

Spring 2011

## **F10RS SGB No. 3 (Bylaws)**

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## STUDENT SENATE

## FIORS

## SGB No. 3

BY: SPEAKER BONVILLAIN AND SENATORS B. JONES, D. JONES, LEMOINE AND WELLS

## A BILL

## TO AMEND THE STUDENT GOVERNMENT BYLAWS.

**PARAGRAPH 1:** WHEREAS, THE STUDENT GOVERNMENT CONSTITUTION HAS RECENTLY BEEN AMENDED AND APPROVED BY THE STUDENT BODY ON TWO OCCASIONS; AND

**PARAGRAPH 2:** WHEREAS, THE GOVERNING DOCUMENTS NEED BE REVISED TO BE IN ACCORDANCE WITH THOSE REVISIONS; AND

**PARAGRAPH 3:** WHEREAS, THE SUMMER PLANNING COMMITTEE HAS DEEMED THIS CHANGES NECESSARY; AND

**PARAGRAPH 4:** WHEREAS, THE STUDENT GOVERNMENT BYLAWS SHOULD READ AS FOLLOWS:

# ***LSU Student Government Bylaws***

*Revised: September 2008*

## ARTICLE I

## The Code of Ethics

**Section 1. Importance of a Code of Ethics**

The importance of the Code of Ethics is to establish a standard of conduct for members of the Student Government.

- A. The result of adhering to this code will be an effective, efficient, and respected Student Government.
- B. The Code will also encourage an ethical future for the members of Student Government when integrated into the community upon graduation.
- C. All members of the Student Government, whether they are appointed or elected, should heed the Code of Ethics at the forefront of their affairs, and always be prepared to give account of their actions and words.

**Section 2. Representation**

- A. The Student Government represents the Student Body in two ways; members represent not only their constituency within the University, but they represent in their person the Student Body as a whole in the eyes of those outside the University.
- B. Members of the Student Government should represent their constituencies, first, by expressing their interests and concerns within the Student Government, and second, be their example and conduct in the discharge of their duties; they should provide an example to the outside world of the best the LSU Student Body has to offer.

**Section 3. Accountability of the Code**

Members of the Student Government should encourage their colleagues to adhere to the Code of Ethics by holding each other accountable, while striving to be examples themselves. Members should ensure enforcement, while at the same time showing their commitment to the Code to the rest of the Student Body.

**Section 4. THE CODE**

- A. No member shall knowingly misrepresent the truth while acting in his/her capacity as a Student Government member.
- B. No member of the Student Government shall bestow favors, make undue use of influence of powers of office, or offer special considerations of any kind in exchange for anything of value.
- C. No member of the Student Government shall misuse, mismanage, or misappropriate the equipment, facilities, or funds of the Student Government. Each member must be able to give a thorough account of all Student Government funds spent by him/her and a thorough inventory of all goods and/or services received.
- D. Each member must make every reasonable attempt to fulfill his/her responsibilities to the best of his/her ability. Each member must discharge his/her duties in good faith and with due regard for the welfare of the entire Student Body.

**Section 5. Reading of the Code**

The Code of Ethics shall be read once at the beginning of every regular session of the Student Senate, and directly following each installation.

## ARTICLE II Executive Branch Affairs

**Section 1. President's Cabinet**

- A. The President's Cabinet shall act in an advisory capacity to the Student Body President in all matters affecting LSU students, and shall include the following persons:
  - 1. The Vice President;
  - 2. The Speaker of the Student Senate;
  - 3. The Chief Justice of the University Court;
  - 4. President of the Residence Halls Association;
  - 5. President of the Union Governing Board;
  - 6. President of the Black Student Union;
  - 7. President of the International Student Association;
  - 8. Cadet Corps Commander of LSU ROTC;
  - 9. Editor-in-Chief of The Daily Reveille;
  - 10. Station Manager of KLSU;
  - 11. Station Manager of TigerTV;
  - ~~11. Sales Manager of Student Media;~~
  - 12. President of Interfraternity Council;
  - 13. President of Pan-Hellenic Council;
  - 14. President of National Pan-Hellenic Council;
  - 15. ~~Presidents of all College Councils~~ **Chair of the College Council Presidents' Commission;**
  - 16. President of a campus cultural organization, as recognized by Campus Life, as appointed by the Student Body President;
  - 17. President of a campus service organization, as recognized by Campus Life, as appointed by the Student Body President;

- 18. President of a campus leadership organization, as recognized by Campus Life, as appointed by the Student Body President;
  - 19. President of a campus recreation organization, as recognized by Campus Life, as appointed by the Student Body President;
  - 20. President of a campus professional organization, as recognized by Campus Life, as appointed by the Student Body President;
  - 21. President of a special interest organization, as recognized by Campus Life, as appointed by the Student Body President.
- B. The Cabinet shall hold meetings at regular intervals throughout the Fall and Spring semesters, and at least once each semester.
  - C. All appointed members of the President's cabinet are subject to confirmation by a majority vote (1/2) of the Student Senate present and voting.

**Section 2. Notification of Presidential Appointments**

- A. By the first Student Senate meeting of each month, the President shall transmit to the Speaker of the Student Senate a written list of all persons appointed by the President during the preceding month and the offices or positions to which they were appointed.
- B. Appointments subject to the approval of the Student Senate are exempt from inclusion on this list.

