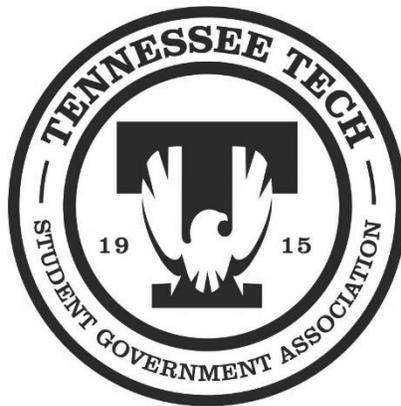


STUDENT GOVERNMENT ASSOCIATION BY-LAWS



Student Government Association
of Tennessee Tech University
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STUDENT GOVERNMENT ASSOCIATION BY-LAWS

ARTICLE I: EXECUTIVE PROCEDURES

Section 1 – Communication

The President shall present a state of the campus address to the student body at the beginning of the fall and spring semesters.

- A. All officers and executive cabinet members shall give weekly reports of their activities to the Senate.

Section 2 – Executive Cabinet

- A. Executive Cabinet appointments shall be presented before the Senate one (1) week prior to the vote of their ratification.
- B. The Executive Cabinet positions include, but are not limited to –
 - 1. The Chief of Staff, who shall have the following duties and powers –
 - a. Serve as the coordinator of the activities of any administrative assistants
 - b. Execute any other tasks or acts of representation that the President deems necessary
 - 2. The Secretary of State, who shall have the following duties and powers –
 - a. Responsible for the off-campus activities of the SGA
 - b. Coordinate participation in all official conferences
 - c. Responsible for communications between the SGA and other institutions of higher education in the State
 - d. Follow the Speaker Pro-tempore of the senate in the line of succession to the Presidency
 - 3. The Public Relations Director, who shall have the following duties and powers –
 - a. Responsible for publicizing on all available media the Student Government Association’s decisions, functions, and activities
 - b. Appoint assistants subject to the approval of the President
 - 4. The Tennessee Intercollegiate State Legislature (TISL) Advisor, who shall have the following duties and powers –
 - a. Lead the delegates of Tennessee Technological University at TISL through bill writing, bill presentation, parliamentary procedure, and debating
 - b. Communicate with TISL and the President of the Tennessee Technological University’s SGA to detail and select the representatives that will go to TISL

- c. Report to the Executive Council and to the Senate on information regarding TISL whenever said information becomes available
- 5. Any other positions that the SGA President deems necessary for the President's Executive Cabinet

Section 3 – Executive Cabinet Meetings

- A. The executive cabinet will meet at the discretion of the SGA President
- B. A quorum for the consideration of business shall consist of two-thirds majority of the total voting members of the executive cabinet.

Section 4 – Schedule of Meetings

The time and frequency of Senate meetings for that semester shall be determined at the first meeting of the Executive Cabinet, which shall be called by the President.

Section 5 – Attendance

- A. Attendance at Senate meetings shall be required of all members of the Executive Cabinet. Unexcused absences shall not be more than one (1) per semester.
- B. At the discretion of the President, absences may be excused.

Section 6 – Order of Business

The order of business shall be determined by the person presiding over the meeting of the Executive Cabinet.

Section 7 – Parliamentary Procedure

Parliamentary procedure will be followed only to the extent of conducting an efficient meeting following the procedures established in Robert's Rules of Order.

Section 8 – Voice of Non-Executive Members

Non-members of the Executive Cabinet may be allowed to speak by a member yielding the floor to them. This stipulation may be waived by two-thirds vote of those members present and voting.

Section 9 – Communication from Cabinet to Senate

The Executive Cabinet may propose to the Senate possible topics of interest or legislation.

Section 10 – Veto Signature Procedures for Measures Passed by the Senate

- A. Signature – No legislation of the Senate shall become effective without the signature of the President.
- B. Veto – Should the President wish to veto legislation he/she should write the word "VETO" above his/her signature and present a written reason for his/her veto to the Senate.

