



**University of Arkansas – Fort Smith
Student Government Association**

SGA Bylaws

Article I: Membership

1. Executive Board Members
 - A. Shall be the duly elected officers chosen by the student body. They shall be the President, Vice-President, Chief of Staff, Secretary, and Treasurer.
2. Committee Chairs shall be appointed by the Vice-President; the responsibilities of committee chairs are as follows:
 - A. Schedule meetings weekly
 - B. Report to the Vice President and General Assembly
 - C. Report Committee meeting minutes and attendance weekly
 - D. Goal setting for academic year
 - E. Committee training once per semester minimum
3. Representatives of the Assembly shall have the following responsibilities:
 - A. Attend General Assembly meetings, hold a weekly office hour, attend committee meetings.
 - B. Constituent engagement (interviews, etc.)
4. Special Assistants
 - A. The president shall have the power to appoint special assistants to execute a specified duty for the duration of the academic year or until duties are completed.
 - B. They shall not have the power to vote in the General Assembly.

Article II: Attendance Policy

- All Representatives must attend committee and general assembly meetings.
- Three unexcused absences are allowed per semester before removal will be discussed. Two excused absences equal one unexcused absence.
- Reasoning for the absence must be submitted to the Chief of Staff for General Assembly or the Committee Chair for committee meetings 24 hours before the meeting.
- The Chief of Staff will determine the validity of the excuse.
- Chief of Staff or the Vice President will bring the name of any member not in compliance with the attendance policy before the Executive Board. The Executive Board members will vote on the removal of the member. Members can appeal the punishment to the President within 48 hours after the hearing.
- Three unexcused absences (two excused absences equal one unexcused absence, two unattended office hours equal one excused absence) are allowed per semester before removal will be voted on by the Executive Board.
- The Chief of Staff shall notify the member in question that the Executive Board will be voting on their dismissal. The member has the opportunity to come and give reasoning for their absences. If valid reasoning is not provided the Executive Board will dismiss the member. (see contract for valid reasons)

Article III: Officers

- The officers of the General Assembly shall be the President, Vice-President, Chief of Staff, Secretary, and Treasurer.
- They shall be elected by the student body during the spring semester of the academic year prior to them taking office. If a vacancy occurs the General Assembly shall follow Article 3, Section 3 of the constitution to fill the vacancy.
- They shall take office during the “Passing the Gavel” ceremony in accordance with NUMAS Award Ceremony annually in April and shall serve for a term of one year after election or until resignation, death, or impeachment.

Article IV: Duties of the Officers

President

The President of the Student Government Association shall have the following duties:

- i. To act as the official representative of the Student Government Association and the student body.
- ii. To serve as the official student representative on appropriate university committees or appoint an individual to serve in his/her absence.
- iii. To preside over all meetings of the Legislative Assembly and Executive Board.
- iv. To approve or veto any legislation passed by the Legislative Assembly.
- v. To aid the Legislative Assembly in fulfilling student-oriented objectives.
- vi. To execute and enforce all legislation passed by the Legislative Assembly.
- vii. To appoint special assistants to execute a specified duty for the duration of the academic year or until duties are completed.
- viii. To assume responsibility for all authority which s/he has delegated.
- ix. To serve as an ex-officio member of the Faculty Senate.
 - x. To attend meetings with SGA Advisor(s) and Vice President as needed.
 - xi. To schedule and attend monthly meetings with the Vice Chancellor for Student Affairs.
 - xii. To schedule and attend meetings with the Chancellor and Vice President once per semester.
- xiii. To create the agenda for weekly Legislative Assembly Meetings.

Vice President

The Vice president of Student Government shall have the following duties:

- i. To assume the functions and duties of the President should the latter be declared temporarily incapacitated by the Executive Board

- ii. To oversee all SGA Committees and those serving as an SGA representative on campus committees (i.e. Academic Integrity Committee, Food Service Committee, etc.).
- iii. Maintains communication regarding committee achievements, goals, policy, etc. between committee chairs and the Executive Board.
- iv. To coordinate any SGA Legislative Assembly guest speakers.
- v. To create and conduct on-going committee chair training.
- vi. To attend meetings with advisor(s) and SGA President as necessary.
- vii. To attend monthly meetings with the Vice Chancellor for Student Affairs.
- viii. To perform any duties delegated to him/her by the President.
- ix. To attend meetings with the Chancellor and President once a month.

