

CONSTITUTION STUDENT GOVERNMENT ASSOCIATION LOUISIANA TECH UNIVERSITY



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Preamble

We, the student body of Louisiana Tech University, in order to best promote the interests and opinions of the student body on all matters that affect our lives, academically and socially, to promote such projects beneficial to the students, and to consider matters of policy and their implementation, do hereby ordain and establish this Constitution of the Student Government Association of Louisiana Tech University.

Article I. Enactment of the Student Government Association

Section I.01. Name

- A. The government organization of the Louisiana Tech University Student Body shall be known as the Student Government Association (SGA) of Louisiana Tech University.

Section I.02. Composition

- A. The SGA shall be composed of the Executive Branch, the Legislative Branch, and the Judicial Branch.

Section I.03. Purpose

- A. The purposes of this organization shall be as follows:
 - a. To serve as a channel of communication to the faculty and administration and to all levels of state government as to the opinions, wishes, and needs of the student body.
 - b. To establish policies affecting the University community in cooperation with the administration, faculty, and the State of Louisiana.
 - c. To establish and execute such programs and projects beneficial to the students.
 - d. To promote and improve relations between the Ruston area and the students of Louisiana Tech University.
 - e. To conduct such investigations and inquiries deemed necessary from time to time to implement the above causes.

Section I.04. Empowerment

- A. As appears in University of Louisiana System Board of Supervisors Bylaws:
SECTION XVII. STUDENT GOVERNMENT ASSOCIATION
- B. Board Recognition. The Board recognizes the value of a Student Government Association (SGA) at the institutions under the jurisdiction of the Board and encourages the establishment of an SGA at each institution. This is mutually beneficial to the student body and to the individual institutions. The SGA shall operate under a constitution approved by the president of the institution. An institution is authorized to collect SGA fees, approved by the Board, and to maintain them in a separate institutional account. Funds may be withdrawn from an SGA account by authorization of a legally constituted body of an SGA with the approval of the institution's president and/or his/her designated agent.

Article II. The Executive Branch

Section II.01. Power

- A. The executive power of the student body, herein granted, shall be vested in the SGA Executive Branch.

Section II.02. Composition

- A. The SGA Executive Branch shall be composed of the SGA Faculty Advisor(s), Student Body President, Student Body Vice President, Student Body Secretary, Student Body Treasurer, the Executive Cabinet, and the Tech Leadership Council.

Section II.03. Qualifications of the Student Body President and Vice President

The Student Body President and Vice President:

- A. Must have been a full-time student at Louisiana Tech University for three out of the four quarters, excluding summers, which immediately precede the office term, and must remain a full-time student through the office term. If, while in office, the officer experiences extenuating circumstances for a period and recovers but has to drop below full-time hours, the student senate may vote by simple majority to allow the officer to continue in his/her capacity. If a graduating senior is in his/her final quarter, he or she may remain in the position even if enrolled below full-time status, without a vote from the senate.
- B. Must have at least 50 semester credit hours by the end of the winter quarter prior to spring election.
- C. Must be eligible and intend to serve the entire office term.
- D. Must be a full-time student and enrolled full-time in a summer session after his/her respective spring elections.
- a. If the President is unable to be present at the University during a summer session, the Vice President will fill the position. If the Vice President is not available, a member of SGA will be appointed by the President and approved by a 2/3 vote of the Senate to perform the duties of President.
 - b. If the Vice President is unable to be present at the University during a summer session or is serving as acting president, a member of SGA will be appointed by the President and approved by a 2/3 vote of the Senate to perform the duties of Vice President.
- E. Must have at least a 3.00 cumulative GPA at the end of winter quarter prior to spring elections and maintain at least a 2.70 cumulative GPA from the time of election until the expiration of the term.
- F. Must score at least an 80% on a parliamentary procedure test in accordance with Robert's Rules of Order. The test is to be created and administered by the Supreme Court.
- a. The exam shall be different for each time the exam is administered. Any given exam shall not have the same answers nor identical questions as another exam.
 - b. The exam will be consistent with study material that candidates are given.
 - c. The candidates will be provided consistent, formal, and informative study materials including general Louisiana Tech SGA constitutional knowledge and Robert's Rules of Order in Brief for the exam.
 - d. Accommodations will be made through the discretion of the Supreme Court following

- University guidelines on accessibility and accommodation.
- e. The Supreme Court has the discretion to alter the threshold to pass the exam, but shall not re-administer another exam. The threshold may be altered in the event of a low average score, errors in the test creation, or other extenuating circumstances.
- G. The candidates for President and Vice President are required to have been in “good standing” (as defined in Article VI, Section 6.5) and held an Executive Office, Cabinet, Senate, or Supreme Court position in the SGA for at least two quarters preceding their office term.
- H. Failure to maintain any of the above applicable stipulations will result in the immediate and permanent removal from office.

Section II.04. The Duties of the Student Body President

The Student Body President shall perform the following duties:

- A. Serve as the Chief Executive Officer of the student body.
- B. Supervise and direct all executive officers in the performance of their duties and responsibilities.
- C. Represent the student body at meetings and conferences held for the interest of the students and Louisiana Tech University as a whole.
- D. Serve on and/or appoint representatives from the student body to University committees affecting student life and activities.
- E. Appoint executive committees and may serve as an “ex-officio member” on all of these appointed committees.
- F. Run, if they see fit, for an elected position within the Council of Student Body Presidents and/or the student member seat on the University of Louisiana System Board of Supervisors and/or the Louisiana Board of Regents.
- G. Appoint permanent Executive Department Directors with the approval of two-thirds of the voting members of the Student Senate Present.
- H. Appoint acting Executive Department Directors to serve temporarily for a nonrenewable period of no more than 30 class days in the event that a permanent department head can no longer fulfill their obligations. Approval from the Student Senate is not required in this case.
- I. Remove any appointed Executive Department Directors and executive committee members as deemed necessary.
- J. Can conduct a weekly meeting separate from the Student Senate with the Executive Officers of the Student Body, Advisor(s), and the Executive Cabinet members.
- K. Call special meetings of the Executive Cabinet, the executive committees, Student Senate, and the Supreme Court, as deemed necessary.
- L. Veto any legislative decision of the Student Senate, provided said legislation has not received a prior veto.
 - a. The President’s veto power may only be exercised within a six-calendar day period following the passage of the legislation.
 - b. Notice of the veto must be posted by twelve noon (12 p.m.) on the sixth day on the doors of the SGA office.
- M. Approve and cosign with the Treasurer, SGA expenditures that are not budget line items, which are more than \$100 and do not exceed \$300.

- N. Make reports to the student body as deemed necessary by the Executive Branch. O. Make executive decisions as needed to conduct SGA business during the absence of a voting Student Senate.
- P. Report and ensure that all active members within Student Government Association have completed the University mandated Hazing Training.
- Q. Work at least 18 hours per week in the SGA Office. Hours pursued during SGA related activities or while representing the student body shall be deemed as office hours to be applied toward weekly requirements.

Section II.05. The Duties of the Student Body Vice President

The Student Body Vice President shall:

- A. Assume the duties of the Student Body President during the absence of, or upon the request of, the President.
- B. Assume the office of Student Body President in the event the office of Student Body President is vacated.
- C. Supervise, as “ex-officio” and non-voting member of the Senate. E. Serve as speaker of the Senate. Duties will include:
 - a. The Speaker shall serve as the presiding officer of the Senate.
 - b. Open the Student Senate meetings promptly at 6 p.m. on Tuesday during regular session.
 - c. Preserve order and decorum of the Senate.
 - d. State each motion as it is made.
 - e. Recognize members who seek the floor for the purpose of speaking in debate or otherwise.
 - f. State and put to a vote: all questions requiring a vote, all questions upon which a vote is ordered, and announce the vote.
 - g. Be responsible for the processing of Senate-approved legislation and see that the legislation reaches the executive office within 48 hours of passage.
- D. Perform all other duties assigned by the Student Body President pertaining to SGA business.
- E. Act as head liaison between the Executive Officers, the Student Senate, and the Student Body President.
- F. Advise the Student Body President on questions of policy and administration.
- G. Attend all Senate and Cabinet meetings.
- H. Work at least 16 hours per week in the SGA Office. Hours pursued during SGA related activities, in meetings, or while representing the student body shall be deemed as office hours to be applied toward weekly requirement.