- C. Default – If the legislation is not signed or vetoed by the second regularly scheduled meeting after passage, the legislation shall become effective.

Section 11 – Resignations

- A. Any member of the Executive Cabinet who leaves Tennessee Tech or does not return to this institution shall be considered resigned from the office. The vacancy will be filled in the manner prescribed in the Constitution.
- B. All other resignations shall not be considered until a formal letter of resignation is received by the President.

Section 12 – Executive Office Hours

- A. Each officer shall maintain regular office hours in the SGA office during the fall and spring semesters.
 - 1. The minimum hours required are as follows –
 - 2. President – Ten (10) hours per week
 - 3. Vice President – Five (5) hours per week
 - 4. Secretary – Five (5) hours per week
 - 5. Treasurer – Five (5) hours per week
- B. The appointed members of the Cabinet and elected members of the Senate shall serve a minimum of one (1) office hour per week, accepting that most of work is normally done outside of office and at the discretion of each cabinet member.
- C. The President will announce the office hours for the SGA officers to the advisors of the SGA, to the on-campus student media publications, and post the office hours in or about the SGA office.
- D. Additionally, appointed members of the Cabinet and elected members of the Senate shall serve a minimum one (1) hour per year at a table within the Roaden University Center.

Section 13 – Executive Compensation

The elected officials shall receive a salary during the fall and spring semesters as approved by the advisor to SGA. The salaries shall be payable during the specified period in a manner consistent with the financial policies of the Tennessee Tech.

ARTICLE II: LEGISLATIVE PROCEDURES

Section 1 – Responsibilities and Duties of the Senate

- A. Each representative in the Senate shall have a working knowledge of parliamentary procedure and should be responsible for following the recognized guidelines. The current guidelines shall be the Rules of Order of the Student Government Association Senate, supplemented by Robert’s Rules of Order Newly Revised (the latest edition).

B. The order of business shall be as follows –

1. Pledge of Allegiance
2. Moment of Silence
3. Roll call
4. Reading and approval of minutes
5. Reading and approval of agenda
6. Standing committee reports
7. University committee reports
8. Old business
9. New business
10. Executive Cabinet Reports
11. Executive Council Reports
12. Announcements
13. Adjournment

Section 2 – Communication

- A. Each Senator's prime obligation shall be to represent the interests of his/her constituency.
- B. Any member of the Senate may submit legislation in the form of bills and/or resolutions concerning student interests.

Section 3 – Quorum

Quorum for consideration of business shall consist of two-thirds majority of the total voting members of the Senate.

Section 4 – Attendance

- A. Attendance at all Senate functions is required of all members. Absences will be limited to two (2) unexcused absences from any Senate meeting per semester, one (1) unexcused absence from any other Senate functions per semester including University committees, and two (2) absences from weekly office hours. These absences will not be cumulative over the academic year.
- B. The SGA Secretary will notify the SGA President and Senator when a student misses his/her third meeting. If the student does not submit a formal resignation at that time, impeachment proceedings shall be initiated.
- C. No member shall be allowed more than two (2) unexcused absences per semester. The SGA President shall have the implied power to request immediate resignation of said Senator. This

position shall be filled within two (2) weeks by the SGA President or a committee appointed by the SGA President.

Section 5 – Senatorial Action on Bills

- A. Definition – The term “bill” shall be any act of the Senate that shall affect a change throughout the University.
- B. Bills shall be typewritten and delivered to the Secretary with the following format.
 - 1. Title must be written single spaced
 - 2. A brief description of the bill and/or its purpose shall be included in the whereas statements
 - 3. The words “BE IT ENACTED BY THE STUDENT GOVERNMENT ASSOCIATION OF TENNESSEE TECHNOLOGICAL UNIVERSITY” followed by the section statements of the bill.
 - 4. The execution of the bill shall be detailed in individual sections with the final section containing the words, “This bill shall take effect immediately upon passage of the Student Government Associations, the welfare of the students requiring it.”
 - 5. The date at which a bill shall take place is subject to the nature of the bill and may be changed in the final section statement.
 - 6. The words “respectfully submitted by” and a list of authors and sponsors.
- C. A bill is considered passed when a simple majority of Senators present vote for passage.
- D. Amendments to a bill may be made by a simple majority vote of members present and/or with the consent of the bill’s main sponsor.

