

BYLAWS OF THE REPRESENTATIVE BRANCH

ARTICLE I – LEGISLATION

Section 1. Bills

- A. Bills shall have, as their object, the enactment, amendment, or repeal of a statute, and are the sole means by which a law may be promulgated. Bills establish policy for the Association;
- B. Any member of the Representative Branch or Executive Board may introduce Bills. Bills are to be considered a main motion, requiring a second to be brought to the floor;
- C. Drafts of Bills shall be filed with the Clerk of the Association not later than close of business two (2) days prior to the meeting at which it is to be introduced. The signature and district of their introducer shall accompany all Bills;
 1. Bills shall be prepared in a uniform manner, and shall be numbered for the purposes of identification and reference. The Clerk of the Association shall administer this process;
 2. Bills shall be prefaced by the enactment clause: “The Student Government Association of the State University of New York at Potsdam, New York, as represented in the Assembly and the Senate, does hereby enact as follows:”
- D. Upon the introduction of a Bill, it shall be discussed and may be referred to an appropriate committee for review. The Representative Branch shall not call any Bill to question upon its first reading except in extraordinary circumstances;
 1. The committee to which a Bill has been referred shall make such inquiries as may be necessary to ascertain the facts and circumstances that bear upon the Bill’s propriety. A report, which may or may not include a recommendation from the committee or branch to which a Bill has been referred, shall be required in order for the Bill to be voted upon. Once a report has been made, the Assembly, and the Senate reserve the right to vote on the bill, table it, or refer it back to committee for further investigation;
 2. Votes shall be by show of hands, by roll call, or yea/nay as provided for in Robert’s Rules of Order, 10th Edition Newly

Revised (or subsequent document). All votes shall be noted in the minutes of the meeting at which it was taken;

3. All Monetary Bills involving the assessment, allocation, or disbursement of funds shall be subject to the agreement of two-thirds (2/3) of the members of the Representative Branch, in their respective branches, present and voting. All other Bills shall require a simple majority for passage;
 4. Under extraordinary circumstances and only by the discretion of the Vice President, a bill may be labelled "Immediate Attention", thus permitting the Representative Branch to suspend the normal tabling procedures and vote on the measure at its first reading;
 - a. The Vice President must state his/her reasons for labelling a Bill Immediate Attention.
 - b. Objections to Immediate Attention are in order, and must be upheld by a two-thirds (2/3) vote of those members present and voting.
 1. If such a motion is sustained, the bill shall be considered under Article I, Sec. 1.D.1.
 - c. If a member of Representative Branch moves to label a Bill immediate attention, a two-thirds (2/3) affirmative vote of the branch in which the motion was made is necessary for passage;
 5. Bills involving the expenditure of funds to be taken from Supplemental, Contingency, or Equipment Replacement Fund lines may be introduced by the Treasurer, and shall include the following information:
 - a. Total amount of money requested, itemized where possible;
 - b. Rationale for request;
 - c. Any relevant additional information
- E. The Clerk of the Association shall record the vote on each Bill, along with the date of passage or failure. The bill shall be presented to the Vice President and Treasurer, who shall in turn sign the Bill, certifying its accuracy. Once the bill has passed in both the Assembly and the Senate, the Clerk of the Association shall then submit the Bill to the President of

the Association, who shall either accept or reject the Bill in accordance with the Constitution.

1. A veto may be overturned by a motion agreed to by two-thirds (2/3) of the Assembly and Senate present at the their next respective meetings.

Section 2. Resolutions

- A. Resolutions shall have as their object the expression of the intent or opinion of Assembly and the Senate;
- B. Only members of the Assembly and the Senate may introduce a Resolution. All Resolutions must be labelled with the date of introduction, have at least two (2) sponsors, and are to be considered main motions, requiring a second to be brought to the floor;
- C. Resolutions shall be filed in accordance with those procedures used for Bills;
- D. Resolutions shall be debated and voted upon in the same manner as a Bill, with the exclusion of the right to be labelled "Immediate Attention."
- E. All Resolutions shall include the enactment clause: "We, the Assembly and the Senate of the Student Government Association of the State University of New York at Potsdam, New York do hereby resolve:"
- F. Resolutions are not subject to veto by the President of the Association;
- ~~G.~~ The Vice President shall forward the complete text of adopted Resolutions to the student newspaper for publication as well as other forms of mass media including but not limited to the SGA Web Page within five (5) business days;

