



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

# **TITLE I: MEMBERSHIP AND DUTIES**

## **ARTICLE 1: PRESIDENT**

The Student Body President shall act as the leading officer of the executive branch and is vested with the following authority and responsibilities:

1. Ensure that all provisions of governing documents are faithfully executed and adhered to.
2. Serve as spokesperson for SGA, and as a liaison between SGA and the media, administration, and the student body.
3. To call meetings and preside over the Executive Branch and Executive Cabinet Meetings.
4. The Student Body President shall appoint individuals to the positions of Director of Advocacy, Director of Records, Director of Finance, Director of Public Relations, and Director of Staff.
5. Sign or veto all legislation passed by the Student Senate within five (5) academic calendar days after the passage of any legislation.
6. In the case that the Judicial Branch undertakes certain disciplinary actions, the President may, at any time request written documentation of the planned action(s) within twenty-four (24) hours before any official action occurs.
7. Must recommend to the Judicial Branch the removal of any Executive Branch member if they are violating any governing document.
8. Maintain a level of confidentiality regarding cases under discussion or investigation by the Judicial Branch.
9. May create executive orders as deemed necessary.

## **ARTICLE 2: VICE-PRESIDENT**

The Student Body Vice-President shall act as the second in command of the executive branch and is vested with the following authority and responsibilities:

1. The Vice-President shall be referred to as the President of the Student Senate until the Student Senate nominates and elects one during the First Senate Meeting.
2. The Vice-President shall assist the President in such Executive matters as the President sees fit, to ensure the fulfilling of the Executive and Administrative functions of the SGA.
3. Serve as a member of the Executive Cabinet.
4. Shall appoint all Student Standing Committee chairs by the month of June.
5. Must recommend to the Judicial Branch the removal of any Executive Branch member if they are violating any governing document.
6. Maintain a level of confidentiality regarding cases under discussion or investigation by the Judicial Branch.

## **ARTICLE 3: DIRECTOR OF ADVOCACY**

The Director of Advocacy shall act as the third in command of the executive branch and is vested with the following authority and responsibilities:

1. Responsible for leading and overseeing the SGA Department of Advocacy.
2. Develop and support the execution of strategies aligned with the President and Vice President's mission and goals.
3. Must stay informed with relevant issues and trends.

4. May conduct research and analyze data to support plans of action.
5. Oversee advocacy campaigns through planning, budgeting, coordinating activities, and evaluating outcomes.
6. Cultivate relationships with government officials, community leaders, partner organizations, and/or supporters to engage in coalition-building efforts.
7. Provide department meeting minutes to the Director of Records.

#### **SECTION 1: DEPARTMENT DESCRIPTION AND MEMBERSHIP**

1. The Advocacy Department shall assist the Director of Advocacy in their role. This may involve organizing events, rallies, lobbying efforts, and media outreach.
2. The department shall consist of the Director, a communication specialist, and community engagement officer.

#### **ARTICLE 4: DIRECTOR OF RECORDS**

The Director of Records shall act as the fourth in command of the executive branch and is vested with the following authority and responsibilities:

1. Responsible for leading and overseeing the SGA Department of Records.
2. Record and/or document all Student Senate and Executive meeting minutes. And forward a copy of all meeting minutes to all SGA officers bi-weekly.
3. Conduct and announce the results of all votes taken in Executive Branch, Executive Cabinet and Senate Meetings.
4. Gather all records necessary for the SGA Records website tab and submit them to the Office of Student Leadership and Engagement bi-weekly.
5. Take meeting minutes for the SGA Appeals Court.
6. Maintain a level of confidentiality regarding cases under discussion or investigation by the Judicial Branch.

#### **SECTION 1: DEPARTMENT DESCRIPTION AND MEMBERSHIP**

3. The Advocacy Department shall assist the Director of Records in their role.
4. The department shall consist of the Director and one (1) record manager.

#### **ARTICLE 5: DIRECTOR OF FINANCE**

The Director of Finance shall act as the fifth in command of the executive branch and is vested with the following authority and responsibilities:

1. Responsible for leading and overseeing the SGA Department of Finance.
2. Update the current and accurate SGA Budget and any financial action taken to the SGA Records bi-weekly.
3. Present the Finance Report bi-weekly at Student Senate meetings.
4. Oversee the disbursement of all SGA funds.
5. Ensure their department approves any forms required by the Office of Student Orientation Leadership and Engagement within forty-eight (48) hours from being received.
6. Keep current records of all income, transfers, and expenditures of the SGA and submit a full report to the Director of Records weekly.
7. Provide department meeting minutes to the Director of Records.

8. Shall announce a report on the current SGA Budget at each senate meeting. In the event of an absence, a department officer shall fulfil the duties on their behalf.
9. The Department must provide organizations with an email confirmation of the date/ time of presentation, along with a list of presentation guidelines that must be included.
10. The department must review any grant proposals submitted on the SOLE online server by student organization and schedule the presentations for the Student Senate Meetings.
11. Evaluate all expenditures and provide recommendations on how to manage the funds more effectively for each long semester.

## **SECTION 2: DEPARTMENT DESCRIPTION AND MEMBERSHIP**

1. The Finance Department shall assist the Director of Finance in their role of managing SGA budget and expenditures.
2. The Department shall consist of the Director and three (3) finance managers.

## **ARTICLE 6: DIRECTOR OF PUBLIC RELATIONS**

The Director of Public Relations shall act as the sixth in command of the executive branch and is vested with the following authority and responsibilities:

1. Responsible for leading and overseeing the SGA Department of Public Relations.
2. Submit any file that pertains to the Department of Public Relations to the Director of Records.
3. Ensure their department takes pictures/videos at all SGA events and any other TAMIU affiliated events required by the Director.
4. Provide department meeting minutes to the Director of Records.
5. Ensure the livestream and visual/auditory communication equipment function for each Senate meeting. In the event of an absence, a department officer shall fulfil the duties on the director's behalf.
6. Upload all files sent by the Director of Records to the SGA Records bi-weekly.
7. Work in collaboration with the Office of Public Relations to schedule outside media coverage for SGA.
8. Provide recommendations on purchasing materials for promotional purposes regarding SGA.
9. Maintain an inventory of all promotional materials purchased by SGA. The inventory must be updated during the first week of every month.
10. Host SGA Promo Week and any other events determined by the Department to promote SGA.
11. Aid other SGA departments or committees with events if needed.

## **SECTION 2: DEPARTMENT DESCRIPTION AND MEMBERSHIP**

1. The Finance Department shall assist the Director of Finance in their role.
2. The department shall consist of the Director, a social media manager, a digital media manager, and a communication specialist.

## **ARTICLE 7: DIRECTOR OF STAFF DEVELOPMENT**

The Director of Staff shall act as the seventh in command of the executive branch and is vested with the following authority and responsibilities:

1. Responsible for leading and overseeing the SGA Department of Staff Development.
2. Maintain and update all SGA Officer 'contact information to the SGA advisor and the SGA President.
3. Take attendance at SGA Senate meetings and SGA Executive Meetings.
4. Must be present at all Student Senate meetings. In the case of an absence, refer to Article 3, Section 1, Subsection B.
5. Must recommend to the Judicial Branch the removal of any SGA Officer based on the policies of attendance, or any other violations to any governing documents.
6. Maintain a level of confidentiality regarding cases under discussion or investigation by the Judicial Branch.
7. Must actively work on recruitment efforts for the SGA.
8. Must actively work on the development and retention of SGA officers.

### **SECTION 1: DEPARTMENT DESCRIPTION AND MEMBERSHIP**

1. The Staff Development Department shall assist the Director of Staff Development in their role.
2. The department shall consist of the Director, an operations manager, and development manager.
- 3.

### **SECTION 8: STUDENT STANDING COMMITTEE MEMBERSHIP/DUTIES**

#### **1. CO-CHAIR(S)**

- Shall appoint their respective Student Standing Committee officers by the month of July.
- Must recommend to the Judicial Branch the removal of Student Standing Committee Officers if they are violating the Constitution and By-Laws.
  - Organize weekly meetings with the SGA Advisor.
  - Organize weekly meetings for their committee.
  - Organize general committee meetings at least biweekly. More meetings may be held at the discretion of the Chair(s).
  - Delegate tasks to their respective student standing committee officers as needed.

#### **2. SECRETARY**

- Attend committee general and officer meetings and take meeting minutes and attendance.
- Gather all Student Standing Committee meeting attendance and meeting minutes to submit them to the Director of Records, weekly.

#### **3. EVENT COORDINATOR**

- Submit all committee events to the TAMIU online server.
- Place and confirm food and/or equipment being utilized with University Services such as Event Services and Aramark.

#### **4. TREASURER**

- Submit all expenditure forms on behalf of the committee. Forms must be submitted prior to making any purchases.

- All purchases must be approved by the Finance Department.
- Confirm the submission of items being purchased with the Office of Student Orientation, Leadership, and Engagement.

#### **5. SOCIAL MEDIA MANAGER**

- Engage and market their student standing committee to the student body online and in-person.
- Create and post flyers on social media or bulletin boards informing the student body on their respective events, meetings, general news, and any other topics deemed appropriate by the committee.

### **SECTION 9: P.A.C COMMITTEE**

The PAC Committee Chair(s) is vested with the following authority and responsibilities:

**Purpose:** To bring political awareness to the student body by hosting any events, surveys, and any other action regarding political and civic engagement.

**Roles and Responsibilities:**

1. The Political Action Committee (PAC) shall oversee organizing any events, trips, surveys, and any other action regarding political and civic engagement.
2. Organize politically related campus events, such as National Voter Registration Day, Candidate Town Halls for the respective elections.
3. Engage the student body in civil discourse over controversial topics.

### **SECTION 10: I.D.E.A COMMITTEE**

The Inclusivity, Diversity, Equity, and Accessibility Chair(s) is vested with the following authority and responsibilities:

1. The Inclusivity, Diversity, Equity, and Accessibility Committee shall create events, surveys, and other opportunities to promote a campus community accepting of all personal backgrounds.
2. Promote inclusivity by creating welcoming spaces for underrepresented groups, such as, but not limited to, LGBTQ+ students.
3. Promote diversity by celebrating holidays and traditions from different racial and ethnic backgrounds.
4. Promote equity by advocating for underrepresented students or issues.
5. Promote accessibility by advocating for students with disabilities and providing accessible facilities and programs.

### **SECTION 11: L.O.V.E. COMMITTEE**

The Leaders Organizing Volunteer Events Committee is vested with the following authority and responsibilities:

1. L.O.V.E. Committee shall have additional officer positions besides those referenced in Title I, Section 7. These positions are: Recruitment Officer and Community Service Coordinator.
2. Plan, organize, and execute volunteer community service events and activities including but not limited to The BIG Event and Make a Difference Day with the Office of Student Conduct and Community Engagement.

3. Work in collaboration with local entities and student organizations to provide community service opportunities.
4. Recruit, inform and coordinate volunteers to assist in L.O.V.E. community service projects.
5. Research community service projects at other Universities that can be implemented at TAMIU.
6. Collaborate with other service-oriented student organizations as needed.
7. Collaborate with the Office of Student Conduct and Community Engagement (SCCE).