Section II.06. Qualifications of the Student Body Treasurer and Secretary

The Student Body Treasurer and Secretary:

- A. Must have been a full-time student at Louisiana Tech University for two out of the three quarters, excluding summers, which immediately precede the office term, and must remain a full-time student through the office term. If, while in office, the officer experiences extenuating circumstances for a period and recovers but has to drop below full-time hours, the student senate may vote by simple majority to allow the officer to continue in his/her capacity. If a graduating senior is in his/her final quarter, he/she may remain in his/her position even if he/she is enrolled below full-time status.
- B. Must have at least 18 semester credit hours by the end of winter quarter prior to spring election.
- C. Must be eligible and intend to serve the entire office term.
- D. Must have at least a 3.00 cumulative GPA prior to spring election and maintain at least a 2.70 cumulative GPA from the time of election until the expiration of the term.
- E. The candidates for Treasurer and Secretary are required to be in good standing with the SGA and have held an Executive Office, Cabinet, Senate, or Supreme Court position in the SGA for at least two quarters preceding their office term.
- F. The Treasurer is encouraged to attend a summer session (preferably the second) of summer school after election to office. If unable to attend, a summer treasurer must be appointed by the President and approved by a 2/3 vote of the Senate.
- G. Failure to maintain any of the above applicable stipulations will result in the permanent and immediate dismissal from office.

Section II.07. The Duties of the Student Body Secretary

The Student Body Secretary shall:

- A. Keep and post a permanent record of all business and legislative acts of the SGA.
 - a. Follow bylaws on procedure
- B. Keep and post a current public directory of all active SGA members.
- C. Maintain and preserve the SGA member binders.
- D. Keep and post the minutes of all SGA Student Senate meetings in accordance with the order of business provided in the bylaws.
- E. Keep an attendance roll at all Student Senate meetings and SGA functions.
 - a. Follow function protocol outlined in the bylaws
- F. Direct efficient and proper operation of the SGA office facilities.
- G. Check the GPA, enrollment, and classification status of each SGA member with the assistance of the Faculty Advisor(s) at least once per quarter. If a member fails to meet the required criteria, the Secretary shall notify the Supreme Court, via formal letter, and the member, via formal letter or phone, of the Secretary's actions on the matter.
- H. Work at least 12 hours per week in the SGA Office. Hours pursued must be during SGA related activities, in meetings, or while representing the student body shall be deemed as office hours to be applied toward weekly requirement.

Section II.08. The Duties of the Student Body Treasurer

The Student Body Treasurer shall:

- A. Serve as the Chief Financial Officer of the SGA and Student Loan Officer.
- B. Keep a permanent and accurate record of all financial transactions of the SGA.
- C. Prepare and submit separate budgets for each quarter, after approval by the Student Body President, to the Student Senate by the first meeting of each quarter.
- D. Approve any expenditure of SGA. At least two officers should cosign for any expenditure.
- E. Work at least 12 hours per week in the SGA Office. Hours pursued must be during SGA related activities, in meetings, or while representing the student body shall be deemed as office hours to be applied toward weekly requirement.

Section II.09. The Executive Cabinet

- A. The Executive Cabinet shall be composed of Executive Committee members and the SGA Executive Department Directors who shall advise the Student Body President on policy matters.
- B. The Executive Cabinet shall attend a weekly meeting scheduled by the Student Body President, as deemed necessary by the president, as well as the weekly Student Senate meeting, and will work one office hours per week in the SGA Office.
- C. Department members are appointed and removed as deemed necessary by the President to counsel the governing body on specific matters in his/her area of expertise.
- D. The appointed Executive Department Directors must be and remain a full-time student and have at least a 2.80 cumulative GPA at the time of appointment and maintain a 2.50 cumulative GPA until the expiration of the office term.
- E. The Executive Departments are outlined in the SGA Bylaws.
- F. Failure to maintain any of the above applicable stipulations will result in the immediate and permanent dismissal from office.

Article III. The SGA Legislative Branch

Section III.01. Legislative Power

- A. The legislative power of the student body, herein granted, shall be vested in the SGA Student Senate.

Section III.02. Composition

- A. The Student Senate shall be composed of the following:
- B. The Student Body President, Vice President, Secretary, and Treasurer and the members of the Executive Cabinet who shall all serve as non-voting members.
- C. Academic Class and Graduate School Senators shall include:
 - a. Two Senators from the Graduate School.
 - b. Two Senators each from the Senior, Junior, and Sophomore classes.
 - c. Three Senators from the Freshman class.

D. Academic College Senators

- a. Each academic college shall receive one Senator for every 800 students thereof enrolled in the said college.
- b. The enrollment which forms the basis for computation of the college representation shall be derived from the previous fall enrollment of all full time graduate and undergraduate students.
- c. Every academic college shall have at least one Senator regardless of enrollment numbers.

E. Ex-Officio Senators

- a. An ex-officio member is defined as a member that is allowed to vote and conduct business just as any other Senator would and is required to work one office hour per week and attend all mandatory SGA events in addition to the weekly Student Senate meeting. The ex-officio member must remain in “good standing.”
- b. An organization shall be allowed to apply for an ex-officio position on the Student Senate if the organization’s funding is provided through student assessed fees or the organization represents an under-represented part of the student body.
- c. The Supreme Court will review all Ex-officio applications to verify the constitutionality.
- d. The Student Senate shall grant organizations the right to an ex-officio seat in the following manner.
 1. Upon notification of eligible organizations by the Supreme Court, the Student Senate shall consider these applications during the next regular Student Senate business meeting.
 2. An election shall be held, in which organizations receiving a simple majority vote, on behalf of the Student Senate present, shall be appointed to serve on the Student Senate.
 3. The ex-officio election process shall follow rules established in Section 2.2 of the Bylaws of the Student Government Association.
- e. Ex-officio seats must not exceed 40% of the Student Senate.
- f. The organization is responsible for sending the representative to each Student Senate meeting.
- g. The office term for an ex-officio Senator is defined on an organizational basis, not an individual basis.
- h. Ex-Officio organization representatives will be elected on an organization specific vote and will not be announced during senate vote.
- i. Ex-Officio Senate seats are to be applied for and approved by the Student Senate within the first three senate meetings of the Fall Quarter.

Section III.03. Qualifications of Student Senators

- A. The following qualifications are needed to be eligible for a Student Senate seat: B. Candidates must have been a full-time student at Louisiana Tech University for two out of the last three consecutive quarters immediately preceding the office term and must not drop below full-time status throughout said office term. (Freshman and Graduate Senators shall not be required to be full-time students at Louisiana Tech for two consecutive quarters preceding said office term).

- C. Candidates must have at least a 2.80 cumulative GPA at the time of election and maintain at least a cumulative 2.50 GPA throughout the office term.
 - a. Freshmen senators are not required to meet the 2.80 GPA at the time of election but must maintain the 2.50 GPA throughout the term.
- D. Candidates running for Class Senator Seats must meet the following semester credit hour requirements:
 - a. Candidates for Senior Class Senator must have at least 90 semester credit hours by the end of the spring quarter of their election.
 - b. Candidates for Junior Class Senator must have between 60 and 89 semester credit hours, inclusive, by the end of the spring quarter of their election.
 - c. Candidates for Sophomore Class Senator must have between 30 and 59 semester credit hours, inclusive, by the end of the spring quarter of their election.
 - d. Candidates for Freshman Class Senator must be in their first year at a 4-year university at the time of their election.
- E. Candidates for College Senate seats:
 - a. Must be enrolled in the respective academic college at Louisiana Tech University at the time of election.
 - b. Must have been a full-time student of their respective academic college at Louisiana Tech for two consecutive quarters, excluding summers, immediately preceding the office term.
 - c. Must not drop below full-time status and must remain in their respective academic college throughout said term of office. (If appointed by the Student Body President in the event of a vacancy, a candidate shall not be required to have been a student of their respective college for two consecutive quarters.)
- F. Candidates for Graduate Senator must be a full-time graduate student at Louisiana Tech.
- G. No person may hold more than one voting position on the Student Senate at one time.
- H. Candidates must be in "good standing" with the SGA at the time of election if they are a current SGA member.
- I. Candidates must be eligible and intend to serve their entire office term. J. Failure to maintain the above applicable stipulations will result in dismissal from office.

