

**BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION  
OF TEXAS A&M INTERNATIONAL UNIVERSITY**

**ARTICLE I: CODE OF ETHICS**

*The Code of Ethics:*

- *No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government Association member.*
- *No member of the Student Government Association shall bestow favors, or offer special considerations of any kind.*
- *No member of the Student Government Association shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government Association. Each member must be able to give a thorough accounting of all Student Government Association funds spent by him/her and a thorough inventory of all goods and/or services received.*
- *Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.*
- *Each member of the Student Government Association shall conduct him/herself professionally at all official functions.*

**SECTION 1** Importance of a Code of Ethics

The importance of the Code of Ethics is to establish a standard of conduct for members of the Student Government Association. Ethical behavior is vital to an effective respected Student Government Association. The Code will also encourage an ethical future for the members of Student Government Association when integrated into the community upon graduation. Therefore, all members of the Student Government Association, whether they be appointed or elected, should keep the Code of Ethics at the forefront of their affairs, and always be prepared to account for their words and actions.

**SECTION 2** Representation

The Student Government Association represents the Student Body in two ways

1. Members represent their constituency within the University.
2. Members represent the Student Body as a whole in the eyes of those outside the University.
3. Members of the Student Government Association must represent their constituencies by expressing their (the constituents) interests and concerns within the Student Government Association.

4. Members should strive to lead by example in their conduct in the discharge of their duties.

### **SECTION 3** Reading the Code

The Code of Ethics shall be read in full at the beginning of the first (1<sup>st</sup>) Regular Student Senate Meeting of each of the long semesters, directly following the swearing in of newly elected and/or appointed officers, beginning of the first (1<sup>st</sup>) meeting of the University Court of each of the long semesters, beginning of the first (1<sup>st</sup>) meeting of the University Appeals Court of each of the long semesters, and the beginning of the first (1<sup>st</sup>) meeting of the President's Advisory Council of each of the long semesters.

## **ARTICLE II: LEGISLATIVE BYLAWS**

**SECTION 1** No student Senator shall be absent from meetings of the Student Senate or his or her Student Senate Standing Committee without a valid excuse. Absences in which no valid excuse is presented shall constitute an unexcused absence. Valid excuses for being absent from meetings of the Student Senate and meetings of the Student Senate Standing Committees are:

1. Death, accident, or illness in the family
2. Personal illness or accident
3. Student Government Association official business
4. Official University business or scheduled classes
5. Other excuses deemed valid by the Sergeant-at-Arms

**SECTION 2** The Student Senate shall be in Regular Session from the first day of class in the Fall semester to the last day of class in the following Spring semester; however, the Senate shall be in recess for the times between the Fall and Spring semesters, and during any University holidays. A new Regular Session shall begin with the first day of class of each Fall semester. During Regular Session, regular meetings of the Student Senate shall be held weekly. The time and place shall be determined by the Vice-President no later than the second week of classes during the fall semester.

**SECTION 3** The Student Senate shall not be required to meet during the final two weeks of each semester unless an emergency session is declared.

### **SECTION 4** Student Senate Standing Committees

- *All full and part time students enrolled and attending Texas A&M International University are members of the Student Government Association and shall be eligible to serve on a Senate Standing Committee.*
- *No Student Senator may serve as a voting member on more than two (2) Student Senate Standing Committees.*
- *In order to conduct official business, no official business shall be conducted at any meeting when a quorum of members of the committee is*

*not present. Meetings lacking quorum may be called to order, the roll called and be recessed or adjourned. Meetings beginning with a quorum, but later losing a quorum, are a valid meeting until the absence of a quorum is recognized. Once it has been recognized that a quorum has been lost, the only motions in order are to call the roll and to recess or adjourn. A quorum shall consist of one (1) more than one-half (1/2) of the members of the committee.*

- *Meetings of the Student Senate Standing Committees shall be called by the chairperson of each committee at least once per month of each long semester.*
- *The Vice President shall appoint and remove the members of the Student Senate Standing Committees, ad-hoc committees and temporary committees. When appointing membership of Student Senate Standing Committees, ad-hoc committees and temporary committees, the Vice President shall appoint a temporary chair for the committee until the members of such committee meet and elects a chair. Each Student Senate Standing Committee shall determine its own rules of procedure as long as they do not conflict with provisions of the Constitution and these Bylaws. The Committee shall keep minutes of each meeting that will be kept on file in the Student Government Office. The Committee chairperson shall keep a complete record of attendance; such records must be filed regularly with the Sergeant-at-Arms to ensure adherence to the attendance policy as outlined in **ARTICLE II SECTION 6.4.a** of the Constitution.*
- *It shall be the duty of the chairperson of each Student Senate Standing Committee to report promptly to the Student Senate, in writing, any measure approved by a majority of the committee as a recommendation to the Student Senate for approval of such measure.*

## 2. Club Development Committee

The Club Development Committee is charged with assisting student organizations. Workshops on fundraising, retreats, recruitment of members, and goal setting are examples of what the committee can offer.

