications, flyers posted on general University bulletin boards and housing divisions, and the SGA website.
  2. In addition, notice may be made by other methods deemed appropriate by the Judicial Board.

### **12.2 Candidacy**

- A) Candidate Eligibility and Election Process
1. To file and/or campaign for elected office, a candidate must meet the requirements outlined in [Article 1.2](#).
  2. Candidates looking to file and/or campaign for a Senate seat must be a constituent of the seat for which they are running for.

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3. Candidates may run for (1) position on the Executive Board or any senator position for which they are qualified for.
4. Candidates elected to more than (1) position must select a single position within 24 hours of notification of the election results.
5. Any position not selected by the candidate within the time period shall be filled by the candidate receiving the second highest number of votes for that position.

### B) Applications

1. There will be a (2) week period when classes are in session in which applications for candidacy shall be accepted.
2. Applications may be available online, the SGA website, or additional locations at the discretion of the SGA Advisor.
3. No candidate shall be involved in collecting candidacy forms.
4. Completed applications shall be submitted no later than 5:00 PM on the filing deadline to:
  - a. The Department of Engagement
  - b. The SGA Advisor's office
  - c. Any online means that the SGA Advisor endorses

C) The SGA Advisor shall determine the eligibility of prospective candidates in accordance with the SGA Constitution and Bylaws.

### D) Candidacy Meetings and Campaigning

1. All candidates shall attend (1) candidacy meeting hosted by the SGA Advisor in order to officially file and/or campaign for SGA.
2. Candidacy meetings shall start (3) weeks prior to the start of elections and shall take place after General Assembly meetings.
3. Information related to elections such as requirements and campaign rules shall be submitted in writing to each candidate.
4. It is up to candidates with scheduling conflicts to find time to meet with the SGA Advisor for a candidacy meeting in order to officially file and/or campaign.

## **12.3 Rules of Campaigning**

A) Candidates must follow all published University and The University of Texas System rules and regulations, Manual of Policies and Procedures, Regents' Rules regarding solicitation, and the governing documents and policies of SGA.

B) Campaigning and soliciting may not occur within a radius from the voting station determined by the SGA Advisor on election day.

1. The radius shall be communicated using visual aids chosen at the discretion of the SGA Advisor.

C) Students and voting workers in the voting area shall not verbally persuade or coach voters but may advise on voting procedure.

D) In addition to platform statements, candidates may advertise their candidacy in any student publication so long as they adhere to the rules set forth by that publication.

### E) Campaign Materials

1. Distribution of campaign materials shall be done on a person-to-person basis.
2. Campaign material may NOT be placed in/on vehicles, mailboxes, trees, sidewalks, or any other non-approved surface.
3. No campaign material or activity may impede pedestrian and/or vehicular traffic.
4. Candidates may place campaign materials within buildings on bulletin boards only in official posting sites as determined by the Department of Student Engagement. Each candidate may post no more than (1) item per bulletin board.
5. The Department of Student Engagement must approve, stamp, and be given a copy of all campaign materials.
6. All campaign materials shall be removed from designated posting locations within (1) calendar week of the close of elections.
7. Rules and guidelines of campaign material placement and/or display shall be enforced by the Judicial Board/Rules Committee on the days of elections.

F) No loudspeakers, noisemakers, or anything that might disturb any class shall be permitted at any time.

G) Candidates may designate a single representative to assist them in the election process. This person must meet all requirements for participation outlined in [Article 1.2A & 1.2B](#), and they must attend the candidate's candidacy meeting. Any violation by this representative will fall on both the candidate and the representative.

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- H) Candidates are responsible for their campaign and must make all efforts to resolve any problems related to their endorsers.
- I) Endorsers will be responsible for their individual actions taken during the campaign per the Advisor's discretion.

### **12.4 Campaign Finances**

#### A) Financial Records and Disclosures

1. Candidates are required to keep accurate records of all campaign expenditures and/or donations received.
2. Receipts and/or invoices shall be maintained for all money expended and for all professional services rendered. This does not include labor from a volunteer staff.
3. Donated items shall be reported at market value.
4. The financial record must show the amount and purpose of all expenditures as well as the purpose of all donated items and funds and the name of the person, group or organization that donated said items or funds.
5. The financial records are to be submitted in writing to the SGA Advisor by (5:00 PM) on the last day of elections.
6. Only the SGA Advisor reserves the right to release financial information regarding candidate expenditures and/or donations publicly.
7. The value of reproduced copies shall be assessed at the candidacy meeting. This value shall be applied when no receipt is available.
8. Candidates shall supply their own campaign materials and are not permitted to use University-funded supplies, except printing from any lab for which the candidate has paid an access fee.
9. All candidates and their representatives are limited to \$500.00 in campaign expenditures and/or donations regardless of the number of seats for which they are running.
10. No candidate or authorized agent shall knowingly falsify any entry on any receipt or financial records associated with the campaign.
11. All candidates sharing benefits of joint receipts or expenditures shall declare them in their receipts and financial disclosures.
  - a. Multiple candidates may join campaigns, but funds do not combine. The total funds for the group are still \$500.00.
12. No candidate shall claim any financial endorsement from any group or organization without first submitting to the Judicial Board/Rules Committee a written statement from such group or organization. This endorsement must then be reflected in all financial records for the candidate.

