CHAPTER THREE

BY-LAWS of the STUDENT SENATE

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PREAMBLE

We, the Student Senate of the University of North Carolina at Charlotte, in order to advance the edification of the University and Its Student Body, and to make known the ideals of the Student Senate, do ordain and establish these By-Laws of the Student Senate of the University of North Carolina at Charlotte.

ARTICLE I. STANDING RULES

SECTION 1. Definitions and Conventions

§3-1.1. Definitions.
Within these By-Laws, the following definitions and conventions shall apply:
(a) For the purposes of these By-Laws, "Student Senate" or "Senate" shall refer to the Student Senate of the University of North Carolina at Charlotte.
(b) "General Assembly" shall be defined as a regularly scheduled meeting of the Student Senate in a particular Legislative Assembly during which the business of the Senate is conducted.
(c) A "Legislative Assembly" of the Student Senate shall be all of the meetings of the Senate that may occur during an individual year.
(d) The "First Session" of a Legislative Assembly shall be all of the meetings of the Senate that may occur following the seating of new Senators after a Spring General Election and lasting until the seating of new Senators after a Fall General Election.
(e) The "Second Session" of a Legislative Assembly shall be all of the meetings of the Senate that may occur following the seating of new Senators after a Fall General Election and lasting until the seating of new Senators after a Spring General Election.
(f) A meeting of the Senate in "Committee" shall refer to the meeting of the Senators in their various Committees.
(g) A "class day" is a day in the academic year on which classes are scheduled to meet. This definition shall also apply whenever a particular day of the week is preceded in these By-Laws by the term "class" (i.e., "class Monday").
(h) In accordance with the Constitution of the Student Body, the Vice President of the Student Body shall serve as the "President of the Senate". At no time may the President be permitted to serve as a voting member of any Committee of the Senate, standing or otherwise.
(i) The "Presiding Officer" shall be any Officer of the Senate who may chair a General Assembly in accordance with these By-Laws.
(j) The "Advisor to the Student Senate" shall be the faculty or staff advisor to the Student Senate.
(k) A "designee" or "Senator-designate" shall be any member of the Student Body who, having been duly nominated for a particular Student Body Office, has been brought before the Senate for confirmation pursuant to these By-Laws.
(l) "Old business" shall be any business having been brought before the Senate in a previous General Assembly. This may include, but shall not be limited to legislation coming before the Senate for a second reading or legislation tabled in previous General Assemblies.
(m) "New business" shall be any business brought before the Senate for the first time.
(n) "Secret ballot" refers to a method of voting used by the Senate, and shall be a written ballot bearing the signature of the voting Senator.
(o) For the purposes of these By-Laws, "ex-officio" shall be used to describe any member of the Senate who is not a Senator. Ex-officio members of the Senate may address the Senate when recognized by the President, and shall not be allowed
to vote. *Ex-officio* members of the Senate shall include the Student Body Treasurer, the Student Government Association Administrative Assistant and the Advisor to the Student Senate.

(p) The term "**Accuser**" refers to the author of a Petition calling a Special Assembly.

(q) The term "**Accused**" refers to a Senator who is being brought before a Special Assembly for consideration of removal from the Senate.

(r) Names of Offices hereinafter refer to those within the Student Senate unless otherwise noted.

§3-1.2. **Title.**
This document shall be known as the By-Laws of the Student Senate, which is organized for the purpose stated in the Constitution of the Student Body of the University of North Carolina at Charlotte.

§3-1.3. **Authority.**
(a) These By-Laws shall govern all positions it is granted authority over in Article III of the Constitution of the Student Body.

(b) Where these By-Laws are not specific, the most recent edition of *Roberts Rules of Order Newly Revised* shall govern the operations of the Senate.

(c) When conflicts arise between these By-Laws and *Roberts Rules of Order Newly Revised*, the By-Laws shall take precedence.

SECTION 2. Meetings of the Senate

§3-1.4. **Weekly Meetings.**
The Student Senate shall meet in Committee every class Tuesday at 5:00 p.m., and in General Assembly every class Thursday at 5:00 p.m.

§3-1.5. **Meetings at the Call of the President.**
In addition to those meetings outlined in SGS §3-1.4, the President shall retain the right to call meetings as he or she deems appropriate.

§3-1.6. **Meetings by Petition of Senators.**
A Senator may, at any time, circulate a petition to call a meeting, prescribing the date and time of the meeting. Such a petition must be signed by at least one-half of all qualified Senators and must be submitted to the President. Upon receipt of a valid petition, the President shall provide notice of the additional meeting to all Senators, provided that the petition is submitted at least one week prior to the date and time of the meeting called for in the petition.

§3-1.7. **Special Assembly.**
(a) A Special Assembly shall be a meeting of the Senate which, having been called by a Petition signed by at least three-fourths of all Senators, shall be held for the sole purpose of considering the removal of a Senator from the Senate for disciplinary reasons.

(b) **Order of Business in a Special Assembly:**
In a Special Assembly, the Senate shall proceed with its business in the following order:

i. Call to Order

ii. Roll Call

iii. Reading of the Petition which called the Special Assembly

iv. Opening Statement from the Accuser, not to exceed five minutes

v. Opening Statement from the Accused, not to exceed five minutes

vi. Period of Questions from the Senate, not to exceed 10 minutes

vii. Closing Statement from the Accused, not to exceed three minutes

viii. Closing Statement from the Accuser, not to exceed three minutes

ix. Roll Call Vote on the question of removing the Accused from the Senate

x. Adjournment

SECTION 3. Membership of the Senate

§3-1.8. **Eligibility.**
All duly registered students of the University of North Carolina at Charlotte shall be eligible for membership in the Student Senate.

