

AB13

*This document has not yet reached final approvals.
Amended 03/27/2012.*

**THE BYLAWS
OF THE STUDENT GOVERNMENT
OF THE UNIVERSITY OF TEXAS AT AUSTIN**

Article I

ASSEMBLY MEMBERSHIP

- Section 1: Any Representative wishing to resign from the Assembly shall submit his or her resignation to the Chair of the Assembly who shall submit it to the Assembly.
- Section 2: Any Advisor to the Student Body President shall be a member of the Assembly, ex-officio without voting privileges.
- Section 3: Privileges of Ex-Officio members of the Assembly shall be outlined in the Internal Rules of Procedure.
- Section 4: Requirements of the Representatives shall be outlined in the Internal Rules of Procedure.
- Section 5: The Student Body President, Student Body Vice President, Chair of the Assembly, or two-thirds (2/3) of the total Representatives shall be able to require the attendance of members at any event deemed necessary for Assembly participation. In order for this event to be mandatory, notice shall be given to the Representatives via email at least seven days in advance. The Assembly can, by a two-thirds (2/3) vote of the total Representatives, decide that such an event should not be mandatory, provided this vote is taken at an Assembly meetings in advance of the affected event.

Article II

ASSEMBLY MEETINGS

- Section 1: The first roll call of Representatives shall be taken at the opening of every meeting and the final roll call of Representatives shall be taken at the close of the meeting before adjournment. The records of the roll call shall be made available publicly to students.
- Section 2: The agenda for the Assembly meetings shall have a set format as defined in the Internal Rules of Procedure.
- Section 3: Legislation requirements shall be outlined in the Internal Rules of Procedure.
- Section 4: Only Representatives shall have voting rights.
- Section 5: Requirements for special meetings shall be outlined in the Internal Rules of Procedure.
- Section 6: A Representative may take a temporary leave of absence for academic or medical reasons. The following conditions must be met in order for a Representative to take a leave of absence.
- The member must give written notice to the Chair of the Assembly who shall forward it to the Assembly.
 - The member must take a leave for a minimum of three (3) meetings and a maximum of one (1) semester.
 - Before the next meeting of the Assembly, after the Representative has given notice, the Student Body President shall appoint an interim Representative to fulfill his or her duties. This interim Representative shall be approved by the Assembly through the approved confirmation process. This interim Representative would be given full rights.
 - At notice from the Representative that he or she is able to perform the duties of the office again, he or she shall be immediately re-instated full rights, and the interim Representative's term shall end.
 - If the member does not return after seven (7) meetings the Chair of the Assembly shall ask for his or her resignation.
 - A Representative may only take one (1) leave of absence per year in office.

Article III

ASSEMBLY LEADERSHIP

- Section 1: The Chair of the Assembly
- The Chair of the Assembly shall be a duly elected or an appointed Representative.
 - The Chair of the Assembly shall preside over meetings of the Assembly, except

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- during the election of the Chair.
- c. The Chair shall only vote when his or her vote will change the outcome of the vote.
 - d. Election of the Chair of the Assembly
 - i. The Student Body Vice President shall preside over the first general meeting of the session, and the nomination and election of the Chair shall be the first order of business.
 - ii. At the beginning of each Assembly session, the Chair shall be elected by a simple majority of Assembly members. Election of the Chair requires that an eligible candidate receive greater than half of votes cast.
 - iii. Members of the Assembly shall nominate candidates for Chair, and each candidate shall be allotted speaking time limited to two minutes.
 - iv. In the event of permanent vacancy in the office of Chair of the Assembly, by reason of resignation, impeachment, succession to higher office, or any other reason, the President Pro Tempore, at the next scheduled Assembly meeting, shall assume the chair and immediately call for election of a new Chair of the Assembly. If the current President Pro Tempore is nominated for the office of Chair of the Assembly, the Student Body Vice President shall immediately assume the chair for the purpose of conducting the election.
 - e. Duties and Responsibilities of the Chair of the Assembly
 - i. The Chair shall have the authority to convene and set meeting times, and to set the agenda for the Student Government general meetings.
 - ii. The Chair shall have the authority to assign members of the Assembly to the Student Government standing committees.
 - iii. The Chair shall regularly meet with the committee chairs.
 - iv. The Chair shall serve as an ex-officio member of the Student Government Executive Board.
 - v. The Chair should make a conscious effort to attend all standing committee meetings.
 - vi. The Chair shall retain all rights and restrictions of a Representative of the Assembly.
 - f. Removal of the Chair of the Assembly
 - i. A motion of no-confidence in the Chair shall be governed by the same criteria used for appealing a decision of the chair, requiring a two-thirds vote to bring the matter to debate.
 - ii. Removal of the Chair shall require a two-thirds majority.

