

# Tarleton State University

## Student Government Association

### Congressional Bylaws

#### SECTION I: Mission Statement

The Tarleton State University Student Congress as representatives of the student body, advocates for students, creates legislation in an effort to make positive changes to campus life, while living out the core values, and upholding the traditions and spirit of the university.

#### SECTION II: Meetings

- i. Congressional meetings shall convene on designated Wednesday evenings, the dates of which shall be announced before the beginning of the fall semester.
- ii. The times and location of the meetings shall be announced along with the dates of meetings.
- iii. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

#### SECTION III: Ad Hoc Committees

- i. Congress shall have the power to create Ad Hoc committees to consider specific issues and/or pieces of legislation.
- ii. Ad Hoc Committees shall exist until the resolution of their purpose or the end of the academic year.

#### Section IV: Pro Tempore of the Congress

- i. During the first business meeting of the fall semester, incoming congresspersons shall elect from their own number a Pro Tempore of the Congress who meets the requirements set forth in the SGA Constitution to preside over and direct the business of the Congress for two semesters.
- ii. The Pro Tempore retains their vote, but will exercise this privilege only to break a tie or when requested to do so by the body.
- iii. The Pro Tempore, along with the Student Secretary and Executive Council shall set the agenda for business meetings.
- iv. The Pro Tempore shall enforce the Congressional Bylaws.
- v. The Pro Tempore will accept legislation when properly submitted.
- vi. The Pro Tempore shall create committees when deemed necessary.
- vii. The Pro Tempore shall be present in the SGA office one (1) hour per week.

## SECTION V: Secretary of the Congress

- i. During first business meeting of the fall semester, incoming congresspersons shall elect from their own number a Congressional Secretary who meets the requirements set forth in the SGA Constitution who will serve as the Congressional Secretary for two semesters.
- ii. The Congressional Secretary shall keep minutes for every business meeting and submit them for Congress approval in the following meeting.
- iii. The Congressional Secretary shall be responsible for verifying and enforcing attendance at business meetings.
- iv. The Congressional Secretary shall hear excuses and appeals with consent of the Pro Tempore.
- v. The Congressional Secretary shall assist the Pro Tempore of the Congress when necessary.
- vi. The Congressional Secretary shall be present in the SGA office one (1) hour per week.

## SECTION VI: Congressional Council

- i. Within the congress a permanent committee termed the Congressional Council shall exist. This committee shall consist of the Pro Tempore, Congress Secretary, and up to five (5) Congresspersons. These five congresspersons shall be picked by the Pro Tempore and the President. The committee will meet as needed to discuss congressional behavior and create and implement ideas to make congress run smoother and more efficient.

## SECTION VII: Election

- i. As defined by the Student Government Association Constitution and Election Code.

## SECTION VIII: Position Eligibility

Each Congressperson must:

- i. Be a full time student of Sophomore, Junior, Senior, or Graduate classification at the time the term begins.
- ii. Have and maintain a grade point average (GPA) no less than a 2.3 by the time they file to seek office.
- iii. Not be on any university disciplinary sanction.
- iv. Not concurrently serve as an executive-council member or as a justice.

Additionally for each position there may or may not be extra qualifications:

- i. Three (3) Congresspersons from the College of Education
  - a. Student must be pursuing a degree under the College of Education.
- ii. Three (3) Congresspersons from the College of Science and Technology
  - a. Student must be pursuing a degree under the College of Science and Technology.
- iii. Three (3) Congresspersons from the College of Liberal Fine Arts
  - a. Student must be pursuing a degree under the College of Liberal Fine Arts.
- iv. Three (3) Congresspersons from the College of Business Administration
  - a. Student must be pursuing a degree under the College of Business Administration.
- v. Three (3) Congresspersons from the College of Agricultural and Environmental Sciences
  - a. Student must be pursuing a degree under the College of Agricultural and Environmental Sciences.

- vi. Three (3) Congresspersons from the College of Health Sciences and Human Services
  - a. Student must be pursuing a degree under the College of Health Sciences and Human Services.
- vii. Three (3) Congresspersons from the College of Graduate Studies
  - a. Student must be pursuing a graduate level degree.
- viii. Three (3) Congresspersons from On-Campus Residential Living
  - a. Student must live on the Stephenville campus during their entire term.
- ix. Three (3) Commuter Congresspersons from off campus living
  - a. Student must live off campus.
- x. Three (3) Congresspersons from the Athletic Department
  - a. Student must be a registered NCAA athlete.
- xi. Three (3) Congresspersons At-Large
  - a. Student has to only meet general requirements, no extra requirements.
- xii. Three (3) Congresspersons from Multicultural Student Organizations
  - a. Student must be involved in a university recognized Multicultural Student Organization (MSO).
    - i. Mental Freedom, B.O.L.D., Tarleton Allies, and the Multicultural Ambassadors are all examples of MSO's.
- xiii. One (1) Congresspersons from Interfraternal Council
  - a. Student must be in an IFC fraternity.
- xiv. One (1) Congressperson from Panhellenic Council
  - a. Student must be in a Panhellenic sorority.
- xv. One (1) Congressperson from Inter Greek Council
  - a. Student must be in an IGC sorority or fraternity.
- xvi. One (1) Congressperson from the Corps of Cadets
  - a. Student must be in the Tarleton Corps of Cadets.
- xvii. One (1) Congressperson from the Veterans Association
  - a. Student must be a Veteran of the United States military.
- xviii. Three (3) Congresspersons from the Tarleton State University outreach campuses, being:
  - a. One (1) Congressperson from the Ft. Worth Campus
  - b. One (1) Congressperson from the Midlothian Campus
  - c. One (1) Congressperson from the Waco Campus
- xix. One (1) Congressperson from any university recognized Spirit Organization
  - a. Student must be from a university recognized spirit organization
    - i. Tarleton Cheer, P.A.N.K.U.S., Plowboys, Ten Tarleton Peppers and Ten Tarleton Sisters (Purple Poo) are all examples of spirit organizations.