Section III.04. Powers of the Student Senate

The Student Senate shall have the following powers and responsibilities:

- A. Approve SGA expenditures, not determined in the budget, in excess of \$300 by a majority vote of the voting members of the Student Senate present.
- B. Approve the quarterly budgets.
- C. Pass resolutions on behalf of the student body by a majority of the voting members of the Senate present.
- D. Override a Presidential veto by two-thirds approval of the voting members of the Senate present.
- E. Approve SGA appointments as outlined in the SGA Constitution and Bylaws. F. Elect, from amongst the Senators, via a two-thirds majority of the voting members of the Student Senate present, a Speaker Pro Tempore.
- G. Call special Student Senate meetings when deemed necessary by a majority vote of the voting members of the Senate present.

- H. Establish or dissolve committees as deemed necessary for carrying into operation the power and duties vested in this Constitution by a majority vote of the voting members of the Senate present.
- I. Determine and/or approve a Summer Senate to carry out the duties of the SGA during the summer quarter. Provisions for determining the need for a Summer Senate are outlined in Article II of the SGA Bylaws.

Section III.05. The Office of Speaker Pro Tempore

- A. The selection of a Speaker shall be conducted in the following manner:
 - a. Nominations for Speaker Pro Tempore shall be taken from the voting members of the Senate.
 - b. Senators wishing to run for Speaker Pro Tempore must have served on the Student Senate for a minimum of two quarters.
 - c. These nominations shall be tabled for one week. During this time, the candidates will take a test on Robert's Rules of Order developed and administered by the Supreme Court. Candidates must pass this test with an 80 percent or better score to be eligible for election.
 - d. Candidates who pass the test on Robert's Rules of Order will be allowed to be voted upon at the next Student Senate meeting.
 - e. A candidate must receive a two-thirds majority of the voting members of the Student Senate to be declared the Speaker Pro Tempore.
- B. The Speaker Pro Tempore shall serve to perform the following duties:
 - a. Assist the Vice President in his/her duties as deemed necessary.
 - b. Serve as Acting Speaker as long as a vacancy exists in the office of Vice President.
 - c. Perform other duties/functions and exercise such other duties as may be prescribed by the Constitution, Bylaws, or action of the Student Senate.
 - d. The Speaker Pro Tempore shall have a vote in the event of a tie.
- C. Vacancies in the office of Speaker Pro Tempore shall be filled in accordance with this section of the SGA Constitution.
- D. The Senator holding the office of Speaker Pro Tempore may be removed from the office of Speaker Pro Tempore during any regularly scheduled meeting of the Student Senate.
 - a. Causes for removal include, but are not limited to, missing more than one meeting in a quarter, failure to meet minimum qualifications for office, or having at least one unexcused office hour.
 - b. The Speaker Pro Tempore can be removed from office with a two-thirds vote of the Student Senate.
 - c. The removal process will be presided over by the Vice President and the vote must be taken by secret ballot.
 - d. If the Speaker Pro Tempore is removed from office, that person will return to his/her original position in the Student Senate.

Article IV. The SGA Judicial Branch

Section IV.01. Judicial Power

- A. The Judicial power of the student body, herein granted, shall be vested in the SGA Judicial Branch.

Section IV.02. Judicial Branch Composition

- A. The Judicial Branch shall be composed of the SGA Supreme Court consisting of the Chief Justice and eight Associate Justices.
- B. The Chief Justice shall be elected by the members of the Supreme Court as outlined in the SGA Bylaws.
- C. At least seven of the nine Supreme Court Justices must vote in all Supreme Court decisions.

Section IV.03. Qualifications

- A. Each of the nine appointed justices must:
- B. Be and remain a full-time student of Louisiana Tech University from the time of appointment until the end of his/her term.
- C. Have at least 30 semester credit hours at the time of appointment.
- D. Must have at least a 2.80 cumulative GPA at the time of appointment and maintain at least a cumulative 2.50 GPA throughout the office term.
- E. Failure to maintain the above stipulations will result in dismissal from office.

Section IV.04. Nomination and Approval

- A. Any Supreme Court vacancy shall be posted on the doors of the SGA office for a minimum of one week before replacing a justice.
- B. All prospective justices shall submit an application to the SGA office by a deadline determined by the Chief Justice and the Student Body President.
- C. Vacancies in the Supreme Court shall be filled in the following manner:
 - a. The Student Body President shall nominate individuals to be confirmed by a 2/3 majority of the Senate.
 - b. After the ninth class day of the Spring quarter of the current President's term, he/she will not be able to appoint justices to the Supreme Court.
- D. All individuals who are selected to fill a vacant Supreme Court position will serve for the remainder of the former Justice's respective term.
 - a. The respective term is defined as two presidential terms meaning serving under two consecutive SGA Presidents.
 - b. If an individual fills a vacant Supreme Court position, they will not be allowed to apply for a second term on the Supreme Court.

Section IV.05. Terms of Office

- A. The nine justices shall serve a two-year term or until they resign or fail to meet the required qualifications. If a justice has to vacate his/her post, a new justice will be selected in accordance to Article IV, Section 4.04.
- B. Justices shall not be part of the Student Senate or the Executive Branch.

Section IV.06. Powers and Duties

- A. The SGA Supreme Court shall:
- B. Interpret the SGA Constitution and Bylaws and render decisions through written opinion on questions not specifically covered in any of the aforementioned documents. Meet, and pass ruling if deemed necessary, whenever called upon by the Student Body President, the Election Committee, or by a majority of the voting members of the Student Senate present to decide questions presented to the Supreme Court by the Student Senate and/or the Executive Branch.
- C. Determine the constitutionality and authority of actions taken by the Executive Branch or the Student Senate as the Supreme Court sees fit.
 - a. Refer to bylaws on procedure
- D. Establish and/or dissolve committees as deemed necessary for carrying into operation the powers and duties vested in the Constitution by the recommendation of the Chief Justice or a majority of the voting members of the SGA Supreme Court.
- E. Review bylaw suspension requests to ensure the proposed suspension does not directly conflict with the constitution.
- F. Meetings that are attended to be the equivalent of office hours are outlined in the bylaws.

Article V. Removal Procedures

Section V.01. Parameters for Removal from SGA

- A. Members of SGA that are not in compliance with the qualifications or duties of their office can be tried by the senate for removal from the organization.
- B. Members must at all times be in compliance with Article XI: Conduct of the SGA; failure to do so will be grounds for trial for removal from the organization.
- C. Article IX of the SGA bylaws: Impeachment and Removal Proceedings, shall hereby be empowered to govern the means and justifications for actions resulting in the removal of a member, where it is not explained or in conflict with this Constitution.
- D. Members of Cabinet may be removed by the President subject to appeal to the Supreme Court.
- E. The SGA secretary shall be responsible for initiating the removal process for members for failures to required criteria outlined in Section II.07: in Section IV.03: Qualifications with the process outlined in Duties of the Student Body Secretary, subsection G.
- F. The removal process may also be initiated by the Student Body President, for violations that fall outside the criteria tracked by the Secretary.
- G. The removal process may also be initiated by any member of the Supreme Court, for violations that fall outside the criteria tracked by the Secretary.

- H. Any qualified individual must notify the Supreme Court Chief Justice, via formal letter, and the member, via formal letter, email, direct message, or text. The notification must identify the member in violation and outline the violation.

Article VI. General Elections

Section VI.01. Office Terms

- A. The office term of each SGA member shall run from the date of his/her installation as a member until the installation of his or her successor, unless the member resigns or is removed from office for one of the causes enumerated in the bylaws.

Section VI.02. Elections

- A. The primary election during the Spring quarter shall be held by secret ballot on a date as determined by the Commissioner of Elections and SGA Advisor and approved by the Student Senate. Official petitions for nominations shall be filed at a designated time and place as directed by the Election Committee.
- B. The election of Freshman Senators shall be held by secret ballot during the Fall Quarter as determined by the Election committee and approved by the Student Senate. Official petitions for nominations shall be filed at a designated time and place as directed by the Commissioner of Elections and SGA Advisor.