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Section 2: The Assembly Board

- a. The Assembly Board shall be the leadership committee of the Assembly. The Assembly Board is charged with dealing with the internal affairs of the Assembly. This consists of, but is not limited to, absences of assembly members, certain representative vacancies, guest speakers at meetings, representative committee assignments, representative mentoring, and assuring the Assembly receives in timely fashion applications of nominees for appointments to various positions in Student Government and other information or documents relevant to pending motions.
 - i. Membership: The chair of each of the assembly's standing committees and the Chair of the Assembly shall comprise the voting members of the Assembly Board.
 - a. The Student Body President, the Parliamentarian of the Assembly, and the Clerk of the Assembly shall be ex-officio non-voting members of the Assembly Board.
 - b. The Chair of the Assembly shall only vote in the case of tie.
 - ii. Vacancies: The Assembly Board shall be responsible for managing the appointments to vacancies for representative positions not representing

Comment [CZ1]: OPTIONS:

- 1) Keep AB as is – branch leadership required to have meetings on a monthly basis
- 2) Keep Chair but take away AB
- 3) Keep the AB but change Assembly leadership to VP

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a college or in the case a college council cannot fill a vacancy for its college. The Student Body President shall be involved throughout the process and involved in the deliberations on vacancies with the Assembly Board. The Student Body President shall be given the opportunity to express his or her opinion before the assembly supporting or opposing nominations for vacancies.

- iii. Absences: The Assembly Board shall be responsible for handling the absence policy and shall make recommendations to the Assembly regarding absences.
 - a. After five (5) absences the Representative will meet with the Assembly Board.
 - b. After seven (7) absences the Representative shall meet again with the Assembly Board and the Assembly Board will make a recommendation to the Assembly. The Assembly can determine appropriate action.
 - c. One missed Student Government affiliated activity shall count as one-half (1/2) of an absence.
 - d. One missed attendance roll call shall count as one-half (1/2) of an absence.
 - e. One missed committee meeting shall count as one-half (1/2) of an absence.
- iv. Meetings: The Assembly Board shall meet depending on the Chair's discretion, with the preferred guideline of meeting at least once per month that the assembly is in session.
 - a. The Chair of the Assembly is responsible for scheduling Assembly Board Meetings.
 - b. These meetings must be publicized at least 48 hours in advance and be open.
 - c. An unexcused absence, as determined by the Chair of the Assembly, to an Assembly Board meeting shall count as one-half (1/2) an absence.

Comment [C22]: Need to clarify what "Student Government affiliated activity" means because people are constantly missing SG-affiliated activities. Does it count against them? If so, this is excessive. If not, then we must clarify what exactly this phrase indicates.

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- Section 3: The Parliamentarian of the Assembly
- a. The Chair of the Assembly shall select, with a majority approval of the assembly, a Parliamentarian to advise the Chair of the Assembly, Committee Chairs, and members of the Assembly on matters of parliamentary procedure.
 - i. The Parliamentarian shall attend all meetings of the Assembly.
 - ii. The Parliamentarian shall be well-versed in parliamentary procedure.
 - iii. The Parliamentarian shall offer no opinion on legislation unless the matter is related to procedure.
 - iv. The Parliamentarian shall have no formal authority.
 - v. The Parliamentarian shall hold no other position in the Student Government, and shall remain impartial on all questions that come before the Assembly.

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- Section 4: The Clerk of the Assembly
- a. The Chair of the Assembly shall select, with a majority approval of the Assembly, a Clerk to work with the Chair of the Assembly to set the agenda for the weekly general body meetings as well as take the official minutes of each meeting.
 - i. All new legislation shall be filed with the Clerk of the Assembly by 11:59 a.m. on Sunday prior to introduction at an Assembly meeting.

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- ii. The Clerk of the Assembly shall receive all bills, resolutions and appointment applications, and assign them numbers.
- iii. The Clerk of the Assembly shall prepare an agenda at least forty-eight (48) hours prior to the start of the Assembly meeting.
- iv. The Clerk of the Assembly shall provide the Administrative Director with all bills and resolutions passed by the Assembly no later three (3) business days following the vote.
- v. The Clerk shall hold no other position in Student Government and shall remain impartial on all questions that come before the Assembly.