Section 6 – Senate Action on Resolutions

- A. The resolution is defined as in Robert’s Rules of Order Revised.
- B. Resolutions may be adopted by a simple majority vote of the members present.
- C. Passed resolutions shall be presented to the Secretary of Administrative Affairs for referral to the appropriate University office or committee if necessary.

Section 7 – Parliamentarian

- A. The Chief of Staff shall act as parliamentarian for all Senate.
- B. Parliamentarian shall have the ultimate power in settling all disputes in the Senate arising out of parliamentary procedure.

Section 8 – Sergeant-At-Arms

- A. The Chief of Staff shall act as Sergeant-At-Arms for all Senate meetings.

- B. At the discretion of the Speaker of the Senate, the Sergeant-At-Arms shall have the power to remove anyone causing a disturbance from the Senate chambers.

Section 9 – Speaker Pro-Tempore

- A. Shall be a Speaker Pro-Tempore elected by the Senate before the third (3rd) meeting of the new Senate in the fall. The term of office shall be one academic year.
- B. The Speaker Pro-Tempore shall preside over any official meeting of the Senate in the absence of the Speaker of the Senate.
- C. The Speaker Pro-Tempore shall follow the Vice President in the line of succession to the Presidency of the SGA.

Section 10 – Resignation

Resignations shall become effective when a formal letter of resignation is received by the Vice President.

Section 11 – Non-Members

A non-member of the Senate may address the Senate and may participate in a debate only by the approval of the members present.

ARTICLE III: JUDICIAL OFFICE RESPONSIBILITIES

Section 1 – Absences

No member shall be allowed more than two (2) unexcused absences per semester. Chief Justice shall have the implied power to request immediate resignation of said Justice. This position shall be filled within two (2) weeks by the SGA President or a committee appointed by the President.

Section 2 – Office Hours

All Supreme Court Justices shall be required to work one hour in the Student Government Office per week.

ARTICLE IV: ELECTION PROCEDURES

Section 1 – Candidates

- A. Each candidate shall submit an official petition at the official meeting of the candidates.
- B. The time, date, and place of this meeting shall be determined by the Election Commission.
- C. Candidates shall follow the SGA Election Rules. These rules shall be handed out during the official meeting of the candidates.
- D. Write-in campaigns will be allowed for candidates who do not file official petitions.
- E. Each candidate shall be fully responsible for the observation of election rules set forth for their campaign.

- F. Candidates are expected to conduct themselves in an ethical manner during the election proceedings.

Section 2 – Election Commission

- A. The Election Commission shall review with the candidates the election rules and procedures.
- B. Campaigning shall be regulated by the information set forth in the rules of the election.
- C. The Election Commission shall be in charge of enforcing all rules and regulations dealing with SGA elections and Homecoming elections.
- D. Any election violations will be decided on by the Election Commission. The Election Commission has full authority to decide the outcome of the violation.

ARTICLE V: S.O.L.O. FUND POLICIES AND PROCEDURES

Section 1 – Superfund

Only events sponsored or co-sponsored by the Student Government Association shall be qualified for Superfund allocations.

Section 2 – General Fund

The general fund shall be made available for organizations applying for on-campus events. One-hundred percent (100%) of the general fund shall be allocated for on-campus events.

Section 3 – S.O.L.O. Funding Committee

A committee with the purpose and intent to review and make recommendations on all S.O.L.O. Fund Allocation funding applications shall be established as follows –

- A. The Student Government Association shall have a standing committee with the official title “S.O.L.O. Fund Allocations Committee.”
- B. The S.O.L.O. Fund Allocations Committee shall have sole authority to review all S.O.L.O Fund applications, interview applicants, and make final allocation recommendations to the Senate.