Section VI.03. Additional Information of the Election Code

- A. An election code governing elections is outlined in Article V of the SGA Bylaws.

Section VI.04. "Good Standing"

- A. "Good Standing" shall be defined as having no more than two occurrences of either: an unexcused absence per that quarter from an SGA Meeting or event or from a week's worth of office hours per that quarter.

Article VII. Successions and Vacancies

Section VII.01. General Information on Vacancies

- A. Vacancies must be posted on the SGA website, and communicated to the student body. Vacancies must be communicated using an online method, such as email. Vacancies may also be posted on the doors of the SGA Office for seven days before appointment can be made, at the discretion of the President. can be made, at the discretion of the President.
- B. The person appointed to a vacant position must meet all requirements for the office unless specified elsewhere in the constitution.
- C. All appointments must be approved by a two-thirds vote of the voting members of the Student Senate present.
- D. If the Student Body President shall vacate or is removed from office, the Student Body Vice President shall become the new President, this clause supersedes Article VII.01: A-C.

Section VII.02. Executive Branch Succession Plan and Vacancies A. If the Student Body Vice President, Secretary, or Treasurer shall vacate or be removed from office the procedures from Article VII.01 shall be followed.

Article VIII. Student Body Self-Assessments

Section VIII.01. Definition of Student Body Self-Assessments A. A student self-assessment shall be defined as any fee which is approved by a majority vote of the student body voting, following the recommendation of the University Fee Committee, approval of the University President, approval of the University of Louisiana System Board of Supervisors, approval of the Louisiana Board of Regents, and approval of the Louisiana State Legislature.

Section VIII.02. Referendum and Recall

- A. A student body self-assessment may be raised, lowered, or modified by a majority vote of the student body voting, subject to the recommendation of the University Fee Committee, approval of the University President, approval of the University of Louisiana System Board of Supervisors, approval of the Louisiana Board of Regents, and approval of the Louisiana State Legislature.
- B. A student body self-assessment may be recalled by amendment to this Constitution.

Article IX. Bylaws

Section IX.01. Bylaws

- A. Any legislation which has more than a temporary effect must be considered by a bylaw.
- B. A two-thirds vote of the Student Senate present is required to pass a bylaw under this Constitution.

Article X. Faculty Advisor

- A. The SGA Faculty Advisor(s) shall be appointed by the Division of Student Affairs.

Article XI. Conduct of the SGA

Section XI.01. Compliance with Louisiana Tech University Regulations A. The Student Government Association and its members agree to uphold and abide by the rules and regulations of Louisiana Tech University.

Section XI.02. Anti-Hazing Statement

- A. Hazing, in any form, is strictly prohibited by Louisiana Tech University and will not be allowed by this organization or its individual members and we will educate our members on the definitions of hazing, the possible consequences for committing hazing, the laws regarding hazing, and the negative effects of hazing.

Article XII. Amendments

Section XII.01. Method of Proposal

- A. Constitutional Amendments may be proposed by one of the following methods: B. A two-thirds approval of the voting members of the Student Senate present. B. A petition to the Student Senate signed by at least 300 students of the student body and approved by a simple majority of the voting members of the Student Senate present. C. A petition signed by at least 25 percent of the student body.

Section XII.02. Elastic Clause

- A. The Student Senate shall have the power to amend this Constitution with a two-thirds vote of the voting members present in order to make a grammatical or incidental correction that does not, in any way, change the meaning or context of the original text.

Section XII.03. Ratification

- A. All changes must be presented to the student senate a week prior to voting. B. Amendments to this Constitution shall become effective only if approved by two thirds of the student body voting - student senate.

Article XIII. Ratification

- A. This Constitution having been properly ratified by a two-thirds vote of the members of the voting student body and approved by the Student Organizations Committee during the Fall Quarter 2019 shall supersede all other Constitutions of the Louisiana Tech University Student Government Association.

**LOUISIANA TECH UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION
BYLAWS**

Adopted by the Student Senate November 2019

As amended effective Spring Quarter 2021

We, the student body of Louisiana Tech University, in order to best promote the interests and opinions of the student body on all matters that affect our lives, academically and socially, to promote such projects beneficial to the students, and to consider matters of policy and their implementation, do hereby ordain and establish these Bylaws for the Student Government Association of Louisiana Tech University.

**LOUISIANA TECH UNIVERSITY
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Article I: Executive Departments

Section 1.1: Composition

The executive departments of the SGA shall be listed from Section 1.4 through the end of Article I.

Section 1.2: Purposes

The purposes of the executive departments are to formulate and maintain projects of the SGA and to advise the Executive Council (President, Vice President, Secretary, and Treasurer).

Section 1.3: Responsibilities of Department Directors

- A. The department director shall organize and administer the programs within their departments.
- B. Committees within each department (except for standing committees) shall be established by the President upon the recommendation of the department heads.
- C. Department director shall attend SGA meetings each week.
- D. Department director shall work one hours per week in the SGA office. E. Department director shall report relevant information to the President each week to be sent out to the student body as deemed necessary.

Section 1.4: Department of Academic Affairs

- A. The Department of Academic Affairs shall be concerned with the academic aspects of student life at Louisiana Tech University.
- B. This department director and his/her committee shall be in charge of all aspects of Louisiana Tech's Who's Who recognition program. This includes the selection of recipients and the banquet in Winter Quarter. Eligible applicants are undergraduate students who sign a statement on the application saying they intend to graduate in that year. The Who's Who Selection Process is as follows:
 1. Faculty Nominations will be collected.
 2. Application screening and scoring is done by Academic Affairs Department Head and SGA Advisor.
 - a. The scoring and point values are approved by the Advisor and the appropriate Vice President within Student Advancement.
 - b. If the Department Head is a candidate, then a substitute will be appointed by the Advisor.
 3. An Interview Process of the top 35 nominees is conducted by the Faculty/Staff Committee.
 4. The Top 20 are chosen by the Faculty/Staff committee, and the two who best epitomize the Spirit of Louisiana Tech are chosen by the committee to receive the Tenets of Tech Award.
- C. The students who qualify for this award must be graduating in the Winter of the banquet, or the following Spring, Summer, or Fall.
 1. A letter from the applicant's academic advisor verifying their expected graduation date must be turned in with the application.
 2. All other requirements are outlined in the application.

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Section 1.5: Department of Campus Activities

- A. This department shall work with Union Board, Greek Life, and other areas of campus to act as a liaison between SGA and outreach events.
- B. This department shall oversee the Dog Haul and Welcome Week Activities, Organization Browsers, and Deck the Toll (Holiday Decorations).
- C. This department shall promote unity among recognized student organizations through programmed activities on campus.
- D. This department shall coordinate with the Public Relations department to promote all campus activities.

Section 1.6: Department of Commissioner of Elections

- A. The Commissioner of Elections shall be responsible for conducting, staffing, and policing all SGA elections.
- B. The Commissioner of Elections is not eligible to run for office while holding this position.
 - 1. It shall also be encouraged that preference be given to a senior applicant that would be in their graduating year while holding the position.
- C. The Commissioner of Elections shall be responsible for all student opinion surveys deemed necessary by the Senate and/or the Executive staff.
- D. The Election Committee shall be a standing committee within this department for the purpose of policing elections.

Section 1.7: Department of Community Service

- A. This department shall coordinate activities or projects which tie the SGA to the community (both at Louisiana Tech and in Ruston).
- B. This department shall coordinate the Big Event to be held in the Spring Quarter of each year.
- C. This department shall notify the student body of any community service opportunities on campus and in the surrounding community.
- D. This department shall work in conjunction with the Keep Louisiana Beautiful Initiative to coordinate service projects to fulfill requirements.

Section 1.9: Department of the Tech Leadership Council

- A. The department is responsible for a program dedicated to the development of first year student leaders enrolled in the University.
- B. The students will be required to complete an application and all relevant interviews for evaluation to become a member.
- C. All Students who become members of the TLC are considered members of the SGA.