## **SECTION 12: TRADITIONS COMMITTEE**

The Traditions Committee and is vested with the following authority and responsibilities:

1. Promote and assist with SGA traditions and other traditions at TAMIU. A tradition shall be any event or ritual that promotes university pride and campus unity.
2. Develop new traditions at TAMIU as recommended by the Student Body or other SGA Officers.
3. Plan and execute the following: Dusty Cup, Spring Fling, and Haunted House.
4. Plan for recurring Maroon Monday and Taco Tuesday events. Both events must be organized at least once a month, according to the discretion of the Chair(s).

## **TITLE II: MEETINGS**

### **ARTICLE 1: EXECUTIVE MEETINGS**

#### **SECTION 1: ATTENDANCE POLICY**

Executive Branch meetings must be weekly. The time and date shall be decided upon by the President and established by the second week of school. A maximum of one (1) unexcused absence will be allowed from Executive Branch Meetings. Upon a second absence, the officer will be placed on probation, followed by an impeachment trial. An excused absence shall be an official University Business absence with appropriate documentation submitted to the Judicial Branch within 48 hours. There is no limit to excused absences.

#### **SECTION 2: CANCELLATION POLICY**

Executive Branch Meetings shall only be cancelled by the President and only a maximum amount of two (2) times per semester will be allowed.

### **ARTICLE 2: SENATE MEETINGS**

- a) **DIRECTOR OF RECORDS, DIRECTOR OF FINANCE, DIRECTOR OF PUBLIC RELATIONS, AND DIRECTOR OF STAFF**

A maximum of two (2) unexcused absences will be allowed from Regular Student Senate Meetings. An excused absence shall be an official University Business absence with appropriate documentation submitted to the Judicial Branch with a minimum of forty-eight (48) hours prior to absence. There is no limit to excused absences.

## **ARTICLE 3: END OF WEEK REPORTS POLICY**

### **SECTION 1: POLICY**

An end of week report shall be done strictly on campus grounds. A report shall state any official work completed by SGA officers with the intent of supporting the Student Body for the respective week. Any reports that are not stated in these bylaws are up to the discretion of the Judicial Branch to accept or decline.

- a) Acceptance of a Report: meeting with administrators, faculty, fellow SGA officers, or students, SGA event assistance, planned or executed a meeting, planned or executed an event, or created a survey.
- b) Rejection of a Report: attending events unrelated to SGA, casual conversation with faculty/students, attending required meetings, Undisclosed, unclear, or unspecified work.

### **SECTION 2: REQUIREMENT**

All members of the Executive Branch must submit an end-of-week report to the Judicial Branch. Failure to comply with the information provided in this article will result in a referral. Refer to the SGA Judicial By-Laws for more information.

- a) The President and Vice President shall submit four (4) end of week reports.
- b) Director of Advocacy, Director of Records, Director of Finance, Director of Public Relations, and Director of Staff shall submit three (3) reports.
- c) The Student Standing Committee Chairs must each submit three (3) reports.

## **ARTICLE 4: APPOINTMENT NOMINATIONS**

Appointment nominations are followed by the approval of 2/3 of the Student Senate at the first senate meeting, or upon the nomination of the officer.

**SECTION 1:** The Student Body President shall nominate the appointment of the following officers.

- a) Director of Advocacy
- b) Director of Records
- c) Director of Finance
- d) Director of Public Relations
- e) Director of Staff Development
- f) Chief Justice

**SECTION 2:** The Student Body Vice-President shall nominate the appointment of the following officers.

- a) Student Standing Committee Chairs

## **ARTICLE 5: APPOINTMENTS**

Appointments do not require the approval of any other SGA Officer.

**SECTION 1:** The Student Body President shall appoint the following officers:

- g) University-Wide Committee Officers
- h) Executive Order Ad-Hoc Members

**SECTION 2:** The Director of Advocacy shall appoint the following officers:



- a) Community Engagement Officer (1)
- b) Media Advisor (1)

**SECTION 3:** The Director of Records shall appoint the following officers:

- a) Record Manager (1)

**SECTION 4:** The Director of Finance shall appoint the following officers:

- a) Finance Managers (2)

**SECTION 5:** The Director of Public Relations shall appoint the following officers:

- a) Social Media Manager (1)
- b) Digital Media Manager (1)
- c) Communication Specialist (1)

**SECTION 5:** The Director of Staff Development shall appoint the following officers:

- a) Operations Manager (1)
- b) Development Manager (1)

## **ARTICLE 6: VACANCIES**

A vacancy occurs when a member has officially resigned or has been removed from office.

**SECTION 1:** A vacancy in the office of the Student Body President shall be filled by Line of Succession consisting of 1. Student Body Vice-President 2. Senate member appointed by the Advisor(s) of SGA. The Senate is responsible for appointing vacancies that remain unfilled beyond the 10<sup>th</sup> academic day. The new Student Body President shall not be recognized officially until they have taken the oath of office.

**SECTION 2:** A vacancy in the office of the Student Body Vice President shall be filled any student appointed by the Student Body President. This student must hold a position within SGA or have been a candidate for the position of Vice President during the previous election cycle. The Senate is responsible for appointing vacancies that remain unfilled beyond the 10<sup>th</sup> academic day. The new Student Body Vice President shall not be recognized officially until they have taken the oath of office.

**SECTION 3:** A vacancy in the positions of Director of Advocacy, Director of Records, Director of Finance, and Director of Public Relations, or Director of Staff Development shall be filled by the Student Body President. The Senate is responsible for appointing vacancies that remain unfilled beyond the 10<sup>th</sup> academic day.

**SECTION 4:** A vacancy in the positions of Student Standing Committee Chairs shall be filled by the Student Body Vice President. Failure to fill a vacancy by the 10<sup>th</sup> academic day falls under the Senate's responsibility to appoint. The Senate is responsible for appointing vacancies that remain unfilled beyond the 10<sup>th</sup> academic day.

## **ARTICLE 7: REMOVAL PROCEDURES**

### **SECTION 1: EXECUTIVE BRANCH IMPEACHMENT**

Officers of the Executive Branch may be impeached and removed from office for failure to fulfill the duties and responsibilities mandated in these By-Laws or in the Constitution of SGA.

During any reason of impeachment, any SGA officer holding office may not serve in their official capacity as an SGA officer. Refer to the SGA Judicial By-Laws for impeachment procedures.

## **TITLE IV: UNIVERSITY WIDE COMMITTEES**

### **ARTICLE 1: STUDENT FEE ADVISORY COMMITTEE**

#### **SECTION 1: COMMITTEE DESCRIPTION**

The Student Fee Advisory Committee (SFAC) 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.

#### **SECTION 2: MEMBERSHIP**

2.1 Five (5) student members who are enrolled for no less than six (6) semester credit hours at TAMIU and who are representative of all students enrolled and who shall be appointed by the President of the SGA 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.

2.2 Four (4) members who are representative of the entire university, appointed by the President of the University.

2.3. A vacancy in an appointive position on the committee shall be filled for the unexpired term in the same manner as the original appointment.

#### **SECTION 3: MEMBER ROLE AND RESPONSIBILITY**

3.1 Study the type, amount, and expenditure of a compulsory fee under this Article.

3.2. Meet with appropriate administrators of the University and recommend the type, amount, and expenditure of a compulsory to be charged for the next academic year.

3.3 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 no 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 2: BOOKSTORE ADVISORY COMMITTEE**

#### **SECTION 1: COMMITTEE DESCRIPTION**

The Bookstore Advisory Committee shall advise and propose changes to the TAMIU Bookstore, and the programs which reside under its jurisdiction.

**SECTION 2: MEMBERSHIP**

The Student Body President or Vice President and four (4) student members who are enrolled for no less than six (6) semester credit hours at TAMIU and who are representative of all students enrolled. All members shall be appointed by the Student Body President.

**SECTION 3: MEMBER ROLE AND RESPONSIBILITY**

Meetings shall be scheduled by the Office of the Vice President of Finance of TAMIU, which will schedule no less than one meeting for every long semester. Agenda items shall be set by the Committee Chair and members of the committee.

**ARTICLE 3: STUDENT TECHNOLOGY ADVISORY COMMITTEE**

**SECTION 1: COMMITTEE DESCRIPTION**

The Student Technology Advisory Committee shall advise the Office of Information Technology, and any other corresponding departments in regard to campus technology and internet services.

**SECTION 2: MEMBERSHIP**

The Student Body President or Vice President and four (4) student members who are enrolled for no less than six (6) semester credit hours at TAMIU and who are representative of all students enrolled. All members shall be appointed by the Student Body President.

**SECTION 3: MEMBER ROLE AND RESPONSIBILITY**

Meetings shall be called and scheduled by the Office of Information Technology and shall meet at least twice (2) each long semester.

**ARTICLE 4: LIBRARY ADVISORY COMMITTEE**

**SECTION 1: COMMITTEE DESCRIPTION**

The Library Advisory Committee shall recommend changes or improvements to the Sue and Radcliffe Killam Library, and all facilities/services related to it.

**SECTION 2: MEMBERSHIP**

The Student Body President or Vice President and four (4) student members who are enrolled for no less than six (6) semester credit hours at TAMIU and who are representative of all students enrolled. All members shall be appointed by the Student Body President.

**SECTION 3: MEMBER ROLE AND RESPONSIBILITY**

Meetings shall be called and scheduled by the Library Director and shall meet at least twice (2) each long semester.

**ARTICLE 5: FOOD SERVICES ADVISORY COMMITTEE**

**SECTION 1: COMMITTEE DESCRIPTION**

The Food Services Advisory Committee shall make recommendations to TAMIU dining services.

**SECTION 2: MEMBERSHIP**

2.1 Student Body President or Vice President

2.2 Members of TAMIU administration, appointed by the University President

2.3 Food Service Director, and any other individuals who are invited to serve by the Director, who work for the food service provider.

2.4 Two (2) student representatives who live on-campus, appointed by the Student Body President

2.5 Two (2) student representatives who live off-campus, appointed by the Student Body President

**SECTION 3: MEMBER ROLE AND RESPONSIBILITY**

Meetings shall be called and scheduled by the current Food Service Provider and the committee shall meet at least twice (2) every long semester.

**ARTICLE 6: COMMENCEMENT COMMITTEE**

**SECTION 1: COMMITTEE DESCRIPTION**

The Commencement Committee shall make recommendations to TAMIU regarding graduation ceremonies.

**SECTION 2: MEMBERSHIP**

**2.1** The Student Body President or Vice President and one (1) student member who are enrolled for no less than six (6) semester credit hours at TAMIU. This member shall be appointed by the Student Body President.

**2.2** Administrator appointed by the TAMIU President

**ARTICLE 7: Title IX and Civil Rights Compliance Committee**

**SECTION 1: COMMITTEE DESCRIPTION**

This Committee shall allow for student representation at the Office if Title IX and Civil Rights Compliance Meetings.

**SECTION 2: MEMBERSHIP**

**2.3** The Student Body President or Vice President and two (2) student members who are enrolled for no less than six (6) semester credit hours at TAMIU. This member shall be appointed by the Student Body President.