Section 4 – S.O.L.O Fund Committee Composition

The Student Government Association shall establish the Student Organization Life Opportunity (S.O.L.O.) Fund. This fund shall have a committee, comprised as follows –

- A. It shall have a minimum of eight members, including the chair, appointed by the Executive Treasurer of the Student Government Association. Of the minimum eight members, the committee shall be comprised of at least seven (7) Senators.
- B. Each member shall have a one-year term
- C. The SGA Treasurer shall chair the committee and appoint a vice-chair for the committee
- D. Two-thirds in attendance shall constitute quorum

Section 5 – S.O.L.O Fund Process

Each fall and spring Semester, there will be a schedule of S.O.L.O. Fund allocation sessions provided at the beginning of the semester.

- A. The S.O.L.O. Fund Allocations Committee will meet a minimum of six (6) times per semester as determined by the SGA Treasurer.
- B. All S.O.L.O. Fund committee meetings will deliberate on and are open to all S.O.L.O. Fund applications submitted prior to the meeting.
- C. There will be at least six (6) fundamental dates to each session. These dates will be distributed in the S.O.L.O. Fund Application Packet, and it will be the responsibility of the organization to adhere to these deadlines and dates.
 1. The date and time on which the S.O.L.O. Fund Applications will be due in the Student Government Association Office, in order to be considered for that funding session.
 2. The date, time, and location on which the S.O.L.O. Fund Allocations Committee will meet and interview applicants. All organizations must have representation at the committee meeting in order to be considered for funding.
 3. The date, time, and location on which the Senate meeting will take place at which time the S.O.L.O. Fund Allocation Committee recommendation will be presented to the Senate for approval. All organizations must have representation at the Student Government Association Senate meeting in order to be considered for funding.

Section 6 – Budget

The SGA Treasurer shall be responsible for creating a budget that the S.O.L.O. Fund Committee can use for review when allocating funds. The budget should list at bare minimum, the funds allocated thus far in each funding session and the nature of those events that received funds.

Section 7 – Schedule Creation

The SGA Treasurer shall create a calendar of dates for applications and committee hearings.

Section 8 – S.O.L.O. Fund Allocation Committee Operation

- A. Applications completed and returned to the Student Government Association office shall be stamped “received (Date)”, initialed by the receiving Student Government Association member and on the desk of the SGA Treasurer.
- B. The SGA Treasurer shall verify the registration of any organization that applied for S.O.L.O. funding with the Office of Student Activities before said organization appears before the S.O.L.O. Fund committee.
- C. The S.O.L.O. Fund guidelines shall be reviewed on an annual basis by the Student Government Association.

Section 9 – Senate Operation of S.O.L.O. Fund Requests

- A. The S.O.L.O. Fund Committee vice-chair shall make opening remarks about the recommendations of the committee and shall distribute the committee recommendations.
- B. The Senate may ask the representative any questions pertinent to the funding request.

Section 10 – S.O.L.O Fund Committee Approval Mechanism

- A. The Student Senate shall vote on the S.O.L.O. Fund Committee’s recommendation and either approve that recommendation or alter as they see fit, within the established by-laws.
- B. The vote on the S.O.L.O. Fund Committee’s recommendation shall be accompanied by a mandatory roll call. The yeas and nays shall be entered in the journal.
- C. Upon completion of the Senate vote, the Vice President and S.O.L.O. Fund Committee Chair will sign the request according to the Senate vote and will forward the application to the President of the Student Government Association.
- D. The President of the Student Government Association shall accept and sign or reject and veto the S.O.L.O. Fund Allocation application.
- E. In accordance with the principle of checks and balances the Senate may override a Presidential veto, and a veto from the Dean of Students with a two-thirds majority vote present at voting.
 - 1. Depending on the available timetable of a particular S.O.L.O. Fund application being vetoed, the President must either veto the application during the same Senate session at which it is approved or the following Senate meeting in order to allow for the override process.
 - 2. The Dean of Students shall return all vetoed S.O.L.O. Fund applications to the Student Senate.
- F. The SGA President shall forward the application to the Dean of Students office.
- G. The Dean of Students shall either accept and sign or reject and veto the S.O.L.O. Fund Allocation application presented from the Student Government Association.
- H. It shall be the sole responsibility of the organization to adhere to the procedures set forth by the Dean of Students office when receiving and accounting for S.O.L.O. Fund allocations that have been approved by the Senate.
- I. The student organization applying for the funding shall be reimbursed for all expenses covered in the application and approved by the senate. In instances where funding is necessary prior to the event, the student organization should contact the Dean of Students office to discuss funding.