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Article IV COMMITTEES

- Section 1: The Chair of the Assembly shall assign each Representative to a committee after the election of Committee Chairs.
- Section 2: Committee requirements and procedures shall be outlined in the Internal Rules of Procedure. Each committee shall consist of at least five (5) Representatives.
- Section 3: The following standing committees shall be established: Academic Affairs, External Affairs, Financial Affairs, Legislative Affairs, Rules and Regulations, and Student Affairs.
- Section 4: At the first Assembly meeting, elections shall be held for Committee Chairs. Any Representative shall be eligible to run for a committee chair position.
 - A. Candidates shall be elected by a simple majority.
 - B. Elections shall occur in the order of Academic Affairs, External Affairs, Financial Affairs, Legislative Affairs, Rules and Regulations, and Student Affairs.
 - C. In the event that no candidate receives the majority of the votes, the two highest vote getters shall participate in a run-off election.
- Section 5: The Chair of the Assembly shall not have a vote unless the vote serves to break a tie. Committee Chairs shall not have a vote in their respective committee meetings unless the vote serves to break a tie.
- Section 6: Committees shall be required to meet and elect their Vice Chairs before the third Assembly meeting.
 - A. Vice Chairs are selected by the members of the committee.
 - B. Candidates shall be elected by a simple majority.
- Section 7: Committees shall be required to meet at least once a month.
- Section 8: Committee membership shall be open to any student, but only Representatives assigned to a certain committee shall have voting rights in the respective committee. Any Representative may attend any committee meeting.
- Section 9: Ad hoc Assembly committees shall be appointed by the Chair of the Assembly.

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Article V

EXECUTIVE STAFF

- Section 1: Each Executive Staff member shall have a mission or purpose stated in the Internal Rules of Procedure.
- Section 2: Each Executive Staff member shall assist the Executive Board member under whom they serve.
- Section 3: Each Executive Staff member shall be chosen by the Student Body President and approved by a majority vote of the total Representatives, and shall serve until their replacement is appointed.
- Section 4: Each Executive Staff member may be terminated by the President with a two-thirds (2/3) vote of the total Representatives and a new staff member must be appointed within fifteen (15) days.
- Section 5: Executive Staff members shall serve as advisors to the Executive Board on matters correlating to their positions.

Article VI

CABINET OF POLICY DIRECTORS

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- Section 1: Each Cabinet Policy Director and all subsidiary Agencies shall have a mission or purpose stated in the Internal Rules of Procedure.
- Section 2: Each Cabinet member shall monitor the progress of and manage the operations of his or her subsidiary Agencies.
- Section 3: Each Cabinet member shall be chosen by the Student Body President and approved by a two-thirds (2/3) vote of the total Representatives and shall serve until their replacement is appointed.
- Section 4: Each Cabinet member may be terminated by the President with a two-thirds (2/3) vote of the total Representatives and a new Policy Director must be appointed within fifteen (15) days.
- Section 5: Policy Directors shall report to the Chief of Staff of Student Government.
- Section 6: Cabinet members shall serve as advisors to the President on matters relating to their positions.

**Article VII
AGENCIES**

Section 1: [insert Agency criteria here]

Section 2: Each Agency shall have a mission or purpose stated in the Internal Rules of Procedure or separately in an Agency Procedures document treated as part of the Internal Rules.

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Section 3: Each Agency shall have a director who shall be the chief operating officer and shall establish the rules and procedures of the Agency and manages all attained monies and properties.

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Section 4: Each Agency Director shall be nominated by the Student Body President and approved by the Representatives and shall serve until their replacement is appointed.

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Section 5: Agency Directors shall be required to give a written report to the Assembly twice every rolling four (4)-week period.

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Section 6: Each Agency Director may be terminated by the President with a two-thirds (2/3) vote of the total Representatives.

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Section 7: Agency Directors shall serve as advisors to the President on matters correlating to their Agencies.