**2.4** Member of the Office of Title IX and Civil Rights Compliance

**TITLE V: PRESIDENTS COUNCIL**

The Presidents Council's purpose is to be the liaisons of the needs of our student organization leaders at Texas A&M International University. The Council aims to offer

support and advice from one another, build community, seek networking with leaders of other Texas A&M System schools, and ultimately grow our student engagement.

## **ARTICLE 1: PRESIDENTS COUNCIL ORGANIZERS AND PARTNERS**

### **SECTION 1: COUNCIL'S CO-CHAIRS**

- The Student Body President and CSAC Representative shall be considered co-chairs of the Texas A&M International University's Presidents Council

### **SECTION 2: COUNCIL'S ORGANIZERS**

-The Greek Council and Campus Activities Board Presidents shall be considered President Council Organizers of the Texas A&M International University's Presidents Council

-Presidents Council Co-Chairs may appoint any Student Government Association officers to become a Presidents Council organizer.

### **SECTION 4: COUNCIL'S PARTNER OFFICES**

The Office of Student Orientation, Leadership, and Engagement and the Office of the Vice President of Student Engagement shall be considered President Council Partners of the Texas A&M International University's Presidents Council.

## **ARTICLE 3: ROLE AND RESPONSIBILITY**

### **SECTION 1: COUNCIL CO-CHAIRS**

-Must host at least one monthly in-person meetings for the council according to a majority vote on availability.

-Must host meetings with the Council organizers at least once a month to plan meeting agendas, events, or initiatives

-Must meet with CSAC's Presidents Council Committee to work with other System Councils.

### **SECTION 2: COUNCIL ORGANIZERS**

-Must attend the monthly council meetings

-Must attend Presidents Council organizer's meetings and assist the council in anything deemed necessary by the chairs

### **SECTION 3: COUNCIL PARTNERS**

-Must assist the council in anything deemed necessary by the chairs

-May attend the Presidents Council organizer's meetings

## **TITLE VI: THE EXECUTIVE CABINET**

### **ARTICLE 1: PURPOSE**

-The Executive Cabinet shall meet to provide a full and accurate update of all branches.

### **ARTICLE 2: MEMBERSHIP, ROLES, AND RESPONSIBILITIES**

### **SECTION 1: PRESIDENT**

-Must host at least one in-person meeting, per semester, for the cabinet according to the availability of majority, and provide branch updates

### **SECTION 2: VICE-PRESIDENT**

-Must create and send out meeting agendas at least 24 hours prior to the scheduled cabinet meeting and provide branch updates

### **SECTION 3: DIRECTOR OF RECORDS**

-Must take attendance and meeting minutes at each meeting and publish on the SGA Records no later than 5 calendar days after the meeting.

### **SECTION 5: SPEAKER OF THE SENATE**

-Must provide branch updates

-Must enforce all enacted legislation of the Student Senate, report the status of all enacted legislation at the upcoming Executive Cabinet meeting.

### **SECTION 6: CHIEF JUSTICE**

-Must provide branch updates

-Must ensure all branches and plans of action abide by the SGA's governing documents.

### **SECTION 4: SGA ADVISOR**

-May suggest advice to the cabinet

## **ARTICLE 3: EXECUTIVE CABINET MEETINGS**

### **SECTION 1: ATTENDANCE POLICY**

-All executive cabinet meetings shall be scheduled at the beginning of each long semester, no later than the third week of school.

-Members shall notify the Student Body President of their absence 48 hours (about 2 days) prior to the scheduled meeting.

-Meetings shall only occur with the attendance of the Director of Records

-Meetings may not occur if the cabinet does not meet quorum

## **TITLE VII: FINANCING/BUDGET**

### **ARTICLE 1: FISCAL YEAR (FY)**

SECTION 1: SGA shall operate on a FY beginning at 12:01 A.M. on the first (1st) day of September of a calendar year and ending at 11:59 P.M. on the last day of August of the following calendar year.

### **ARTICLE 2: SGA PROPOSED BUDGET SUBMISSION**

SECTION 1: The Student Body President and Student Body Vice President in conjunction with the Director of Finance shall submit a proposed budget for the coming FY to the Department of Finance. The Department of Finance shall review the proposed budget and submit its recommendations for the consideration of the Student Senate no later than the first Student Senate meeting of each long semester. A copy of the proposed

budget shall be submitted to the Office of Student Success immediately after Student Senate approval.

### **ARTICLE 3: BUDGET ADOPTION**

SECTION 1: The proposed budget is to serve as a projection for future expenses and may at any time be changed and or amended by a simple majority vote of present and voting Student Senators at any Student Senate Meeting of SGA following the approval of said proposed budget.

## **TITLE VIII: AMENDMENTS**

### **SECTION 1: VOTING**

AMENDMENTS TO THE EXECUTIVE BRANCH BY-LAWS MUST BE PASSED BY TWO-THIRDS VOTE OF THE STUDENT SENATE. BYLAWS SHALL BE BINDING ONLY UPON A SIGNATURE FROM THE CHIEF JUSTICES AND SHALL BE SENT TO THE SENATE.

### **SECTION 2: REVISION DATE**

A REVISION DATE LOCATED ON THE FIRST PAGE OF THIS DOCUMENT SHALL SIGNIFY THE LAST INSTANCE THESE BYLAWS WERE AMENDED. THE CHIEF JUSTICE SHALL UPDATE THE DATE WHEN NECESSARY AND APPROPRIATE.

- A. A FIXED DATE LOCATED ON THE FIRST PAGE OF THIS DOCUMENT SHALL SIGNIFY WHEN THESE BYLAWS WERE ORIGINALLY ESTABLISHED.

### **SECTION 3: FORMATTING**

The Chief Justice may, at any time, alter the formatting of this document to be consistent with the SGA Constitution.

- A. This section does not authorize the Chief Justice to alter the 1) functionality, 2) rules, 3) authority, or 4) jurisdiction of any article located in these bylaws.
- B. The Chief Justice must notify the other members of the Judicial Branch how and when formatting changed. Formatting changes shall constitute a minor revision to the Bylaws.

### **SECTION 3: AMENDMENT'S PUBLICATION**

Any actions taken must be submitted to the Director of Records to be published in the "SGA Records".

## **TITLE IX: OFFICIAL DOCUMENT TEMPLATES**



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

## **Mission**

The Texas A&M International University Student Senate represents all students to enhance the Texas A&M experience within our university and communities through research, legislation and advocacy in accordance with the core values of the Student Government Association.

## **Purpose**

To elevate the experiences of the Texas A&M student body. through a unified effort by the members of Student Senate and by working with the other branches of the Student Government Association, student organizations, administrators and faculty of Texas A&M, and various government officials.



# **TITLE I: MEMBERSHIP, ROLES, AND RESPONSIBILITIES**

## **ARTICLE I: STUDENT SENATE**

Senate membership shall consist of the following representatives elected by the student body through the following of the SGA Elections Code:

- a) Ten (10) University Senators

## **ARTICLE 2: SPEAKER OF THE SENATE**

**SECTION 1:** See Title VI, Article II for appointment information.

**SECTION 2:** The Speaker of the Senate shall represent the Legislative Branch for Executive Cabinet Meetings. See Title III, Article I.

**SECTION 3:** The Speaker of the Senate shall appoint the members of Legislative Ad-Hoc Committees.

**SECTION 4:** The Speaker of the Senate shall facilitate the Senate Meetings once appointed.

## **ARTICLE 3: SPEAKER PRO-TEMPORE**

**SECTION 1:** See Title VI, Article III for appointment information.

**SECTION 2:** The Speaker Pro-Tempore shall facilitate Senate Meetings in the case that the Speaker of the Senate is absent.

**SECTION 3:** The Speaker Pro-Tempore may assist the Speaker of the Senate with any tasks as delegated.

# **TITLE II: ELIGIBILITY REQUIREMENTS**

## **ARTICLE 1: GPA**

**SECTION 1:** All members must have a minimum overall GPA of 2.5, with the exception of first-time freshmen.

**SECTION 2:** First-time freshmen are exempt from a GPA requirement, but must maintain all other requirements mentioned in Title II, Articles 2, 3, and 4.

## **ARTICLE 2: ENROLLMENT**

**SECTION 1:** All members of the Legislative Branch, as referenced in Title I, must be enrolled as a TAMU Student with at least six semester credit hours (6 SCH). Students with any classification (Freshman, Sophomore, Junior, Senior, and Graduate) are permitted to join the SGA.

### **ARTICLE 3: HANDBOOK**

**SECTION 1:** All members must abide by the TAMIU rules and procedures, while simultaneously being in “good standing” as defined by the student handbook.

### **ARTICLE 4: VERIFICATION**

**SECTION 1:** All members shall have their student ID (A#) submitted to the SGA Advisor for verification of eligibility. No member may be appointed unless this process has been completed.

## **TITLE III: EXECUTIVE CABINET MEETINGS**

### **Article I: Membership**

**SECTION 1:** The Executive Cabinet shall be composed of all the Executive Members from each SGA Branch. This includes:

- President
- Vice-President
- Chief Justice
- SGA Advisor
- Speaker of the Senate
- Director of Records

**SECTION 2:** In the case that one respective member is unable to attend, a representative may be sent in place of the absent member to communicate on their behalf.

### **Article II: Attendance Policy**

**SECTION 1:** A maximum of three (3) unexcused absences will be allowed from Regular Executive Cabinet Meetings. If the officer is on official University business\* with appropriate documentation, unlimited absences will be provided. After the third absence, automatic removal from office will occur.

### **Article III: Timeframe and Protocol**

**SECTION 1:** Meetings shall be called by the Student Body President, no later than by the second week of classes. The Executive Cabinet must meet biweekly.

**SECTION 2:** The Student Senate shall not be required to meet during the final two weeks of each semester unless an emergency session is declared.

### **Article IV: Cancellation policy**

**SECTION 1:** Must notify the Chief of Justice of excused absences at least twenty-four (24) hours in advance, along with the submission of proper documentation as required by the Judicial Branch.

**SECTION 2:** The members of the Executive Cabinet that are unable to attend must send a representative from their respective branch.

## **TITLE IV: SENATE MEETINGS**

### **Article I: Attendance policy**

**SECTION 1:** A maximum of three (3) unexcused absences will be allowed from Regular Student Senate Meetings. If the officer is on official University business\* with appropriate documentation, unlimited absences will be provided. After the third absence, automatic removal from office will occur.

**SECTION 2:** A maximum of three (3) unexcused absences will be allowed from Student Senate Standing Committee Meetings/ Department Meetings. Upon the third absence, automatic removal from office will occur.

**SECTION 3:** Regular Student Senate attendance and Student Senate Standing Committee attendance do not accumulate. Attendance policies stand independent.

### **Article II: Timeframe and Protocol**

**SECTION 1:** The Student Senate shall be in Regular Session during each long semester. Meetings shall be called by the President of the Senate, no later than by the second week of classes. Student Senate Meetings must be weekly.

**SECTION 2:** The Student Senate shall not be required to meet during the final two weeks of each semester unless an emergency session is declared.