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- D. TLC members must attend at least one SGA meeting per quarter.
- E. TLC members shall be assigned to SGA committees as needed (executive departments and senate) and are expected to complete the duties assigned to them by the committee chair.
- F. No more than two unexcused absences from TLC meetings per quarter will be allowed.
 - 1. After the third unexcused absence, the member will receive a letter from the Department Director terminating their membership.
 - 2. Failure to attend one SGA meeting per quarter shall result in an unexcused absence unless the member has a conflicting class.
- G. TLC members must work one service hour with the SGA every quarter and provide proof of completion to the Department Directors.
- H. TLC will be encouraged to develop or continue projects they see as beneficial to the freshman class and the greater University or Ruston Community.
 - 1. Project budgets must be approved by a 2/3 vote of the student senate.

Section 1.10: Department of Internal Affairs

- A. This department is responsible for documentation of all SGA activities by this department and shall put together a presentation for the Installation Banquet showing all the activities of the past year.
- B. This department shall coordinate social gatherings for SGA members and organize intramural sports events within SGA.
- C. This department is responsible for “Big/Little” in TLC. They shall meet and coordinate the event with the TLC confidants.

Section 1.12: Department of Public Relations

- A. This department shall be responsible for promoting all activities associated with the Student Government Association.
- B. This department shall organize cabinet and senator reports and update ongoing projects on the Louisiana Tech website.
- C. This department shall relate and maintain teams to promote SGA for Time Out for Tech and Orientation Sessions.
- D. This department shall oversee all forms of SGA social media.
 - 1. Create proper promotional plan to generate student engagement.
- E. This department shall write press releases as requested by the president.
- F. This department shall document members, events, and other activities through pictures and other media forms.
- G. This department shall maintain, on a weekly basis, the SGA website that includes member rosters, university e-mail addresses, a calendar of events, and senate business.

Section 1.13: Department of Sports Promotion

- A. This department shall work in conjunction with the Louisiana Tech Athletic Department to publicize university-sponsored sporting events.
- B. This department shall promote student participation in university-sponsored sporting events.
- C. This department shall work in coordination with the Mascot Team to schedule appearances for or care for the Louisiana Tech Live Mascot and doghouse.
- D. This department shall plan a bus trip for an away football game or a possible bowl game each year, if possible.

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Section 1.14: Department of Student Affairs

- A. This department shall help plan Homecoming Week and all of its activities.
1. The Student Affairs cabinet nor the SGA President can run or be nominated for Homecoming Court.
- B. This department shall coordinate Homecoming Court Selection and Elections with the following procedure:
1. Homecoming Applications shall be reviewed and scored by an appointed committee designated by the SGA Advisor.
 2. The Top 20 Male and the Top 20 Female applicants designated by the aforementioned appointed committee receive interviews.
 - These interview judges will be outsourced and chosen by the Homecoming Director.
 - F3. The Top 12 Male and the Top 12 Female applicants based on 60% of their interview score and 40% of their packet score are placed on the Homecoming Ballot.
 - This ballot will be voted on by the student body with the Freshmen Senator Elections; at least two weeks prior to the Homecoming Football Game.
 - The students are able to vote for 3 male and 3 female candidates on the ballot.
 - This ballot will not be released by the SGA.
 4. The Top 7 Male and the Top 7 Female candidates from the student body vote will be recognized as the Homecoming Court.
 - The King and Queen are the Top Male and Female vote recipients and are announced at Halftime of the Homecoming Game.
 5. Follow Homecoming Procedure outlined in article V.
- C. This department shall coordinate the Installation Banquet at the end of the school year.
- D. Modifications to the Homecoming Court selection and election procedures may be made by the university administration, provided that such modifications are communicated with and agreed upon by the SGA President, Vice President, and the student senate via a $\frac{2}{3}$ vote.

Section 1.15: Department of Technology

- A. This department head shall set-up and maintain, on a weekly basis, a website for the SGA that includes member rosters, university e-mail addresses, and a calendar of events.

Section 1.16: Department of Diversity and Inclusion

- A. This department shall be responsible for fostering good relationships with minority groups on campus.
- B. This department shall promote diversity and inclusion on Tech's campus. C. This department shall be responsible for coordinating diversity and inclusion training for SGA as deemed necessary by the SGA President.
- D. This department shall work in conjunction with the Office of Multicultural Affairs to promote initiatives regarding diversity and inclusion.

Section 1.17: Department of Student Support and Wellbeing

- A. This department shall partner with mental health organizations, both on-campus and off-campus, to promote mental health awareness and provide resources that support student wellbeing.
- B. This department shall collaborate with Greek Life and other student organizations to host events that raise awareness for critical student safety issues, such as drunk driving prevention, sexual assault awareness, and other cause-related initiatives.
- C. This department shall organize and oversee an annual philanthropy drive, in partnership with student organizations, to raise funds and support for charities and organizations that promote student wellbeing and awareness of issues such as suicide prevention, mental health, and substance abuse education.
- D. This department shall work in coordination with other SGA departments and campus organizations to ensure the promotion, visibility, and impact of student wellbeing initiatives and events.

**LOUISIANA TECH UNIVERSITY
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Article II: Student Body Senate

Section 2.1: Office Hours

- A. All senators are required to complete one office hour per week.

Section 2.2: Organizational Members

- A. Organizational Senate positions must be applied for by organizations within the first three meetings of fall quarter and approved by a simple majority of the Senate present.
- B. The Organizational Senate application process shall occur in the following manner:
1. Three weeks prior to the first regular meeting of the student senate in the Fall Quarter, the President shall duly notify campus organization leaders of the Organizational Senate application process.
 2. One week prior to the Organizational Senate applications closing, the President shall remind campus organization leaders of the eligible application period and shall set a date at which an open meeting explaining the application process.
 3. The President shall close the application process, when appropriate, and send all of the applications to the Supreme Court to determine eligibility..
 4. The Vice President shall receive the list of eligible organizations from the Chief Justice.
 5. During the next meeting of the Senate, the Speaker will open the floor for nominations for ex-officio seats with a full list of eligible organizations shown.
 6. After nominations have closed, there will be a discussion period where the Student Senate will enter debate.
 7. After discussion, the Speaker will move the question to an election.
 8. This election shall be held in the following manner:
 - A. The Speaker shall present the list of eligible organizations, which will serve as the ballot for the election.
 - B. Organizations must be removed from the ballot, via a majority vote, until the total number of organizations on the ballot equals or is below 40% of the Student Senate.
 - i. If the total number of organizations is equal to or below 40% of the Student Senate before any organizations are removed, the Student Senate may elect to keep the ballot as presented.
 - C. Once the criteria is met and the Speaker hears no following motions, the Student Senate shall move to vote on the ballot.
 - D. The ballot shall require a majority vote to be approved.
 - E. Once the ballot is approved, each organization on the ballot shall receive an Organizational Senator seat on the Student Senate.

Section 2.3: Standing Committees

There shall be five standing committees of the Student Senate whose duties respectively shall be to take into consideration all matters that properly pertain to the subjects assigned to them. These matters may be referred to them by the Senate. The five standing committees of the Senate shall be the following:

- A. Senate Rules and Oversight -The SROC will be responsible for the creation of all amendments to the SGA governing documents to include the Constitution and Bylaws of the SGA. They will also be responsible for overseeing internal issues pertaining to the Student Senate, carrying out Senate investigations, and the carrying out of impeachment proceedings originating in the Student Senate.
- B. Campus Improvement and Activities - The SCIAC shall be responsible for the handling of legislation pertaining to the improvement or modification of campus infrastructure and appearance. This committee shall meet regularly with those parties deemed necessary to grasp fully the status of current or possible campus improvement projects.
- C. Communications - The SCC will be responsible for any public relations and public service announcements pertaining to the student senate including but not limited to social media use, legislation records, and announcements. This committee shall seek to gather student input and foster relationships between senators and constituents.
- D. Appropriations Committee - The SAC will be responsible for hearing and approving or denying Senate matching funds requests as submitted to the SGA Treasurer. The SAC shall also carry out all investigations pertaining to the SGA quarterly budget.
- E. Ad-Hoc Committees
 - a. Ad-Hoc Committees shall be established by the president for the term of their presidency or as long as he/she feels fit. i.e. Elections

Section 2.4: Officers and Memberships of Standing Committees

Each senator shall sit on at least one of the Standing Committees.

