
**SUBJECT: SOUTHERN UTAH UNIVERSITY STUDENT ASSOCIATION SENATE
BY-LAWS**

Article I: Officially recognized constituencies

Section A: In accordance with the SUUSA constitution, senate representation shall be provided for any student recognized as a member of an officially recognized constituency, which shall be defined as a group of students that includes individuals admitted by the SUU Administration and defined within any of the following categories:

1. All of the students who have declared majors within the College of Education as recognized and named by the SUU Administration.
2. All of the students who have declared majors within the College of Humanities and Social Science as recognized and named by the SUU Administration.
3. All of the students who have declared majors within the College of Performing and Visual Arts as recognized and named by the SUU Administration.
4. All of the students who have declared majors within the College of Science as recognized and named by the SUU Administration.
5. All of the students who have declared majors within the School of Business as recognized and named by the SUU Administration.
6. All of the students who have declared majors within the College of Computing, Integrated Engineering & Technology as recognized and named by the SUU Administration.
7. All of the students who have undeclared majors as recognized and named by the SUU Administration.

Article II: Conduct of Business

Section A: The SUUSA Senate shall conduct all business according to the following rules:

1. The SUUSA Senate shall meet at least once before fall semester. Following summer, Senate shall meet on a weekly basis during the fall and spring semesters thereafter, with no meeting held during any holidays exceeding one week. Weekly Senate meetings may be canceled with the consent of one half of the Senate voting body, along with the approval of the Academic Vice President.
2. The SUUSA Senate shall familiarize themselves with all procedures of Senate including but not limited to: The SUUSA Constitution, Senate Bylaws, Robert's Rules of Order, and any other governing applications herein adopted.
3. The SUUSA Senate shall consider any legislation presented no earlier than one week following a change of office, with a quorum present and a simple majority vote. Any legislation not voted upon during the semester in which it is presented shall automatically be carried over into the next semester unless it

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is presented during the last two weeks of office. If any legislation is not voted upon during the last week, it shall automatically be taken off the Senate docket.

4. The SUUSA Senate shall form a committee no later than the first week of the fall semester to review any laws governing the SUUSA Senate, including but not limited to: Senate Bylaws and the SUUSA Constitution.
5. The SUUSA Senate, where no other group exists, shall serve as student representatives to the SUU Administration and the SUU Faculty Senate.
6. Senate shall ratify by a 3/4 vote the appointment of all SUUSA positions not elected by the student body, including but not limited to: all cabinet appointed positions, Student Activities Board appointees, members appointed by the Academic Vice President, and justices appointed by either the SUUSA President or the Senate body.
7. Before Senate meeting is called to order there will be a follow-up question on bills for implementation.

ARTICLE III: Duties, Responsibilities and Accountability of a Senator

Section A: Serve on at least one SUU standing committee as appointed by the Academic Vice President.

Section B: Represent the students of SUUSA with emphasis on those within their respective constituencies by the following:

1. Communicating with members of their constituency.
2. Actively work to increase the students' awareness of the activities, duties, responsibilities, and functions of the SUUSA Senate.
3. Actively seek opinions and ideas from the members of their constituency regarding legislation that has been presented in SUUSA Senate meetings, or which the students want considered at SUUSA Senate Meetings.
4. Maintain a file with valuable information for future senators including but not limited to: copies of legislation and its current status (passed/failed), important and influential faculty members, campus contacts for various activities, and a synopsis of each emphasis week, pertinent faculty, student attendance, future advice, and legislation for said week, (refer to Article III, Section I).
5. Posting of office hours for each semester.

Section C: Submit at least one piece of legislation per semester that reflects the needs and/or interests of the constituency or the student population at large.

Section D: Meet once each semester with the Academic Vice President to review and evaluate progress within the senators' respective colleges.

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Section E: Attend all SUUSA leadership conferences, and retreats. If unable to attend contact the SUUSA Academic Vice President to make prior arrangements.

Section F: Assist in the training of newly elected Senators by:

1. Meeting personally with the senator-elect from the respective colleges at least twice following the elections, with the first meeting held no later than two weeks after the elections, and prior to the senator-elect's inauguration. This shall consist of the following but not limited to: A review of job responsibilities, and a sharing of ideas and viewpoints.
2. Provide the new senator with written documentation including but not limited to: a follow-up of all legislation written and the present status of said legislation, a listing of all faculty contacts with the senator's respective college, any recommendation for the coming year, and ideas for legislation.

Section H: Each senator shall complete five (5) office hours on a weekly basis.

Section I: Senators shall meet monthly with their respective Deans.

Section J: When a Senator is assigned to an investigation committee, he or she must get in touch with at least one person listed on the contact sheet regarding that particular piece of legislation.

Section K: The sponsoring senator(s) for each bill written shall collect receipts from SUUSA members, to whom monies are allocated.

1. All monies not used for the particular purpose specified in the bill shall be returned to SUUSA Senate for reallocation.
2. The senator(s) responsible for collecting these receipts have a 2-week time frame from the completion of the event to verify that all expenditures are valid and in line with the specification of the fees.
3. If these deadlines are not met, the SUUSA members will be placed on probation and will not receive further funds until receipts are collected and verified.

Section L: Senate shall review the SUUSA Transparency Act every other year, or as often as deemed necessary.

ARTICLE IV: ADDITIONAL MEMBERS

Section A: In addition to the members of the SUUSA Senate as outlined in the SUUSA Constitution, the following shall be elected as officers for a term of one year from among the official member of the Senate by a simple majority:

1. A President-Pro-Tempore of the Senate to act as the presiding officer as legislated by Robert's Rules of Order.
2. A Sergeant-At-Arms of the Senate to keep track of the time for debates and speeches
3. A Parliamentarian to resolve any questions about parliamentary procedure.

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4. The Academic Vice President shall appoint additional officers as necessary, which shall be ratified by a simple majority vote of the Senate body.
5. The Senators from each college may appoint a legislative aide to assist them in senate responsibilities as well as the duties as follows:
 - a. Maintain a college portfolio with important documentation and correspondence.
 - b. Work at least twenty (20) hours during the course of the semester.

ARTICLE V: REGULATIONS REGARDING SENATE FUNCTIONS WITH CLUBS AND STUDENT INVOLVEMENT:

Section A: Before a campus Club/Organization is eligible for funding from senate the following will be considered, but not limited to:

1. A group may be defined as a Club or Organization as outlined on page three (3) of the Clubs and Student Involvement, which reads as follows:
 - a. A minimum of five members enrolled at SUU;
 - b. A university advisor; and
 - c. Required documentation.

Section B: If any doubt arises concerning the nature of this group the Senate-body will refer this group to the SUUSA Clubs & Student Involvement Assembly. An official investigation will occur by an investigative committee appointed by the CSI Vice President. If it is determined that the group should charter, they will be asked to do so with the SUUSA's Clubs and Student Involvement, and to seek funding from the Assembly.

Section C: Any chartered club or organization that has received funds from the Assembly may approach Senate for supplemental funding.

ARTICLE VI: AMENDING THE SENATE BYLAWS

Section A: The following outlines the process of amending any or all of the previous bylaws stated:

1. Any amendment to these bylaws shall be presented to the Academic Vice President and the SUUSA Senate body in writing.
2. The amendment shall be circled and posted for no less than one week before the Senate body votes upon said amendment.
3. The amendment shall require a two-thirds (2/3) majority vote.
4. If said amendment passes, the author shall present a written copy to the Senate Administrative Assistant for a formal update of the Senate

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Bylaws. Furthermore, the Senate Administrative Assistant shall present the Senate body with a newly revised version of the Senate Bylaws.