



Student Government Association

Nicholls State University Student Government Bylaws

Revised: August 24, 2020

Article I General Provisions

All amendments to sections of the Bylaws, including but not limited to Rules of Procedure, Code of Ethics, and Election Code, must follow the same guidelines as laid in the Constitution as amendments to Rules of Procedure (Article III, Section 3, Letter I).

Article II SGA Office Policies and Communication

- A. Each member of the Judicial, Executive, and Legislative branches has a mailbox in the SGA Office. Checking mailboxes and student email accounts at least once a day for mail and messages is crucial for proper communication between the SGA officials.
- B. The following documents may be obtained from the SGA files: SGA Constitution, SGA Bylaws, and minutes of the SGA Senate, Judicial, and Executive meetings.
- C. The following forms may be obtained from the SGA files: motion, money appropriation, committee report, absentee, SGA Bar-B-Que Pit Request, Free Speech Alley Request Forms, SGA Financial Assistance Form, Book and Emergency Loan forms, Publicity Request Forms and Grievance Forms.
- D. The files of the SGA are open to all members. Information that explains how one handles a project may be found. Members are encouraged to file any information that might be helpful in future projects.
- E. The bulletin boards inside the SGA office shall act as means of communication and information for all members.
- F. All acts of legislation passed by the senate and all reports given by the executive and judicial officers of the SGA shall be made public information by means of posting printed copies of the SGA minutes and the SGA Actions Taken on the SGA website at www.nicholls.edu/sga, and all SGA social media accounts by providing a link to those documents within the week of the regular meeting. The Director of Public Relations is responsible for the bulletin boards near the SGA office, the bulletin board in Greek Hall, and on social media

Article III Committees

The nerve center of the senate is its committee structure.

- A. Committee membership: The Vice President appoints committee members. As the committee should represent several points of view, committees are open to involvement from SGA members who are not Senators. Individuals who are not senate members will be given the opportunity to make comments prior to the final vote of the committee on any issue. Comment will be limited to one comment for up to two minutes. The chairperson of each committee is appointed by the Vice President or elected by the members of that committee, whichever method the Vice President deems appropriate. A progress report or a recommendation must be presented to the Senate after each committee meeting.

- B. Types of committees:
1. Standing committees—appointed for the entire year by the SGA Vice President.
Description of each SGA Standing Committee:
 - a. Committee on Budget and Finance—review all proposed appropriations and referendums for fee increases and the budget for the year. The SGA Treasurer will attend all Budget and Budget and Finance Committee meetings, as per the SGA constitution
 - b. Committee on Campus Affairs and Academic Affairs—seek out, investigate, plan, and execute improvements needed on campus and assist the Student Rights & Grievances Director as deemed necessary. The committee shall work in conjunction with the University’s faculty and administration to foster student success by enhancing academic policies, offering preeminent learning experiences, and promoting Nicholls academic mission. The SGA Director of Student Rights and Grievances will attend all Campus Affairs and Academic Affairs meetings, as per the SGA constitution.
 - c. Committee on Judiciary and Rules—holds hearings on absences and monitors the absences of SGA officers and committee members. Interviews Presidential appointments. Reviews senators who do not meet mandatory legislation/appropriation requirements for automatic removal (see SGA Constitution, Article II, Section 5, Number 2, Letter A). Reviews amendments to Bylaws not involving fee increases. It is responsible for constitutional review and review of resolutions.
 - d. Committee on Public Relations---responsible for planning and executing all events for the SGA, such as an annual Holiday Social, Spring Inaugural Banquet and SGA Homecoming Display, semester Townhalls, developing and executing programing events with SPA in areas such as socio-political, cultural, health and wellness etc. and all events representing the SGA, such as Family Day, Freshman Orientation, Colonel Fest and Welcome Back Day events. The Director of Public Relations shall be included as a member in order to lead and direct promotional events.
 - e. Senate Leadership Council---shall act as the governing council over the senate. Its purpose is to act as the legislative affairs committee, issue proclamations, commendations, and communications of the senate, establish a semesterly legislative agenda, recommend and advise vice president on committee chair replacements, and make any other recommendations or proposals regarding the senate. Its membership shall comprise the Vice-President, Pro-tempore, all committee chairs, and two representatives selected by the president and vice-president jointly.
 2. SGA Ad Hoc Committees—appointed for specific purposes. When the purpose is accomplished, it is dismissed. These committees may be established or appointed by the President.
- C. Duties of committee chairperson(s):
1. Plan projects and agendas with the Vice President and then schedule all committee meetings.
 2. Turn-in Agendas to the Vice President and SGA Secretary by Fridays at 4 p.m.
 3. Email meeting time and place of meeting 48 hours in advance to committee members.
 4. Schedule meeting rooms through the Office of Union Services. The SGA Secretary can provide assistance.
 5. Investigate, delegate, arrange, and act upon findings.
 6. Report progress by filling out a committee report and presenting it to the SGA Senate.
 7. Shall be a voting member of the Senate Leadership Council.
- D. Senate Committee Meetings
1. Senate committees shall meet as called by the SGA Vice President or when called by the specific committee Chair.
 2. Meetings will be conducted in accordance with the SGA Constitution, Bylaws and Robert’s Rules of Order.
 3. Discussion and debate may be informal or formal. However, all decisions of the committee shall be by final vote.
 4. The Senate will permit individuals to make public comment for up to 2 minutes prior to the final vote on any amendment or motion. Public comment time cannot be yielded to another individual.

