

**THE BYLAWS  
OF THE STUDENT GOVERNMENT  
OF THE UNIVERSITY OF TEXAS AT AUSTIN**

**Article I**

**ASSEMBLY MEMBERSHIP**

- Section 1: Any Representative wishing to resign from the Assembly shall submit his or her resignation to the Chair of the Assembly who shall submit it to the Assembly.
- Section 2: Any Advisor to the Student Body\_President shall be a member of the Assembly, ex-officio without voting privileges.
- Section 3: Privileges of Ex-Officio members of the Assembly shall be outlined in the Internal Rules of Procedure.
- Section 4: Requirements of the Representatives shall be outlined in the Internal Rules of Procedure.
- Section 5: The Student Body\_President, Student Body Vice President, or two-thirds (2/3) of the total Representatives shall be able to require the attendance of members at any event deemed necessary for Assembly participation. In order for this event to be mandatory, notice shall be given to the Representatives via email at least seven days in advance. The Assembly can, by a two-thirds (2/3) vote of the total Representatives, decide that such an event should not be mandatory, provided this vote is taken at an Assembly meetings in advance of the affected event.

**Article II**

**ASSEMBLY MEETINGS**

- Section 1: The first roll call of Representatives shall be taken at the opening of every meeting and the final roll call of Representatives shall be taken at the close of the meeting before adjournment. The records of the roll call shall be made available publicly to students.
- Section 2: The agenda for the Assembly meetings shall have a set format as defined in the Internal Rules of Procedure.
- Section 3: Legislation requirements shall be outlined in the Internal Rules of Procedure.
- Section 4: Only Representatives shall have voting rights.
- Section 5: Requirements for special meetings shall be outlined in the Internal Rules of Procedure.
- Section 6: A Representative may take a temporary leave of absence for academic or medical reasons. The following conditions must be met in order for a Representative to take a leave of absence.
- a. The member must give written notice to Chair of the Assembly who shall forward it to the Assembly.
  - b. The member must take a leave for a minimum of three (3) meetings and a maximum of one (1) semester.
  - c. Before the next meeting of the Assembly, after the Representative has given notice, the Student Body\_President shall appoint an interim Representative to fulfill his or her duties. This interim Representative shall be approved by the Assembly through the approved confirmation process. This interim Representative would be given full rights.
  - d. At notice from the Representative that he or she is able to perform the duties of the office again, he or she shall be immediately re-instated full rights, and the interim Representative's term shall end.
  - e. If the member does not return after seven (7) meetings the Chair of the Assembly shall ask for his or her resignation.
  - f. A Representative may only take one (1) leave of absence per year in office.

**Article III**

**ASSEMBLY LEADERSHIP**

- Section 1. The Chair of the Assembly
- a. The Chair of the Assembly shall be a duly elected or an appointed Representative.

- b. The Chair of the Assembly shall preside over meetings of the Assembly, except during the election of the Chair.
- c. The Chair shall only vote when their vote will change the outcome of the vote.
- d. Election of the Chair of the Assembly.
  - i. The Student Body Vice President shall preside over the first general meeting of the session, and the nomination and election of the Chair shall be the first order of business.
  - ii. At the beginning of each Assembly session, the Chair shall be elected by a simple majority of Assembly members. Election of the Chair requires that an eligible candidate receive greater than half of votes cast.
  - iii. Members of the Assembly shall nominate candidates for Chair, and each candidate shall be allotted speaking time.
  - iv. In the event of permanent vacancy in the office of Chair of the Assembly, by reason of resignation, impeachment, succession to higher office, or any other reason, the President Pro Tempore, at the next scheduled Assembly meeting, shall assume the chair and immediately call for election of a new Chair of the Assembly. If the current President Pro Tempore is nominated for the office of Chair of the Assembly, the Student Body Vice President shall immediately assume the chair for the purpose of conducting the election.
- e. Duties and Responsibilities of the Chair of the Assembly
  - i. The Chair shall have the authority to convene and set meeting times, and set the agenda for the Student Government general meetings.
  - ii. The Chair shall have the authority to assign members of the Assembly to the Student Government standing committees.
  - iii. The Chair shall regularly meet with the committee chairs.
  - iv. The Chair shall serve as an ex-officio member of the Student Government Executive Board.
  - v. The Chair should make a conscious effort to attend all standing committee meetings.
  - vi. The Chair shall retain all rights and restrictions of a Representative of the Assembly.
- f. Removal of the Chair of the Assembly
  - i. A motion of no-confidence in the Chair shall be governed by the same criteria used for appealing a decision of the chair, requiring a two-thirds vote to bring the matter to debate.
  - ii. Removal of the Chair shall require a two-thirds majority.