§3-1.9. **Qualifications of Senators.**
(a) In addition to meeting the General Qualifications for Student Government Officials outlined in SGS §1-1.3 and the
§3-1.10. **Induction of Members.**

Each Senator-elect or Senator-designate shall be inaugurated by the President Pro Tempore in accordance with SGS §1-1.10 upon meeting all the qualifications for such Office outlined in Chapter One of the Student Government Statutes and these By-Laws.

§3-1.11. **Duration of a Term.**

(a) Senators inaugurated in accordance with SGS §1-1.10 shall serve for a term of one year, or until his or her successor is inaugurated.

(b) A Senator who is appointed to the Student Senate shall follow the guidelines for the vacancy he or she was appointed to fill as enumerated by these By-Laws.

(c) A Senator who has changed the College of his or her major at any point in his or her term may remain in his or her current seat until the term to which he or she was elected or appointed is scheduled to expire. Upon the next election cycle the Senator must run by the guidelines outlined in these By-Laws and the Elections Act.

§3-1.12. **Attendance.**

(a) A Senator may have one absence per First Session and two absences per Second Session. An absence in either General Assembly or Committee shall count toward a Senator's total number of absences.

(b) The Presiding Officer shall cause the roll to be called to establish the presence of a quorum and to confirm the attendance of Senators. Any Senator not present for such a roll call shall be assessed one-half of an absence. The Chair of each respective Committee shall be required to document the attendance of Senators for formal Committee meetings; any Senator not in attendance for a Committee meeting shall be assessed with one absence. All absences shall be submitted to the Student Government Association Administrative Assistant.

(c) The Student Government Association Administrative Assistant shall keep a record of the attendance of every Senator. Should action be warranted against a Senator for exceeding the allotted number of absences, the Administrative Assistant shall inform the President, the President Pro Tempore and the Chair of the Internal Affairs Committee. The Internal Affairs Committee shall be tasked with the execution of any action warranted against a Senator in accordance with these By-Laws.

§3-1.13. **Proxy.**

(a) A Senator may appoint an individual to serve as a proxy for any meeting he or she is unable to attend. The proxy shall not be a current Student Government Official.

(b) The Senator must submit a Proxy Form as defined in Appendix D to the Chair of the Internal Affairs Committee 24 hours before the meeting is to occur.

(c) The first proxy of each semester will not count as an absence; however, any additional uses of a proxy will be considered an absence.

§3-1.14. **Vacancies.**

(a) **Declaration of a Vacancy:** Should a vacancy exist after an election or upon
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§3-1.15. Resignation.
(a) A Senator may declare his or her resignation at any time for due cause. All voluntary resignations must be delivered in writing to the President.

(b) Departure from a General Assembly prior to adjournment without being granted a Questions of Privilege to leave will automatically constitute a declaration of vacancy.

§3-1.16. Removal from Office.
(a) Attendance Removal: When a Senator has exceeded the total number of absences, the Senator will appear at a hearing of the Internal Affairs Committee. The Chair of the Internal Affairs Committee shall give the Senator a five day written notice of the date the hearing is to occur. The Senator in question is allowed one postponement, and the Chair of the Internal Affairs Committee is required to give another five day written notice of the date of the new hearing. If the Senator cannot provide proper excuses for his or her absences, his or her membership will be revoked. If the Senator fails to attend the hearing or contact the Chair of the Internal Affairs Committee to reschedule the hearing, the hearing will be conducted in absentia.

(b) Disciplinary Removal: Any Senator alleged to have acted in a manner inconsistent with the Oath of Office shall be brought before a Special Assembly.
   i. The President Pro Tempore shall chair the Special Assembly unless he or she is being presented for removal, in which case the Parliamentarian shall assume the chair.
   ii. Senators shall be removed from Office upon a three-fourths vote of Senators present in a Special Assembly.

SECTION 4. Responsibilities of the Senate

§3-1.17. Promotion of the General Welfare of the Student Body.
The Senate shall be charged with the promotion of the general welfare of the Student Body, whether through the introduction, debate and passage of legislation or through any of its activities or endeavors.
§3-1.18. **Senate Retreat.**
A Senator who is elected before the date of the Senate retreat shall be required to attend the retreat. Should a Senator not attend the retreat, his or her absence shall constitute an automatic resignation. Only the Advisor to the Senate shall have the authority to suspend this responsibility.

§3-1.19. **Town Hall.**
Each College must host an open forum at least once per semester for the college they represent, where students can voice questions, issues, and concerns within their colleges due to the lack of communication between the students and administration. A dean or faculty member from the College hosting the Town Hall Meeting must be present.

§3-1.20. **Suggestion Web Portal.**
The Senate is charged with maintaining a web portal in which students may offer their opinions, suggest legislation, and make comments on all posts. This shall be open to the entire Student Body. All opinions, suggested legislation, and comments shall remain in full view of all members of the Student Body.

**SECTION 5. Order of Business**

§3-1.21. **Quorum.**
A quorum of the Senate shall consist of a simple majority of all qualified Senators. It shall be in order as a privileged request for any Senator to ask that the roll be called at any time during General Assembly to establish the presence of a quorum. In the absence of a quorum, the Presiding Officer shall be permitted to entertain a motion to enter Committee of the Whole until such time as quorum is attained. Such a motion shall require the consent of a majority of those Senators present. Should no motion be agreed to following the loss of quorum, the Presiding Officer shall be empowered to immediately declare the Senate to be adjourned, in recess, or dissolved into Committee of the Whole.