**SECTION 3:** Robert's Rules of Order shall be used to run Student Senate Meetings.

### **Article III: Cancellation Policy**

**SECTION 1:** The student senate must meet quorum (50% of the senate plus 1) to start meetings; otherwise, the meeting may not start and must be suspended until next week until quorum is met.

**SECTION 2:** If quorum is met at the beginning of a meeting and lost later on due to any senator(s) being dismissed, the meeting may still continue. However, quorum must be met for voting to occur.

**SECTION 3:** Must notify the Chief of Justice of excused absences at least twenty-four (24) hours in advance, along with the submission of proper documentation as required by the Judicial Branch.

## **Title V: END OF WEEK REPORTS POLICY**

### **Article I: Policy**

**SECTION 1:** Failure to comply with the information provided under this title will result in removal.

**SECTION 2:** End of Week Report tasks shall be done at any location or time as long as it is regarding SGA. (Examples: meeting with administrators, faculty, or students, SGA event assistance, etc.)

**SECTION 3:** End-of-Week Reports shall reset at the end of the semester. A notice of an excessive number of uncompleted reports will be sent to the respective officer by the Chief Justice upon the second missed office hour.

**SECTION 4:** Each Student Senator must have two completed items as a part of their End of Week Report, refer to Title III, Section 3 for examples.

**SECTION 5:** The Student Senate shall be encouraged to publicly state their End of Week Reports during each Senate Meeting.

### **Article II: Timeframe and Protocol**

**SECTION 1:** Each End of Week Report shall be submitted at any point prior to the Student Senate meeting.

**SECTION 2:** Officers have the entire week to fulfill the requirements of the End of Week Reports, starting from the end of the previous Student Senate meeting up until the next one.

**SECTION 3:** Failure to submit up to three End of Week Reports by the assigned deadline shall lead to removal of office. After each individual End of Week Report is missed, the Judicial Branch shall let the Senator know of violation and possible dismissal.

## **TITLE VI: APPOINTMENT NOMINATIONS**

### **Article I: The Student Senate**

**SECTION 1:** The Student Senate shall have the power to place into nomination appointments to vacancies existing in the Legislative, as well as University Committees only at the beginning of each long semester. If the President fails to meet the Presidential appointment deadline, the Student Senate shall have the right to appoint to the vacancy existing in the Student Body Vice President. All nominations must be announced in writing to members of the Student Senate within four (4) academic calendar days for consideration before it can be presented to the Student Senate. A simple majority of the Student Senate shall be required for approval.

**SECTION 2:** All appointments approved by the Student Senate must be sworn into office before they can officially function and be recognized as an officer of the Student Senate. The student appointed shall complete the term of office until the next General Elections of the Student Government Association.

### **ARTICLE II: Speaker of the Senate**

**SECTION 1:** The Speaker of the Senate shall be nominated and deliver a 1-2 minute speech in front of the Student Senate and then be voted in during the first senate meeting. In the case of a tie, the Vice President will serve as the tie breaker.

**SECTION 2:** The Speaker of the Senate shall be sworn in at the second meeting, and will facilitate the rest of the meeting, as well as all future Student Senate meetings.

**SECTION 3:** The Speaker of the Senate shall serve in the respective role until the final Student Senate meeting of the semester.

### **ARTICLE III: Speaker Pro-Tempore**

**SECTION 1:** The Speaker Pro-Tempore shall be nominated and deliver a 1-2 minute speech in front of the Student Senate. Nominees will be voted on during the

first senate meeting. In the case of a tie, the Vice President will serve as the tie breaker.

**SECTION 2:** The Speaker Pro-Tempore shall be sworn in at the second meeting and will facilitate any meetings that the Speaker of the Senate is unable to attend.

**SECTION 3:** The Speaker Pro-Tempore shall serve in the respective role until the final Student Senate meeting of the semester.

## **TITLE VII: VACANCIES**

### **ARTICLE I: Reasons for Vacancy**

**SECTION 1:** Resignation during term of office

**SECTION 2:** Through impeachment as outlined in Title VII; Article II; of these By-Laws.

**SECTION 3:** Removal from office due to failing to meet the qualifications for membership of the SGA Senate as outlined in the SGA Constitution and in Title II of these By-Laws.

**SECTION 4:** Removal due to absences:

1. Removal from office after two (2) excused or unexcused absences of the Regular Student Senate Meetings. Upon the third absence, automatic removal from office will occur. Absences shall reset at the end of each long semester.
2. After two (2) absences from Student Senate Standing Committee meetings/Department meetings, regardless of if they are excused or unexcused. Upon the third absence, automatic removal from office will occur. Absences shall reset at the end of each long semester.
3. Once four (4) office hours (scheduled and/or unscheduled) have been unfulfilled in one semester without an approved excuse. Office Hours shall reset at the end of each long semester.

**SECTION 5:** Violation of the Code of Ethics

## **TITLE VIII: REMOVAL PROCEDURES**

**SECTION 1:** Officers of the Legislative Branch may be impeached and removed from office for failure to fulfill the duties and responsibilities mandated in these By-Laws or in the Constitution of SGA. During any reason of impeachment, any SGA officer holding office may not serve in their official capacity as an SGA officer.

**SECTION 2:** Refer to Judicial By-Laws for removal procedures.

## **TITLE IX: SGA RECORDS**

**SECTION 1:** Each year the Vice President, Chief Justice, Chief of Staff, and Director of Records shall review the records of each branch of SGA. All records, whether current or old, are to be filed in the SGA office and are to be placed in open record for all students. All current records are to be available on the SOLE online server.

**SECTION 2:** If any records need to be removed from these areas, there must be written and documented approval from the Director of Records.

## **TITLE X: BILLS, RESOLUTIONS, AND MEMORANDUMS**

### **ARTICLE I: Bills**

**SECTION 1:** A Bill shall be initiated in matters concerning the wellbeing of the Student Body. Once it has been enacted into law, it will be called an Act or Statute.

### **ARTICLE II: Resolutions**

**SECTION 1:** A Resolution shall be initiated in matters concerning internal issues of the SGA.

### **ARTICLE III: Memorandums**

**SECTION 1:** A Memorandum shall be initiated in matters concerning external issues and serve as a method for the SGA to express general sentiment on the subject matter.

### **ARTICLE IV: Creation of Ad-Hoc Committees**

**SECTION 1:** All ad-hoc committees created by the Student Senate shall be established by Resolution and passed by majority vote of the Student Senate. The Resolution will be only presented at the first meeting upon mention and shall be voted upon at the following Student Senate Meeting.

**SECTION 2:** The Resolution creating an ad-hoc committee shall contain the following information:

1. Name of the 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 committee
5. Goals and objectives
6. Duties, responsibilities, and authorities of the committee, and the officers thereof

**SECTION 3:** Resolution Outline can be found in the Official Documents of the Student Government Association. In the case that the Senate created an ad-hoc committee, the Student Senate must include both an official resolution and the official outline for ad hoc committee creation.

**SECTION 4:** Unless a definite length of existence for a committee is stated in the Resolution, it shall continue in existence indefinitely, including after new officers are sworn in following official SGA Elections.

## **ARTICLE V: Legislation**

**SECTION 1:** Legislation shall have one (1) sponsor who shall be a Student Senator and a minimum of one (1) co-sponsor who can be any student or SGA officer.

**SECTION 2:** Upon acceptance of the legislation by the SGA Court, the piece of legislation will then be presented at any Senate Meeting for debate and proposal of changes. At the next Senate Meeting, the legislation shall be voted on without additional discussion.

**SECTION 3:** All legislation being held to a vote must be approved by a simple majority of Senators present at the Senate Meeting.



## **TITLE XI: FINANCING/BUDGET**

### **ARTICLE I: Fiscal Year (FY)**

**SECTION 1:** SGA shall operate on a FY beginning at 12:01 A.M. on the first (1<sup>st</sup>) day of September of a calendar year and ending at 11:59 P.M. on the last day of August of the following calendar year.

### **ARTICLE II: SGA Proposed Budget Submissions**

**SECTION 1:** The Student Body President and Student Body Vice President in conjunction with the Director of Finance shall submit a proposed budget for the coming FY to the Department of Finance. The Department of Finance shall review the proposed budget and submit its recommendations for the consideration of the Student Senate no later than the first Student Senate meeting of each long semester. A copy of the proposed budget shall be submitted to the SGA Advisor immediately after Student Senate approval.

### **ARTICLE III: Proposed Budget Adoption**

**SECTION 1:** The proposed budget is to serve as a projection for future expenses and may at any time be changed and or amended by a simple majority (50% plus 1) vote of present and voting Student Senators at any Student Senate Meeting of SGA following the approval of said proposed budget.

### **ARTICLE IV: Recognized and Unrecognized Funds and Allocation**

**SECTION 1:** The Student Senate shall not spend more than sixty percent (60%) of the original fund during the fall semester as allocated in the SGA budget.

**SECTION 2:** If there are funds present in the SGA 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 Orientation, Leadership, and Engagement for the benefit of all students.

### **ARTICLE V: SGA Grants**

**SECTION 1:** A quorum (half plus one) in the Student Senate must be met in order to allocate funds to officially recognized Student Organizations.

**SECTION 2:** Grants for TAMIU recognized Student Organizations may not exceed seven hundred (\$700.00) per semester for organizations.

Section 2.1: If the full amount of seven hundred (\$700.00) is provided for one student organization, the Student Senate may not award the maximum amount for the next organization that presents.

**SECTION 3:** Applications for SGA funding shall be submitted via the current online system provided by the Office of SOLE. If not fully completed the organization shall be asked to resubmit applications by the Department of Finance. Failure to present the proposal on the day scheduled at the Student Senate meeting will automatically result in the denial of such proposal and will be asked to reschedule the presentation by the Department of Finance. SGA Grant Presentations may only be held during the standard Senate meetings.

**3.1:** Student Senate may call an emergency meeting if an organization requests to present during a different time.

**SECTION 4:** Each organization requesting funds from SGA shall present a Grant Proposal to the Student Senate at a Student Senate Meeting presented by a member(s) of the organization. Each organization will be required to have spent a minimum of 10% of the SGA grant money that was previously granted to them before applying for a new grant. A Grant Recipient presentation shall be presented at a Student Senate meeting in order to reapply for a grant in a subsequent long semester. The report shall include the following:

1. Attendance at the event(s)
2. Success of the event(s)
3. Final expense statement
4. Problems encountered
5. Future plans of the organization
6. Proof of Student Government Association sponsorship during promotion of event(s) and during the event(s).

**SECTION 5:** The SGA Grant awarded for the semester should only be used for the semester applied for. If compliance is not met, it is the organization's

responsibility to reimburse the funds granted by the Student Government Association by the end of the semester.

**SECTION 6:** The Speaker of the Senate may provide five (5) minutes of presentation time for each organization, additional time for questions may be extended as the Speaker of the Senate and Student Senators see fit.

## **ARTICLE VI: SGA Sponsorship**

**SECTION 1:** When a project or activity is funded by SGA there shall be proper public notice given indicating the sponsorship of SGA at all activities or projects where SGA funding was used.