5. Committees may vote to go into executive session to discuss personal issues, pending legal issues and anything regarding the character of SGA nominees or unit office holders. No official vote will be taken in executive session.

Article IV Duties of a Legislative Official

- A. Understand parliamentary procedure, leadership techniques, and group dynamics.
- B. Understand the SGA Constitution and Bylaws and the policies and procedures contained therein.
- C. Continuously, efficiently, and effectively seek out constituents' attitudes and viewpoints.
- D. Distribute copies of all pertinent information dealing with legislation that they are authoring to each senator at least 48 hours before the meeting at which it is to be presented.
- E. Attend all mandated activities of the Senate, including meetings in which they have a vote, such as Senate and Committee meetings. Each Senator will be allowed 3 unexcused absences per semester, as per the constitution (see Article II, Section 5, Number 1, Letter D).
 1. Failure to attend a Senate meeting or at least three (3) or more hours throughout the semester, in any such fashion, at designated SGA sponsored event will result in one (1) unexcused absence.
 2. Failure to attend a committee meeting will result in one-half (1/2) unexcused absence.
 3. Excuses concerning Illness or Death in the Immediate Family will automatically be excused. School related excuses for events will be automatically excused when the senator is able to prove he/she had school at the time in question. All other circumstances will be presented to the Judiciary Committee for review. The deadline for turning in an excuse will be five school days from the date of the absence.
- F. All SGA senators are required to complete a "What I've Done/What I've Heard" form on Moodle or current electronic reporting process such as Google docs as mandated by the Executive Board.
- G. Failure to complete the "What I've done/What I've heard" forms twice (2) will result in a motion for removal to be presented at the first meeting of the spring and fall semesters.
- H. It is a requirement of all SGA senators to write legislation throughout the fall and spring semesters. This excludes appointments, removals and motions prepared by the Executive Board. All Senators will be evaluated based on performance at Mid-term by the Executive Board. Based on the Senator's performance the E-board has the right to suspend or withhold privileges such as early registration.
- I. Failure to fulfill requirements will result in a motion for removal from the Senate at any time during fall and spring semesters. Early Registration will be awarded to officers who provide legislation and take an active role in serving on the Senate as prescribed by Article IV.
- J. All SGA officials are prohibited from purchasing and/or creating apparel with the SGA logo or affiliation to be used for personal use. SGA officials are restricted from meeting with Administration regarding any SGA business without notifying the SGA President in advance.
- K. All SGA Senators are required to serve on at least one (1) University sanctioned committee, with the exception if all such positions are already filled. University Committee spots will be determined by a first come first serve basis. All Senators will give a report regarding their respective university committee to the Senate and the E-board at the next scheduled SGA meeting that follows the conclusion of their university committee meeting.
- L. Failure to attend/complete and give a report in a timely manner will result in a motion for removal to be presented at the first meeting of the spring and fall semester.
- M. All SGA Senators are required to complete at least three (3) or more hours throughout the semester, in any such fashion, at designated SGA sponsored events. The SGA President, SGA Director of Public Relations and the Senate will establish the length of a shift.
- N. It will also be the duty of a Senator to meet with the Dean or College Administrative Council of which they represent, at least once a semester. Senators may meet with the College Administration individually or with the whole delegation. Senators-at-Large must meet with the current SGA President.
- O. Senators who have reached two absences shall receive a letter and email informing them of how many absences they have incurred. Upon the third absence, the senator shall immediately be brought up for removal.