Section 11 – Eligibility of Activities/Project/Events

The following activities will be eligible for S.O.L.O. Funding –

- A. Student Government Association projects and programs with the design and intent to benefit all or a significant portion of the student body.
- B. Programs or events with intent to benefit all or a significant portion of the student body and to recruit new members to the organization that is hosting the event.

Section 12 – Ineligibility of Activities

The following requests will NOT be considered or funded by the S.O.L.O. Fund –

- A. No purchase of alcoholic beverages
- B. No requests will be processed retroactively
- C. No activities for which academic credit will be awarded or activities to meet minimum requirements for an academic course will be considered.
- D. No requests for general operating funds, as opposed to specific projects or activities, will be considered.
- E. No purchase of food unless it is deemed appropriate by the nature of the event and must be available to all students on campus.
- F. No requests supporting projects, which in any way violate any Federal, State, or local law, or university policy, will be considered.
- G. Activities that benefit only student members of a specific organization are not eligible for funding. Funding will be provided to a student organization primarily based on the quality of the documented project.

Section 13 – Eligibility of Organizations

The following organizations/groups will be eligible to file a Fund Allocations application –

- A. Any organization that is officially registered (has a constitution on file) and in good standing with the Office of Student Activities prior to their S.O.L.O. Fund Allocation request.
- B. Office of Student Activities professional staff that wishes to promote a specific program or activity, which will directly benefit a significant portion of the student body, may request funding, with SGA Executive Branch approval. The SGA Executive Branch must provide a written statement of the approval to the SGA Treasurer, and the written statement will be filed with the applicant's funding request.
- C. No more than \$5,000 per application and \$5,000 per semester will be allocated to any organization with the exception of the Student Government Association when conducting campus-wide events to benefit all or a significant portion of the student body. In order for a student organization to receive more than the maximum amount for an application, the event must be deemed exceptional benefit by two-thirds consent of the SGA Senate.

- D. Each organization may only apply twice for the same purpose during an academic school year. This includes applications that were funded or denied by the Student Government Association Senate.
- E. Multiple organizations may apply in a bundled application to increase the amount that is requested, however the maximum amount per organization may not be exceeded individually unless deemed as exceptional benefit and approved funds by two-thirds (2/3) majority vote of the senate.
- F. In the case that a student organization would like to withdraw their full allotment from the SOLO fund for the given semester, only one application is required, contingent upon receiving no more applications from said organization until the following semester and receiving approval from the SOLO committee. SOLO bills meeting this requirement need only be voted on by the senate once.

Section 14 – Exceptional Benefit

- A. Certain project/events of importance may be deemed as exceptional benefit and receive additional S.O.L.O. Fund Monies.
- B. The right to deem a project/event, as Exceptional Benefit shall be invested in the S.O.L.O. Committee and designation as such shall require 2/3 passage.
- C. Exceptional Benefit shall be deemed as whatever the Student Government Association Senate of Tennessee Technological University sees appropriate.

Section 15 – Major Semester Campus Event

The Superfund shall provide for at-least one major event per semester.

