

Trinity International University  
Student Government Association Bylaws

ARTICLE I: THE STUDENT SENATE

1. In addition to the membership outlined in the Constitution, The Student Senate shall be composed of:
  - a. A member of each student group represented at the Student Leadership Retreat, to be appointed by each individual group on a meeting-by-meeting basis
  - b. Additional membership categories that would further the goal of promoting the most reasonable uniform representation of the student body are encouraged to be added via a Bylaw amendment
2. Meetings of the Student Senate must be open
3. Senate meetings shall not exceed 90 minutes
  - a. Meeting time extension can be voted on and approved by a simple majority
  - b. No penalties shall be levied on students groups who leave after 90 minutes, even in the case of an extended meeting
4. Groups who fail to attend a meeting of the Student Senate will not be allowed to vote in the next meeting of the Senate
  - a. Senate voting bans carry over by semester (fall to spring), but not by academic year (spring to fall).
5. The Student Senate shall meet twice a semester, at dates to be determined by the president of the Senate
6. The Senate Opinion will contain meeting minutes as well as a brief summary of each issue voted into it, as well as any potential solutions provided
7. The Senate Opinion will be published and presented to the SGA Board of Directors by the SGA Vice-President no more than one month after Student Senate meetings
  - a. Follow up on the issues of each Senate Opinion will be delegated to the most appropriate member of the SGA Board of Directors
8. Agenda items may be submitted for discussion no less than one week in advance of Senate meetings
  - a. Any Senate member may submit an agenda item
  - b. The President of the Senate may limit the number of agenda items
9. Every Senate meeting must have time set aside for an open forum
  - a. Any member of the student body is welcome to bring up issues for forum discussion
  - b. Senate Members may participate in forum discussion, but may not initiate issues. Issues that they want discussed should be relegated to regular Senate meeting time
  - c. Forum issues do not need to be submitted to the agenda
  - d. In order to appear in the student opinion, issues raised in the forum must be brought to vote by members of the Student Senate

ARTICLE II: OFFICE HOURS

1. SGA will host a minimum of two office hours weekly, excluding weeks during a break or a week when a break begins or ends
  - a. These office hours may be staffed as the Board of Directors sees fit
2. The SGA President may decide at any time to institute additional office hours at his or her discretion
3. The office hours will be published to the student body

#### ARTICLE III: ARCHIVES

1. The secretary is responsible for maintaining and updating the SGA archives in an organized manner on the SGA Google Drive
  - a. A copy of minutes from every Board of Directors and Student Senate meeting will be filed in the archives
  - b. A record of all submitted student group proposals for financial aid or other assistance, whether approved or not, will be filed in the archives
  - c. A record of all proposed amendments to the constitution or bylaws, whether approved or not, will be filed in the archives
  - d. All Senate Opinions will be filed in the archives
2. The SGA Directors are responsible for submitting a summary of their committee's general activity to the secretary
  - a. The secretary is responsible for filing these summaries in the archives
3. The treasurer is responsible for regularly submitting an updated version of the SGA budget to the secretary
  - a. The secretary is responsible for filing these summaries in the archives
4. The archives are to be made publicly available to the student body

#### ARTICLE IV: FISCAL MANAGEMENT

1. SGA Fee
  - a. The SGA may receive funding through the TIU comprehensive fee as authorized by the University President's Cabinet
  - b. The President of the SGA must submit a recommendation in writing to the Dean of Students before the annual Christmas break if a change in the SGA portion of the comprehensive fee is desired in the succeeding academic year
2. Expenditures of Controlled Funds
  - a. Authorization
    - i. SGA will only be authorized within the limits set by the adopted SGA budget or approved amendments of the budget
  - b. Requisitions
    - i. Approved expenses shall be paid by use of requisition forms signed by the treasurer and the SGA Advisor
  - c. Unauthorized Expenses
    - i. Unauthorized commitments shall be the responsibility of the person making the commitment

- ii. Only the SGA may authorize usage of SGA funds for such expenses

## ARTICLE V: MEETINGS

### 1. Meetings

- a. The SGA Board of Directors should meet weekly. The time is designated by the secretary given the schedule of each member
- b. The President of SGA Board of Directors will serve as chairman of the meetings
- c. The SGA Board of Directors will operate meetings under the guidelines of Robert's Rules of Order. Reserving the right to remove any person from such meeting who does not present himself or herself in this manner
- d. Cancellation of any meeting will be done within a minimum of 24 hours' notice by the Vice President or President, with the exception of a weather related campus closing coming the day of the meeting

### 2. Special Meetings

- a. Special Meetings may be called for business that must be addressed in between regular meetings of the SGA Board of Directors
- b. A special meeting may be called by the President or any two members of the SGA Board of Directors

### 3. Fund Request

- a. In case of fund requests, a representative of the group requesting the funds may choose to present the case of the group for consideration of the SGA Board of Directors. After they present their request, a time of questions and answers can take place. The representative shall then be excused so that the member of SGA can come to a decision. The party requesting the fund will then be notified within 48 hours of the decision of the Board of Directors

### 4. Quorum

- a. A minimum of 50 percent of the Board of Directors plus one will be required to be present at a meeting in order for a quorum to be present