§3-1.22. **Order of Business.**
The Senate shall proceed with its business in a General Assembly as follows:

1. **Call to Order**
2. **Recitation of the Pledge of Allegiance to the Flag of the United States**
3. **Roll Call**
4. **Adoption of the Minutes**
5. **Messages to the Senate**
6. **Comments from the Gallery**
7. **Approval of New Student Organizations**
8. **Reports of the Officers of the Senate**
9. **Confirmation of Senators-Designate**
10. **Nomination and Election of Officers of the Senate**
11. **Old Business**
12. **New Business**
13. **Comments and Announcements**
14. **Adjournment**

§3-1.23. **Minutes.**
(a) The Student Government Association Administrative Assistant shall record the Minutes of every General Assembly. In his or her absence, the Vice Chair of the Internal Affairs Committee will record the Minutes.

(b) The Administrative Assistant shall be charged with distributing an electronic copy of the Minutes to all Senators not less than two days prior to the next General Assembly. He or she shall also make copies of approved Minutes available upon the request of any Senator, student or member of the faculty or staff.

(c) At the appropriate time in a General Assembly, the Presiding Officer shall entertain a motion to approve the Minutes from the previous General Assembly. Such a motion must be seconded, and shall carry upon a simple majority vote.

§3-1.24. **Officer Reports.**
At the appointed time, the Presiding Officer shall recognize each Officer of the Senate to give a report of his or activities and those of any Committees he or she may have jurisdiction over.

§3-1.25. **Approval of New Student Organizations.**
The Senate shall be charged with approving new student organizations in accordance with the Constitution of the Student Body. All potential student organizations must comply with all
guidelines enumerated in the Act for Registration prior to being placed on the agenda for approval by the Senate.

§3-1.26. Confirmation of Designees External to the Senate.
(a) Designees external to the Senate shall be confirmed to Office by Senate Resolution.
(b) At the appropriate time during a General Assembly, the Presiding Officer shall recognize the appointing authority, who shall introduce the designee to the Senate. All designees shall be allowed to address the Senate for a period of time not to exceed two minutes, followed by a period for questions for the designee from the Senate not to exceed five minutes.
(c) The confirmation of designees may be moved by any qualified Senator, and shall be decided in a manner consistent with the Constitution of the Student Body and the Student Government Statutes.

SECTION 6. Motions

§3-1.27. Order of Precedence of Motions.
The order of precedence of motions shall be as follows:
(a) To adjourn
(b) To recess
(c) Questions of Privilege
(d) To lay on the table
(e) The previous question
(f) To limit or extend debate
(g) To postpone to a time certain
(h) To amend
(i) To postpone indefinitely
(j) Main motions

§3-1.28. Motion to Adjourn.
All motions to adjourn shall be understood to adjourn the Senate to the next regularly scheduled meeting and shall be voted on by call of the roll.

§3-1.29. Previous Question.
The Previous Question shall require the consent of a two-thirds majority of the Senators present.

SECTION 9. General Decorum

§3-1.30. Recognition of Senators.
A Senator who seeks recognition shall rise at his or her seat, address the Presiding Officer, and wait to be recognized before addressing the Senate further.

§3-1.31. Recognition of non-Senators.
The Presiding Officer may, upon the consent of a majority of the Senators present, extend the privileges of the floor to any member of the Gallery who is not a member of the Senate.

SECTION 8. Conduct of Debate

§3-1.32. Rounds of Debate.
Senators may use this time period to voice and debate their respective points of view on a piece of legislation presented to the Senate. The Presiding Officer shall call on Senators to speak in the order in which they request the floor.

§3-1.33. Period of Questions.
The Presiding Officer may recognize the Senator introducing legislation or making motions for a period of time he or she deems appropriate, following the introduction of such legislation or the statement of such motions, during which time the Senator shall be entitled to yield to other Senators for questions. It shall be out of order for any Senator to use such time for debate.

§3-1.34. Questions in Debate.
Once debate has begun, a Senator speaking in debate shall be entitled to yield the floor to other Senators for questions. A Senator desiring to ask a question of the speaking Senator may interrupt him or her to request that the speaking Senator yield.

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conversation, avoid disrespect of personalities and avoid walking between the speaking Senator and the President.

(b) All Senators shall stand when addressing the presiding officer, a speaker or the Body, provided they are capable of doing so.

(c) At a minimum, Senators shall dress appropriately in business casual attire.

§3-1.36. **Decorum of Visitors.**
Visitors to the General Assembly shall be seated in a designated gallery except at the discretion of the Presiding Officer. Visitors shall refrain from disrupting the business of the General Assembly. The Presiding Officer, with the aid of the Sergeant-at-Arms, may ask any visitor to leave the meeting room at any time for disorderly conduct.

SECTION 10. **Voting**

§3-1.37. **Methods of Voting.**

The method of voting shall be by voice or hand vote, at the discretion of the Presiding Officer. Following the vote, the Presiding Officer shall announce the results according to his or her judgment. Senators shall voice their vote by answering "Aye" or "No", or shall hand vote by raising their hand and keeping it raised until the vote has been counted and recorded in the Minutes. Should a Senator feel the outcome of a voice vote could not be adequately determined, he or she may demand a rising vote by saying "Division of the Assembly" or simply "Division", so long as he or she does not use the procedure as a dilatory tactic when there clearly has been a full vote and there can be no reasonable doubt of the result.