- A. All officers and members of Standing Committees of the Senate must be members of the Student Senate.
- B. The Vice President shall appoint members to each standing committee including the appointment of the Committee Chairman and Vice-Chairman.
- C. Committees shall meet at least bi-weekly unless deemed unnecessary by the Committee Chairman and SGA Vice President.
- D. Minutes of each meeting should be recorded and presented at the next SGA meeting by the Committee Chairman. Minutes shall be made available within a week of each meeting.

Section 2.5: Summer Senate

- A. The Summer Senate shall be composed of up to 50 percent of the newly elected senators in the spring quarter immediately preceding the summer quarter of the said term.
- B. The Summer Senate is elected at the final Student Senate meeting of the regular academic year by nomination and two-thirds approval of the regular Student Senate.
- C. The Summer Senate shall meet on Tuesdays at 6 p.m. during the summer quarter as deemed necessary by the Executive officers.
- D. The Summer Senate will hold the same qualifications, powers, and responsibilities as the Student Senate.

- E. Any legislation deemed to have more than a temporary (effecting the current summer quarter) effect by the Executive officers, requires an electronic mail vote of the regular Student Senate or postponement until the Student Senate conducts business the following Fall Quarter.
- F. Must be in accordance with the SGA constitution and bylaws.
- G. The Summer Senate shall be led by the Vice President who acts as the speaker of the Senate, as described under Section II.05 Duties of the Vice president subsection C. In the event that the Vice President cannot fulfill this duty the President shall assume the role as speaker of the Senate for the Summer Senate term only. In the event that the President cannot fulfill this duty the Summer Senate shall elect a Speaker Pro Tempore for the summer term only. This temporary Speaker Pro Tempore shall assume the role of speaker of the Senate for the summer term only.
- H. The speaker of the Senate for the Summer Senate is responsible for ensuring that the actions of the body are in accordance with the SGA constitution and bylaws.

Article III: Supreme Court Powers & Duties

Section 3.1: Legislation Review

Supreme Court shall review all pending legislation of the senate. The proposed legislation must be turned into the Supreme Court at the time set by the Chief Justice & Vice President.

Section 3.2: Chief Justice Election Procedure

Candidates will have 2 minutes to address the Supreme Court individually. Following these statements, the Supreme Court will be lead in discussion on candidates by the SGA President and former Chief Justice. Once discussion is over and mandatory vote will decide the chief.

Section 3.3: Supreme Court Office Hours

Supreme Court is also required to complete the one office per week, but this can be accomplished through Supreme Court Meetings, Behavioral Standards Meetings, and/or Honor Council Meetings.

Article IV: Finances

Section 4.1: University of Louisiana System Financial Compensation

Regulations governing financial compensation of SGA Officers as appear in University of Louisiana System Board of Supervisors Bylaws: SECTION XVII. STUDENT GOVERNMENT ASSOCIATION

- A. Tuition Waiver and Salaries for SGA Officers. A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to selected SGA officers of those institutions not to exceed the value of four full time equivalent values of tuition, exclusive of student self-assessed fees. The waiver of tuition shall remain in effect for the duration of the respective terms of office. (Revision approved 3/26/99)
- B. Salaries. A salary may be paid, with SGA funds, to the president, vice president, treasurer, and/or secretary. The salary shall be determined by the SGA at each institution and must be approved by the institution's president and/or his/her designated agent.
- C. Obligation of SGA Officers. Receipt of this tuition waiver and salary by the SGA

officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA constitution.

Section 4.2: Louisiana Tech University Financial Compensation

- A. The President, Vice President, Secretary, and Treasurer shall receive a stipend to aid in defraying the costs of tuition by eighty-one percent.
- B. The President, Vice President, Secretary, and Treasurer shall receive a monthly salary based on the amount of hours each officer is mandated to work by the Constitution of the SGA at a pay rate no less than \$4.64 per hour.
- C. The Financial Aid Office and the Comptroller of the University shall administer all financial compensation for the listed executives.
- D. Receipt of this tuition defrayment and salary by the SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the SGA constitution and Bylaws.

Section 4.3: Student Worker Salaries

- A. The President's Cabinet shall have the authority, as the need arises, to secure student secretaries for the SGA office, to be paid through the Financial Aid Office at Louisiana Tech University.
- B. The President's Cabinet shall have the authority, with two-thirds approval of the Senate and the approval of the SGA Advisor, to appoint student secretaries, selected by the executive team as the need arises. The secretaries shall be paid the minimum student wage per hour worked.

Section 4.4: Requisitions

Each requisition written for an SGA expenditure must be approved by the SGA Advisor, then signed by the Director of Student Development and the Assistant Dean of Student Life before the requisition shall be valid.

Section 4.5: Financial Assistance

- A. Funds may not be awarded to an organization that is not formally recognized by the University through the Student Activities Office.
- B. Funds donated will only be given as matching funds not to exceed \$500. A 2/3 vote of the Student Senate is required for the matching funds to pass.
- C. Legislation for said funding must be tabled for one week prior to vote.
- D. The appropriate form (Approved by the Student Senate) must be filled out by the requesting organization with all necessary documentation attached. (Form available in the SGA Office). The form must be submitted to the SGA office by the close of business on the Monday prior to the meeting at which the bill will be introduced.
- E. Consideration, to allocate funds, will be determined through debate of the student senate in order to decide if the event is one which will benefit a significant sample of the overall student body or to promote the name of the University on a national level.
- F. If funds are allocated, the SGA must be recognized on all advertisements as co-sponsor of said event or function. The SGA Treasurer is responsible for overseeing this clause.
- G. A minimum of \$2000 per quarter must be allocated towards matching funds with no carry over budget allowed.

- H. When considering the allocation of funds for matching funds requests, a minimum of \$2000 must be presented in the budget for each quarter.
- I. The SGA Student Senate is not required to exhaust the approved budget; however, any of the budget that is left over will not be carried over to the next quarter.
- N. A minimum of \$2000 per quarter must be allocated towards matching funds with no carry over budget allowed.

Section 4.6: Expenditures of Department Heads

- A. Any expenditure from the department heads should not exceed their approved budget.
- B. Should a circumstance that warrants allocation of increased funding for departmental activities arise, it must be approved by the SGA Treasurer and the SGA Advisor, and then voted on by the senate if the cumulative increase to a line of the budget exceeds \$300.

Article V: Attendance Requirements

Section 5.1: Student Government Association Meetings

- A. All Senators, Cabinet, Supreme Court, and Executive Officers must be able to regularly attend scheduled meetings of the SGA in order to be eligible to hold an SGA position.
- B. SGA members enrolled in classes which consistently meet at the time of regularly scheduled SGA meetings must present their official schedule to the SGA Secretary for approval and exemption from meeting attendance. Exemption from meeting attendance shall be granted to each person no more than one quarter per academic year.
- C. Any other activities which consistently conflict with SGA meetings shall not be deemed activities for which absence from any SGA meeting is excusable.
- D. Failure to carry out a committee assignment by any member shall be deemed as an unexcused absence.

Section 5.2: Office Hours

- A. All SGA Members are required to complete one office hour per week.

Section 5.3: Absences and Tardies

- A. All Senators, Cabinet, Supreme Court, and Executive Officers are expected to attend all SGA meetings, with electronic notification being issued after two total absences.
- B. Good Standing shall be defined as having no more than two occurrences of either: an unexcused absence per quarter from an SGA Meeting or from a week's worth of office hours per quarter. Non-compliance with "good standing" shall be cause for the termination of that person's term in the SGA.
- C. SGA function not mentioned in the constitution is defined as all events deemed mandatory by the Executive Officers with a 14-day notice to the members of SGA.
- D. Three unexcused tardies shall constitute an unexcused absence. A tardy shall be defined as arriving after the completion of roll call or leaving before official adjournment.
- E. Absences that are not excusable include but are not limited to: spectator of or participation in intramural sports, parties, or other events of similar social standing; work or meeting conflicting with the regularly scheduled meeting, general out-of town trips for personal reasons; meetings or events of other organizations, occurring more than once per quarter; major tests, lab reports, or term papers due; and lack of knowledge of an event caused by a previous absence.
- F. Excuses for an absence must be received by the Secretary by midnight the night before said absence to be excused, except for events needing more time to plan - date will be set by the Secretary.