Section 2. The Parliamentarian of the Assembly

- a. The Chair of the Assembly shall select, with a majority approval of the assembly, a Parliamentarian to advise the Chair of the Assembly, Committee Chairs, and members of the Assembly on matters of parliamentary procedure.
  - i. The Parliamentarian shall attend all meetings of the Assembly.
  - ii. The Parliamentarian shall be well-versed in parliamentary procedure.
  - iii. The Parliamentarian shall offer no opinion on legislation unless the matter is related to procedure.
  - iv. The Parliamentarian shall have no formal authority.
  - v. The Parliamentarian shall hold no other position in the Student Government, and shall remain impartial on all questions that come before the Assembly.

Section 3. The Clerk of the Assembly

- a. The Chair of the Assembly shall select, with a majority approval of the Assembly, a Clerk to work with the Chair of the Assembly to set the agenda for the weekly general body meetings as well as take the official minutes of each meeting.
  - i. All legislation shall be filed with the Clerk of the Assembly by 11:59 p.m. on Sunday prior to introduction at an Assembly meeting.

- ii. The Clerk of the Assembly shall receive all bills, resolutions and appointment applications, and assign them numbers.
- iii. The Clerk of the Assembly shall prepare an agenda at least twenty-four (24) hours prior to the start of the Assembly meeting.
- iv. The Clerk of the Assembly shall provide the Administrative Director with all bills and resolutions passed by the Assembly no later three (3) business days following the vote.
- v. The Clerk shall hold no other position in Student Government, and shall remain impartial on all questions that come before the Assembly.

**Article IV**

**COMMITTEES**

- Section 1: The Chair of the Assembly shall assign each Representative to a committee after the election of Committee Chairs.
- Section 2: Committee requirements and procedures shall be outlined in the Internal Rules of Procedure. Each committee shall consist of at least five (5) Representatives.
- Section 3: The following standing committees shall be established: Academic Affairs, External Affairs, Financial Affairs, Internal Affairs, Legislative Affairs, and Student Affairs.
- Section 4: At the first Assembly meeting, elections shall be held for Committee Chairs. Any Representative shall be eligible to run for a committee chair position.
  - A. Candidates shall be elected by a simple majority.
  - B. Elections shall occur in the order of Academic Affairs, External Affairs, Financial Affairs, Internal Affairs, Legislative Affairs, and Student Affairs.
  - C. In the event that no candidate receives the majority of the votes, the two highest vote getters shall have a run-off election.
- Section 5: The Chair of the Assembly shall not have a vote unless the vote serves to break a tie. Committee Chairs shall not have a vote in their respective committee meetings unless the vote serves to break a tie.
- Section 6: Committees shall be required to meet and elect their Vice Chair before the third Assembly meeting.
  - A. Vice Chairs are selected by the members of the committee.
  - B. Candidates shall be elected by a simple majority.
- Section 7: Committees shall be required to meet at least twice a month.
- Section 8: Committee membership shall be open to any student, but only Representatives shall have voting rights. Any Representative may attend any committee meeting.
- Section 9: Ad hoc Assembly committees shall be appointed by the Chair of the Assembly.

**Article V**

**EXECUTIVE STAFF**

- Section 1: Each Executive Staff member shall have a mission or purpose stated in the Internal Rules of Procedure.
- Section 2: Each Executive Staff member shall assist the Executive Board member under whom they serve.
- Section 3: Each Executive Staff member shall be chosen by the Student Body President and approved by a majority vote of the total Representatives, and shall serve until their replacement is appointed.
- Section 4: Each Executive Staff member may be terminated by the President with a two-thirds (2/3) vote of the total Representatives and a new staff member must be appointed within fifteen (15) days.
- Section 5: Executive Staff members shall serve as advisors to the Executive Board on matters correlating to their positions.

**Article VI**

**CABINET OF POLICY DIRECTORS**

- Section 1: Each Cabinet Policy Director and all subsidiary Agencies shall have a mission or purpose stated in the Internal Rules of Procedure.

- Section 2: Each Cabinet member shall monitor the progress of and manage the operations of his or her subsidiary Agencies.
- Section 3: Each Cabinet member shall be chosen by the Student Body President and approved by a two-thirds (2/3) vote of the total Representatives and shall serve until their replacement is appointed.
- Section 4: Each Cabinet member may be terminated by the President with a two-thirds (2/3) vote of the total Representatives and a new Policy Director must be appointed within fifteen (15) days.
- Section 5: Policy Directors shall report to the Chief of Staff of Student Government.
- Section 6: Cabinet members shall serve as advisors to the President on matters relating to their positions.