ARTICLE II – SGA COMMITTEES

Section 1. Committees

- A. Each Assembly Representative shall be required to serve on at least one (1) committee as a condition of office;
 - a. All committees shall be open to all Assembly Representatives;

- B. All committees, with the exception of Budget shall be open to all Senate Representatives;
- C. The Vice President shall serve as initial chair of all SGA Committees, appointing a Chair from within the committee by the third regular meeting of said committee, with the exceptions of:
 - a. Budget, which shall be co-chaired by the Treasurer and the Vice President;
 - b. Public Relations, which shall be chaired by the Comptroller;
 - c. Constitution, which shall be chaired by the appointed Parliamentarian;
 - d. And Election, which shall be chaired by the Vice President;
- D. The Vice President shall have the right to review the performance of all elected appointed chairs, and remove chairs not performing their duties to the Vice Presidents' expectations. Appeals are to be made in writing to the President of the Association. Removal may be overturned by a majority vote of the Assembly and the Senate, respectively.

Section 2. SGA Committee Descriptions

- A. Budget Committee:
 - 1. Shall consist of seven (7) Assembly Representatives. This committee is charged with preparing an annual budget for the following academic year each Spring, verifying the accuracy and propriety of Summer expenditures if any are made by the Executive board, and recommending guidelines for the budget process to the Treasurer;
- B. Constitution Committee:
 - 1. Advises the Association concerning matters of constitutional interpretation and policy. In addition, this committee is responsible for the review of organizational constitutions as per Association policy;
- C. Campus Affairs Committee:
 - 1. Responsible for issues involving the quality of student life, both social and academic;

D. Public Relations Committee:

1. Responsible for the comprehensive distribution of information to the campus community regarding the accomplishments, activities, and debates occurring within SGA;

E. Election Committee:

1. Established in the beginning of the Spring semester, and shall consist of not less than five (5) members of the Representative Branch. Coordinates, administers, interprets, and enforces all aspects of the election of Executive Board officers. Shall hold an informational meeting for all interested candidates for an Executive Board position immediately following the final day of nominations. The purpose of this meeting is to review election policy;

F. Ad-Hoc Committees:

1. Ad-Hoc committees formed by the Vice President to investigate specific issues, Bills, Resolutions, and proposals. Members may fulfill their responsibilities through serving on this type of committee.

ARTICLE III – REPRESENTATIVE BRANCH PROCEDURE

- Section 1. The presiding officer shall prepare an agenda for each Representative Branch meeting, respectively. With the omission of District Reports for the Senate meetings, and the omission of Organizational Reports for the Assembly meetings, this agenda shall be ordered in the following manner:

Call to order and roll call
 Approval of minutes from previous session
 Nominations
 Guest Speakers
 Immediate Attention Bills
 Officers' Reports
 Committee Reports
 Organizational Reports / District Reports
 Vetoed Bills
 Unfinished Business
 New Business
 Resolutions
 Forum
 Election Results
 Announcements

Adjournment

- A. A motion to Adjust the Agenda may be entertained with a two-thirds (2/3) affirmative vote.
- Section 2. Any question of parliamentary procedure not addressed by the Bylaws of the Representative Branch shall be resolved in accordance with Robert's Rules of Order 10th Edition, Newly Revised (or subsequent document).
- Section 3. All Resolutions and Bills involving the assessment, allocation, or disbursement of funds shall be subject to the agreement of two-thirds (2/3) of the respective Representative Branch members present;
- A. All other Bills shall require a simple majority for passage in the respective Representative Branch.
- Section 4. The Assembly and the Senate shall, by secret ballot plurality vote, elect a President Pro Tempore and a Sergeant-at-Arms not later than the second regularly scheduled meeting of the Fall Semester. These officers shall perform those duties assigned to their respective positions in Robert's Rules of Order 10th Edition, Newly Revised (or subsequent document).
- Section 5. Members shall, at all times, address their remarks to the presiding officer;
- A. Questions pertaining to a specific committee may be directed to a student member of said committee and be discussed freely, at the discretion of the presiding officer.
- Section 6. The presiding officer shall, in all but extraordinary circumstances, give floor privileges to members of the respective Representative Branch before spectators, special guests, or other individuals;
- A. Members of the Representative Branch reserve the right to recognize spectators, special guests, or other individuals in their respective meetings.
- Section 7. The presiding officer reserves the right to limit the number of spectators in the chamber at any time. The right to move into an Executive Session is reserved with a majority vote of the Representative Branch in question;
- A. An Executive Session consists solely of the Executive Board, Parliamentarian and the respective Representative Branch.
- Section 8. Should a member, for any reason, plan to miss a scheduled meeting, that member must communicate to the Clerk of the Association prior to the meeting a notice, accepted by the Clerk of the Association (ie: hand-