### **12.5 Voting, Ballots, and Results**

#### A) Voting

1. All members of the Student Body and SGA shall be allowed:
  - a. (1) Vote for each Senator position open for election/re-election.
  - b. (1) Vote for the Chief Justice.
  - c. (1) Vote for each Executive Officer position.
2. The Voting Station
  - a. The voting station shall be worked by the SGA Advisor along with any other staff they so choose.
  - b. The voting station shall not be worked by any member of SGA, the Student Body, or anyone not approved by the SGA Advisor.
3. The SGA Advisor, and the Chief Justice shall announce voting dates bi-annually. Any changes to the dates must be presented (21) days prior to the election.
4. All voting locations shall be at the discretion of the SGA Advisor.

#### B) Ballots

1. Election Ballots shall list each position with candidates' names printed in ascending alphabetical order.
2. No candidate shall participate in the counting of the ballots.
3. At the close of the polls on the last day of voting (5:00pm), all ballots shall be counted.
4. Abstentions do not count toward the total vote count in any SGA vote.

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### 5. Ballot Oversight

- a. The SGA President, the Chief Justice, and the SGA Advisor shall all be present when the ballots are counted unless an exception is made by the SGA Advisor.
- b. A candidate's representative may also be present.
- c. SGA Senators and Executive Officers, except for current candidates, are permitted to help in the ballot counting.

### 6. The ballots shall be confirmed by all the following:

- a. The SGA President, the Chief Justice, and the SGA Advisor
- b. (3) Justices and (3) Senators

### 7. Ballot Inconsistencies

- a. The SGA Advisor shall address any ballot inconsistencies and/or irregularities as soon as they are discovered.
- b. The SGA Advisor shall decide if a runoff election should be held based on any ballot errors and/or election issues.

## C) Results

1. Official election results shall be posted to designated SGA spaces within (24) hours following the close of elections (5:00pm), unless a complaint is filed.
2. If the candidate receiving the highest number of votes forfeits a position prior to being sworn in, then the candidate with the second highest number shall fill the position.

## **12.6 Election Complaints, Remedies, and Appeals**

### A) Election Complaints

1. Any candidate or member of SGA may file a complaint regarding a candidate or member of SGA to the SGA Advisor
2. Complaints shall be submitted in writing to the SGA Advisor within (24) hours of the close of elections (5:00pm).
3. The Judicial Board shall review the complaint and take appropriate corrective measures.
4. A candidate may appeal the Judicial Board's decision by following the steps outlined in [Article 9.1.B](#).

### B) Remedies may include, but are not limited to:

1. The removal of campaign material
2. Referring the student through the Judicial Board's prescribed disciplinary process
3. Disqualification of a candidate
4. Suspension of membership in SGA
5. Revocation of membership in SGA

## **12.7 Runoff Elections**

### A) Should the regularly scheduled elections result in a tie for an open seat, the following shall be the process for a runoff election.

1. The SGA Advisor shall notify the General Assembly at the meeting following the close of a standard election.
2. Dates, Times, Rules, and Procedures of the Runoff Election shall be provided by the SGA Advisor to all parties and enrolled students at least (2) calendar weeks prior to the date of the Runoff Election.
3. The SGA Advisor reserves the right to make adjustments for the Runoff Election based on any irregularities that may have occurred or any idiosyncrasies that may have been displayed during the scope of the standard election, so long as the SGA Constitution and Bylaws are not contradicted.

## **12.8 Special Elections**

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A) Special Elections are elections that shall be decided in General Assembly by the voting members in attendance Senate)

### 1. Open Senate Seat

- a. Any Senator Seat available after the swear in date, shall be filled through a Special Election.
- b. Members of the Student Body shall have an opportunity to campaign to the General Assembly for open seats.
- c. After the candidates have spoken, they shall leave the room and the General Assembly shall vote by simple majority.
- d. If there is only one candidate, they can be voted in by a majority.
- e. The Chairperson shall serve as the deciding vote in the case of a tie.

### 2. Open Executive Office (not filled by succession), Chief Justice, Ad Hoc Chair, or Justice Position.

- a. At the regularly scheduled General Assembly meeting following the position becoming vacant, nominations for the ballot shall be taken from current SGA Senators and Executive Officers.
- b. Before the next meeting, the SGA Advisor shall verify the eligibility of all candidates nominated.
- c. Candidates shall be given time to speak and take questions during the next regularly scheduled General Assembly meeting following nominations. After the candidates have spoken, they shall leave the room and the General Assembly shall discuss.
- d. The candidates are brought back in and the General Assembly votes by secret ballot.
- e. Secret ballot procedure: All voting members including the President shall cast their vote to the Advisor with the President's vote being set aside by the Advisor. The Advisor shall tally member votes anonymously and include the presidential vote when needed.
- f. The vote count shall not be announced or revealed in any way, the only thing that is revealed is the final outcome.
- g. The candidate that receives the most votes shall fill the open position.
- h. If there is only one candidate, they can be voted in by a majority of the members present. In the case of a tied vote:
  1. If there are more than two candidates in the race, another secret ballot runoff shall be run including only the tied individuals.
  2. If there is a 3-way tie or more after the secret ballot runoff, the SGA President is the tie breaking vote.
  3. If there are only one or two candidates, the SGA President is the tie breaking vote.