Chief of Staff

The Chief of Staff of Student Government shall have the following duties:

- i. To act as the Parliamentarian for meetings, following and enforcing Robert's Rules of Order.
- ii. To conduct on-going training in parliamentary procedure.
- iii. To take roll at all meetings and be the recipient of all excused and unexcused absences of members.
- iv. To maintain accurate representative attendance logs.
- v. To maintain all transition documents for the upcoming year.
- vi. To create SGA representative binders for each representative.
- vii. To be responsible for member rewards system.
- viii. To provide the functions of the Vice President in his/her absence during Executive Board and Legislative Assembly Meetings.

Secretary

The Secretary of the Student Government shall have the following duties:

- i. To maintain a working office for SGA through the management of representative office hours.
- ii. To review representative office hours logs on a weekly basis and provide necessary feedback.

- iii. To maintain an office hour duties list for representatives to complete during office hours.
- iv. To report any office hour representative absences to the Chief of Staff.
- v. To be responsible for taking, posting, and distributing weekly minutes for all Executive Board and Legislative Assembly Meetings.
- vi. To act as the official SGA photographer and record-keeper.
- vii. To maintain order and upkeep of the SGA shared drive.
- viii. To provide the function of Chief of Staff in his/her absence of Executive Board and Legislative Assembly Meetings.

Treasurer

The Treasurer of Student Government shall have the following duties:

- i. To be responsible for keeping records of all financial transactions of SGA in the SGA Office.
- ii. To be responsible for compiling all of the committee budgets and constructing the overall Student Government Association budget.
- iii. To report any expenditures and the current SGA balance at weekly Legislative Assembly meetings.
- iv. To work closely with the Director of Campus Involvement on RSO Renewal and Allocations process.
- v. To provide the function of the Secretary in his/her absence during Executive Board or Legislative Assembly Meetings.

These officers shall perform the duties prescribed by the constitution, these bylaws, and the parliamentary authority adopted by the Student Government Association.

Article V: Executive Board

- The Executive board shall consist of the duly elected Officers of the General Assembly and the advisors shall be considered ex-officio members of the board.
- The President of the General Assembly will act as the chair of the Executive Board.

- The president shall coordinate the activities of the Executive Board and ensure the fulfillment of their charged duties.
- The Executive Board shall have general supervision of the Assembly, make recommendations to the assembly, and perform such other duties as are specified in these bylaws.
- Unless otherwise ordered by the board, regular meetings of the executive board shall be held once a week during the fall and spring terms. Special meetings of the board can be called by the president, advisors, or three members of the board.
- “The President and Vice-President of the SGA shall serve three and half weekly office hours. The Chief of Staff, Secretary, and Treasurer shall serve two weekly office hours.”

Article VI: Impeachment and Removal from Office

- 1) The Student Government Association reserves unto itself the right to impeach any of its members for any behavior that it deems as irresponsible and neglectful conduct in the member’s responsibility to carry out his/her constitutional duties.
- 2) Officers may be removed from office for cause by disciplinary proceedings as provided in these bylaws, as described in this article and the parliamentary authority.
 - A. A bill of impeachment must contain formal charges against the member and must be passed by a majority vote of those present to institute such proceedings.
 - B. The person so charged shall be notified in writing of the charges against him/her, the date of the hearing, and his/her right to present witnesses on his/her behalf.
 - C. The person(s) sponsoring the bill of impeachment shall then be charged with the duties of presenting the case. The case shall be heard by the total membership of the Legislative Assembly in open session. Then the Legislative Assembly shall deliberate in closed session. A two-thirds (2/3) vote of the entire membership shall be required to hold responsible.