## SECTION IX: Duties of the Congress

- i. Other than special duties that may be assigned by the Executive Branch, the Student Congress shall:
  - a. Compose and Consider Bills and Resolutions presented to it in accordance with Student Government Association Bylaws.
  - b. Represent constituents' best interests.
  - c. Relay all relevant information to constituents.

- d. Conduct meetings in accordance with Robert's Rules of Order.
- e. Have the power to override Presidential Vetoes with a two thirds (2/3) majority vote.
- f. Have the power to confirm members of the Judicial Branch.
- g. Have the power to allocate funding to Student Organizations.
- h. Call ad hoc Congressional Investigative Committee in the event a simple majority of Congresspersons believe this committee is warranted.
- i. Work one (1) office hour per week in the SGA office unless excused by the SGA President.

## SECTION X: Scholastic Policy

- i. All congresspersons must comply with the academic standards set forth in the SGA Constitution. In the event that a congressperson does not meet the grade requirements, then that congressperson will be removed from office and the seat declared vacant.

## SECTION XI: Absence Policy

- i. Three (3) excused absences will be allowed during each full-term (May 1-April 30). Once the three (3) excused absences have been granted then all subsequent absences will be considered unexcused. An excused absence shall be defined as:
  - a. An excused university absence as defined in the university handbook.
  - b. An absence due to a departmentally scheduled exam.
  - c. An absence that the Pro Tempore deems of merit.
    - i. Illness and family emergency are examples of excuses the Pro Tempore would accept as an excused absence.
- ii. If a Congressperson accumulates two (2) unexcused absences during their full-term, the congressperson will automatically be asked to resign or be placed into an impeachment trial as defined in the SGA Constitution; Article VII, Section III.
- iii. All absences are to be considered unexcused unless evidence is provided detailing otherwise. For an excused absence to be granted, the congressperson must show reasonable cause for the absence. If a congressperson chooses to appeal an absence, he or she must submit the appeal form before the next business meeting or the absence will remain unexcused.

## SECTION XII: Dress Code

- i. During business meetings all Congresspersons shall be required to adhere to professional dress standards set forth by the Tempore and Executive Council. Acceptable dress is either business professional, SGA shirt with good pants, or other if specified by the Pro Tempore or Executive branch.
- ii. Dress Code policy shall be enforced by the Judiciary of the Student Government Association. If a member does not meet dress code they will be marked absent by the Congress Secretary.

## SECTION XIII: Legislation

- i. The Congress shall create, discuss, and vote on legislation that is presented to them. Each member shall have only one vote. There are three (3) major types of legislation: Resolutions, Bills, and Executive Orders.
  - a. Resolutions- Resolutions are used to show or deny support for pieces that may be presented to the Congressional body. Resolutions express only the opinion of the Student Congress on some particular issue. They also may be used to exercise another power of the Student Congress besides enacting legislation.
  - b. Bills- Bills are used to start a program or ask for a large change to something that affects Tarleton and its' students. Bills are the mediums/vehicles through which statutes, rules or procedures, or amendments pass into law. Bills that enact statutes or amendments must be signed by the Student Body President in order to pass into law, but bills that enact rules or procedures (the Student Congress By-Laws) do not.
  - c. Executive Orders- Executive Orders are orders used by the Student Body President to start initiatives. Executive orders are used by the Student Body President to enact rules or procedures for the executive branch, or to proclaim the opinion of only the Student Body President on an issue. These orders must be signed by the Student Body President, and approved by Congress to be valid.
- ii. If legislation passes, it goes to the SGA President. In the case of a veto the Congress can override with a two-thirds (2/3) majority vote.

## SECTION XIV: Referendums, Rates, and Allocations

- i. Occasionally to improve the quality of education or the quality of life here at Tarleton, tuition and/or student fees are asked to increase. This occurs two ways based on the total percentage of increase.
  - a. If the amount of increase is less than five (5) percent increase, the tuition board asks SGA's approval. This is done so after presentation and a vote is done to a resolution supporting the tuition increase.
  - b. If the amount of increase is greater than five (5) percent increase, the tuition board is required to send voting out to the entire student population of Tarleton State University and no action is required as a congressional body. However the vote will be hosted through the Judicial and Executive Branches of SGA.

## SECTION XV: Removal of Pro Tempore or Secretary

- i. Congress may impeach the Pro Tempore or Secretary for failure to fulfill their specified duties following a two-thirds (2/3) majority vote of the Student Congress.

## SECTION XVI: Impeachment Procedure

- i. As defined by the Student Government Association Constitution.

## SECTION XVII: Replacement of the Seat

- i. As defined by the Student Government Association Constitution.

## SECTION XVIII: Amendments of Bylaws

Amendments of the Student Government Association Bylaws require a two-thirds (2/3) majority vote.

A copy of the SGA Congressional Bylaws may be found at the office of the SGA Advisor.