§3-1.38. **Votes by Roll Call.**
It shall be in order as a privileged request for any Senator to ask that the yeas and nays be recorded in the Minutes on any question, with the consent of one-fifth of those Senators present. The yeas and nays shall be recorded by a call of the roll.
ARTICLE II. OFFICERS

§3-2.1. Officers of the Senate.
(a) The Officers of the Senate shall be a President Pro Tempore, a Parliamentarian, a Sergeant-at-Arms, a Webmaster, and the Chairs of the Standing Committees, in accordance with the Constitution of the Student Body.
(b) The President Pro Tempore, Parliamentarian, Sergeant-at-Arms, Webmaster, Chairs of the Standing Committees and any other Officers of the Senate shall be elected from the membership of the Senate once annually by the procedures prescribed by these By-Laws.
(c) The Executive Committee shall set the number of office hours to be kept by each paid Officer. Failure to keep those office hours during the course of a month shall result in a forfeiture of pay for that month.

SECTION 1. Responsibilities of Officers of the Senate

§3-2.2. President Pro Tempore.
The President Pro Tempore shall perform all duties of the President of the Senate when he or she is unable to do so, set the agenda for a General Assembly, and distribute such agendas by 5:00 p.m. the day before a General Assembly is scheduled to occur. He or she will serve as an assistant to the President of the Student Senate. At no time shall the President Pro Tempore serve as an Officer or permanent member of any Standing Committee; rather, he or she shall serve in an advisory role to all Standing Committees.

§3-2.3. Parliamentarian.
The Parliamentarian shall be charged with the assisting the Presiding Officer in the determination of the rules of procedure and the interpretation of the Constitution of the Student Body, the By-Laws of the Student Senate and Robert's Rules of Order Newly Revised. The Parliamentarian shall be a permanent member of the Internal Affairs Committee.

§3-2.4. Sergeant-at-Arms.
The Sergeant-at-Arms shall assist the Presiding Officer in preserving order during General Assembly and at the request of the Presiding Officer shall explain expectations of order to Senators and visitors. The Sergeant-at-Arms shall also secure the doors during a period of closed session. The Sergeant-at-Arms shall also be responsible for escorting individuals and organizations in and out of the Senate Chamber.

§3-2.5. Webmaster.
The Webmaster shall assist the Presiding Officer with operating a display of all Senate business during General Assembly meetings. The Webmaster shall also be responsible for keeping the Senate page of the UNC Charlotte SGA website up to date. The Webmaster shall also operate the SGA suggestion web portal.

§3-2.6. Committee Chairs.
The Committee Chairs shall call his or her Committee meetings to order, preside over those meetings, procure copies of legislation referred to their Committee, report absences of Committee members to the Student Government Association Administrative Assistant to the and submit an annual report of the Committee's actions to the President Pro Tempore at the last General Assembly of the academic year. Chairs must submit an electronic report to the President of the Student Senate and the President Pro Tempore by noon the day after his or her Committee meeting detailing the Committee's opinions and recommendations for the legislation referred to it.

SECTION 2. Election and Tenure of Officers of the Senate

§3-2.7. Occurrence of Elections.
(a) Nominations for all elective Offices of the Senate shall be opened at the General Assembly meeting two weeks prior to the inauguration of new Student Government Officials as prescribed in SGS §1-1.10(b).
(b) All elective Offices of the Senate shall be opened for election one week following the opening of nominations for such Offices.

(c) Upon the vacation of an elective Office of the Senate, a special election will be held to fill the Office, with nominations opened at the General Assembly following the vacation, and elections occurring one week following the opening of nominations by secret ballot.

§3-2.8. **Nominations.**

The Presiding Officer shall call for nominations for the Office to be elected. Any Senator may nominate another Senator, and nominations may be closed by a two-thirds vote of the Senators present.

§3-2.9. **Order of Elections.**

Elections for Officers of the Senate shall proceed in the order given in SGS §3-2.1(a). In the event an elective Office of the Senate receives multiple nominations, that candidate elected first shall be withdrawn from consideration from any other offices which he or she may have been nominated for.

§3-2.10. **Elections.**

Each nominee shall speak before the General Assembly. A motion shall determine the length of time for speeches; such a motion shall take place for each Officer position. The Sargent-at-Arms shall keep the time. Nominees will speak in the order in which the Offices are listed in SGS 3-2.1 (a), and in alphabetical order within each Office should an Office receive more than one nomination. Nominees who are not addressing the Senate shall leave the room. Once every nominee has concluded their respective speeches for a particular Officer position, all nominees shall leave the room while all other Senators discuss and debate the qualifications of the nominees. A motion shall determine the length of time for this discussion. The Sargent-at-Arms shall keep the time. Elections shall occur by secret ballot.

§3-2.11. **Tenure.**

Officers shall take office upon their election. All Officers shall serve for one full year, or until their successors have been elected.

SECTION 3. **Removal of an Officer**

§3-2.12. **Removal of an Officer.**

If a Senator does not feel that an Officer is performing the duties listed in these By-Laws, the Senator may submit a Petition to remove that Officer from their position. The petition must be signed by a majority of Senators and submitted to the President of the Senate. The Officer may be removed from their position at the meeting the petition is presented with a two-thirds vote of the Senators present.