- G. Three unexcused absences from SGA meetings, SGA events or office during one quarter will result in termination from SGA.
- H. The Secretary shall determine if an absence is excusable. Any SGA member may appeal a decision on an absence through a formal appeal to the Supreme Court within 48 hours of the Secretary's original decision.

Section 5.4: President's Participation in Other Activities

- A. The President of the Student Government Association must not hold office or participate in other campus organizations or activities that shall conflict with the fulfillment of his or her duties and responsibilities as President.
- B. Failure to comply with this bylaw without proper cause shall be grounds for removal from office.

Article VI: Election Code

Section 6.1: Governance

All official SGA elections shall be governed by an Election Committee. The Election Committee shall consist of the SGA Advisor, the Director of Student Development and/or the Assistant Dean of Student Life, the Commissioner of Elections, the SGA President, Chief Justice, and five Senators chosen by the Commissioner of Elections and approved by the Senate. The Commissioner of Elections shall serve as chairperson of the Election Committee.

Section 6.2: Dates

All election dates shall be approved by a vote of the Student Senate.

- A. Primary elections shall be conducted by secret ballot on two consecutive days within the first six weeks of spring quarter.
- B. Freshman elections and Homecoming Court selection shall be conducted by secret ballot on two consecutive days two weeks before Homecoming.
- C. Runoff elections, if necessary, shall be conducted by secret ballot within two weeks of the end of the primary election as set by the Election Committee.

Section 6.3: Eligibility

Members of the Student Body will be considered eligible to run in an official SGA election if he/she:

Qualify under the appropriate regulations outlined in the SGA Constitution.

- A. File an unofficial transcript from the Registrar's Office and a petition in the SGA office with the Commissioner of Elections containing at least 100 signatures of Louisiana Tech students by the deadline determined by the Election Committee.
- B. Place a deposit of \$50 with the SGA Treasurer as a statement of knowledge of the election code and its contents. A forfeiture in case of violation of this code will be determined by the election committee.
- C. Be able to attend SGA meetings as outlined in the SGA Bylaws.
- D. Must attend the mandatory election meeting as set by the Commissioner of Elections.
 - 1. Failure to attend the meeting, have all pertinent information (deposit, transcript, and petition) and arrive on time (no more than five minutes past the designated start time) will result in immediate disqualification.
- E. Not being able to attend or being late to the meeting may be excused only by a majority decision of the Commissioner of Elections, SGA Advisor, and a non-running member of the Student Senate.

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Section 6.4: Eligibility Verification

- A. The Election Committee will meet within 48 hours of the mandatory election meeting to verify the eligibility of all candidates.
- B. If a candidate's eligibility is in question, he/she has the right to address the Election Committee at the verification meeting.
- C. If a candidate is ruled ineligible by the Election Committee, he/she has 24 hours to appeal the decision to the Supreme Court.

Section 6.5: Campaigning

Campaigning as defined in The American Heritage Dictionary of the English Language as "an operation undertaken, as by means of propaganda, to attain some political, social, or commercial goal." It is also defined as:

- A. Placing in public view any signs, posters, advertising handbills, etc.
- B. Speaking to any group other than the candidate's campaign committee by a candidate or supporter with the intention of soliciting votes for the candidate.
- C. Publicizing intention to run on any page, status or update on social media.

Section 6.6: Campaigning Limitations

Campaigning Limitations may be set by the Election Committee with the approval of the Senate. The Elections Committee shall monitor and police current election code and the Constitution during the election process, and seek clarification through the Supreme Court and past Supreme Court rulings. The following applies to all candidates:

- A. No campaigning shall be allowed prior to the Verification meeting. The Election Committee will set an official date for campaigning to begin.
- B. No campaigning shall be conducted within the area of the SGA physical polls on election days. This area shall be defined by the Election Committee and communicated in writing to all candidates during the Election Meetings.
- C. Candidates are prohibited from participating in any sort of negative campaigning. Negative campaigning, or mudslinging, as defined by the American Heritage Dictionary is "to make malicious charges and otherwise attempt to discredit an opponent, as in a political campaign." Any slanderous, libelous, or otherwise negative statements or actions by one candidate regarding another candidate are considered negative campaigning. Participation in any campaigning deemed inappropriate by the Election Committee may result in disqualification and/or forfeiture of their election deposit or portion thereof.
- D. All advertisements, signs, posters, etc. must meet regulations governing student organizations in the "Student Handbook," and all signs and posters must be approved by the Student Activities office.
 1. All posting facilities must be free-standing and self-supporting.
 2. Special areas within each building may be designated as open-use bulletin boards. Candidates must follow each building's rules of posting.
 3. No signs shall be attached to the exterior of buildings, light poles, shrubs, sidewalks, or other parts of the landscape.
 4. No signs shall be placed on any campus organization's "A" frames without written or verbal permission from organization president.
 5. No tabletop figures shall be placed in the student center or Tolliver.
 6. No chalking is allowed on the buildings or sidewalks.
- E. Campaigning with the use of mass E-mails is considered unsolicited propaganda and is prohibited.

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- F. No candidate or member of his/her election staff may make use of SGA resources, including access to exclusive SGA benefits, authority, and attire, with the intention of soliciting votes for his/her position. Furthermore, the physical SGA office or position within SGA may not be used to campaign for a position with the use of any form of propaganda except by oral communication.
- G. Handbills may be placed under residence hall doors according to current Housing regulations.
- H. No candidate may run for more than one office at any given election.

Section 6.7: Expenditures

- A. Total expenditures of any candidate for the Executive Branch shall not exceed \$500.
- B. Total expenditures of any other candidate shall not exceed \$250.
- C. All candidates shall file an election expenditure statement (including relevant receipts) with the SGA Treasurer and the SGA Advisor.
- D. The expenditure statement should be signed and dated within 48 hours after the close of the polls in the deciding election.

Section 6.8: Ballot

- A. Names on the official SGA ballot will be listed in alphabetical order by last name.

Section 6.9: Election Formulas

Total votes cast (not including abstentions) in a particular election shall be divided by two times the number of offices filled. The quotient plus one is the majority required for the election. $\text{Total Votes}/(2 * \# \text{ of offices}) = x; x + 1 = \text{Majority}$

- A. If the number of candidates with votes in excess of the majority is greater than the available office, the top vote receivers up to the number of offices will be elected.
- B. If the number of candidates with votes in excess of the majority is less than the number of available offices, the top two candidates will have a run-off for each available office.
- C. Candidates will be decided in descending order of votes received in the primary election.
- D. The candidates with the highest number of votes in the runoff will be elected to the remaining offices.
- E. In the event of a tie in a runoff election, the candidate with the highest number of votes in the primary election shall be declared the winner.
- F. The results of any race for which an appeal has been filed will be withheld until the resolution of the appeal process.

Section 6.10: Violations

- A. Violations of the Election Code by a candidate may result in a disqualification and/or forfeiture of the deposit or a portion thereof.
- B. The exact penalty shall be determined by the SGA Election Committee.
- C. Election deposits will be kept for the following reasons:
 1. Violations of the election code during a campaign.
 2. Failure to take free-standing signs down on and around campus within 48 hours of the deciding race.
 3. Failure to remove social media sites and posts within 48 hours.
 4. Failure to take posted signs down on and around campus within one week of the deciding race.

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5. Failure to claim deposit in two weeks after the election will result in forfeiture of the deposit.

Section 6.11: Due Process of Protests, Violations, and Appeals

- A. All protests of elections and reports of violations shall meet all the following:
 1. Shall be in written form.
 2. Shall be signed by eyewitnesses, if any.
 3. Shall be received by a member of the Election Committee no later than two hours after the close of the polls.

