

STUDENT GOVERNMENT ASSOCIATION BYLAWS

ARTICLE I: ATTENDANCE

Section 1: Attendance

Amount of unexcused absences resulting in dismissal:

25% of SGA general meetings or mandatory events within one semester = 3 meetings.

Mandatory events must be announce one week prior to their taking place.

And/or:

35% of SGA offices hours within one semester = 5 hours.

Senators must sign in on the book when they work their office hours so as to be counted as having worked that office hour.

Section 2: Excuses

Notice should be given at least 3 days prior to absence from mandatory events and office hours to the Secretary and will be voted on by the Executive Board to determine whether the absence is excused or unexcused. Excused absences are:

Another meeting such as committee, sorority, fraternity, etc.

Medical (a medical note may be required)

Out of town trip

Family Emergency

Academically related

Other excuses as approved by the Executive Council

- A. More than 3 unexcused absences will result in immediate impeachment.
- B. It shall be the Recording Secretary's duty to take attendance at all meetings and report any infractions of this policy to the President.
- C. It shall also be the Recording Secretary's duty to issue a warning upon such time as the member is in danger of being dismissed.

ARTICLE II: PROCESS FOR INQUISITION OF SENATORS

If said senator is not following nor giving regard for S.G.A. rules and responsibilities, he/she may be brought up for review by the Exec Board, only on the approval of a motion to do so by the Senate with a majority vote. This review will not have the power to inflict any sanctions or punishment on the person in question; but it will present its recommendation to the Senate. The Senate will then enact this recommendation through a motion, enact any motion they see fit, or move on with further business.

Any recommendation presented to the Senate by the Exec Board will be presented in an Executive Session of the Senate in order to protect the Senator's rights. During this time no one will be allowed to sit in the gallery, and the room must be

vacated by all observers excluding the Senate and its advisor(s). All business concerning personnel should be handled in Executive Session.

This amendment will act in accordance with the S.G.A. Constitution within Article IV, Section 1, A, 2, h and Article VII.

This amendment prohibits “Double Jeopardy,” keeping senators from being brought before both the Senate and the S.A.B.

ARTICLE III: RETREAT

Section 1: Transition and Retreats

There shall be one (1) Student Government Association Retreat to be held within the two week period following the commencement of classes in the Spring semester. There shall be one (1) Student Government Association Retreat to be held within the two week period following the commencement of classes in the Fall semester. These Retreats will serve as mandatory functions for all members of the Executive Council and the Student Senate.

ARTICLE IV: AMENDMENTS

Section 1.

Any member of the Student Senate or Executive Council may propose an amendment to the Bylaws of the Longwood University Student Government Association.

Section 2.

The proposed amendment must be submitted in final written form, accompanied by the signatures of four other Senate or Executive Council members in addition to the member who is proposing the amendment, to the President fourteen (14) days prior to the meeting at which it is to be proposed to the Senate.

Section 3.

Presentation shall be a formal reading of the proposed amendment. Upon presentation, the proposed amendment shall be tabled until the next Senate meeting.

Section 4.

Adoption of an amendment must be by a three-fourths (3/4) vote of the Senate.

ARTICLE V: COMPLIANCE WITH CONSTITUTION

Section 1.

These Bylaws were written in accordance with the Constitution of the Student Government Association.

Section 2.

The Student Government Association Constitution is the supreme governing law of the Student Government.

Section 3.

Any current sections of the Bylaws of the Student Government Association that are in conflict with the Constitution shall be deemed null and void.

ARTICLE VI: RATIFICATION

Section 1.

The Bylaws of the Longwood University Student Government Association shall become effective upon a positive three-fourths (3/4) vote of the Student Senate.