SECTION 4. **Order of Ascendance**

§3-2.13. **Order of Ascendance.**

(a) In the absence or incapacity of the President, the President Pro Tempore shall assume the duties of the Presiding Officer. Should the President Pro Tempore be unable to assume these duties, the Parliamentarian shall assume them. Should neither the President Pro Tempore nor the Parliamentarian be able to fulfill the duties of the Presiding Officer in the absence of the President, the Chair of the Internal Affairs Committee shall assume the duties of the Presiding Officer.

(b) When none of the positions listed SGS §3-2.13(a) are able to mediate a General Assembly, that meeting will automatically break into committee meetings.
CHAPTER THREE. BY-LAWS OF THE STUDENT SENATE

ARTICLE III. COMMITTEES

§3-3.1. Establishment of Committees.
(a) The Senate shall have the authority to establish various Committees it considers necessary to the general welfare of the Student Body and essential to its successful operation.
(b) The Senate shall be comprised of six Standing Committees: the Executive Committee; the Academic Affairs Committee; the Internal Affairs Committee; the Organizational Ways and Means Committee; the Publicity and Outreach Committee; and the Student Affairs Committee.

SECTION 1. Standing Committees

§3-3.2. Executive Committee.
The Executive Committee shall be charged with promoting communication between the Standing Committees, discussing and recommending various actions or policies necessary to the proper functioning of the Senate and performing any duties of the Senate introduced by the President of the Student Body which may require an immediate response.
(a) The President Pro Tempore shall chair the Executive Committee Meetings.
(b) The Executive Committee shall consist of the President of the Senate, the Parliamentarian, the Sergeant-at-Arms, the Chairs of the Standing Committees and one At-Large Member.
(c) The At-Large Member for the Executive Committee will be elected by secret ballot no later than the second General Assembly following Fall Elections.

§3-3.3. Academic Affairs Committee.
The Academic Affairs Committee shall be responsible for policies regarding academic reform, University academic policy, academic calendar issues and library operations. The Committee shall serve as a liaison between the Senate and the Office of the Provost, the Colleges of the University and the Faculty Council.

§3-3.4. Internal Affairs Committee.
The Internal Affairs Committee shall oversee matters pertaining to the Senate and the Constitution of the Student Body. This may include but shall not be limited to matters relating to the conduct of Senators, the By-Laws of the Student Senate and the Apportionment Act.

§3-3.5. Organizational Ways and Means Committee.
The Organizational Ways and Means Committee shall oversee matters pertaining to the Student Activity Fees entrusted to the Senate, to the various student organizations and to the Financial Procedures Act.

§3-3.6. Publicity and Outreach Committee.
The Publicity and Outreach Committee shall oversee matters pertaining to the outreach of the Senate to the Student Body, and may oversee matters pertaining to the Elections Act. This shall include coordinating with the Board of Elections to publicize Student Body Elections in accordance with the Election Act, informing the Student Body of pertinent changes in University policy and the general direction of the Student Government Association Website. Publicity and Outreach is responsible for maintaining community relations within and beyond the UNC Charlotte community. The Publicity and Outreach committee will facilitate opportunities for the legislative branch to fulfill as far as outreach is concerned.

§3-3.7. Student Affairs Committee.
The Student Affairs Committee shall oversee matters pertaining to the personal and social well-being of the Student Body. This shall include student problems and concerns, new student programs and policy changes. The Committee shall have at its discretion a Student Body Survey, which shall be attached to the ballots of a General Election, in the execution of its duties.

SECTION 2. Special Committees
§3-3.8. Appointment of Special Committees.
The formation of a Special Committee may occur at the discretion of the President Pro Tempore, with the advice and consent of the President, or by motion of any Senator with the consent of a simple majority of the Senators present. The President Pro Tempore, with the advice and consent of the President, shall appoint the Chair and other members of the Special Committee, unless the motion creating the Committee specifies some other method of selection.

§3-3.9. Meetings and General Duties of Special Committees.
Special Committees shall meet at the discretion of the Chair of such Committee, subject to any conditions which may be stated in the Committee's formation. A Special Committee shall be responsible for the consideration of all questions referred to it by the Senate, for the preparation of legislation as directed by the Senate in its formation or subsequent instructions, and for the preparation of all reports required by these By-Laws or as deemed necessary at the discretion of its Chair.

SECTION 3. Committee Procedures

§3-3.10. Membership of the Standing Committees.
The President Pro Tempore shall appoint, with the advice and consent of the President, each Senator to one of the six Standing Committees, save the Executive Committee. Each Senator shall be appointed to a Standing Committee within two weeks of assuming his or her Office. A Senator may be a member of only one Standing Committee unless specific provisions have been enumerated by these By-Laws. A Senator may only be an Ad Hoc member of a Standing Committee when that Committee does not meet quorum.

§3-3.11. Committee Meetings.
Standing Committees shall meet once weekly, pursuant to SGS §3-1.4.

(a) A quorum shall consist of a simple majority of the members of the Committee.
(b) Rules of order for the various Committees may be determined at the discretion of the Chair each Committee, which may not conflict with the Constitution of the Student Body, these By-Laws, or Roberts Rules of Order Newly Revised.

§3-3.13. Committee Vice Chairs.
Each Committee shall elect a Vice Chair no later than the Committee's second meeting of the new academic year. The Committee Vice Chairs shall be responsible of assuming the duties of the Chair of his or her respective Committee in his or her absence, and for keeping the minutes of each Committee meeting.