- D. Upon being held responsible by the Legislative Assembly, the respondent shall be immediately removed from office. The decision of the Legislative Assembly shall be final.
- E. The impeachment hearing will be chaired by the highest ranking officer in the Legislative Assembly.

Article VII Standing Committees

1. The following committees shall be considered standing committees and are deemed necessary for the proper and efficient function of the General Assembly. The President and Vice-President shall be ex-officio members of all committees.

A. Finance and Allocations Committee

- 1. The Finance Committee shall be chaired by the Treasurer and members as appointed by the president. The finance committee shall have the following duties:
 - a. Create and recommend an annual budget for the next fiscal year.
 - b. Recommend any budget increases to the General Assembly and the Vice Chancellor for Student Affairs.
 - c. Recommend proper co-sponsorships or donations submitted by other organizations or departments on campus to the Legislative Assembly as necessary.
 - d. Serve as the RSO Allocation Committee and assists with the RSO Renewal Process.

B. Programming

1. The Programming committee shall be chaired by a member appointed at the pleasure of the Vice-President and members as appointed by the President. The Programming Committee shall work to create programming for the student body and the General Assembly in order to further the mission of the Student Government.

Examples:

- a. Rock the Vote or Voter Registration
- b. Assist with Constitution Week

- c. Welcome Week Event or Homecoming Event
- d. Leadership Programming for Student Organizations
- e. Community Engagement Projects (service days, etc.)

C. Public Relations

1. The Public Relations committee shall be chaired by a member appointed at the pleasure of the Vice-President. It shall also have members as appointed by the President. The Public Relations Committee shall have the following duties:
 - a. Create and execute an annual PR Plan.
 - b. Create and maintain Student Government Association Web Page, accessible to all students, faculty, and staff.
 - c. Work to promote a positive image for SGA through creative marketing efforts (i.e. buttons, signs as resident halls, T-shirt days, etc.)
 - d. Draft and submit press releases regarding updates from SGA to the Lions Chronicle Student Newspaper.
 - e. Work with the Public Relations Office at UAFS media relations.
 - f. Maintain the SGA Bulletin Board in the Smith-Pendergraft Campus Center.
 - g. Recommend and execute any T-shirt, Polo, or other SGA promotional materials.
 - h. Work with the various committees to create and execute timely marketing for all SGA activities and initiatives.

D. Campus Affairs

1. The Campus Affairs committee shall be chaired by a member appointed at the pleasure of the Vice-President. It shall also have members as appointed by the President. The Campus Affairs Committee shall have the following duties:
 - a. Evaluate issues with different student populations, such as through round tables, open forums, and additional means of hearing the student voice.
 - b. Represent the voice of the General Assembly in formulating policies that affect students.
 - c. Draft resolutions to be brought forward to the Legislative Assembly that regard campus life and academic affairs issues.
 - d. Advocate for UAFS Student Body

E. Elections and Research

1. The Elections and Research committee shall be chaired by a member appointed at the pleasure of the Vice-President. It shall also have members as appointed by the President. The Elections and Research Committee shall have the following duties:
 - a. Draft and distribute Candidate Applications for all Elections.
 - b. Create, maintain, and help enforce election campaign rules.
 - c. Have the authority to create and Appoint an Elections Review Board
 - d. Work with the Public Relations Committee to create marketing for upcoming elections.
 - e. Work with the Programming Committee to assist in Election-related events (i.e. debates, etc.)
 - f. Keep accurate records of candidate campaign spending and contributions.
 - g. Hold votes with the Student Body as necessary on additional issues (i.e. Referendums).
 - h. Work with other committees to conduct research to assist in the creation of proposed resolutions and policies.
- F. Special Committees
1. Such other committees, standing or special, may be established by the Assembly as it shall deem necessary to carry on its work. The members of these committees shall be appointed by the president unless this rule is suspended by a two-thirds majority vote before their appointment.

Article VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Assembly may adopt.

Article IX: Amendments of the Bylaws

These bylaws may be amended at any regular meeting of the Assembly by a two-thirds vote, given that the amendment has been submitted in writing at the two weeks prior to

the proposed vote on the amendment and the members have been duly notified of such a change.