Article V
Duties of Executive Board Officials

Section 1
General Duties

- A. The Executive Board consists of the President, Vice-President, Treasurer, Director of Public Relations, Director of Student Rights and Grievances, and Secretary.
- B. Meet the requirements as set down in the SGA constitution and Bylaws as follows. (See Article IV, Sections 2, 3 & 4)
- C. Work with the Legislative Branch in serving and communicating with the students by implementing and executing the legislation that is passed.
- D. Maintain a timesheet for every two weeks. Ten (10) hours should be spent in the SGA office a week, three (3) hours of which may be in university committee meetings outside the office.
- E. Submit written reports at the Executive Board meetings to be presented to the Senate.
- F. The Executive Board shall meet weekly to discuss business pertaining to campus, the SGA, and office matters. The time and place shall be determined by the executive board.
- G. Attend all mandated activities of the Senate, Senate meetings, and Committee meetings as specified in the SGA constitution (Article IV, Section 1, Number 2; Section 4, Numbers 1,2, and 3). Each member of the Executive Board (except the SGA Secretary) will be allowed two (2) unexcused absences per semester, as per the constitution (see Article II, Section 5, Number 1, Letter D).
 - 1. Failure to attend a Senate or Executive Board meeting or at least three (3) or more hours throughout the semester, in any such fashion, at SGA designated event will result in one (1) unexcused absence. Any Executive Board member who enters a Senate or Executive Board meeting after their name has been called in the roll will be considered absent.
 - 2. Failure to attend a committee meeting mandated by the SGA Constitution will result in one-half (1/2) unexcused absence.
 - 3. Excuses will be granted for illness, death in the immediate family, or other circumstances that will be presented to the Judiciary and Rules Committee for review. The deadline for turning in an excuse will be five school days from the date of the absence. Employment or a regularly scheduled class that conflicts with Senate or committee meetings are not considered acceptable reasons for absence.

Section II
Executive Order

Definition: Any directive or action taken by the President in accordance with any action prescribed by the Bylaws or Corollary:

- 1. The President, in writing, will communicate with the Senate in the event of a Special Session being called (refer to Article IV, Section II of the SGA Constitution).
 - 2. The President may call special Town Hall meetings for the student body.
 - 3. The President may call meetings of special SGA committees approved by the Senate.
- Copies of all Executive Orders will be electronically posted.

Article VI
Duties of the Election Commission

- A. Fulfill all requirements as set down in the SGA constitution
- B. Work with the legislative branch to ensure that all legislation that will be proposed to the student body is as clear and understandable as possible.
- C. Attend all meetings established by the Election Commissioner as well as have at least one representative of the Election Commission attend the SGA Senate meetings the week before, the week of, and the week after any SGA election. Each member of the Election Commission will be allowed two (2) unexcused absences per semester.

1. Failure to attend a designated Senate meetings or meetings of the Election Commission will result in one (1) absence.
 2. Excuses will be granted for illness, death in the immediate family, or other circumstances that will be presented to the Judiciary and Rules Committee for review. The deadline for turning in an excuse will be five school days from the date of the absence. Employment or a regularly scheduled class that conflicts with Senate or Election Commission meetings are not considered acceptable reasons for absence.
- D. Enforce the rules for all elections as they are laid out in the SGA Bylaws.

Article VII

Duties of Justices of the Student Supreme Court

- A. Fulfill all requirements as set down in the SGA Constitution. (See Article V, Section 3)
- B. Justices may be removed for malfeasance or nonfeasance in office by a 2/3 vote of the Legislature.
- C. The Powers of the Chief Justice:
 - a. Preside over the SGA Judiciary and shall serve concurrent terms until graduation;
 - b. Convene trials of the Judiciary;
 - c. Transmit written decisions to parties in cases;
 - d. Preside at the trial of any impeachment;
 - e. When practicable, inaugurate SGA officers (with the exception of the Senate).
- D. Shall be members of all University Administrative Appeals committees. This includes scholarship appeals, parking appeals, Academic Policy and Standards Committee.
- E. Attend all monthly meetings as specified by the SGA Constitution as well as have one (1) of its members attend all Senate meetings. The Justices will meet at the beginning of each semester and designate which Justices will attend which Senate meeting. The Chief Justice will forward which Justices will be attending which Senate Meetings to the SGA Secretary. Any Justice who enters a Senate meeting after their name is called in the roll will be considered absent. Each Justice will be allowed two (2) unexcused absences per semester.
- F.
 1. Failure to attend a designated Senate meetings or a monthly Supreme Court meeting will result in one (1) absence.
 2. Excuses will be granted for illness, death in the immediate family, or other circumstances that will be presented to the Judiciary and Rules Committee for review. The deadline for turning in an excuse will be five school days from the date of the absence. Employment or a regularly scheduled class that conflicts with Senate or Supreme Court meetings are not considered acceptable reasons for absence.
- E. Submit minutes and reports from all Student Supreme Court meetings and hearings to the SGA Senate concerning any decisions concerning Constitutional questions, impeachment trials, or other matters addressed by the Student Supreme Court.
- F. Verify the signatures of all petitions that are submitted to the SGA through the Offices of Records and Registration or Student Life.

Article VIII

Procedure for Senate Meetings

- A. Before Senate Meetings
 1. All motions must be presented to the Vice President to put on the agenda at least 48 hours prior to the meeting in which they will be introduced. This is to allow for review by the Senate Leadership Council.
 2. The Senator will then receive the motion from the Vice President to present to the Senate. It is the responsibility of the primary author of legislation to ensure that copies of all pertinent information dealing with that legislation is sent to each senator at least 48 hours before the meeting at which it is to be presented. Exceptions to this 48-hour copy requirement shall be motions for appointments, changes in Senate Seats, motions to take things from the table, and motions to table things indefinitely.