## 3. Budget Committee

- The Treasurer of the Student Government shall serve as Chair of the Budget Committee.
- The Treasurer does not have a vote in meetings of the Budget Committee.
- The Student Government Association budget is formatted by the Budget Committee and then presented for approval to the Senate before during the month of March.
- All proposed legislation concerning expenditures must be submitted in writing to the Budget Committee and it shall be the responsibility of the Budget Committee chairperson to present such proposed legislation and the recommendations of the committee to the Student Senate at the next

Meeting of the Student Senate after the committee meets to consider such legislature.

- The committee may recommend approval, modification, or rejection of legislation concerning expenditures.

#### 4. Public Relations Committee

The Public Relations Committee shall help with planning, publicizing and conducting all Student Senate events and any other function as deemed necessary by the Vice-President of the Student Government Association.

#### 5. Constitutional Review Committee

The Constitutional Review Committee is charged with keeping the Constitution and By-Laws of the Student Government Association current, to review any proposed changes and/or amendments to the Constitution and Bylaws of the Student Government and make recommendations on said proposed changes and/or amendments. Interpretation of the Constitution and Bylaws is not the function, responsibility or duty of the Constitutional Review Committee but of the Judicial Branch of the Student Government Association.

#### 6. Student Traditions Committee

The Traditions Committee shall promote and assist in new and old traditions at Texas A&M International University.

### **ARTICLE III: EXECUTIVE BRANCH BYLAWS**

#### **SECTION 1** President's Advisory Cabinet

1. The President's Advisory Cabinet shall act in an advisory capacity to the Student Body President in all matters affecting students, and shall include the following persons:
  - a. The Vice President
  - b. The Sergeant-at-Arms
  - c. The Treasurer
  - d. The Student Government Association Advisor(~~s~~) shall serve as an ex-officio member(~~s~~) of the President's Advisory Cabinet
  - e. The President of the Residence Halls Association

- f. One (1) At-large representative to the Chancellor's Student Advisory Board appointed by the President of the University
  - g. Presidents of all duly chartered student organizations and clubs shall serve as ex-officio members of the President's Advisory Cabinet.
2. The Cabinet shall hold meetings at regular intervals throughout the Fall and Spring semesters, at least two times each long semester.

**SECTION 2** Meetings of the Executive Staff

- 1. The President shall schedule and hold meetings of all Executive Staff no less than once per month during the regular session of the Student Senate.
- 2. All staff outlined in the Executive Organizational Chart is required to attend these meetings, unless sufficient reason for absence is supplied to the President or Vice President.

**SECTION 3** All staff under the authority of the Executive Branch Charter shall be required to post and maintain office hours by the second week of the fall and spring semester. Each Executive Staff member shall put in a minimum of 5 hours a week in the SGA office.

**SECTION 4** All Executive Branch Staff and Presidential appointees shall report to the Student Senate on their activities, both orally and in writing, during the last two (2) Student Senate meetings of a semester.

**ARTICLE IV: FINANCIAL ORGANIZATION**

**SECTION 1** Fiscal Year

The Student Government Association shall operate on a fiscal year beginning at 12:01 a.m. on the first day of September of one calendar year, and ending at midnight on the last day of August of the following calendar year.

**SECTION 2** Student Government Association proposed budget submission

The Office of the President and Vice President of the Student Government Association shall submit a proposed Student Government Association Budget for the coming fiscal year to the Student Senate for its consideration no later than one week prior to the week of spring break recess.

**SECTION 3.** Proposed Budget Adoption

The Student Government Association Budget shall be considered as a proposed item of legislation. The proposed budget is to serve as a projection of future expenses and may at anytime be changed and or amended by a simple majority vote of present and voting Senators at any Regular Meeting of the Student Government Association following the approval of said proposed budget.

**SECTION 4** The Student Senate shall not spend more than sixty percent (60%) of the original fund during the fall semester as allocated in the Student Government Association Budget.