Section 16 – Major Semester Event Committee

- A. A committee shall be assembled by the Student Government Association Executive Branch with the advice and council of student activities office to implement the major campus event.
- B. The Student Government Association, with regards to the major campus event, will not be required to go thru the S.O.L.O. Fund process in order to save time and plan in advance to procure a major event.
- C. The Student Government Association shall have the entire Superfund at its disposal to put on and implement the major campus event.
- D. Students shall receive priority benefits in any aspect of the major semester event.

Section 17 – Major Event Genre

The Major Campus Event shall follow the Rotation Genre as follows –

- A. Alternative
- B. Hip-Hop/Rhythm and Blues

- C. Pop
- D. Country

The student body shall be polled prior to the semester in which the "Other" genre will be utilized, to determine the type of event preferred.

Section 18 – Act Selection

The Student Government Association shall be responsible for finalizing and selecting the final Artist(s) for the major campus event.

- A. The Treasurer shall obtain a list of available acts for each semester from the
- B. Coordinator of Student Activities.
- C. The Treasurer shall send out a Voting Server to students formatted with three empty open response boxes to gauge students' preferences for that semester's major campus event.
- D. The SGA Voting Server shall be promoted on campus through email, the student newspaper, and any additional means deemed necessary.
- E. The Public Relations Director on the Executive Cabinet shall be responsible for implementing the promotional plans set forth by the Executive Branch with the help of the Tennessee Tech's Communications and Marketing office.
- F. Advertising the SGA Voting Server shall provide at least one academic week for students to be made aware of the survey time for students to know of the vote before it is brought "online".
- G. The SGA Voting Server shall run for a time period set by the SGA President.
- H. After the conclusion of the SGA Voting Server, the list of students' preference responses and available acts shall be sent to the band selection committee and the Executive Branch.
- I. The band selection committee shall narrow down to an acceptable number of available acts deemed by the Executive Branch.
- J. The Treasurer shall then forward a copy of the acts selected by the band selection committee and the Executive Branch to the Senate.
- K. The student Senate will take a vote on the overall completed preference list of available acts deemed by the Executive Branch.
- L. The Treasurer shall then forward a copy of the acts selected by the student Senate to the Coordinator of Student Activities and SGA Advisor.
- M. The SGA President with the SGA Treasurer shall review and finalize the list with the Coordinator of Student Activities and SGA Advisor..
- N. The Coordinator of Student Activities shall then proceed, with the help of the SGA Executive Officers in attempting to secure the artist that was ranked most preferred by the student body.

- O. The Coordinator of Student Activities shall keep the Executive Branch updated with all proceedings and progress made in securing the major campus act.
- P. In the event one of the Acts cannot be secured the next act on the list, ranked by Senate preference, shall be considered

ARTICLE VI: HOMECOMING KING AND QUEEN ELECTIONS

- A. All candidates for Homecoming King and Homecoming Queen shall be students of at least junior status, enrolled full time with a minimum overall quality point average of 2.50
- B. All candidates for Homecoming King and Homecoming Queen must be sponsored by an organization recognized by the University
- C. An organization may sponsor only one (1) candidate for Homecoming King and one (1) candidate for Homecoming Queen
- D. Homecoming election rules shall be determined by the Election Commission

ARTICLE VII: STANDING COMMITTEES

Each SGA Standing Committee shall have the following officers –

- A. Chairperson - Appointed by the SGA Vice President subject to ratification by the Senate. The Chairperson shall be responsible for conducting the meetings of the committee, and for reporting the actions of the committee to the SGA Senate.
- B. Vice Chairperson - Elected by the committee. The Vice Chairperson shall conduct the meetings of the committee in case of absence or inability of the Chairperson. The Vice Chairperson shall automatically advance into Chairmanship in the event of a vacancy of this position.
- C. Secretary - Elected by the committee. The Secretary shall be responsible for recording the actions of the committee and for reporting these actions to the SGA Secretary.

ARTICLE VIII: RATIFICATION AND AMENDMENTS

The By-Laws of this Constitution may be ratified or amended by a two-thirds vote of the Senate members present, and by approval of the SGA President and Dean of Students.