

UTAH TECH UNIVERSITY
STUDENT ASSOCIATION

Student Senate Bylaws

This document contains the Student Senate Bylaws, Funding Policies, and Rules of Order.
Last revised July 31st, 2024.

BYLAWS

Article I: Officially Recognized Constituencies

Article II: Conduct of Business

Article III: Duties, Responsibilities, and Accountability of a Senator

Article IV: Additional Members

Article V: Amending the Bylaws

ARTICLE I. OFFICIALLY RECOGNIZED CONSTITUENCIES

Section A. In accordance with the [UTSA constitution](#), Student Senate representation shall be provided for any student recognized as a member of an officially recognized constituency, which shall be defined as a group of students that includes individuals admitted by the Utah Tech administration and defined within any of the following categories:

1. **Education and Integrated Studies Senator** - Students who have declared majors within the School of Education as recognized and named by the Utah Tech administration.
2. **Humanities and Social Sciences Senator** - Students who have declared majors within the School of Humanities and Social Sciences as recognized and named by the Utah Tech administration.
3. **Fine Arts Senator** - Students who have declared majors within the School of the Arts as recognized and named by the Utah Tech administration.
4. **Biological and Physical Sciences Senator** - Students who have declared majors within the School of Science, Engineering, and Technology (excluding those represented by the Mathematics, CIT, & Engineering Senator) as recognized and named by the Utah Tech Administration.
5. **Mathematics, CIT, & Engineering Senator** - Students who have declared majors within the Mathematics, Computer and Information Technology, and Engineering Departments of the School of Science, Engineering, and Technology
6. **Business Senator** - Students who have declared majors within the Udvar-Hazy School of Business in the School of Business as recognized and named by the Utah Tech administration.
7. **Health Sciences Senator** - Students who have declared majors within the School of Health Sciences as recognized and named by the Utah Tech administration.
8. **Graduate Studies Senator** - Students who are in attendance of a graduate program under any college at Utah Tech University.

ARTICLE II. CONDUCT OF BUSINESS

Section A. The UTSA Student Senate shall conduct all business according to the following rules:

1. A quorum must be present in order to conduct an official meeting of the Student Senate. (A quorum is defined as 2/3 of the Student Senate & the Vice President of Academics.)
2. Electronic Meetings or e-mail votes may be used at the discretion of the Vice President of Academics.
3. The UTSA Student Senate shall meet at least once before fall semester. Following summer break, the Student Senate shall meet on a weekly basis during the fall and spring semester thereafter. No meetings shall be held during any holidays exceeding one week. Weekly Student Senate meetings may be canceled with the consent of one-half of the Student Senate voting body, along with the approval of the Vice President of Academics.
4. The UTSA Student Senate shall familiarize themselves with all procedures of the Student Senate including but not limited to the UTSA Constitution, Student Senate Bylaws, Robert's Rules of Order, and any other governing application herein adopted.
5. The UTSA Student Senate shall consider any legislation presented no earlier than one week following a change of officer with a quorum present and a simple majority vote. Any legislation not voted upon during the semester in which it is presented shall automatically be carried over into the next semester, unless it is presented by midterm. If any legislation from the fall semester is not voted upon by midterm of spring semester, then it shall automatically be placed as the highest priority on the Student Senate agenda.
6. The UTSA Student Senate shall review any laws governing the UTSA Student Senate no later than the first week of fall semester, including but not limited to the Student Senate Bylaws and the UTSA Constitution.
7. The UTSA Student Senate, where no other group exists, shall serve as student representatives to the Utah Tech administration and the Utah Tech Faculty Senate.
8. Once the Student Senate meeting is called to order, there will be a follow-up question on bills for implementation and open forum time for the general population to address the Student Senate.

ARTICLE III. QUALIFICATIONS, DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY OF A SENATOR

Section A. Any student seeking an office within the Student Senate must meet the criteria laid out in the following sections:

Section B. Student must have a declared major within the college they seek to represent for at least one academic year prior to applying.

1. Exceptions can be made for senators in the Graduate Studies Program.

Section C. Student applicants must obtain a letter of recommendation from a faculty member within the college they wish to represent.