## **ARTICLE VII: Retrieval of SGA Grants**

**SECTION 1:** If the organization that received the grants fails to complete Title XII of these By-Laws the following measures shall be taken:

1. All funds granted to the organization shall be forfeited and the funds shall be returned to the SGA account.
2. The organization will not be allowed to apply for or receive any SGA grants until all forfeited funds have been returned to SGA.
3. In order for funds to be removed from an organization, the Student Senate must approve or disapprove of the action, with the final execution of the repayment being completed by the Finance Department. Reference Executive By-Laws

## **TITLE XII: AMENDMENTS**

**SECTION 1:** Amendments shall be initiated only to add, remove, or alter provisions in the Constitution and/or By-Laws.

**SECTION 2:** Amendments to these By-Laws may be made by following the procedures as stated under Article VI of the Constitution of SGA and placed in the Official Documents.

## **TITLE XIII: OFFICIAL DOCUMENT TEMPLATES**

**Resolution Template** .....

**Student Senate Bill Template** .....

**Creation of Ad-Hoc Committee** .....

*For Student Body President*

*For Student Senate*

**Grant Consent Form** .....

**Oath of Confidentiality** .....

**Student Meeting Form** .....



*th*

**Number** *Legislative Session*

**STUDENT GOVERNMENT ASSOCIATION  
OF TEXAS & MINTERNATIONAL UNIVERSITY**

Student Senate Resolution: ###

[TITLE OF RESOLUTION]



INTRODUCED BY: [Can be authored and introduced by any student]

SPONSORED BY: [Sponsors must be senators. A sponsor is not needed if author is a senator]

CERTIFIED BY: \_\_\_\_\_ *Tempore* President Pro-

---

PURPOSE, (Insert a **one line sentence of purpose of this senate resolution** and end it with a period)

WHEREAS, (insert the reasons leading up to the need to address this issue – **basically the train of thought** – end each **WHEREAS** with a comma, and end your final resolve with a semicolon).

THEREBY LET IT BE;

RESOLVED, (list the **actions you would like to take place** after this resolution is passed, **ending each resolve with a period**).

DATE INTRODUCED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

VOTE COUNT: \_\_\_\_\_ (Approve) / \_\_\_\_\_ (Disapprove) / \_\_\_\_\_ (Abstain)

FURTHER CERTIFIED BY: \_\_\_\_\_  
Student Government Association President



*th*

**Number** *Legislative Session*

STUDENT GOVERNMENT ASSOCIATION  
OF TEXAS & INTERNATIONAL UNIVERSITY

Student Senate Bill: ###

[TITLE OF SENATE BILL]

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INTRODUCED BY: [Can be authored and introduced by any student]

SPONSORED BY: [Sponsors must be senators. A sponsor is not needed if author is a senator]

CERTIFIED BY: \_\_\_\_\_ *Chief Justice*

---

*President Pro-Tempore*

---

PURPOSE, (Insert a **one line sentence of purpose of this senate bill** and **end it with a period**).

WHEREAS, (insert the reasons leading up to the need to change the constitution – **basically the train of thought** – end each **WHEREAS** with a **comma**, and end **your final resolve** with a **semicolon**).

THEREBY LET IT BE;

RESOLVED, (list the **actions you would like to take place** after this resolution is passed, **ending each resolve with a period**).

DATE INTRODUCED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

VOTE COUNT: \_\_\_\_\_ (Approve) / \_\_\_\_\_ (Disapprove) / \_\_\_\_\_ (Abstain)

FURTHER CERTIFIED BY: \_\_\_\_\_  
Student Government Association President



*th*

Number *Legislative Session*

OFFICE OF THE STUDENT BODY PRESIDENT  
STUDENT GOVERNMENT ASSOCIATION

**Executive Order** [year] – [no. of order]

[Name of Ad-Hoc Committee]

PURPOSE: (Insert a **one line sentence with the purpose of this Executive Order** and **end it with a period**).

Membership: [Any SGA Officer, please include a list]

*Or*

Members shall be chosen in the following process and/or way:

Duration: [Month- Day-Year to Month-Day-Year]

*\*May add notes regarding dates*

Goals and Objectives: [Any goals and objectives, please include a list]

I, **[SGA President]** do establish this ad-hoc committee by Executive Order [year]-[no. of Executive Order] with the set requirements outlined by Article X of the SGA By-Laws. Signed on this [X] day of [Month], two-thousand and [X]. FURTHER CERTIFIED BY: \_\_\_\_\_

Student Government Association President

37



*Number Legislative Session*

STUDENT SENATE

STUDENT GOVERNMENT ASSOCIATION

Senate Creation of Ad-Hoc Committee [year] – [no. of order]

[Name of Ad-Hoc Committee]

PURPOSE: (Insert a **one line sentence with the purpose of this senate creation of Ad-Hoc Committee** and end it with a period).

Membership: [Any SGA Officer, please include a list]

Or

Members shall be chosen in the following process and/or way:



Duration: [Month- Day-Year to Month-Day-Year]

*\*May add notes regarding dates*

Goals and Objectives: [Any goals and objectives, please include a list]



TEXAS A&M INTERNATIONAL UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION

Grant Agreement

We, \_\_\_\_\_ agree to the terms and conditions of the  
(student organization)  
eligibility to receive a Government Association grant.

The grantee agrees to the following:

1. Publicize SGA sponsorship in some way, shape, or form. For example, SGA hashtag on social media, SGA logo on flyer, or mention of SGA at event.
2. Present grant recipient presentation after funds have been completed. It is to include the following criteria:
  - Attendance at the event
  - Success of the event
  - Final expense statement
  - Problems encountered
  - Future plan of the organization
  - Proof of Student Government Association sponsorship during promotion of event and during the event itself.
3. Affirming that your organization is receiving \$ \_\_\_\_\_ dollars, no more or less, as per your grant presentation, for the purpose(s) of \_\_\_\_\_.

4. Furthermore, you give the Student Government Association full rights and privileges to a certain assessable evidence that your organization has spent the awarded grant for the purpose(s) started above, and only for that/those specific purpose(s).
5. The SGA grant awarded for the semester of (\_\_\_\_\_, \_\_\_\_\_) is ONLY to be used for the semester applied for. If compliance is not met, it is the organization's responsibility to reimburse the funds granted by the Student Government Association by the end of the semester.

If the organization fails to complete any of the previously mentioned terms and conditions, the following measures shall be taken: **1. All funds granted to the organization shall be forfeited, and the funds shall be returned to the SGA account. 2. The organization will not be allowed to apply for or receive any SGA grants until all forfeited funds have been returned to SGA.**

We understand all terms and conditions. We also understand that in the case of a breach of contract, repercussions shall be taken, such as those stated above.

\_\_\_\_\_  
Signed by Organization Representative

\_\_\_/\_\_\_/\_\_\_  
Dated

\_\_\_\_\_  
Student Body Vice-President

\_\_\_/\_\_\_/\_\_\_  
Dated

\_\_\_\_\_  
Finance Director

\_\_\_/\_\_\_/\_\_\_  
Dated

*Texas A&M International University*  
STUDENT GOVERNMENT ASSOCIATION  
**OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_, do solemnly swear to uphold the following oath and contract of confidentiality:

*As an officer of the Student Government Association of Texas A&M International University, I swear to uphold the Code of Ethics and pledge to follow all rules and regulations set forth by the Constitution and By-Laws of the Student Government Association. As an officer of this governing organization of the Student Body, I understand that there are certain procedures within this organization to ensure that the needs and wishes of the Student Body are faithfully and impartially upheld. I also understand that there are certain administrative procedures that require confidentiality between the individuals stated in the Constitution and By-Laws of this Student Government Association and faithfully vow to uphold this oath and contract of confidentiality.*

I understand that in the situation that this oath and contract are broken that there may be repercussions not limited to impeachment or dismissal.

---

*Signed Dated*



## STUDENT-SENATOR MEETING STUDENT GOVERNMENT ASSOCIATION

This form is to be filled out by an SGA Officer during their meeting with a student.  
These meetings should be held at least once a month during an unscheduled office  
hour.

Name \_\_\_\_\_ of \_\_\_\_\_ SGA \_\_\_\_\_ Officer: \_\_\_\_\_  
Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Student(s): \_\_\_\_\_

Class: Freshman Sophomore Junior Senior Graduate College: ARSSB COAS CONHS COED

Major: \_\_\_\_\_ Minor/Concentration: \_\_\_\_\_

The Student is:

A Commuter Student A Resident Student (lives on campus) Started at  
TAMU Transferred to TAMU

Issue(s) that concerned this student:

1. \_\_\_\_\_

2.

---

3.

---

Suggested solution(s) provided to the student:

1.

---

2.

---

3.

---

Follow-Up Section:

If the student is comfortable with SGA contacting them please provide the following:

Student e-mail: \_\_\_\_\_@[dusty.tamtu.edu](mailto:dusty.tamtu.edu)

Phone number (optional): \_\_\_\_\_

*\*Don't forget to provide your information and SGA's information ([sga@tamtu.edu](mailto:sga@tamtu.edu)) to the student(s).  
This document shall be turned into the President of the Senate.\**



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

# **TITLE I: JUDICIAL BRANCH MEETINGS**

## **ARTICLE 1: JUDICIAL MEETINGS**

### **SECTION 1: ATTENDANCE POLICY**

A maximum of two (2) unexcused absences will be allowed from Executive Branch Meetings. Upon a third absence, the officer will be placed on probation, followed by an impeachment trial. An excused absence shall be an official University Business absence with appropriate documentation submitted to the Judicial Branch with a minimum of 48 hours prior to absence. There is no limit to excused absences.

### **SECTION 2: CANCELLATION POLICY**

Judicial Branch Meetings shall only be cancelled by the Chief Justice and only a maximum amount of two (2) times per semester will be allowed.

## **ARTICLE 2: EXECUTIVE CABINET MEETINGS**

The Chief Justice shall attend Executive Cabinet meetings to give a thorough report on the Judicial branch and ensure that all branches and plans of action abide by the SGA's governing documents.

## **ARTICLE 3: SENATE MEETINGS**

The Chief Justice shall attend Senate meetings for the swearing in of new officers, and to ensure the meeting is being run properly.

### **SECTION 2: ATTENDANCE POLICY**

An associate justice must be present in the absence of the Chief Justice. The Chief Justice shall only be absent twice (2) per semester.

# **TITLE II: END OF WEEK REPORTS**

## **SECTION 1: PROCEDURES**

The Chief Justice is responsible for ensuring that the judicial branch approves, rejects, and annotates all end of week reports, and sends them back to the SGA via email within one week of receiving.

## **SECTION 2: REFERRALS**

The Chief Justice is responsible for keeping track of officers who are breaking the end of week reports policy. Only one (1) referral shall be given out to officers breaking policy before the removal of office.

# **TITLE III: ATTENDANCE POLICY**

## **SECTION 1: PROCEDURES**

The Chief Justice is responsible for ensuring that the judicial branch reviews and annotates all attendance rosters and sends them back to the SGA via email within one week of receiving.

## **SECTION 2: REFERRALS**

The Chief Justice is responsible for keeping track of officers who are breaking the attendance policy. Only one (1) referral shall be given out to officers breaking policy before the removal of office.