- B. Parties involved in filing a violation or an appeal as well as any individual charged must be notified in writing of their rights within 12 hours of the appeal's filing. Appeals may only be filed during normal business hours, 8 a.m. – 5 p.m., Mon. – Fri.
- C. Each valid report of violation shall be reviewed by the Election Committee no later than 24 hours after all parties have been informed of the appeal. Validity will be established by a majority vote of the Election Commissioner, SGA President and SGA advisor.
- D. The Election Committee's decision may be appealed by either party to the SGA Supreme Court within 24 hours of notification of the Election Committee's decision.
- E. The SGA Supreme Court shall meet no later than 24 hours after all parties have been informed that an appeal of the Election Committee's decision has been filed.
- F. The Structure for hearings for both the Election Committee and Supreme Court shall be as follows:
 1. Both parties shall be permitted to present a case.
 2. The party reporting the violation or appealing the decision of the Election Committee shall present his/her case first.
 3. Any attorney present may only visit with his/her client and may never address others involved, including the appellate body, as this is a student tribunal.
 4. Witnesses, if any, may be called in when needed, but must leave the tribunal upon completion of their testimony.
 5. After each party concludes his/her case, the appellate body members may ask questions of only that party.
 6. Closing remarks made by each party may last only three minutes, beginning with the party submitting the violation or appeal. This party may use all three minutes at this time or only a portion thereof and use the remainder of the three minutes for rebuttal after the three-minute closing remarks made by the other party.
 7. After closing remarks are completed, the parties will leave the tribunal while the SGA appellate body deliberates and renders a binding decision to all parties.

Section 6.12: Election Verification

Results of all elections shall be verified by the Commissioner of Elections, the SGA Advisor, the Director of Student Development, and the Dean of Student Life or the Vice President for Student Affairs within two weeks of the election.

Section 6.13: Homecoming Campaigning Limitations

Campaigning Limitations may be set by the Department of Student Affairs with the approval of the Senate. The following applies to all candidates:

- A. There should be no expenditures regarding campaigning.

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- B. Campaigning with the use of mass E-mails is considered unsolicited propaganda and is prohibited.
- C. No campaigning shall be conducted within the area of the SGA physical polls on election days.
- D. Cannot use non-student faculty and staff to campaign.
- E. Digital Campaigning should be the platform; no physical campaigning should be used.

Section 6.14: Homecoming Campaigning Violations

Any infringement of the Section 6.13 or other limitations placed by the Department of Student Affairs will be subjected to the following procedure:

- A. All cases of violations shall meet all of the following:
 - a. Shall be in written form.
 - b. Shall be signed by eyewitnesses, if any.
 - c. Shall be received by a member of the Department of Student Affairs no later than two hours after the close of the polls.
- B. These cases are then taken to the Supreme Court to decide if a rule has been broken.
- C. If a rule is found to be broken the SGA Advisor, appropriate Dean, and appropriate Vice President we given the case and Supreme Court Meeting Minutes to determine sanctions.

Article VII: Transition of Power

Section 7.1: Executive Officers

- A. The outgoing President shall oversee the transition of the Executive Officers. B. The previous year's Vice President, Secretary, and Treasurer shall meet with and train their respective new officer for at least five hours during the week immediately following the induction banquet.
- C. The past president shall meet with and train the new president for at least eight hours during the week immediately following the induction banquet.
- D. The previous year's executive officers shall give the new executive officers any information, materials, binders, records, etc. that will be beneficial to the new executive officers.

Section 7.2: Department Heads

- A. The new president shall oversee the transition of department.
- B. The previous year's department shall meet with and train their respective new department head(s) for at least two hours during the week immediately following the appointment of the new department heads.
- C. The previous year's department heads shall give the new department head any information, materials, binders, records, etc. that will be beneficial to the new department heads.

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Article VIII: Student Emergency Loan Fund

Section 8.1: Purpose

The purpose of the Student Loan Fund of the Student Association shall be to provide a fund from which students may obtain short term loans for emergency purposes.

- A. Loans are to be limited to a maximum of \$125 per student per quarter. B. An emergency loan of \$250 may be given if valid proof has been submitted verifying that the student will be receiving a refund check in that amount or more from the Comptroller's Office.
- C. Loans shall begin the first day of each quarter and not be given after one month before the last day of the quarter.

Section 8.2: Administration

The Student Loan Fund shall be administered by the SGA Treasurer with the guidance of the Director of Student Development.

Section 8.3: Policy

The policy of the Student Loan Fund shall be established by the Executive council and the Finance Committee of the SGA as funds dictate.

Article IX: Impeachment and Removal Proceedings

Section 9.1: Impeachment Proceedings

- A. Valid reasons for impeaching a member of the SGA from office shall include violation of the Constitution or other rules of the SGA, gross failure to perform the duty of one's office, violation of the applicable school's Honor or Conduct Codes, grossly unethical behavior, or other exceptional misconduct.
- B. Impeachment proceedings must be initiated by a formal appeal to the Supreme Court, which must be filed in writing by any member of the student body, excluding Supreme Court Justices.
 - 1. In the case of a Supreme Court impeachment, the member being impeached will not count toward a majority vote or have a voice at the meeting.
- C. The member being impeached must be notified in writing one week prior to a Senate vote if the Supreme Court found the appeal constitutional.
- D. A simple majority of the voting members of the Student Senate present shall approve the impeachment recommendation by the Supreme Court to impeach a member of the SGA when it deems that member unfit for membership.
 - 1. In the case of a Senate impeachment, the member being impeached will not count toward a majority vote or have a voice at the meeting.
- E. The impeached member of the SGA shall be tried by the Senate with the President Serving as Chairman during the removal hearing (or Vice President if the President is implicated in the charges or is absent).

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F. The impeached member of the SGA may be removed by a two-thirds vote of the voting members of the Student Senate present.

Section 9.2: Notification

Following the Senate's decision regarding impeachment, the removed member shall be notified by the Secretary of the student body of his or her removal within 24 hours of the Senate's decision.

Section 9.3: Replacement

A member to replace the removed member shall be appointed according to the articles of the SGA Constitution.

Article X: Standing Rules for the Louisiana Tech University SGA

Section 10.1: Parliamentary Authority

A. The parliamentary authority of the Student Government Association shall be *Robert's Rules of Order Newly Revised 12th Edition*.

Section 10.2: Debates and Discussion

A. Any debate by a Senate member is limited to two minutes per floor recognition. B. The report on any bill or item of business shall be limited to 10 minutes. C. Any member of the student body of Louisiana Tech University can ask questions of the presenter of legislation, but only the student senate can debate.

Section 10.3: Meeting Times

- A. The SGA Senate meetings will be held on Tuesday evenings at 6 p.m. during the fall, winter, and spring quarters.
- B. Meetings will not be held on the Tuesday of final exam week.

Section 10.4: Order of Business

The order of business for Senate meetings is as follows:

- A. Formal Opening
 - 1. Call meeting to order by the chairman
 - 2. Invocation
 - 3. Pledge of Allegiance
 - 4. Roll call by the secretary
 - 5. Approval of the minutes from the previous meeting
- B. Office and departmental reports
 - 1. President's reports: (Guest Speakers shall give reports at this time. They should have a 10-minute limit. This rule does not include any executive administrators of the university. The Speaker shall inform the guest speaker of the limit prior to the meeting).

2. Vice President's report
 3. Secretary's report
 4. Treasurer's report
 5. Executive Committee reports
 6. Advisor's report
 7. Cabinet reports
- C. Special reports
1. Committee reports
 2. Senator reports
- D. Old business
- E. Discussion
1. Discussion shall be limited to 30 minutes, split into two-minute periods.
 2. Discussion can be extended in 10-minute increments by a majority vote of the senate members present.
 3. Discussion shall end when no one chooses to speak, or by a majority vote of senate members present.
- F. New business
- G. Roll Call
- H. Announcements
- I. Formal Closing

Section 10.5: Bills

All bills which involve an expenditure of more than \$1,000 must be presented to the Senate a week in advance before a vote may be taken on the bill.

Article XI: Amendments

These Bylaws submitted herewith may be amended by a two-thirds favorable vote of at least two-thirds of the voting members of the Student Senate present of the SGA at a duly constituted meeting, provided that the amendment is proposed at least one regular meeting prior to the meeting at which the amendment is voted upon. The Louisiana Tech Student Organization Committee must approve these bylaws before they can go into effect.