Section D. Serve on at least one Utah Tech standing committee as appointed by the Vice President of Academics.

Section E. Represent the students of UTSA with emphasis on those within their respective constituencies by the following:

1. Communicate with the members of their constituency.
2. Actively work to increase students' awareness of activities, duties, responsibilities, and functions of the UTSA Student Senate.
3. Actively seek opinions and ideas from the members of their constituency regarding legislation that has been presented in UTSA Student Senate meetings, or which the students want considered at UTSA Student Senate Meetings.
4. Maintain a binder/file with valuable information for future senators including copies of legislation and its current status (passed/failed), important and influential faculty members, campus contacts for various activities, a synopsis of each emphasis week, pertinent faculty, student attendance, future advice, and legislation for said week (refer to Article III, Section I).
5. Posting of contact information and office hours for each semester.

Section F. Submit at least one piece of legislation per semester that reflects the needs and/or interests of the constituency or the student population at large.

Section G. Meet twice each semester with the UTSA Vice President of Academics to review and evaluate progress within the senator's respective colleges.

Section H. Attend all UTSA retreats.

Section I. Assist in the training of newly appointed Senators by:

1. Meeting personally with the newly appointed senator from the respective programs at least twice following the elections, with the first meeting held no later than two weeks after the elections. This shall consist of the following but not limited to a review of job responsibilities and a sharing of ideas and viewpoints.
2. Provide the new senator with written documentation including but not limited to a follow-up of all legislation written and the present status of said legislation, a listing of all faculty contacts with the senator's respective college, any recommendation for the coming year, and ideas for legislation.

Section J. Each senator shall complete seventy-five (75) work hours each semester of their term.

Section K. Senators shall meet at least monthly with their respective Deans.

Section L. When a Senator is assigned to an investigation committee, he or she must contact at least two people listed on the contact sheet regarding that particular piece of legislation.

Section M. The sponsoring senator(s) for each bill written shall collect receipts from UTSA members to whom monies are allocated.

1. All monies which are not used for the particular purpose specified in the bill shall be returned to UTSA Student Senate for reallocation.
2. The senator(s) responsible for collecting these receipts have a two-week time frame from the completion of the event to verify that all expenditures are valid and in line with the specification of the fees, and to rectify receipt collection with the Director of Student Involvement and Leadership.
3. If these deadlines are not met, then the UTSA member will be placed on probation and not receive further funds until receipts are collected and verified.

ARTICLE IV. ADDITIONAL MEMBERS

Section B. The Vice President of Academics shall act as President Pro Tempore of the Student Senate and is to act as the presiding officer as legislated by Robert's Rules of Order.

Section C. In addition to the members of the UTSA Student Senate as outlined in the UTSA Constitution, the following shall be elected as officers for a term of one year from among the official member of the Student Senate by a simple majority:

1. One senator will be elected by the Student Senate to serve as the Student Senate Pro Tempore who shall assume command when the Vice President of Academics is absent.
2. A Sergeant-At-Arms of the Student Senate to keep track of the time for debates and speeches.
3. A Parliamentarian to resolve any questions about parliamentary procedure.
4. The Vice President of Academics shall appoint additional officers as necessary, which shall be ratified by a simple majority vote of the Student Senate body.
5. The Senators from each college may appoint a committee to assist them in Student Senate responsibilities.

ARTICLE V. AMENDING THE Student Senate BYLAWS

Section A. The following outlines the process of amending any or all of the previous bylaws stated:

1. Any amendments to these bylaws shall be presented to the Vice President of Academics and the Student Senate body in writing.
2. The amendments shall be circled and posted for no less than one week before the Student Senate body votes upon said amendments, and may include investigation.

3. The Amendment shall require a two-thirds (2/3) majority vote.
4. If said amendment passes, then the author shall give a written copy to the Vice President of Academics to be presented to the UTSA Executive Council for final approval.
5. The amendment shall require a majority vote by the UTSA Executive Council.
6. If the said amendment passes, then it will be given to the Chief Justice for formal update of the Student Senate Bylaws. Furthermore, the Chief Justice shall present the Student Senate body with a newly revised version of the Student Senate Bylaws.