## **TITLE IV: JURISDICTION OF THE COURT**

### **SECTION 1: CASE JURISDICTION**

The Court shall have jurisdiction in all cases pertaining to the constitution, legislative procedures, and other matters explicitly stated in the Student Government Association constitution.

### **SECTION 2: OVERSTEP OF JURISDICTION**

Any order by the Court issued outside the explicit jurisdiction provided in the branch shall carry no weight or enforcement under the given authority of the Student Government Association.

## **TITLE V: JUDICIAL STATEMENT OF THE COURT**

### **SECTION 1: AUTHORITY TO ISSUE JUDICIAL STATEMENT**

The Judicial Court holds sovereign authority to issue writs within any instance of a case brought forth to them.

### **SECTION 2: ISSUANCE OF JUDICIAL STATEMENT**

Writs may be issued following an appeal given that a simple majority of all justices agree to the issuance of the Judicial Statement by signature.

- a. The Judicial Statement, if issued, must be issued immediately after the submission of an appeal and before any potential hearing is held.

### **SECTION 3: JUDICIAL STATEMENT OF INJUNCTION**

A Judicial Statement of Injunction shall forbid those named in the Judicial Statement or their agents from 1) doing, 2) threatening to do, 3) attempting, 4) continuing to commit a specific action which is deemed unjust, inequitable, or injurious to the appellant and which cannot be immediately addressed by action of the Court.

### **SECTION 4: JUDICIAL STATEMENT OF MANDAMUS**

A Judicial Statement of Mandamus may be issued by the Court to inform S.G.A. official(s) that sufficient evidence of negligence or misconduct of their responsibilities has been shown such that immediate remedial action is necessary. The Court shall provide a direct course of action and an official must take following issuance of an opinion related to the controversy.

### **SECTION 5: NOTICE OF JUDICIAL STATEMENT**



Notice shall be given to the Chief Justice before any writ is issued. The Chief Justice shall review the writ to determine that all procedures have been properly followed. If a Judicial Statement is issued without the notice of the Chief Justice, its status shall be determined upon its earliest reception by the Chief Justice.

## **TITLE VI: PETITION FOR JUDICIAL STATEMENT**

### **SECTION 1: SUBMISSION OF APPEAL**

A petition form for any Judicial Statement must be initiated and submitted to the official Judicial Branch email for review by the Chief Justice.

- a. The official Judicial Branch email shall serve as the main channel of communication between all parties involved in a case.

### **SECTION 2: ACCEPTANCE OF APPEAL**

The Chief Justice shall review the petition and notify the other Justices if it warrants further inquiry. The Judicial Branch shall have final authority to grant an appeal by a majority vote.

- a. Justices may recuse themselves from cases in instances where they demonstrate a conflict of interest exists.

### **SECTION 3: REJECTION OF APPEAL**

In cases where an appeal is rejected, the Chief Justice shall notify the Petitioner of the Court's vote and provide a substantive reason for the Court's decision.

- a. The Chief Justice may choose to select any of the Associate Justices to render the substantive reasoning in their place.

## **TITLE VII: DISCOVERY AND NOTIFICATION OF EVIDENCE**

### **SECTION 1: PERIOD OF SUBMISSION**

Parties have a 72-hour period to submit all relevant evidence in the form of exhibits and a Witness List to the Court.

- a. Except upon an emergency Motion to Admit, no further evidence or updated Witness Lists shall be accepted after the allotted time frame
- b. Any party calling a witness to testify must have included that witness's name in the original Witness List and include an affidavit of the witness's recollection of relevant events. The affidavit must include the witness's signature affirming the following oath: "I swear and affirm the truthfulness of all perceptions, statements, and acknowledgments made in this affidavit." The affidavit template found on the Student Government Association webpage is the only acceptable format for affidavit submission.

### **SECTION 2: EXCHANGE OF SUBMITTED DOCUMENTS**

Upon the conclusion of the 72-hour period of discovery, the Chief Justice shall provide all submitted documents to the respective and opposing parties.

## **TITLE VIII: GENERAL APPEALS PROVISIONS**

### **SECTION 1: SCOPE**

All sections written in this article shall apply to all hearings that may be covered by the Judicial Court.

### **SECTION 2: PRIVACY PROTECTIONS**

If any information relevant to the case is deemed confidential by FERPA, HIPAA or any other educational confidentiality document, then the Court shall move into private session.

### **SECTION 3: QUORUM**

Hearings may only begin in cases where a quorum of (3) Justices is met, including the Chief Justice.

### **SECTION 4: VOTING MEMBERS**

All associate justices except chief justice.

### **SECTION 5: TIME EXTENSION**

The Chief Justice reserves the right to grant or reject a motion to extend time at their discretion or upon its request by any party to a case.

### **SECTION 6: ATTENDANCE TO HEARINGS**

Hearings shall be open to the general student population and any other TAMIU affiliates, only being limited to the capacity of the room. Entry to the hearing shall operate on a first-come, first-serve basis.

### **SECTION 7: REMOVAL OF DISRUPTIVE INDIVIDUALS**

The Chief Justice reserves the right, at any time, to remove individuals deemed disruptive from the hearing.

### **SECTION 8: CLOSED HEARINGS**

The Judicial Court reserves the right to move to a closed hearing upon the vote of a simple majority of Justices for any reason. Those permitted to attend a closed hearing shall consist only of the parties to the case, their witnesses, the Justices, and the S.G.A. advisors.

### **SECTION 9: AUDIO AND VIDEO RECORDINGS**

No audio or video recording, except upon its authorization by the Chief Justice, shall be played in any closed court hearing.

## **SECTION 10: ADVISORY OPINIONS**

Advisory opinions given by any Justice outside of a Court hearing are not binding on that particular Justice or the Court.

## **SECTION 3: STATUS QUO**

In the event that an even split decision of the Justices occurs, the Chief Justice shall be the tie-breaking vote.

# **TITLE IX: RULES OF EVIDENCE**

## **SECTION 1: PURPOSE**

Every rule or regulation henceforth mentioned is written to construct hearings and trials that 1) are fair, 2) eliminate unjustifiable expense and delay, and 3) promote the development of evidence-based law, to establish the truth and assure a just deliberation.

## **SECTION 2: RULE ON ILLEGAL EVIDENCE**

The Court may exclude relevant evidence if determined the evidence submitted was obtained illegally or in violation of university policy. This decision will be left to the discretion of a two-thirds (2/3) majority vote of Justices.

## **SECTION 3: RELATED WRITINGS OR RECORDED STATEMENTS**

If someone uses a part of a document or statement in a legal proceeding, the other side has the right to bring in additional parts or related documents to provide a complete and more accurate picture. This helps ensure a fair and balanced consideration of the evidence.

## **SECTION 4: TEST FOR RELEVANT EVIDENCE**

For evidence to be admissible:

- a. It must have some tendency to either support or weaken the likelihood of a fact. In other words, it should make a fact more or less probable than if the evidence was not considered.
- b. The fact(s) in question must be significant in deciding the outcome of the case or action.

## **SECTION 5: INSTANCES TO EXCLUDE RELEVANT EVIDENCE**

The Court reserves the authority to exclude relevant evidence if its value is substantially outweighed by at least one of the following reasons:

Unfair prejudice

- a. Confusing the issues
- b. Misleading the jury
- c. Undue delay
- d. Wasting time
- e. Needless presentation of cumulative evidence

## **SECTION 6: RULES FOR CHARACTER EVIDENCE**

Character evidence is defined as any testimony or document submitted for the purpose of proving that a person acted in a particular way on a particular occasion based on the character or disposition of that person.

- a. Permitted Uses: Evidence may be admissible for another purpose, such as proving motive, opportunity, intent, preparation, plan, knowledge, identity, absence of mistake, or lack of accident.
- b. Prohibited Uses: Evidence of a person's character or character trait is not admissible to prove that on a particular occasion the person acted in accordance with the character or trait.

## **SECTION 7: METHODS OF PROVING CHARACTER**

The following are different means of proving character:

- a. When evidence of a person's character or character trait is admissible, it may be proved by testimony about the person's reputation.
- b. When a person's character or character trait is an essential element of a charge, claim, or defense, the character or trait may also be proved by relevant specific instances of the person's conduct.
- c. Evidence of a person(s) habit/behavior or routine practice can be used as evidence in court. This evidence can be used to show that, on a specific occasion, the person(s) likely acted the same way they usually do, and the court can accept this evidence even if there's no additional proof or eyewitness account supporting it.

## **SECTION 8: DEFINITIONS OF HEARSAY**

Hearsay refers to an out-of-court statement offered to prove the truth of whatever it may assert. Hearsay, as defined, is not admissible.

Definitions:

- a. Declarant is defined as the person who made the statement.
- b. Hearsay is defined as a statement that the declarant does not make while testifying at the current trial or hearing.

# **TITLE X: PRE-TRIAL HEARING PROCEDURES**

## **SECTION 1: PRE-TRIAL HEARING SCHEDULING**

### Section 1 – Pre-Trial Hearing Scheduling

The Chief Justice reserves the authority to grant and schedule a pre-trial hearing upon its request by either party to a case so long as:

- A. The hearing is ninety-six (96) hours within the issuance of a Writ of Certiorari.
- B. The hearing is scheduled on an academic calendar day.

- C. The request provides a substantive and legitimate reason for holding such hearing.

## **SECTION 2: SUBMISSION AND CONSIDERATION OF MOTIONS**

Motions must be formally submitted no later than twelve (12) hours before the scheduled pre-trial hearing time and contain substantive reasoning for its granting. Immediately following the pre-trial hearing, each individual motion shall be either granted or denied by a two-thirds (2/3) majority vote of the Justices.

## **SECTION 3: MOTIONS TO DISMISS**

Motion(s) to Dismiss include:

- A. Either party to a case may make a Motion to Dismiss specific evidence in the form of an exhibit submitted to the Court given substantive legal reasoning.
- B. Either party may make a Motion to Dismiss specific witness testimony given substantive legal reasoning
- C. The Respondent may make a Motion to Dismiss the case in its entirety with no further Court action.
- D. A Motion to Dismiss may apply multiple pieces of evidence or witness testimony if 1) the content of exhibits or testimony is overwhelmingly similar and 2) the legal reasoning to dismiss the set of exhibits or testimony is overwhelmingly similar.

## **SECTION 4: MOTIONS TO ADMIT**

Motion(s) to Admit include:

- A. Either party may make a Motion to Admit specific evidence in the form of an exhibit submitted to the Court. The party must demonstrate that the evidence in question was incapable of being obtained during the period of discovery.
- B. Either party may make a Motion to Admit specific witness testimony. The party must demonstrate that the witness testimony was incapable of being obtained during the period of discovery.
- C. A Motion to Admit may apply to multiple pieces of evidence or witness testimony if 1) the content of the exhibits or testimony is overwhelmingly similar and 2) the legal reasoning to admit the set of exhibits or testimony is overwhelmingly similar.

## **SECTION 5: ALLOTTED SPEAKING TIME**

Each party shall receive fifteen (15) minutes to present opening arguments, reasoning for motions, rebuttal, in that order. The motioning party shall speak first, unless both parties are motioning, where the Chief Justice shall choose the first speaker at their discretion.