3. Any legislation or appropriation must be reviewed by an appropriate SGA Standing Committee before the full Senate will address it.
 4. Legislation concerning allocations for departments and organizations must be on the more detailed motion form.
 5. Committee Chairs shall meet with the Vice President and Pro-Tempore to discuss legislation that will be presented at the next regular meeting of the Senate. The time and date shall be decided by the majority of the Committee Chairs.
- B. After Senate Meetings
1. Any motion still left on the table at the end of the semester in which it was introduced will automatically "die on the table". It can be considered for future semesters if submitted by a senator.
 2. Each motion shall be signed by the Vice President, acted upon by the SGA Senate, and sent to the SGA President for his/her signature or veto. Should the president veto an act, he or she must provide the senate with a written letter and report explaining the reason of said veto.) The President must take action on the motion by the next regularly scheduled meeting. (If the President takes no action within this period of time, then the act shall be considered passed.) After presidential action is taken, the motion is given to the Secretary, and it is thereafter bound.
 3. After a senator has carried a motion through the proper channels and payment becomes necessary in the case of appropriations, the senator involved must supply all necessary information to SGA Secretary in order that it may be put on the Banner System and inform the Treasurer.
 4. The SGA must satisfy all financial obligations incurred by legislation to purchase through appropriate procedures, including the approval of the Vice President for Student Affairs.

Article IX Referendums and Petitions

Section One Referendums

- A. Definitions
1. A referendum is the power of a fee-paying member of the student body to submit a proposed action to a direct student vote. Proposed actions may include the proposition, approval, or rejection of SGA Senate legislation, amendments to the SGA Constitution, SGA bylaws, and new student fee self-assessments, fee increases, fee decreases, or rescinding of a fee.
 2. An issue is the proposed action of a referendum and the subject outlined at the top of a petition.
- B. Members of the student body may propose an issue by presenting to the SGA President a petition signed by the appropriate percentage of the total fee-paying student body.
- C. Upon receiving the petition, the SGA President shall submit the petition for verification by the Student Supreme Court as listed in Article VIII, Sections 2D and 2E.
- D. The Student Supreme Court shall declare a referendum or petition invalid if it addresses more than one issue.

Section Two Petitions

- A. Definition
1. A petition is a formal written document from members of the student body that requests a specific action.
 2. A valid petition must be signed by the appropriate percentage of the student body, as defined by Section Two, Letter B and shall consist of a printed name, signature, date signed and an identification number provided by the university.
 3. The petition must specifically state the wording to be used on the election ballot on the top of every page of a petition where there are signatures.
- B. The number of signatures for a petition shall consist as follows:
1. Referendum-5% of total student body

2. Recall-15% of the electorate
3. To bring any issue to the Senate-100 signatures by fee-paying students
- C. Should the petitioner wish to have his/her issue addressed in the next election, petitions must be presented in a timely manner.
- D. Petition process for issues not pertaining to student self-assessments:
 1. The petition is submitted to the SGA President.
 2. The SGA President submits the petition to the Student Supreme Court for verification of the signatures within seven (7) class days of receipt. The Student Supreme Court shall not consider the merits concerning the issue of the petition. If the petition does not meet the necessary requirements listed in Section 2A and 2B, the Student Supreme Court shall return the petition to the SGA President and include a statement as to why the petition is invalid. The SGA President shall then submit the statement to the petitioner.
 3. However, upon the approval of the Student Supreme Court, the petition is given to the SGA President for execution. The SGA President has seven (7) class days to consider the feasibility of the petition issue before submitting the petition to the Election Commission so that the issue is on the ballot for the next election. If the issue is deemed to be infeasible, for specific reasons, the SGA President shall nullify the petition and submit a statement to the petitioner reasons for the action. The petitioner may appeal the decision of the SGA President to the Student Supreme Court.
 4. The Election Commission shall make only typographical or grammatical revisions to the petition issue.
- E. Petition process for student self-assessments:
 1. The petition is submitted to the SGA President.
 2. The SGA President submits the petition to the Student Supreme Court for verification of signatures within seven (7) class days of receipt. The Student Supreme Court shall not consider the merits concerning the issue of the petition. If the petition does not meet the necessary requirements listed in Section 2A and 2B, the Student Supreme Court shall return the petition to the SGA President and include a statement as to why the petition is invalid. The SGA President shall then submit the statement to the petitioner.
 3. Upon the approval of the Judicial Board, the petition is given to the SGA President for execution. The SGA President shall first ensure that the measure does not break any federal, state, local, system, university or Constitutional law or policy. Should the measure break an aforementioned policy or law, the SGA President shall not execute the petition and return the petition to the petitioner, including a statement as to why the petition is not executable. The petitioner may appeal the decision of the SGA President to the Student Supreme Court.
 4. Upon approval by the SGA President, the SGA President shall submit the petition to the Vice President of Student Affairs for review and discussion with the President of the University. If the University President rejects the measure then a statement addressing the reasons for the action shall be sent to the petitioner and the SGA President, and the issue is dead.
 5. Upon approval by the University President, the issue shall be submitted to the University of Louisiana Board of Supervisors for their approval or rejection. Should the University of Louisiana Board of Supervisors reject the issue, the issue is dead.
 6. Upon the approval of the University of Louisiana Board of Supervisors, the SGA President shall submit the petition to the Election Commission so that the issue is on the ballot for the next election.
 7. The Election Commission shall make only typographical or grammatical revisions to the petition.
- F. Failure to follow the timelines outlined in Article IX Section 2D and Section 2E shall cause the petition to automatically move to the next process, without previous approval, until it reaches the University President, at which point it will await the University President's approval or rejection.
- G. A referendum (as defined by SGA Bylaws Article IX, Section 1, Letter A, Number 1) that has been voted upon by the student body in any given fall or spring semester will not be voted on again until after the end of the following semester. Therefore, if a referendum to approve or rescind a student self-assessed fee is voted upon in the fall semester, the student body cannot vote on the issue again until the next fall semester.