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Section 8: The Agencies and the Agencies' purposes shall consist of:

- A. Hook the Vote Agency: The purpose of the Hook the Vote Agency shall be to create a bipartisan coalition of student organizations dedicated to engaging students at The University of Texas at Austin in the democratic process through voter registration, education and mobilization. The Agency shall organize events, projects, and programs to register students to vote, to inform students of candidates and issues, and to mobilize students to vote.
- B. Governmental Relations Agency: The purpose of the Governmental Relations Agency shall be to raise student awareness and involvement in government at the federal, state, and local level, and to work in conjunction with the Executive and Legislative branches to represent students to government entities.
- C. Longhorn Run Agency: The purpose of the Longhorn Run Agency shall be to oversee, facilitate, and organize the Longhorn Run during the spring semester of every year.
- D. Students United for Rape Elimination (S.U.R.E.) Walk Agency: The purpose of the Students United for Rape Elimination (S.U.R.E.) Walk Agency is to organize and provide a safe walk home for students on campus at night, to decrease opportunity for violence on campus, and to increase awareness of safety issues. The S.U.R.E Walk Agency Director shall be in charge of organizing the program, and expanding it as need increases.
- E. Students with Disabilities Agency: The purpose of the Students with Disabilities Agency is to provide for the representation of University of Texas at Austin students with disabilities within the Student Government, in order to provide better services for these students at The University.
- F. Women's Resource Agency: The purpose of the Women's Resource Agency is to serve as a centralized referral base of resources, develop outreach programs,

Comment [CZ3]: There was discussion to include the Agencies' descriptions in the Bylaws so that the creation/elimination of agencies are less fluid than it is now being in the Internal Rules. I don't know if this is how everyone likes to see it formatted but it serves as a placeholder for adding Agency descriptions into the Bylaws.

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- and provide services that shall promote the success of women and educate all students on the importance of women's issues.
- G. Freshman Leadership Organization: The purpose of the Freshman Leadership Organization (FLO) is to familiarize first-year students to the City of Austin, The University of Texas at Austin, Student Government, organizations on campus, campus life and campus procedures. This shall be accomplished through weekly meetings, social events, and service activities.
 - H. Queer Students Alliance: The purpose of the Queer Students Alliance is to create and maintain a resource center for gay, lesbian, bisexual, transgender, questioning, and ally (GLBTQA) students. This Agency and resource center is designed to educate all students, faculty, and staff about GLBTQA issues at the University. This resource center shall ensure that there is a community that supports GLBTQA students, trains other staff members on GLBTQA issues and supplies appropriate intervention strategies for homophobia, harassment, and violence.
 - I. Underrepresented Students Agency: The purpose of the Underrepresented Students Agency shall be to encourage underrepresented students to apply to and attend the University and to aid in retention of such students. The Agency shall help coordinate the efforts of existing recruitment and retention groups and existing underrepresented student groups, schedule and execute recruitment and retention programs, and shall report on progress made to the Assembly.
 - J. Non-Traditional Students Agency: The purpose of the Non-Traditional Students Agency shall be to advocate and provide support for students who are members for non-traditional student groups, such as veterans, student parents, and other non-traditional students.
 - K. Out-of-State and Transfer Students Agency: The purpose of the Out-of-State and Transfer Students Agency shall be to advocate and provide support for students from other states, international students, and students who have transferred from other universities.
 - L. Longhorn Legislative Aide (LLA) Program: The purpose of the Longhorn Legislative Aide Program is to provide undergraduate first-year students at The University of Texas at Austin with the opportunity to participate in an intern program within the Student Government. The interns shall work in the office of the Student Government as aides in researching and drafting legislation, revising prospective legislation, and exploring student concerns to be addressed by the Student Government. The program shall act as a means for first-year students to become more involved with the Student Government.
 - M. Campus Safety Agency: The purpose of the Agency is to work on issues regarding safety and wellness on campus and in student residential areas. The Agency will promote all aspects of safety and wellness including, but not limited to physical, emotional, and sexual safety. The Agency shall promote campus safety through educational campaigns and awareness initiatives such as Campus Safety Week. The Agency shall be charged with seeking opportunities to increase campus safety and maintaining a productive relationship with relevant offices such as The University of Texas at Austin Police Department, University Health Services, and the Counseling and Mental Health Center.
 - N. Longhorn Student Emergency Medical Services Agency: The purpose of the Longhorn Student Emergency Medical Services Agency is to provide first-response to emergency medical calls on The University of Texas at Austin campus.

Article VIII STIPENDS

Section 1:

The Student Body President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two

Comment [CZ4]: Many concerns from numerous and various members of the student body regarding how much of the yearly SG budget should stipends take up. Hearing from student body members, stipends should be only 0%-25% of the yearly SG budget. If our entire budget goes down due to the acclimation of a less-than-thriving economy, then so should stipends (this is what happens to people's salaries – even getting laid off – in the real world).