**SECTION 5** Unrecognized funds and allocation

If there are funds present in the Student Government Association account at the last meeting in the Spring semester that are not already allocated then said funds shall be available for use by the Office of Student Activities and Student Life for the benefit of all students.

**SECTION 6** Student Government Association Sponsorship

1. When a project or activity is funded by the Student Government Association there shall be proper public notice given indicating the sponsorship of the Student Government Association. For purposes of this Section, proper public notice shall include, but not be limited to, inclusion of the name of Student Government Association in publicity for the funded project or activity.
2. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Student Senate shall notify the President of the fact through the agency of a legislative resolution.

**SECTION 7** Matching grants and or funding for Texas A&M International University Officially recognized Student Clubs or Organizations

1. Only Texas A&M International University recognized Student Organizations may apply and receive grants and or funding from the Student Government Association.
2. Allocation of Matching grants or funding for Texas A&M International University recognized Student Organizations requires a three fourth (3/4) vote of Student Senators present and voting in favor for such legislation in order to allocate such funds.

3. Matching grants and or funding for Texas A&M International University recognized Student Organizations may not exceed FIVE HUNDRED DOLLARS (\$500.00).
4. Application for Student Government Association funding shall be submitted in the form of a written standardized document to the Budget Committee chairperson. This must include a written proposal explaining the reasons why the Student Body will benefit from such funding. This will also describe the clubs or organizations methods for self-generated funding and a history of past fund raising activities. The Budget Committee may submit a recommendation to the Student Senate to approve or disapprove the allocation of funds.
5. Each club or organization requesting funds from the Student Government Association shall present a written and oral report to the Student Senate at a regular meeting of the Student Senate presented by a member of said club or organization. Both the written and oral reports shall be presented no more than two Student Senate meetings after the event for which the funds were appropriated. The reports shall include the following:
  - A. Attendance at the event
  - B. Success of the event
  - C. Final expense statement
  - D. Problems encountered
  - E. Future plans of the organization
  - F. Method of notification of Student Government Association sponsorship

## **ARTICLE V: STANDING COMMITTEES OF THE STUDENT GOVERNMENT ASSOCIATION**

**SECTION 1** Dean's Advisory Council - composed of one senator from each college to be appointed by the President of the Student Body, one (1) student appointed by the Vice President of Student Affairs, and one (1) faculty member appointed by the Faculty Senate.

**SECTION 2** Student Fee Advisory Committee - reviews, advises on, and recommends action on any proposed changes in the amount of student fees in accordance with statute 54.503 of the State of Texas Higher Education Code.

For the purposes of this section:

1. "Student Services" means activities which are separate and apart from regularly scheduled academic functions of Texas A&M International University and directly involve or benefit students including, textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series,

- debating and oratorical activities, student publications, student government, the student fee advisory committee, and any other student activities and services specifically authorized and approved by the Board of Regents of the Texas A&M University System or the Administration of Texas A&M International University.
2. "Compulsory fee" means a fee that is charged to all students enrolled at the institution.
  3. "Voluntary fee" means a fee that is charged only to those students who make use of the student service for which the fee is established.
  4. The Board of Regents of The Texas A&M University System may charge and collect from students fees to cover the cost of student services. The fee or fees may be either voluntary or compulsory as determined by the Board of Regents of the Texas A&M University System. The total of all compulsory student services fees collected from a student at Texas A&M International University for any one semester or summer session shall not exceed \$150. All compulsory student service fees charged and collected under this section shall be assessed in proportion to the number of semester credit hours for which a student registers. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services.
  5. All money collected as student services fees shall be reserved and accounted for in account or accounts kept separate and apart from educational and general funds of Texas A&M International University and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the Administration and shall be secured as required by law. Each year the Board of Regents of The Texas A&M University System shall approve for Texas A&M International University a separate budget for student activities and services financed by fees authorized under this article. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.
  6. The Board of Regents of The Texas A&M University System may waive all or part of any compulsory fee or fees authorized by this article in the case of any student for whom the payment of the fee would cause an undue financial hardship, provided the number of the students does not exceed ten (10) percent of the total enrollment. The Board of Regents of The Texas A&M University System may limit accordingly the participation of a student in the activities financed by the fee so waived.
  7. If, in an academic year, the total compulsory fee charged under this article is more than ten (10) percent higher than the compulsory fee charged for the previous

- academic year, the increase does not take effect unless the increase is approved by a majority vote of the students voting in an election held for that purpose.
8. The Student Fee Advisory Committee shall be composed of:
    - a. Five student members who are enrolled for not less than six (6) semester credit hours at Texas A&M International University and who are representative of all students enrolled and who shall be appointed by the President of the Student Government Association with two-thirds (2/3) approval of the Student Senators present and voting at a Regular Meeting of the Student Senate. Three (3) students appointed will serve two (2) year terms and two (2) students will serve one (1) year terms.
    - b. Four members who are representative of the entire university, appointed by the President of the University.
    - c. A vacancy in an appointive position on the committee shall be filled for the unexpired term in the same manner as the original appointment.
  