1. The summer session is not considered a semester by the SGA Constitution (see Article VI, Section 2) and thus cannot be considered in the mandatory waiting period for referendums.
2. Both referendums (as defined by SGA Bylaws Article IX, Section 1, Letter A, Number 1) approved by the Senate and those proposed by a petition (see Article VI, Section 1) must follow this rule. The Senate can still approve of the referendum, and the petition can still be verified, but the student body simply cannot vote on it until it meets the mandatory time limit.

**Article X
Compensation for Officials**

- A. Executive Board members receive a Board of Supervisors tuition waiver as follows:
 1. Full tuition waivers:
 - President
 - Vice President
 2. Split two full additional tuition waivers up to three ways. In the event that one or more is/are already receive a waiver, grant a full or half tuition waiver to the remaining officer or officers:
 - Treasurer
 - Director of Public Relations
 - Director of Student Rights & Grievances
- B. Executive Board members are compensated according to the SGA budget.

**Article XI
Budget Guidelines**

- A. The SGA President, in cooperation with the SGA Treasurer, is required to submit to the Senate the proposed budget by the second meeting of each semester. The current President, in cooperation with the current Treasurer, is required to submit to the Senate a projected budget for the next fiscal year by the second to last meeting of the spring semester. The summer budget to be approved at the last meeting.
- B. The budget and percentages will be set each semester based on foreseeable needs from prior semesters. All assessment fees not designated in other areas of the budget will be divided each semester according to the remaining fund balance in the following categories:

Campus Improvements	Student Enrichment
Student Services	SGA Office Improvements
SGA Promotional Expenses	Miscellaneous

**Article XII
Allocation Policy**

- A. The SGA may by two-thirds (2/3) vote of those present and voting at a duly constituted meeting fund any recognized Nicholls student organization.
- B. The Budget and Finance Committee reviews requests weekly. These requests are due in the SGA office by 12:00 pm on the Friday prior to discussion.
- C. Departmental funding and student organization funding will occur only on a case-by-case basis. All requests from departments must be accompanied by a letter from the department head explaining the request and be approved by the appropriate University Vice President.
- D. Funding criteria and exclusions:
 1. To be considered for SGA funding, funding projects must:
 - a. Be in accordance with the values, goals, and ideals of Nicholls State University and the Student Government Association.
 - b. Be primarily beneficial to the students of Nicholls.
 - c. Ultimately, pass Senate approval and not vetoed by the SGA President.
 - d. New organizations that are requesting funding for the first time are eligible for SGA funds in the same semester in which they are created. Organizations may receive up to \$300.00 in start-up funding.
 2. Criteria for organization officers:

- a. The organization's President and/or Treasurer must attend a meeting on SGA funding facilitated by the SGA Treasurer. Private consultations between the organizational officer(s) and the SGA Treasurer can replace an official meeting.
 - b. The organization's President, Treasurer, and Advisor must sign the SGA Financial Statement Form.
3. Rules for Conferences, Registration, and Travel: Conferences or conventions that promote academic, leadership, self-awareness, career, or physical development are valuable and enriching for the participant or organization. SGA expects that all the attendees maximize their time at the conference and share learned material with other organization members.
 - a. SGA will fund no more than \$350 in registration fees.
 - b. SGA will cover no more than 50% of travel costs or \$350 (whichever is less).
 - c. If an organization only requests for one or two needs (registration or travel costs), funds from another need may be used to cover expenses in excess of the previously stated maximums, not to exceed \$800.
 - d. Totals should not exceed \$800.
 - e. Organizations requesting over \$100 are required to raise at least half the amount SGA is allowed to fund. This excludes money already budgeted for the event by the organization.
4. Exclusions—SGA does not fund the following for student organizations and groups:
 - a. Office supplies (including postage, paper, pens, etc.).
 - b. Publicity for programs and performances.
 - c. Organization Advisor travel, lodging, or registration fees.
 - d. Any non-Nicholls State University students.
 - e. Requests that are not itemized.
 - f. Alcoholic beverages for any reason.
 - g. Social functions not of a service nature (including recruitment activities, parties, initiations, etc).
 - h. Awards, banquets, induction ceremonies, and prizes.
 - i. Food not essential to the maintenance of an event. The Budget and Finance reserves the right to use its own discretion in defining "essential."
 - j. Expenses titled "miscellaneous" on the SGA Financial Statement Form.
 - k. Individual and/or chapter national dues or insurance.
5. Rules for SGA Co-Sponsorship: SGA can co-sponsor events and programs with other organizations. Typically, this is a good way to split costs of an expensive project.
 - a. Co-sponsorships must meet Senate approval.
 - b. Co-sponsorships will be funded at a maximum of \$1,000.
 - c. The program and/or publicity for the event must include: "Co-sponsored by the Student Government Association." Publicity is a key-factor in approval of co-sponsorships.
- E. Procedure for Completing the SGA Financial Statement Form.
 1. General
 - a. After Submission of funding packet and letter from Coordinator of Student Organizations confirming student group is active. Organizations must meet with the SGA Treasurer and Finance Chair in order to discuss proposal.
 - a. Organizations must appear before the Budget and Finance Committee to discuss their packet at a scheduled time posted by the Budget and Budget and Finance Committee.
 - b. The Budget and Finance Committee convenes to determine prioritizations and/or to amend requests.
 - c. Organizations not satisfied with the initial decision of the committee may appear before the Budget and Finance Committee again at the Committee's discretion.
 - d. Budget and Finance Committee makes necessary adjustments and sends the requests to the Senate along with a committee decision.
 - e. Organizations that do not submit a packet by the advertised time and wish to receive monies by a special grant of the Senate must first bring the request to the Budget and Finance Committee.
 2. Instructions to complete the SGA Financial Statement Form:
 - a. Complete all sections of information on the SGA Financial Statement Form.

- b. Include an itemized list of expenses for the project. The advisor should sign this list. Include any fundraising the organization has done and/or plans to do. This list should also show the current balance of the organizational account. (Itemized lists that are not signed or complete may not be considered for funding).
- c. If two or more organizations co-sponsor an event, the request for funding should clearly indicate all of the organizations involved but only one of the co-sponsoring organizations should request funding for the entire event.

Article XIII
House Rules of the Senate

Rule I. Officers of the Senate

- i. The Executive Vice President of the Nicholls Student Government is the President of the Senate and the primary protector and enforcer of these House Rules.
- ii. The President Pro Tempore of the Senate, elected by returning Members from among themselves at the beginning of the session, shall preside as directed by the Vice President or when he/she is unable to do so, and shall act as a secondary enforcer of these House Rules.
- iii. The Executive Vice President shall, with the approval of the Senate, designate other Members authorized to preside as the need arises.
- iv. The Executive Secretary of Nicholls Student Government is the secretary of the Senate.
- v. Any additional officers shall be either elected by the Senate or appointed by the Executive Vice President with the advice and consent of the Senate.

Rule II. Decorum

- i. Members shall adhere to standards of dress that reflect the gravity of Senate proceedings. The specific Code of Dress, and penalties for its violation, shall be set by the Presiding Officer.
- ii. Members shall treat one another with respect at all times, and shall confine themselves to civil and decent language.
- iii. Members shall stand when recognized to speak, unless this is unreasonable given the circumstances.
- iv. Members may converse briefly and quietly as needed, but should strive to do so outside the chamber, returning for votes.
- v. Members may use laptops and other technology for purposes related to the proceedings, but shall refrain from conducting unrelated business and social communication during meetings.

Rule III. Introduction of Legislation

- i. All legislation must be considered by a committee. If legislation is sent to the Executive Vice President other than by a committee, he or she shall refer it to the committee he or she deems most appropriate
- ii. All legislation (with the exception of any legislation recommended by Senate Leadership Council) must be submitted to the Executive Vice President and the Executive Secretary 48 hours before the meeting at which it is to be considered. Legislation submitted after this deadline may be considered for a first reading without debate.

Rule IV. General Rules of Procedure

- i. The President of the Senate or person acting as such for the time being (hereinafter "Chair") shall recognize speakers, with preference for Members who have spoken less frequently during the meeting.
- ii. The Chair shall apply, in order of priority, the Constitution, the By-Laws, these House Rules, and the most recent revision and edition of Robert's Rules of Order.
- iii. In all doubtful matters, and whenever a Member raises a point of order, the Chair shall either make a ruling or submit the matter to a vote of the Senate.
- iv. Any ruling of the Chair may be appealed to the Senate, which shall decide the matter by majority vote. Appeals shall not be debatable, but the Chair and the appellant may each speak for one minute to summarize the issue.