### 5. Majority Vote

- a. Before any voting can take place, the quorum must be met
- b. Once the quorum is met, 50 percent of the voting membership plus one constitute a majority vote

### 6. Open Meetings

- a. All meetings of the SGA Board of Directors are open to the entire SGA membership and to other individuals who are interested in observing such meetings
- b. The SGA Board of Directors reserves the right to go into private executive session as deemed necessary by a simple majority vote of the SGA Board of Directors

### 7. Director Committee Meetings

- a. Directors are responsible for holding regular meetings with their committee
  - i. It is up to the discretion of the director how frequently and for how long he or she would like to hold meetings

- ii. Directors wanting to offer Service Learning Credit to committee members should keep in mind the weekly commitment criteria in order to earn Service Learning Credit

## ARTICLE VI: CLUBS AND ORGANIZATIONS

### 1. Registration

- a. Campus clubs or organizations may request SGA recognition by submitting to the Board of Directors the written statement of purpose, the name of the faculty or staff advisor, and the membership roster
- b. The process to become an official student group is as follows:
  - i. Submit a written statement of purpose
    - 1. The purpose of a student group is to provide a formal place for students with like-minded interest to gather, to pursue their common interest, and to contribute positively to the Trinity community, in line with the university's mission and vision
  - ii. Submit a formal proposal
    - 1. Any potential SGA Student Group must submit a constitution proposal to the Dean of Students that contains the following information:
      - a. Name of organization
      - b. Purpose of the organization
      - c. Name, qualification, and responsibilities for each officer of organization
      - d. Name of the faculty advisor for the organization
    - 2. Once the Dean of Students has received the proposal, it will be reviewed for consistency with the university's mission, alignment with the SGA mission and purpose, and viability. When the Dean of Students has determined that the group meets all three requirements, the proposal will be passed on to the SGA. The Dean of Students will review the proposal within two weeks of receiving the proposal
- c. Approval
  - i. The SGA will review the constitution proposal. If SGA determines that the group meets the necessary qualifications, they will extend an initial approval. SGA must respond to the group proposal no later than four weeks from receiving the proposal from the Dean of Students
- d. "Provisional" Status
  - i. After the initial approval, a group begins a provisional period. This period should be one academic year (two semesters). During this period, the President of the proposed student group may be invited to attend the Student Leadership Retreat. During this period, the proposed student group will not have access to a budget from SGA or a stipend for the group President
- e. Final Approval
  - i. After the provisional period, SGA will evaluate the proposed student group. If the proposed student group meets the requirements of their constitution and the expectations of SGA, SGA and the Dean of Students will extend a final approval. SGA must evaluate the student group for final approval within four weeks from the end of the group's provisional period
- f. Appeal

- i. If a provisional student group is denied group status, the student group may appeal the SGA's decision to the Dean's Council. In this case, the decision of the Dean's Council is final
2. Privileges
  - a. Recognized clubs and organizations may use the following terms or insignias: "Trinity International University," "Trinity College," "Trinity," "T.I.U.," or a Trinity International University seal, or otherwise indicate any relationship to the college
  - b. Recognized clubs and organizations may apply to the SGA for funding by letter, including an itemization of the forecasted expenses

#### ARTICLE VII: STIPENDS AND BUDGETS

1. All members of the Board of Directors of the SGA shall receive a stipend
2. Executive Committee
  - a. The President shall receive a \$1,200 stipend each semester
  - b. The Vice-President shall receive a \$850 stipend each semester
  - c. The Secretary shall receive a \$750 stipend each semester
  - d. The Treasurer shall receive a \$750 stipend each semester
3. Directors
  - a. All directors shall receive a \$500 stipend each semester
  - b. All directors shall be given a \$500 budget for their committee each semester
4. Class Representative
  - a. All class representatives shall receive a \$250 stipend each semester
  - b. All class representatives shall be given a \$250 budget each semester
5. The SGA Board of Directors can recommend to the Dean of students a change in stipends if appropriate
  - a. The Dean of Students can then propose a change to the SGA
  - b. The proposed change must then pass through the normal bylaw amendment process

#### ARTICLE VIII: AMENDMENTS TO THE BYLAWS

1. A proposed amendment to the bylaws may originate in either the Student Senate or from the SGA Board of Directors
2. The Student Senate may propose an amendment to the bylaws to the SGA Board of Directors at any time with a simple majority
  - a. The Vice-President is responsible for presenting the proposed amendment to the Board of Directors.
  - b. A proposed amendment from the Student Senate will be published to the student body for approval after a simple majority vote from the Board of Directors.
  - c. If the Board of Directors does not pass the amendment with a simple majority, the Student Senate may override the Board of Directors with a two-thirds majority, at which point the amendment would be published to the student body for ratification
3. The SGA Board of Directors may propose an amendment to the bylaws at any time with a simple majority vote

4. The SGA Board of Directors must publish proposed amendments it approves (or amendments that are approved through an override by the Student Senate) a minimum of one week prior to being voted on by the student body
  - a. The proposed amendment will be ratified when approved by a simple majority of the participating student body
5. If an amendment, proposed in either the SGA Board of Directors or the Student Senate, is vetoed by the President, it can only be overridden by a simple majority in the Board of Directors and a 2/3 majority in the Senate