§3-3.14. Legislative Disposition.
Each Committee, upon review of the legislation referred to it by the Presiding Officer, shall prepare a report to be given in General Assembly on such legislation. Committees may not amend, pass, or fail any legislation referred to it during Committee. Rather, Committees shall report favorably, unfavorably, or favorably with any amendments it feels necessary.

SECTION 4. Committee of the Whole Senate

§3-3.15. Dissolution into Committee of the Whole.
It shall be in order as a privileged motion for any Senator to move to dissolve the Senate into the Committee of the Whole, subject to the approval of a simple majority of the Senators present. In the absence of quorum, the Presiding Officer shall be empowered to declare the Senate dissolved into the Committee of the Whole, pursuant to SGS §3-1.19.

§3-3.16. Business in Order in Committee of the Whole.
The Committee of the Whole may consider any main motion which is referred to it by the Senate, or any piece of legislation on the calendar for the present meeting.

§3-3.17. Chair of the Committee of the Whole.
(a) When considering a main motion, the President Pro Tempore shall serve as Chair of the Committee of the Whole.

(b) When considering legislation, the Chair of the Committee in which the piece of legislation originated or has been referred to shall serve as Chair of the Committee of the Whole.

(c) If legislation under consideration originated in General Assembly and has not been referred to a Committee, the President Pro Tempore shall serve as Chair of the Committee of the Whole.

§3-3.18. Quorum of the Committee of the Whole.

A quorum of the Committee of the Whole shall consist of one-fifth of all qualified Senators.

§3-3.19. Debate in the Committee of the Whole.

Debate in the Committee of the Whole shall not be restricted unless any Senator should so move with the consent of two-thirds of the Committee. All rules concerning the decorum of the Senate shall apply.

§3-3.20. Reports by the Committee of the Whole.

The Presiding Officer shall bring before the Senate, in the order reported, all main motions or legislation reported by the Committee of the Whole upon reconvening the Senate.
ARTICLE IV. LEGISLATION

SECTION 1. Legislation Generally

§3-4.1. Types of Legislation.
The Senate shall recognize three types of legislation: Bills, Resolutions and Petitions.

§3-4.2. Bills.
All legislation creating or affecting a change in the Student Government Statutes or other body of law within the legislative powers of the Senate, or providing for the budgeting and appropriation of the Student Activity Fees entrusted to the Senate, shall be presented in the form of a Bill. The various forms of Bills shall be as follows:

(a) Budget Bill: A Budget Bill either sets or modifies the budget of the Legislative Branch of the Student Government Association. Budget Bills shall require the consent of a majority of the Senators present. Budget Bills shall be indicated as such on legislation by a "BB".

(b) Finance Bill: A Finance Bill authorizes or instructs the expenditure of funds previously budgeted by the Senate or entrusted to the Senate. The various student organizations shall be funded by means of a Finance Bill, which shall require the consent of a majority of Senators present, and shall not require a second reading. Finance Bills shall be indicated as such on legislation by a "FB".

(c) Senate Bill: A Senate Bill amends the By-Laws of the Senate or other bodies of law under the discretionary authority of the Senate. Senate Bills shall require the consent of a two-thirds majority of the Senators present. Senate Bills shall be indicated as such on legislation by a "SB".

(d) Government Bill: A Government Bill amends the Constitution of the Student Body or Chapter One of the Student Government Statutes. Government Bills shall be indicated as such on legislation by a "GB".

§3-4.3. Resolutions.
All legislation voicing the opinion of the Senate on any topic not within the constitutional jurisdiction of the Senate or exercising one or more privileges of the Senate shall be presented in the form of a Resolution. Resolutions shall be indicated as such on legislation by a "SR".

§3-4.4. Petitions.
All legislation pertaining to the disciplinary removal of a Senator or other legislative matters that do not conform to the definition of a Bill or Resolution shall be presented in the form of a Petition, and shall not require a second reading. Petitions shall be indicated as such on legislation by a "SP".

§3-4.5. Docket.
The Docket of legislation shall be kept by the President Pro Tempore and shall be ordered in the order in which legislation is received. The Docket may only be changed by a two-thirds majority of the Senators present.

§3-4.6. Numbering of Legislation.
All legislation filed with the President Pro Tempore shall be numbered in the following format:

(BB/FB/SB/GB/SR/SP)(Legislative Assembly #).(Session #)-(Docket #)

For example, "SB50.1-3" would indicate the third piece of legislation, a Senate Bill, brought before the First Session of the 50th Legislative Assembly. The President Pro Tempore shall be responsible for numbering legislation.

§3-4.7. Mandates.
 Copies of all legislation presented to or passed by the Senate shall be sent to the individuals or organizations it concerns. Legislation shall list the names and titles of all such individuals or organizations. The individuals and organizations listed below shall automatically receive copies of all legislation presented to or approved by the Senate. Additional mandates may be added as deemed appropriate by the author(s) of legislation or the Senate:

(a) The Vice Chancellor for Student Affairs
(b) The Associate Vice Chancellor for Student Affairs and Dean of Students
(c) The Advisor to the Senate
§3-4.8. Legislative Expiration.
Upon the adjournment of a Legislative Assembly, all legislation not definitely disposed of by the Senate is to be considered postponed indefinitely and may only be considered in a new Legislative Assembly by reintroduction.