- v. Any Senator who departs before the end of the meeting will be considered as abstaining from voting on all matters in which they are not present.

Rule V. Schedule of Motions

Except where explicit provision is otherwise made, the following schedule of motions shall govern proceedings of the Senate. “Interrupt” indicates whether the motion may interrupt a speaker; “2nd” whether the motion requires a second; “amend” whether it may be amended; “vote” the vote required for its adoption.

Main Motions, listed in order of precedence; a motion may be introduced if it is higher in the schedule than the pending motion:

Purpose:	You Say	Interrupt	2nd	Debate	Amend	Vote?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take Break	I move to recess for...	No	Yes	No	Yes	Majority
Register Complaint/ request special permission	I rise to a question of privilege	Yes	No	No	No	None
Call for Agenda	I call for the orders of the day	Yes	No	No	No	None
Lay Aside temporarily	I move to lay the question on the table	No	Yes	No	No	2/3
Close Debate	Call to question or I move the previous question.	No	Yes	No	No	2/3
Limit or Extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone motion to...	No	Yes	Yes	Yes	Majority
Refer to Committee	I move to refer motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	YES	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before the Senate (a main motion)	I move that....	No	Yes	Yes	Yes	Majority

Incidental Motions have no order of precedence. These motions arise incidentally and are decided immediately.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	No	No	Majority
Suspend rules	I move to suspend the rules	Yes	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote/roll call vote	I move for a rising/roll call vote	Yes	No	No	No	None
Parliamentary law question	Point of parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

Motions that Bring a Question Again Before the Assembly have no order of precedence. They may be introduced only when nothing else is pending.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Rule VI. Order of Business

Meetings shall proceed as follows. Extensions or reductions of time limits may be proposed as suspensions of the rules.

- i. Call to Order
- ii. Invocation
- iii. Pledge
- iv. Roll Call
- v. Approval of Minutes
 - i. The minutes need not be read aloud but shall be available for discussion and a vote on their approval.
 - ii. The Chair shall call for any proposed corrections to the minutes and may make them under presumption of unanimous consent.
 - iii. If necessary, proposed corrections shall be debated as amendments, and the approval of the minutes as a main motion.
- vi. Announcements
 - i. Announcements may be made by any Member of the Senate.
 - ii. Announcements shall not exceed thirty seconds each or ten minutes total unless extended by the Chair.
- vii. Public Forum
 - i. Any member or group of the Nicholls Community may address the Senate, and then yield to questions and comments, for up to ten minutes in the aggregate.
- viii. Special Presentations
- ix. Officer Reports and Questions Time:
 - a. President
 - b. Directors
 - c. Treasurer
 - d. Secretary
 - e. Vice-President
- x. Committee Reports:
- xi. Supreme Court:

- xii. Election Commission:
 - Special Rules and Selections:
 - i. The senate shall first hear and, by majority vote without debate, decide on any proposed Special Rules. The Committee on Judiciary and Rules may propose special rules to govern debate in exceptional cases, such as elections, complicated legislation, or competing amendments. At the discretion of the Vice-president or by suspension of the rules, this may occur at a more appropriate earlier point in the meeting.
 - ii. The senate shall then conduct any selections it is required to, do under special rules, and comply with any other laws as needed.
- xiii. Old Business
 - i. The Senate shall consider any second readings of By-Laws and any legislation postponed to the current meeting from a previous one.
 - ii. The authors or sponsors shall have five minutes to present the legislation
 - iii. Five minutes shall be allotted for non-debatable, technical questions and friendly amendments.
 - iv. The debating procedure of Rule IX shall then apply.
- xiv. New business
 - i. The Senate shall consider newly introduced legislation. In general, the same procedures shall apply as for old business
 - ii. At first readings of legislation, the authors or sponsors shall have five minutes to present, followed by five minutes for questions, but no amendments may be proposed, and debate may not begin.
- xv. Discussion
- xvi. Announcements
- xvii. Adjournment

Rule VII. Amendments

- i. Before debate begins on proposed legislation, the authors or their designees may edit the legislation. This may include accepting “friendly amendments” proposed from the floor.
- ii. After debate begins, a motion to amend must be made, subject to relevant parliamentary procedure.
- iii. For non-controversial amendments deemed friendly by the authors, unanimous consent to waive formal procedure may be requested even after debate has begun on the legislation.