ARTICLE VII: LEGISLATIVE PROCESS

Legislative Process:

The procedure by which a Bill or Resolution becomes Student Senate Policy is as follows:

1. All business transacted is call legislation, and proposed law in the form of a bill.
2. Legislation must take on one of the following designations:
 - a. Resolution: expressing the Senate’s opinion or concerns about a given issue.
 - b. Referendum Bill: expressing an opinion or action of the Student Senate that must be voted on by the Student Body.
 - c. Bill: enacting any policies within the jurisdiction of the Senate.
3. The Member introduces the bill/referendum/resolution to the Senate by submitting the legislation to the Vice President and the Legislative Affairs Committee Chair the Thursday prior to the meeting it will first be discussed.
 - a. The Vice President will place the legislation on the following week’s agenda.
 - b. The Legislative Affairs Chair will distribute the bill/resolution/referendum to their committee for examination.
4. First Reading: The bill/resolution/referendum is read to the Student Senate during New Business. The matter is then officially tabled until the next meeting to allow for thorough examination. Only questions of clarification will be allowed during this part of the process. This includes no debate.

5. Review by Committee: The Legislative Affairs Committee will convene between the First Reading and the Second Reading to discuss the proposed bill. During this meeting the committee will make a decision as to whether they support or do not support the bill. Amendments to the bill may also be submitted at this time.
6. Second Reading: The matter is reintroduced to the Student Senate during Old Business of the following meeting. The bill will be read, debated, and voted on by the members of the Student Senate.
7. Debate: During the Second Reading, the debate process will be overseen by certain guidelines:
 - a. The bill's sponsor will read the bill and then have the floor first for debate.
 - b. Following their comments, the Legislative Affairs chair will have the floor. The LA chair will state the committee's opinion ("support" or "do not support") and then present any proposed amendments made by the LA committee.
 - c. Only the LA chair, unbiased on behalf of the committee or senate, will have the ability to propose amendments. These amendments will be voted on upon the motion of the LA chair.
 - d. Any member of the Senate may motion to make an amendment not proposed by the LA committee by 2/3 vote of the Senate.
 - e. Debate will continue and will be open to all members of the Senate.
 - f. At the conclusion of debate (or decision of the Vice President) the Student Senate will vote on whether or not to pass the bill/resolution/referendum.
 - g. At any point during debate, the sponsor can choose to pull their bill and have it removed from consideration by the Senate.
8. Fast Track: A bill or resolution may skip First Reading and be advanced to Second Reading by a 3/4 vote of the Student Senate. Fast track shall only be used on a case-to-case basis and will not be bound by previous decisions or precedents.
9. Once passed by the Senate, the bill or resolution is sent to the Student Body President where he/she will either sign or veto the bill.
10. If vetoed, the Senate can override the veto and pass the bill/resolution/referendum by a 2/3 vote. The vote on a motion to override a veto will occur using the Roll Call method.
11. After being enacted, the bill/resolution/referendum will be passed on to the LA chair who will be responsible for ensuring the bill's goals are reached.

12. Decorum in debate:

- a. Remarks must be confined to the merits of the pending question.
- b. A member's motives may not be attacked.
- c. No member may comment adversely on any prior act of the Senate that is not pending.

STATUTE 2: DRESS CODE

Section 1: Dress Code

I. Classes of Dress Code

- a. Class A: Business attire
 - i. For men, this means nice dress pants and dress shirt with tie
 - ii. For women, this means dress slacks or skirt with dress shirt.
- b. Class B: SGA Polo
 - i. With the SGA polo, dress pants will be worn for men or for women dress skirt or slacks.
 - ii. No jeans will be allowed.
 - iii. A shirt will be worn under the SGA polo.
- c. Class C: SGA T-shirt
 - i. Jeans, shorts, or dress pants can be worn with the SGA T-shirt
- d. Class D: Class Colors
 - i. During one or two meetings out of the semester, either the President or Vice President can call for a class color day for the following meeting.
 - ii. Jeans, shorts, or dress pants are acceptable.

II. Order of Dress Code

- a. Class A will be worn on the first Tuesday of the month.

- b. Class B will be worn on the second/forth Tuesday of the month.
- c. Class C will be worn on the third/fifth (if one) Tuesday of the month.
- d. Class D will be worn when the President or Vice President calls for this attire.

III. Name Tags

- a. The SGA nametag will be worn at every meeting.

IV. This bill shall be come effective immediately, subject to the action of the Student Body President.

As Approved by the Senate on Jan 18, 1996
As Amended September 1996
As Amended July 2002
As Amended September 11, 2004