- A. The allotted time must be used for subject matter germane to the motion at hand.
- B. Time shall not be used by either party to bloviate about irrelevant subject matters and must cede any remaining and unused time to the Court.
- C. The Chief Justice reserves the authority to prevent further discussion of topics they deem not pertinent to the motions.
- D. Upon the conclusion of each party's allotted time, the Justices shall deliberate and vote to either grant or deny each motion brought forth.

## **SECTION 6: PARTY ATTENDANCE**

Each party, or a representative to a party, must be present to raise claims against any of the preceding.

# **TITLE XI: APPEAL HEARING PROCEDURES**

## **SECTION 1: APPEAL HEARING SCHEDULING**

The Chief Justices reserves the authority to schedule the appeal hearing to a case so long as:

- A. The hearing is maximum one hundred twenty (120) hours within the issuance of a Writ of Certiorari.
- B. The hearing is not scheduled on the same day as a potential pre-trial hearing.
- C. The hearing is scheduled on an academic calendar day.

## **SECTION 2: FAILURE TO ATTEND**

Failure of the Petitioner or their representative to appear the scheduled appeal hearing without a justifiable and Court approved cause shall terminate their right to appeal. If the Respondent fails to appear at the scheduled appeal hearing.

## **SECTION 3: ORAL ARGUMENTS**

Each party shall receive fifteen (15) minutes to present opening arguments, rebuttal, and other relevant details in the manner and order they deem fit. The plaintiff to the case shall start opening arguments.

- A. The first three (3) minutes of each party's oral arguments shall not be interrupted by any form of judicial questioning.
- B. Each party will call witnesses included in the Witness List to give their testimony.
  - a. Either party may choose to Motion to Sequester witnesses during the hearing. If permitted, all witnesses to testify will exit the room. The testifying witness will remain.
  - b. The Chief Justice shall issue the following oath for all witnesses to affirm: "Do you swear, as a student of Texas A&M International University, to state the truth, the whole truth, and nothing but the truth?" The correct response to the question is, "I do."
  - c. All witnesses will receive two (2) minutes to open discuss their testimony without questioning.
  - d. After the allotted time, the Justices receive two (2) minutes each to question the witness as they deem fit.

- C. Each party will then call witnesses included in the Witness List and receive five (5) minutes to question the witnesses. Either party is allowed to call and question any individual named on any Witness List during their allotted time.
  - a. The first three (3) minutes of this questioning will be uninterrupted by judicial questioning.
  - b. The final two (2) minutes of this questioning is subject to judicial questioning.
- D. After all witness questioning has ended, each party will receive three (3) minutes of uninterrupted closing argumentation.

## **TITLE XII: DELIBERATION AND OPINION**

### **SECTION 1: CLOSED DISCUSSION**

Upon the conclusion of the appeal hearing, the Justices hearing the case will go into a closed discussion. Only Student Government advisors and the Justices hearing the case shall be allowed in this closed discussion. The least tenured Justice shall offer their perceptions and remarks, then the next Justice shall, until the most tenured Justice has spoken. The Justices shall then enter open dialogue before the final vote is taken.

### **SECTION 2: APPEAL HEARING VOTING**

First, the least tenured justice will state their vote, then the next, until the most tenured Justice votes. A simple majority of Justices is needed to form a majority opinion.

### **SECTION 3: OPINIONS**

The most tenured Justice of each side shall write the opinion. This duty may be deferred to a lesser tenured Justice. Individual Justices may write or join concurring or dissenting opinions.

### **SECTION 4: SIGNATURES**

Each opinion must accompany the signature of the agreeing Justices. A copy of each opinion must be kept as a permanent file of the Judicial Branch.

- A. All opinions must be issued within twenty-four (24) hours of the conclusion of the appeal hearing.
- B. All opinions must be publicly posted for ease of student access.
- C. The majority opinion must be transmitted to the parties of the case.

## **TITLE XIII: REHEARING PROCEDURES**

### **SECTION 1: MOTION TO REHEAR**

Motions to Rehear may be submitted to indicate a procedural error was more likely than not to have occurred in a previously held case. A Motion to Rehear must meet the following criteria:

- A. A previously established procedure was contradicted in the appeal.
- B. Such contradiction unreasonably inhibited the administering of justice.

### **SECTION 2: TIME FOR SUBMISSIONS**

Motions to Rehear must be submitted within seven (7) calendar days of the posted opinion.

- A. Only Justices to have heard the original case shall sit on a rehearing.

### **SECTION 3: SCHEDULING**

The Chief Justice reserves the responsibility of reviewing the Motion to Rehear and to grant or deny the hearing.

- A. If granted, the Chief Justice shall schedule a day for the hearing within three (3) academic calendar days of the motion's submission.

### **SECTION 4: ALLOTTED SPEAKING TIME**

The motioning party shall receive ten (10) minutes to substantiate their claim of a procedural fault. No exhibits or witnesses from the previous case are allowed. All arguments must be germane and target failures to adhere to the S.G.A.C.

- A. A Motion to Rehear is considered closed to the public. Only S.G.A. Advisors and the Justices hearing the motion may attend.

### **SECTION 5: MISTRIAL**

A majority vote of Justices to grant the Motion to Rehear shall result in the original ruling being discarded. The original case shall be considered a mistrial. The case shall be reheard according to the procedures listed in Articles 4-10.

## **TITLE XIV: INTERNAL PROCEDURES**

### **SECTION 1: MEETINGS**

The Judicial Court is required to convene at least once an academic calendar month. The Chief Justice may schedule and convene extra meetings at their discretion.

### **SECTION 2: ATTENDANCE**

The Judicial Court's meetings are construed to be mandatory for all Justices. Upon accumulation of at least three (3) unexcused absences, the Judicial Court member will continue to serve in their position at the discretion of the Chief Justice.

## **TITLE XV: JUDICIAL ORDERS**

### **SECTION 1: DEFINITION**

A Judicial Order is defined as an official statement or interpretation by the Court. Judicial Orders may be binding on law within the jurisdiction of the Court as outlined in the Judicial Branch Bylaws and Student Government Association Constitution. Judicial Orders shall not be construed to:

- A. Grant the authority to dictate legislation.
- B. Grant the authority to change any existing language of either the S.G.A. Constitution or its accompanying bylaws and documents.

### **SECTION 2: PREVENTATIVE MEASURE**

A JUDICIAL ORDER MAY BE ISSUED FOR THE RESOLUTION OF A COMPLAINT INSTEAD OF A FULL HEARING AND TRIAL PROCESS. IF THE CHIEF JUSTICE DEEMS THE COMPLAINT WORTHY OF CONSIDERATION A SIGNATURE OF ALL JUSTICES IS REQUIRED TO GRANT THE COMPLAINTS PLEA.



# **TITLE XVI: REMOVAL OF JUDICIAL BRANCH MEMBERS**

## **SECTION 1: COMPLAINTS**

ANY CURRENT STUDENT OR AFFILIATE OF TEXAS A&M INTERNATIONAL UNIVERSITY MAY FILE A COMPLAINT CONCERNING A MEMBER OF THE JUDICIAL BRANCH THIS COMPLAINT WILL BE REVIEWED BY THE CHIEF JUSTICE.

- A. In instances where the complaint concerns the Chief Justice, the Associate Justices shall review the complaint together. The complaint, if deemed worthy by the Associate Justices, shall be forwarded to the Senate for possible impeachment proceedings

## **SECTION 2: REVIEW PROCEDURE**

The Chief Justice shall receive seven (7) academic calendar days to summon a performance review committee to assess the complaint. The committee shall be composed of the Chief Justice and Associate Justices.

- A. If the complaint is made by a member of the Court, they immediately forfeit their role in the review process.

## **SECTION 3: EVALUATION**

Upon evaluation of the complaint, the performance review committee may remove an individual from the Judicial Branch if it can be proven beyond a reasonable doubt that at least one of the following are true:

- A. Gross negligence of their duties, as outlined in the S.G.A. Constitution, has taken place.
- B. Gross negligence of their duties, as outlined in the S.G.A. Judicial Bylaws, has taken place.
- C. Disgraceful abuse of their authority as a member of the Judicial Branch has taken place.

## **SECTION 4: VOTING FOR REMOVAL**

A majority vote of the performance review committee shall be necessary to remove any member from the Judicial Branch.

- A. Votes of the performance review committee are considered final and unappealable

## **SECTION 5: RESIGNATION**

Any member of the Judicial Branch except for the Chief Justice reserves the right to resign at any time. Furthermore any accused member of the Judicial Branch may choose to resign from their office before a vote from the performance review committee is held.

## **SECTION 6: IMPEACHMENT OF THE CHIEF JUSTICE**

Following the impeachment of the Chief Justice by the Senate, the most tenured Associate Justice shall assume the position of Chief Justice until a new Chief Justice has been officially confirmed

## **SECTION 7: CHIEF JUSTICE REMOVAL DISCRETION**

The Chief Justice reserves the authority to remove members of the Judicial Branch from office for the academic reasons as outlined in Article 15.

# **TITLE XVII: ACADEMIC POLICY**

## **SECTION 1: ACADEMIC STANDING**

ALL MEMBERS OF THE JUDICIAL BRANCH MUST ADHERE TO THE ACADEMIC HONESTY POLICIES SET FORTH IN THE TEXAS A&M INTERNATIONAL UNIVERSITY HANDBOOK. NO MEMBER OF THE JUDICIAL BRANCH MAY BE ON SCHOLASTIC OR CONDUCT PROBATION WITH THE UNIVERSITY.

### **SECTION 2: GRADE POINT AVERAGE (GPA)**

ALL UNDERGRADUATE AND GRADUATE MEMBER OF THE JUDICIAL BRANCH MUST MAINTAIN A 2.5 MINIMUM GPA

## **TITLE XVIII: JUDICIAL BRANCH BYLAW AMENDMENT**

### **SECTION 1: VOTING**

AMENDMENTS TO THE JUDICIAL BRANCH MUST BE PASSED BY TWO-THIRDS VOTE OF JUSTICES. BYLAWS SHALL BE BINDING ONLY UPON A SIGNATURE FROM THE CHIEF JUSTICES AND SHALL BE SENT TO THE SENATE.

### **SECTION 2: REVISION DATE**

A REVISION DATE LOCATED ON THE FIRST PAGE OF THIS DOCUMENT SHALL SIGNIFY THE LAST INSTANCE THESE BYLAWS WERE AMENDED. THE CHIEF JUSTICE SHALL UPDATE THE DATE WHEN NECESSARY AND APPROPRIATE.

- A. A FIXED DATE LOCATED ON THE FIRST PAGE OF THIS DOCUMENT SHALL SIGNIFY WHEN THESE BYLAWS WERE ORIGINALLY ESTABLISHED.

### **SECTION 3: FORMATTING**

The Chief Justice may, at any time, alter the formatting of this document to be consistent with the S.G.A.C.

- A. This section does not authorize the Chief Justice to alter the 1) functionality, 2) rules, 3) authority, or 4) jurisdiction of any article located in these bylaws.
- B. The Chief Justice must notify the other members of the Judicial Branch how and when formatting changed. Formatting changes shall constitute a minor revision to the Bylaws.