written notice, email, etc...), containing an explanation for the absence. Failure to do so shall result in the member being credited with one unexcused absence;

- A. The Vice President must deem all absences as excused or unexcused;
 - a. In extenuating circumstances, any unexcused absences may be reconsidered to be deemed excused;
- B. In the event that a Representative Branch member has three (3) unexcused absences from their respective Representative Branch meetings:
 - a. Assembly Representatives shall be expelled from the Assembly;
 - b. The budget of a Senate Representative's organization shall be affected as outlined in the Financial Policies and Procedures.

Section 9. Suspension of Rules

- A. Suspending the rules requires a second, is neither debatable, nor amendable, requires a two-thirds (2/3) majority, and may not be reconsidered. This is a motion to suspend Robert's Rules of Order 10th Edition, Newly Revised (or subsequent document) or any standing rules or customs;
- B. The Bylaws may not be suspended; they must be amended;
- C. Although not debatable, the maker of the motion may offer a short explanation as to why the rules should be suspended or what action will be taken once the rules are suspended;
- D. If a motion to suspend the rules for a particular purpose is unsuccessful, it may not be renewed without unanimous consent;
- E. After the item for which suspension occurs is carried out, the rules are automatically reinstated.

ARTICLE IV – ASSEMBLY REPRESENTATIVES

Section 1. On-campus Representatives

- A. Shall introduce themselves to their respective Resident Director (RD). Shall also ask their RD if it is possible to attend a Resident Assistant/Mentor meeting once each semester to introduce themselves;

- B. Speak with RD regarding SGA bulletin board in each resident hall;
- C. A bulletin board containing information regarding SGA, to be distributed to each district representative by the Vice President, accompanied with a photograph of each of the residence hall representatives shall be placed in their elected or appointed residence halls;
- D. Shall sit at a table in the Union, or other location as specified by the Vice President, where they will hand out information regarding what is occurring within SGA. This will be based upon a rotating cycle and representatives shall sit in pairs.

Section 2. Off-campus Representatives

- A. A bulletin board containing information regarding SGA, to be to be distributed to each district representative by the Vice President, accompanied with a photograph of each off-campus representative shall be placed in the Union;
- B. Off-campus representatives will sit at a table in the Union, or other location as specified by the Vice President, where they will hand out information regarding what is occurring within SGA. This will be based on a rotating cycle and representatives will do this in pairs.

ARTICLE V – GRIEVANCES

Section 1. All grievances shall be brought to the appropriate member of the Executive Board. If grievance is not resolved with that member, it shall be brought before the President of the Association (unless said grievance is pertaining to the President of the Association. In which case, grievance shall be brought before the rest of the Executive Board.).

Section 2. If grievance cannot be reconciled by the Executive Board, it shall be brought before the Student Judicial Court.

ARTICLE VI – AMMENDMENTS

Amendments to these ByLaws shall require a two-thirds (2/3) affirmative vote of the Assembly, and a two-thirds (2/3) affirmative vote of the Senate.

ARTICLE VII – RATIFICATION

These ByLaws shall become effective upon a two-thirds (2/3) affirmative vote of the Representative Branch. The enactment of this document results in the repeal of the BYLAWS OF ASSEMBLY or any preceding documents of similar purpose.