FUNDING POLICIES

Article I: General Guidelines For Budget Usage

ARTICLE I. General Guidelines For Budget Usage

Section A. 20% of the academics budget proposed before the academic year shall be separated for department/college wide initiatives.

Section B. The allocated 20% of the budget shall be used solely for initiatives that provide direct benefits to the college and its students.

1. Providing essential amenities that enhance the students academic experience (e.g. new projectors for classrooms in one college, renewal of the water fountains filters, fridges to refrigerate food).
2. Organizing college or department events and activities that foster community engagement and support student needs within the academic environment.

Section C. Funding requests must be submitted and approved on a first-come, first-served basis, subject to the availability of funds within the allocated 20%.

Section D. Each Senator shall have the opportunity to utilize a portion of this budget per semester for approved initiatives until the entirety of the 20% allocation is expended.

Section E. Approval of budget usage for initiatives shall require a $\frac{2}{3}$ majority vote of the Student Senate.

Section F. Once approved by the Student Senate, the proposed initiative will be sent to the Inter Club Council for deliberation and a ruling.

Section G.. The Student Senate shall not make monetary donations to charities.

Section H. Student Senate funds shall not be used to generate a monetary profit. If funds are used for monetary profit, said funds will be recovered in-full from the funded party.

Section I. Students shall report back to the sponsoring Senator within two weeks of the event, and make a general “open forum” report to the Student Senate as a whole.

1. They should provide receipts, how the money granted them was spent, and a brief summary of how the event unfolded.
2. The sponsoring Senators shall be responsible for collecting the receipts and presenting a report to the Student Senate.

3. The Administrative Assistant to the Vice President of Academics will keep track of which bills have been reported on. If the sponsoring senator fail to report back to the Student Senate within 15 days of the event, then they will return all the granted money.

RULES OF ORDER

1. Meetings will be conducted by Robert's Rules of Order
2. All questions and comments will be directed through the chair. The chair will use his/her discretion to give or deny the privilege to speak.
3. Upon request from the chair, the administrative assistant shall always read the short title of the bill/resolution
4. Only UTSA elected and appointed officers can speak during the 1st and 2nd readings of legislation. Advisors may speak on legislation for clarification purposes or to answer questions if called upon by the chair. A motion must be made to suspend the rules if anyone else in attendance wishes to speak on legislation.
5. During non-legislative items, any person in attendance may speak without suspending the rules as long as the chair recognizes them.
6. Debate on any bill/resolution shall be limited to sixteen minutes (4 proponent 4 opponent speeches at 2 minutes maximum), except in cases wherein debate is extended.
7. All votes on bills, resolutions, bylaws and constitution changes will be taken as a roll call vote and recorded by the administrative assistant.
8. All subsidiary motions will be open for debate and the debate shall be limited to one-minute proponent and one-minute opponent.
9. No food is allowed except shared refreshments during public forums.
10. Each meeting shall open with the Utah Tech University School Song
11. Cell phone usage of any kind, including texting, will not be tolerated except in the case of an emergency.
12. When questions require an answer from the sponsor of a bill, the answer must be direct, not continued proponent speech.
13. Members should refrain from making any noises or visual signs that could distract the speaker who is currently recognized by the chair.
14. All UTSA Members and visitors will dress in business casual attire during official meetings.

Legislative Item Process

Administrative Assistant	Items are recorded and updated throughout the process. For any legislation to be on the agenda, it must be submitted by Tuesday at 12 pm, the week before the meeting where it is to have its first reading. Copies of legislation will be emailed to each officer by 4 pm Tuesday for the council's review.
First Reading	Item is read aloud by the sponsor. It will then be posted for at least one week for public commentary and investigation; after which it will be placed on the agenda for a second reading.
Investigation Committee	An investigation Committee will be assigned by the chair, consisting of at least two senators (none of which shall be the sponsor of the legislation; however, a co-sponsor may be included on said committee)
Second Reading	Item is reviewed, the Investigation Committee presents their findings (up to two minutes), and the legislation is debated. Debate shall be alternated proponent, opponent and will be limited to two minutes per speech. After debate concludes, the legislation will either be tabled or called to question as voted upon by UTSA members.