  9. The committee shall:
    - a. Study the type, amount, and expenditure of a compulsory fee under this Article.
    - b. Meet with appropriate administrators of the University, submit a written report on the study under Section 7.1, and recommend the type, amount, and expenditure of a compulsory to be charged for the next academic year.
  
  10. Before recommending the student fee budget to the Board of Regents of The Texas A&M University System, the President of the University shall consider the report and recommendations of the committee. If the President's recommendations to the Board of Regents of The Texas A&M University System are substantially different from the committee's recommendations to the President, the administration of the University shall notify the committee not later than the last date on which the committee may request an appearance at the board meeting. On request of a member of the committee, the administration of the University shall provide the member with a written report of the President's recommendations to the Board.

## **ARTICLE VI: TEMPORARY COMMISSIONS/COMMITTEES**

**SECTION 1** All ad hoc study and/or action committees created by the Student Body President shall be established only by written Executive Order, subject to review of the Student Senate.

**SECTION 2** All ad hoc study and/or action committees created by the Student Senate shall be established by Resolution, passed by majority vote of the Student Senate.

**SECTION 3** The Executive Order or Resolution creating an ad hoc commission/committee shall contain the following:

1. Name of the commission/committee
2. Number of members, including appointed chair.
3. If not appointed by name, the method of selection of the officers and members
4. Beginning date and length of existence of the commission/committee
5. Goals and objectives
6. Duties, responsibilities, and authorities of the commission/committee, and of the officers thereof.

**SECTION 5** Unless a definite length of existence of a commission/committee is stated in the Executive Order or the Resolution creating said commission/committee, it shall continue in existence only for one year from the date that it was approved or passed.

## **ARTICLE VII: INSTALATION OF OFFICERS**

**SECTION 1** All persons elected or appointed under the authority of the Student Government Association Constitution or these Bylaws shall take office after they have been duly installed as follows:

1. The Student Body President and Vice President shall be installed at the annual Student Government Association installation ceremonies, to be held one (1) Regular Student Senate meeting after Spring Elections. They shall be sworn in by the Chief Justice of the University Court or his/her designated Justice.
2. The members of the Student Senate newly elected or re-elected in the Spring shall be installed at the annual installation ceremonies just before the Student Body President and Vice President. Members shall be sworn in by the Chief Justice.
3. All appointed and elected officers of the Student Government Association shall be installed at the Regular Student Senate meeting at which they are confirmed.

4. Any Student Government Association officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in immediately following his/her election or appointment.
5. The form for being sworn in shall be as follows:

*With the left hand of the person being sworn in on the Student Government Association Constitution and these Bylaws, and with his/her right hand upraised, he/she shall take the following oath:*

*"I (state your full name) -- do solemnly swear -- that I will support the Constitution and Bylaws of the Student Government Association of Texas A&M International University -- and that I will faithfully and impartially -- discharge and perform -- all of the duties incumbent upon me -- according to the best of my ability and understanding."*

#### **ARTICLE X: RECORD MANAGEMENT**

**SECTION 1** Each year the President, Sergeant-at-Arms and Chief Justice shall review the records of each branch of the Student Government Association -- with each being responsible for the branch in which they serve -- to determine which of the records are no longer current. All records over two (2) years old shall be deemed no longer current.

**SECTION 2** All records which are no longer current shall be delivered to the Office of Student Activities.

**SECTION 3** All records of the Student Government Association are hereby declared to be public records.

**SECTION 4** All records of the Student Government Association must remain in the Student Government Association Office or in the Office of Student Activities. If records need to be removed from these areas there must be approval of the Student Government Association Advisor.

#### **ARTICLE XII: AMENDMENTS**

Amendments to these Bylaws may be made by following the same procedures as those prescribed under Article VII of the Constitution of the Student Government Association.