Rule VIII. Debating Procedure

- i. If there are no more questions, or when the time for questioning has expired, the Chair shall ask whether any Member objects or wishes to enter debate.
- ii. If not, the Chair shall proceed to an immediate vote or call for unanimous consent.
- iii. If there is an objection or request for debate, the Chair shall recognize the objector to speak for five minutes, followed by five minutes for questions, with each question and reply not to exceed one minute in total length. This protected negative speech may not be dispensed with even by attempting to call the previous question or suspend the rules, except by unanimous consent.
- iv. Debate shall thereafter be unlimited, and shall alternate between affirmative and negative speeches. Each speech may be followed by up to three minutes of brief questions.
- v. Members may make motions between speeches.
- vi. If there are no more speeches for or against when duly requested by the Chair, debate shall be deemed exhausted, and the question shall be immediately put.
- vii. The Chair may rule speeches out of order if they are utterly irrelevant to the matter at hand, patently dilatory, or intended to further one-sided debate.
- viii. Debate shall also end if a Member successfully moves the previous question

Rule IX. Voting

- i. At the discretion of the Chair, unanimous consent may be sought on any matter by calling for objections. In the absence of an objection, unanimous consent is granted; if an objection is made, a formal vote is required.
- ii. A voice vote shall normally be taken on questions requiring a simple majority vote.
- iii. A vote by raising hands shall normally be taken on questions requiring more than a majority, or where a voice vote has yielded unclear results.
- iv. All votes to elect, select, or remove from office shall be by ballot unless this rule is suspended by the Senate.
- v. A recorded roll call vote shall be held at the demand of any Member or of the Executive Vice President, except on a question requiring ballots. A roll call vote shall be mandatory for any vote to override a presidential veto or propose an amendment to the Constitution. This requirement shall not be suspended except by unanimous consent.
- vi. A division, that is a vote by rising, shall be held at the demand of any Member or of the Executive Vice President on any question not requiring ballots or a roll call vote.

Rule X. Suspension and Amendment of the Rules

- i. Except where otherwise noted, these Rules may be suspended at any time by a two-thirds vote. The question on the suspension of the rules shall be put without debate.
- ii. Extension of the time allotted to a portion of the agenda, except where placed at the discretion of the Chair, shall be treated as a suspension of the rules.
- iii. Amendments to these Rules may be passed by majority vote as legislation considered in due course.
- iv. Special Rules, which shall supersede these general rules, may be passed pursuant to Rule VII.
- v. The Constitution and By-Laws may not be suspended, except where those documents themselves authorize a suspension, nor amended, except as provided in the Constitution.

Rule XI. Before Meeting

Before Senate Meetings

1. All motions must be presented to the Vice President to put on the agenda at least 48 hours prior to the meeting in which they will be introduced. This is to allow for review by the Senate Leadership Committee.
2. The Senator will then receive the motion from the Vice President to present to the Senate. It is the responsibility of the primary author of legislation to ensure that copies of all pertinent information dealing with that legislation is sent to each senator at least 48 hours before the meeting at which it is to be presented. Exceptions to this 48-hour copy requirement shall be motions for appointments, changes in Senate Seats, motions to take things from the table, and motions to table things indefinitely.
3. Any legislation must come before the full senate before being differed to a standing committee.
4. Legislation concerning allocations for departments and organizations must be on the more detailed motion form.
5. Committee Chairs shall meet with the Vice President and Pro-Tempore to discuss legislation that will be presented at the next regular meeting of the Senate. The time and date shall be decided by the majority of the Committee Chairs.

Rule XII. After Senate Meetings

1. Any motion still left on the table at the end of the semester in which it was introduced will automatically "die on the table." It can be considered for future semesters if submitted by a senator.
2. Each motion shall be signed by the Vice President, acted upon by the SGA Senate, and sent to the SGA President for his/her signature or veto. Should the president veto an act, they must provide the senate with an explanation for the reason of said veto. The President must take action on the motion by the next regularly scheduled meeting. (If the President takes no

action within this period of time, then the act shall be considered passed.) After presidential action is taken, the motion is given to the Secretary, and it is thereafter bound.

3. The President shall veto all motions conflicting with the Constitution, Bylaws, and/or any state or federal laws.
4. After a senator has carried a motion through the proper channels and payment becomes necessary in the case of appropriations, the senator involved must supply all necessary information to SGA Secretary in order that it may be put on the Banner System and inform the Treasurer.
5. The SGA must satisfy all financial obligations incurred by legislation to purchase through appropriate procedures, including the approval of the Vice President for Student Affairs.

Rule XIII. New Member Education

- i. At the beginning of each session, the incoming Executive Vice President shall conduct a meeting (or as many meetings as necessary) in order to educate new Senators on parliamentary procedure, SGA fiscal policy, and other Senate formalities. Attendance shall be mandatory for all new Senators and encouraged for other Members interested in reviewing parliamentary procedure and SGA fiscal policy.
- ii. For Senators appointed at the start of the spring semester, the Executive Vice President, E-board members, and committee chairs of their respective committees shall be jointly responsible for their education in parliamentary procedure and SGA fiscal policy.

Revised: August 24, 2020