#### **Article VII** **AGENCIES**

- Section 1: Each Agency shall have a mission or purpose stated in the Internal Rules of Procedure or separately in an Agency Procedures document treated as part of the Internal Rules.
- Section 2: Each Agency shall have a director who shall be the chief operating officer and shall establish the rules and procedures of the Agency and manages all attained monies and properties.
- Section 3: Each Agency Director shall be nominated by the Student Body President and approved by the Representatives and shall serve until ~~replaced by the following President~~ their replacement is appointed.
- Section 4: Agency Directors shall be required to give a written report to the Assembly twice every rolling four (4)-week period.
- Section 45: Each Agency Director may be terminated by the President with a two-thirds (2/3) vote of the total Representatives.
- Section 56: Agency Directors shall serve as advisors to the President on matters correlating to their Agencies.

#### **Article VIII** **STIPENDS**

- Section 1: The Student Body President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars (\$5,200).
- Section 2: The Student Body Vice President is eligible to receive an annual stipend not to exceed six thousand eight hundred forty dollars (\$6,840.00) or five hundred seventy dollars (\$570.00) a month and a payment of tuition and fees not to exceed five thousand two hundred dollars (\$5,200).
- Section 3: Each Student Government officer is eligible to receive an annual stipend not to exceed one-half (1/2) of President's.
- Section 45: All officers receiving stipends shall be responsible for demonstrating adequate work each month (at least one hundred (100) hours) before the Internal Financial Director may release payment.
- Section 56: The Assembly may reduce, increase, suspend, or eliminate the stipend of any officer at any time during the year should that officer fail to fulfill the responsibilities of the office. This shall require a two-thirds (2/3) vote of the Assembly.
- Section 67: The Student Body President and Internal Financial Director shall be responsible for designating the amount of each stipend per year when preparing the budget, subject to the approval of the Assembly.
- Section 78: Any Student Government Agency that has submitted a proposal to the Vice President for Student Affairs to become a University department is exempt from Article VIII, Section 4. If the Agency's proposal is rejected, they are no longer eligible for this exemption.

#### **Article IX** **INTERNAL RULES OF PROCEDURE**

- Section 1: The Assembly must create a set of Internal Rules of Procedure consistent with all provisions of the Bylaws and the Constitution.
- Section 2: The Internal Rules of Procedure must be submitted to the Assembly no later than the third general meeting of each Assembly session. A copy of the Internal Rules of Procedure must be made available to the Assembly by Friday at 5:00 p.m. preceding the third general meeting.
- Section 3: The Internal Rules of Procedure must be reviewed by the Internal Affairs Committee.
- Section 4: The Internal Rules of Procedure must be approved by a two-thirds (2/3) majority of the total Representatives.
- Section 5: The Internal Rules of Procedure do not require approval by The University of Texas Board of Regents or System Office, but must be approved by The University of Texas at Austin Dean of Students and Vice President for Student Affairs.

**Article X**

PARLIAMENTARY AUTHORITY

- Section 1: The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the Assembly in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of the order the Assembly may adopt.

**Article XI**

AMENDMENT OF BYLAWS

- Section 1: These bylaws may be amended at any regular meeting of the Assembly by a two-thirds (2/3) vote of the total Representatives, provided that the amendment has been submitted in writing at the previous regular meeting and referred to the Internal Affairs Committee for their recommendation.
- Section 2: The Bylaws must be approved by The University of Texas Board of Regents or System Office, and by the Dean of Students and Vice President for Student Affairs.

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- Approved by the Student Assembly 11/29/94**
- As amended by the Assembly AB 14 Changes to the Internal Rules, Bylaws, and Constitution of the Student Government passed by acclamation 11/30/2004**
- As amended by the Assembly AB 16 To Allow For Agency Director Membership on Standing Committees passed by acclamation 2/8/2005.**
- As amended by the Assembly AB 15 Increased Stipends approved by acclamation 11/1/2005**
- As amended by the Assembly AB 18 Bylaw Corrections for Second Roll Call 11/01/2005**
- As amended by the Assembly AB 19 Creation of Interim Representative Position 12/06/05**
- As Amended by the Assembly AB 3 The Bylaws 05/02/2006**
- As Amended by the Assembly AB 24 Stipends passed 4/10/2007**
- As Amended by the Assembly AB 4 Bylaws 2007-2008 passed by acclamation 05/01/2007.**
- As Amended by the Assembly AB 16 Assembly Membership passed by acclamation 12/13/2007**
- As Amended by the Assembly AB 22 Secretary of the Assembly to Administrative Director 3/18/2008**
- As Amended by the Assembly AB 2 Amendment to the Bylaws of the SG of the UT Austin passed with unanimous consent 4/27/2010**
- As Amended by the Assembly AB 17 Student Government Reform passed 01/25/2011**