SECTION 2. Introduction of Legislation

§3-4.9. Initial Introduction.
A Senator may file legislation for introduction by submitting an electronic copy to the President Pro Tempore. Legislation filed by noon the day before a scheduled General Assembly shall be placed in the docket for a first reading at that meeting. The President Pro Tempore shall distribute the legislation to be heard at a General Assembly to all Senators, pursuant to SGS §3-2.2. Legislation not submitted according to the timeframe outlined in these guidelines may be heard at later General Assemblies, pursuant to SGS §3-4.5.

§3-4.10. Sponsorship of Legislation.
Any Senator(s) filing legislation with the President Pro Tempore for first reading shall be designated as the primary sponsor(s) of the legislation filed. After the first reading of any piece of legislation, any number of Senators may join as secondary sponsors of the legislation with the consent of the primary sponsor(s). The Senate shall not amend the names of primary or secondary sponsors without the consent of those Senators whose names are to be amended.

§3-4.11. Fast-Track of Legislation.
A Senator may move that Resolutions receive their first and second readings at the same General Assembly. This procedure shall be known as "fast-tracking" the Resolution, and shall require the consent of two-thirds of the Senators present. Bills may not be fast-tracked unless specifically provided for in these By-Laws. This provision may not be suspended.

SECTION 3. First Reading of Legislation and Referral to Committee

§3-4.12. First Reading of Legislation.
At the appointed time, the Presiding Officer shall cause all legislation on the calendar for first reading to be read before the Senate.

§3-4.13. Referral to Committee.
At the appropriate time, the Presiding Officer shall refer all legislation read for the first time and not fast-tracked to the Committee he or she deems appropriate according to these By-Laws.

SECTION 4. Second Reading and Senate Consideration

All legislation shall be read before the Senate twice, and such readings shall occur at two different General Assemblies except as provided elsewhere in these By-Laws.

§3-4.15. Placement on the Calendar for Second Reading.
Legislation shall be placed on the calendar for second reading by the President Pro Tempore once it is reported by its relevant Committee pursuant to SGS §3-3.14.

§3-4.16. Procedure for Second Reading.
(a) At the appointed time, the Presiding Officer shall read the legislation by short title only, unless any Senator should ask for a full reading with the consent of one-fifth of those Senators present.

(b) Following the second reading of legislation, the primary sponsor of legislation may yield to other Senators for questions. It shall be out of order for any Senator to use such time for debate. Once the primary sponsor of legislation yields the floor, the Presiding Officer shall state the question on the adoption of the legislation.

(c) Following the statement by the Presiding Officer on the question of the adoption of the legislation, the Presiding Officer shall recognize the Chair of the Committee to which the legislation was referred, who shall give a summary of the Committee's actions on the legislation. Committee
recommendations on the legislation under consideration shall be considered a motion by the Chair of the Committee, and shall be agreed to unless objected to.

§3-4.17. Amendment of Legislation.
All motions to amend legislation during second reading shall be written at the discretion of the Presiding Officer, and shall be submitted to the Parliamentarian at the time of their introduction. Amendments to legislation shall be in order during periods of debate, and shall be considered enacted if properly seconded and not objected to.

SECTION 5. Engrossment and Enrollment of Legislation

§3-4.18. Engrossment of Legislation.
Within 24 hours of the adoption of a Bill or Resolution which must be submitted to the Student Body President, the President Pro Tempore shall cause a copy of the Bill or Resolution to be engrossed, and shall submit the engrossed and signed copy of the Bill or Resolution to the Student Body President for his or her signature.

§3-4.19. Enrollment of Legislation.
The President Pro Tempore shall cause all legislation passed by the Senate and approved or vetoed by the Student Body President to be enrolled with the Student Government Association Administrative Assistant in order to be processed and kept for archival purposes.
ARTICLE V. AMENDMENTS

§3-5.1. Suspension of these By-Laws.
The Senate may, by the consent of a two-thirds majority of the Senators present, suspend these By-Laws. No provision of these By-Laws may be suspended which specifies otherwise, or derives its authority from any other portion of the Constitution of the Student Body or Student Government Statutes, or Federal, state, or local law. Furthermore, no clause mandating advance notice, including dates and times for meetings or submission of documents, may be suspended, unless suspended prior to the advance notice deadline.

§3-5.2. Amendments to these By-Laws.
(a) These By-Laws may be amended by a two-thirds majority of the Senators present. Amendments shall be presented to the Senate in the form of a Senate Bill, pursuant to SGS §3-4.2(c).
(b) All amendments made to these By-Laws shall not take effect until the close of the Session in which they were enacted.
APPENDIX A.  SAMPLE BILL

(#)st/th Legislative Assembly, (#)st/nd Session

(BB/SB/GB)(Leg. Ass. #).(Session #)-(Docket #)

AN ACT

<table>
<thead>
<tr>
<th>Short Title:</th>
<th>(TEXT)</th>
</tr>
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<tbody>
<tr>
<td>Primary Sponsor:</td>
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<tr>
<td>Secondary Sponsor(s):</td>
<td>(NAME)</td>
</tr>
<tr>
<td>First Reading:</td>
<td>(DATE)</td>
</tr>
<tr>
<td>Referred To:</td>
<td>(COMMITTEE)</td>
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<tr>
<td>Passage:</td>
<td>(DATE)</td>
</tr>
<tr>
<td>Enacted:</td>
<td>(DATE)</td>
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</table>

Whereas, text text text text text text text text text text text text text text text text text text text text text text text; and,

Whereas, text text text text text text text text text text text text text text text text text text text text text text text; and,

Whereas, text text text text text text text text text text text text text text text text text text text text text text text.