### **SECTION 3: AMENDMENT'S PUBLICATION**

Any actions taken must be submitted to the Director of Records to be published on the "SGA Records".

## **TITLE XIX: SGA APPEALS COURT**

### **SECTION 1: MEMBERSHIP**

The SGA Appeals Court shall be composed of the SGA President, Director of Staff Development, the Speaker of the Senate, and a maximum of four (4) appellate justices.

### **SECTION 2: APPELLATE JUSTICE APPOINTMENT**

All appellate justices shall be nominated by an interview panel composed of the remaining Appeals Court members (SGA President, Director of Staff Development, and Speaker of the Senate). The SGA Advisor shall then appoint the nominees based on the merit of their application. This process shall be done at the beginning of the Fall semester, with an additional solicitation of candidates during the Spring semester if necessary.

### **SECTION 3: RESPONSIBILITIES**

The SGA Appeals Court shall oversee the appeal process of the SGA elections as described in the Elections Code Title XII, Article 6. They must also oversee all general case appeals that occur within the SGA.

## **TITLE XX: OFFICIAL DOCUMENT TEMPLATES**



# THE ELECTIONS CODE OF THE TEXAS A&M INTERNATIONAL UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

## **Mission**

This code aims to uphold the principles of student-led elections and foster a democratic and inclusive environment.

## **Purpose**

This code serves as the framework that governs the conduct of Student Government Association Elections. It establishes rules and procedures to ensure fair, transparent, and orderly elections.

## **TITLE I: ELECTIONS OVERSIGHT AUTHORITY- ELECTION COMMISSION**

### **ARTICLE 1: PURPOSE**

The purpose of this Commission shall be to assist the Election Commissioner in the execution of the election, as well as to serve as initial dispute resolution. All election disputes will first be reviewed by the Election Commission for resolution. Must uphold responsibilities under this election code. All students reserve the right to report any misconduct orchestrated by the elections commissions board to the SGA Judicial Branch.

### **ARTICLE 2: POSITIONS**

The Election Commission shall consist of three representatives. The Election Commission shall be chaired by the Election Commissioner appointed by the executive branch, plus one appointed representative from the Judicial and Legislative Branches with a majority vote from each branch. No representative that serves on the Election Commission shall be a candidate for any SGA Position for the election they are overseeing, nor should they hold an SGA Position for the upcoming SGA year.

### **ARTICLE 3: SWEARING IN**

All commission board members shall be sworn in on the first week of march, at an official SGA Senate meeting. The swearing in process reinstates through oath, that commission board members shall not make any decisions based on personal interests or discriminate based on racial, ethnic, gender, sex, or ability bias and must be ethical in their decision making. In the case of any report made against the Elections Commissioners, refer to the SGA Judicial Bylaws.

## **TITLE II: RUNNING CANDIDATES**

### **ARTICLE 1: POSITIONS**

The positions subject to the Election Code shall be:

- a. President
- b. Vice President
- c. Senators

### **ARTICLE 2: QUALIFICATIONS**

#### **a. President**

Candidates for the office of President shall meet and fulfill all requirements of the Constitution, By-laws, and Elections Code regarding the office of the President.

#### **b. Vice-President**

Candidates for the office Vice-President shall meet and fulfill all requirements of the Constitution, By-laws, and Elections Code regarding the office of the Vice-President.

#### **c. Senators**

Senatorial candidates shall meet and fulfill all requirements of the Constitution, By-laws, and Elections Code regarding the office of Senator.

## **TITLE III: -ELECTION SEASON**

**ARTICLE 1:** The SGA elections shall be conducted during the Spring Semester of the Academic Year. The Election shall be conducted in five phases as follows:

**Phase 1-** Solicitation of Candidate Pool

**Phase 2-** Training of Candidate Pool

**Phase 3-** Campaigning

**Phase 4-** Elections

**Phase 5-** Victory

### **ARTICLE 2: DEFINITIONS**

- a. An election is defined as a process in which multiple candidates run for a position, voters cast their votes, and once a candidate gets the majority of the votes, they are declared the winner of the race. In the case of no majority, a runoff election occurs.
- b. A majority vote is defined as 50% + 1 of the total votes.
- c. A runoff election is defined as a process in which the top two candidates from the first round of an election face off in a second election. The runoff election ensures that one candidate will get a majority vote.
- d. A winner can only be declared once they have gotten a majority of total votes.

## **TITLE IV: PHASE 1- SOLICITATION OF CANDIDATE POLL**

### **ARTICLE 1: SOLICITATION OF CANDIDATE POOL**

The solicitation of the candidate pool shall commence upon the third school week of march, exact dates shall be up to the commissioner's discretion. The Elections Commissions Board assumes responsibility for advertising the SGA Elections to the Student Body. The Election commission's Board shall begin to accept applications for candidacy upon the third school week of March for verification. Upon verification of the application, the application shall be forwarded to the Election Commissioner. The Solicitation Phase shall conclude on the Friday of the third Full Week in March.

## **TITLE V: PHASE 2- TRAINING OF CANDIDATE POOL**

### **ARTICLE 1: TRAINING OF CANDIDATE POOL**

The Training phase shall commence upon the fourth school week in March, exact dates shall be up to the commissioner's discretion. The Election Commission's Board maintains oversight of the training, which shall be conducted by the Election Commissioner. The training shall instruct the candidates on the rules and regulations of the election. The training phase shall conclude upon the end of the fourth school week of March.

### **ARTICLE 2: ELECTION TRAINING**

Election Training is mandatory for all running candidates. Only one make-up meeting will be called, and it shall be on the same day at a different time. Phase three, campaigning, shall start as soon as all candidates have gone through training. Training consists of the reading of the election code by the election commissioner, and the answering of any questions asked by candidates. The SGA advisor shall attend all training sessions. Any candidate that breaks any rule under this code shall be disqualified immediately by the election's commissioner with a majority vote from the commissions board.

## **TITLE VI: PHASE 3- CAMPAIGNING**

**ARTICLE 1:** The SGA Campaign shall commence upon the First school week of April and end on that school week.

**ARTICLE 2:** No candidate may appear on a ballot who has not previously submitted an application, duly received before the deadline

**ARTICLE 3:** Candidates will be verified to ensure that they follow all provisions of the Election Code and the qualifications for the office for which they are a candidate

**ARTICLE 4:** No candidate shall be on a ballot who has not completed their required Election Training conducted by the Election Commissioner.

**ARTICLE 5:** A candidate's campaigning expenses will be out of pocket and cannot exceed the following amounts:

- President & Vice President \$400.00
- Senators \$150.00

**ARTICLE 6:** All candidates shall submit an expense report to the Election Commissions Board. All amounts spent must be detailed in the expenditure report. All expenditure reports must have an accompanying receipt. Expenditure Reports shall be verified by the Election Commissions Board no later than the day after voting closes.

**ARTICLE 7:** No candidate may campaign outside of the designated election timeline.

**ARTICLE 8:** Any student assisting a candidate must be recognized as campaign staff by the elections commission board through the submission of the campaign staff form. The candidate assumes responsibility for all actions of campaign staff conducted as a part of the campaign.

- a. Any damages created on campus as a result of a candidate's campaign shall be paid for by the candidate responsible. Expenses coming out of damages shall not be included in their campaign expenses and shall be a separate expense.
- b. All printed campaign material must comply with university guidelines regarding posted material.
- c. All campaign materials must be removed within seventy-two (72) hours of election results being posted.
- d. Candidates and campaign staff may not remove, cover up/conceal (by any means), destroy, or vandalize another candidate's materials.
- e. Candidates may not use the official labels or logo of Student Government including but not limited to Student Government Committees on their campaigning material.
- f. The Election Commissions board will review all campaign material prior to use.

**ARTICLE 9:** Any disqualified candidate bears the responsibility for removal of campaign material.

**ARTICLE 10:** Complaints against other candidates shall be submitted to the Elections Commissions Board.

## **TITLE VII: - PHASE 4- ELECTIONS**

**ARTICLE 1:** The SGA Election shall occur during the second Week in April and shall last three class days (Monday, Tuesday, and Wednesday). The results of the election shall be announced in an open forum on the Friday of the second school Week in April.

**ARTICLE 2:** Run-off elections, if needed, shall be held the next week for two (2) continuous class days (Tuesday-Wednesday). Final run-off results shall be printed and posted at the office of Student Affairs in the morning following the close of the run-off election.

**ARTICLE 3:** All election results will be verified by the Election Commission's Board and announced by the Election Commissioner.

## **TITLE VIII: PHASE 5 INAUGURATION**

**ARTICLE 1:** The official inauguration for all elected candidates shall be held during the emerging leader's celebration. All candidates must be present to be sworn in.

**ARTICLE 2:** All elected officials may start their term as soon as they are sworn in, but the official legislative sessions shall start in the second week of the following school year



## **TITLE IX: POLLING PROCEDURES**

**ARTICLE 1:** Polling shall be conducted virtually through the official TAMIU Online Platform. No physical polling locations shall be designated

**ARTICLE 2:** All TAMIU students are eligible to vote in the elections, regardless of graduation year.

## **TITLE X: DEBATES**

### **ARTICLE 1: PURPOSE**

The purpose of the debates shall be to display the campaigns of the running Presidents and Vice Presidents to the student body, allowing for questions and answers, community and civic engagement, and public student input.

### **ARTICLE 1: HOSTS AND DATES**

The Elections Commission board is responsible for the planning and executing of the SGA Debates and shall advise all candidates of the event's time and date at the Election Training. Candidates must confirm their attendance at least three days prior to the event date. This event shall occur on the day before elections open.

### **ARTICLE 2: SEQUENCE OF EVENTS**

- a. The presidential debate shall be followed by the Vice-Presidential debate. There will be a 5–10-minute break between the Vice-Presidential and Presidential debates.
- b. Candidates can have a 2-minute opening statement and a 1-minute closing statement. Each candidate will be asked a series of questions, created by the election commissioners board, that will be answered in a randomized order.
- c. After all planned questions are asked and answered, students attending will have an opportunity to ask questions to a candidate. Their questions can be asked of a specific candidate or to all.

## **TITLE XI: - PARTY AT THE POLLS**

### **ARTICLE 1: PURPOSE**

The purpose of Party at the polls is to promote and encourage voter turnout for the SGA Elections with the help of Student Organizations. Board members shall give all running candidates the chance to have their own booth to promote themselves at this event and invite all student organizations to have an activity booth to help promote the elections.

### **ARTICLE 2: HOSTS AND DATES**

The Elections Commission board is responsible for the planning and executing of the SGA Party at the Polls and shall advise all candidates of the event's time and date at the Election Training. Candidates must confirm their attendance at least three days prior to the event date. The event should take place on the last day of elections.

**ARTICLE 3: PARTICIPANTS**

This event is catered for TAMIU students in collaboration with any student organizations willing to participate with their own activity booth. Candidates and student organizations participating at this event cannot promote campaign merchandise nor help students vote on-site.

**SECTION 5: BUDGET**

The money being used for this event shall come out of the SGA "Elections Budget".