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- hundred dollars (\$5,200).
- Section 2: The Student Body Vice President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars (\$5,200).
- Section 3: In the event that stipends exceed 25% of the total Student Government budget of the pertaining year, the Dean of Students shall cover 50% of the full cost of the Executive Alliance stipends.
- Section 4: Each Student Government officer is eligible to receive an annual stipend not to exceed one-half (1/2) of President's in the Student Government budget of the pertaining year.
- Section 5: All officers receiving stipends shall be responsible for demonstrating adequate work each month (at least one hundred (100) hours) before the Internal Financial Director may release payment.
- Section 6: The Assembly may reduce, increase, suspend, or eliminate the stipend of any officer at any time during the year should that officer fail to fulfill the responsibilities of the office. This shall require a two-thirds (2/3) vote of the Assembly.
- Section 7: The Student Body President and Internal Financial Director shall be responsible for designating the amount of each stipend per year when preparing the budget, subject to the approval of the Assembly.
- Section 8: Any Student Government Agency that has submitted a proposal to the Vice President for Student Affairs to become a University department is exempt from Article VIII, Section 4. If the Agency's proposal is rejected, they are no longer eligible for this exemption.

Article IX

INTERNAL RULES OF PROCEDURE

- Section 1: The Assembly must create a set of Internal Rules of Procedure consistent with all provisions of the Bylaws and the Constitution.
- Section 2: The Internal Rules of Procedure must be submitted to the Assembly no later than the third general meeting of each Assembly session. A copy of the Internal Rules of Procedure must be made available to the Assembly by Friday at 5:00 p.m. preceding the third general meeting.
- Section 3: The Internal Rules of Procedure must be reviewed by the Internal Affairs Committee.
- Section 4: The Internal Rules of Procedure must be approved by a two-thirds (2/3) majority of the total Representatives.
- Section 5: The Internal Rules of Procedure do not require approval by The University of Texas Board of Regents or System Office, but must be approved by The University of Texas at Austin Dean of Students and Vice President for Student Affairs.

Article X

PARLIAMENTARY AUTHORITY

- Section 1: The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of the order the Assembly may adopt.

Article XI

AMENDMENT OF BYLAWS

- Section 1: These bylaws may be amended at any regular meeting of the Assembly by a two-thirds (2/3) vote of the total Representatives, provided that the amendment has been submitted in writing at the previous regular meeting and referred to the Internal Affairs Committee for their recommendation.
- Section 2: The Bylaws must be approved by The University of Texas Board of Regents or System Office, and by the Dean of Students and Vice President for Student Affairs.

Approved by the Student Assembly 11/29/94

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Comment [CZ5]: I don't understand why - the President and VP already get tuition allotment so why can't the other officers get more than half of their stipends? It would make more sense if the President and VP didn't get tuition allotment. This will also help out with the fact that stipends shouldn't take over 25% of the SG budget.

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Comment [CZ6]: There was a question on the legality of this because hours are only measured for wages. Stipends may not be legally allowed to be distributed based on hours of work recorded; they can only be based upon merit.

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As amended by the Assembly AB 14 Changes to the Internal Rules, Bylaws, and Constitution of the Student Government passed by acclamation 11/30/2004

As amended by the Assembly AB 16 To Allow For Agency Director Membership on Standing Committees passed by acclamation 2/8/2005.

As amended by the Assembly AB 15 Increased Stipends approved by acclamation 11/1/2005

As amended by the Assembly AB 18 Bylaw Corrections for Second Roll Call 11/01/2005

As amended by the Assembly AB 19 Creation of Interim Representative Position 12/06/05

As Amended by the Assembly AB 3 The Bylaws 05/02/2006

As Amended by the Assembly AB 24 Stipends passed 4/10/2007

As Amended by the Assembly AB 4 Bylaws 2007-2008 passed by acclamation 05/01/2007.

As Amended by the Assembly AB 16 Assembly Membership passed by acclamation 12/13/2007

As Amended by the Assembly AB 22 Secretary of the Assembly to Administrative Director 3/18/2008

As Amended by the Assembly AB 2 Amendment to the Bylaws of the SG of the UT Austin passed with unanimous consent 4/27/2010

As Amended by the Assembly AB 17 Student Government Reform passed 01/25/2011,
passed by Referendum 02/20/2011

As Amended by the Assembly 11/01/2011 AB 3 Legislation and Agenda Date Changes

As Amended by the Assembly 03/27/2012, AB 6 Addition of the Assembly Board

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