Therefore, be it enacted by the Student Senate of the University of North Carolina at Charlotte:

SECTION I:  (Enacted Clause)

Mandates:

I, (Name), hereby certify that this legislation was considered and adopted by the Student Senate of the University of North Carolina at Charlotte in accordance with the Constitution of the Student Body and the By-Laws of the Student Senate on this (day) day of (month), (year).

I, (Name), hereby signify my approval of this legislation as adopted by the Student Senate of the University of North Carolina at Charlotte, this (day) day of (month), (year).

__________________________  __________________________
(Name)                      (Name)
President Pro Tempore of the Student Senate  Student Body President
APPENDIX B. SAMPLE FINANCE BILL

(#)st/th Legislative Assembly, (#)st/nd Session

FB(Leg. Ass. #).(Session #)-(Docket #)

EVENT GRANTS AND OTHER FUNDING PROCEDURES

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</tr>
<tr>
<td>Secondary Sponsor(s):</td>
<td>NAME</td>
</tr>
<tr>
<td>Passage:</td>
<td>DATE</td>
</tr>
</tbody>
</table>

The Student Senate of the University of North Carolina at Charlotte approves the following expenditures:

SECTION I: Monies totaling in the amounts listed below and further enumerated in the attached spreadsheet shall be dispersed to various student organizations:

<table>
<thead>
<tr>
<th>OPERATIONAL GRANTS:</th>
<th>(AMOUNT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON-CAMPUS EVENT GRANTS:</td>
<td>(AMOUNT)</td>
</tr>
<tr>
<td>OFF-CAMPUS EVENT GRANTS:</td>
<td>(AMOUNT)</td>
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<tr>
<td>TRAVEL GRANTS:</td>
<td>(AMOUNT)</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>(AMOUNT)</td>
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</table>

Mandates:

I hereby certify that this legislation was considered and adopted by the Student Senate of the University of North Carolina in accordance with the Constitution of the Student Body and the By-Laws of the Student Senate on this ____ day of ________________, _____.

__________________________
(Name)
President Pro Tempore of the Student Senate
APPENDIX C. SAMPLE RESOLUTION

(#)st/th Legislative Assembly, (#)st/nd Session

SR(Leg. Ass. #).(Session #)-(Docket #)

A RESOLUTION

Short Title: (TEXT)
Primary Sponsor: (NAME)
Secondary Sponsor(s): (NAME)
First Reading: (DATE)
Referred To: (COMMITTEE)
Passage: (DATE)
Enacted: (DATE)

Whereas, text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

Whereas, text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

Whereas, text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

Whereas, text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text.

Therefore, be it resolved by the Student Senate of the University of North Carolina at Charlotte:

SECTION I: (Resolved Clause)

Mandates:

I, (Name), hereby certify that this legislation was considered and adopted by the Student Senate of the University of North Carolina at Charlotte in accordance with the Constitution of the Student Body and the By-Laws of the Student Senate on this (day) day of (month), (year).

I, (Name), hereby signify my approval of this legislation as adopted by the Student Senate of the University of North Carolina at Charlotte, this (day) day of (month), (year).

(Name)
President Pro Tempore of the Student Senate

(Name)
Student Body President
APPENDIX D. SAMPLE PETITION

(#)st/th Legislative Assembly, (#)st/nd Session

SP(Leg. Ass. #). (Session #)-(Docket #)

A PETITION

<table>
<thead>
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<th>Short Title:</th>
<th>(TEXT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Sponsor:</td>
<td>(NAME)</td>
</tr>
<tr>
<td>First Reading:</td>
<td>(DATE)</td>
</tr>
<tr>
<td>Enacted:</td>
<td>(DATE)</td>
</tr>
</tbody>
</table>

The Student Senate of the University of North Carolina at Charlotte adopts the following Petition:

We, the Members of the Student Senate, hereby (text).

Mandates:

SIGNATORIES:

College of Liberal Arts & Sciences: 

________________________________________

College of Health & Human Services:

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________

College of Arts & Architecture:

________________________________________

________________________________________

Belk College of Business:

________________________________________

William States Lee College of Engineering:

________________________________________
College of Education:

Freshman At-Large Senators:

College of Computing and Informatics:

Resident Student Association Representative:

At-Large Senators:

I hereby certify that this Petition was considered by the Student Senate of the University of North Carolina at Charlotte in accordance with the Constitution of the Student Body and the By-Laws of the Student Senate on this (day) day of (month), (year).

President of the Senate
APPENDIX E. SENATE PROXY FORM

SENATE PROXY FORM

I, ____________________________, hereby signify that the following individual meets the requirements set forth in the By-Laws of the Student Senate to serve as my proxy, and has full authority to act on my behalf on the following date:

<table>
<thead>
<tr>
<th>NAME OF PROXY</th>
<th>SIGNATURE OF SENATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE OF PROXY</td>
<td>DATE PROXY USED (MM/DD/YYYY)</td>
</tr>
<tr>
<td>PROXY’S UNC CHARLOTTE 800 #</td>
<td>DATE (MM/DD/YYYY)</td>
</tr>
</tbody>
</table>
AMENDMENT FORM

Name: ___________________________ Date: _____/____/____

Leg. #: _______ Short Title: ______________________________________

I hereby move to amend lines _____ through _____ to read as follows:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Signed: ___________________________

FOR OFFICIAL USE ONLY: Passed: _____ Y _____ N Initials: ________