**Section 3. Vacancy and Succession of Student Body President and Vice President**

- A. If there is a vacancy in the office of the Student Body President, the Student Body Vice President shall become President immediately, and shall serve out the remainder of the term.
- B. If there is a vacancy in the office of the Student Body Vice President, the Student Body President shall appoint a successor to finish out the term, subject to the approval of two-thirds (2/3) of the Student Senate present and voting.

**Section 4. Executive Branch Charter**

Except as otherwise provided for in the Bylaws, the Executive Branch shall be organized by Executive Charter, subject to approval by a majority (1/2) vote of the Student Senate present and voting.

- A. This Executive Charter shall list the various Executive Departments and the positions under them, including any positions which are to receive salary under the Student Government Budget.
- B. This Executive Charter must be passed before any Executive Branch office appointments can be approved.
- C. A chief financial officer **and a Commissioner of Elections** must be included in the Executive Branch Charter.

**Section 5. Executive Department Appointments**

All non-elected members of the Executive Branch shall be appointed by the President, subject to the majority (1/2) approval of the Student Senate present and voting.

**Section 6. Executive Staff Meetings**

- A. The President shall schedule and hold meetings of all Executive Staff no less than once per month during the regular session of the Student Senate.
- B. All staff outlined in the Executive Branch Charter is required to attend these meetings, unless sufficient reason for absence is supplied to the President or Vice President.
- C. Failure to comply with the provisions of this Section shall be sufficient reason for removal from office.

**Section 7. Executive Staff Office Hours**

All staff who receives salary under the authority of the Executive Branch Charter shall be required to post and maintain office hours.

**Section 8. Dismissal of Executive Branch Employees**

~~Department heads and paid Executive Branch employees may be dismissed by the President only for due cause, with the exception of any Executive Officer of the President, who may be dismissed at will.~~ **All Executive Staff positions appointed through the Executive Branch Charter may be dismissed by the President only for due cause at his/her discretion.**

**Section 9. Executive Department Reports to Student Senate**

All Executive Branch Departments shall orally report to the Student Senate on their activities at least three (3) times per semester.

**Section 10. Executive Staff Term Limits**

All Executive Office Staff shall serve a term concurrent with that of the Student Body President who appointed them.

## ARTICLE III Legislative Branch Affairs

**Section 1. Student Senator Duties**

- A. The primary duty of a Student Senator is to represent the constituency of his/her elected college.
- B. Senators must attend each Senate Orientation Session, as described in Article III, Section 8 of these Bylaws.

**Section 2. Composition of the Student Senate**

- A. The Student Senate shall be composed of students representing the following Academic Units and/or Divisions:
  - 1. College of Agriculture
  - 2. College of Art & Design
  - 3. College of ~~Arts and Sciences~~ **Humanities and Social Sciences**
  - 4. College of ~~Basic Sciences~~ **Science**
  - 5. E.J. Ourso College of Business
  - 6. School of the Coast and Environment
  - 7. College of Education
  - 8. College of Engineering
  - 9. Graduate School
  - 10. Manship School of Mass Communication
  - 11. College of Music and Dramatic Arts
  - 12. University College Center for Advising and Counseling
  - 13. University College Center for Freshman Year
  - 14. School of Veterinary Medicine
- B. For the purposes of these Bylaws, any Academic Units or Divisions represented in this section shall hereafter be referred to as Academic Areas.

### Section 3. Removal of Senators

- A. A member of the Student Senate shall be removed from his/her position on the Student Senate once he/she has accumulated a total of three (3) unexcused absences from regular meetings of the Student Senate per session, three (3) unexcused absences **from called meetings** of his or her assigned standing committee per session, or ~~removal from his/her respective College Council according to the College Council Constitution. three (3) unexcused, consecutive absences or four (4) total, unexcused absences throughout the semester from his/her respective College Council Meetings.~~
- B. If a Senator-elect or appointee to fill a vacancy fails to attend the first three (3) meetings of a regular legislative session or three (3) legislative meetings after an appointment is made and is never sworn in as a Student Senator, that seat shall be vacated and appointed by the process dictated by the Student Government Constitution. ~~A member of the Student Senate shall be removed from his/her position on the Student Senate once he/she has accumulated a total of three (3) absences from regular meetings of the Student Senate per session, three (3) absences from his/her assigned committee per session, or three (3) consecutive absences or four (4) total absences throughout the semester from his/her respective College Council meetings. If a senator cannot attend the College Council meeting at the set time for any reasons, the senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.~~
- C. If a senator cannot attend the College Council meeting at the set time for any reason, the senator may meet with the College Council President at a time convenient to them. This makeup meeting shall not count as an absence.
- D. The Minutes from Student Senate meetings and committee meeting reports shall be used in determining the number of unexcused absences.
- E. A senator shall be removed from his/her position on the Student Senate should he/she fail to attend a Senator Orientation Session unless expressly excused by the Senate Adviser. Reasons for excusal shall be the same as for regularly scheduled meetings of the Student Senate.

### Section 4. Student Senate Absences

For the purpose of this Article, absences from regular meetings of the Student Senate shall be determined by the following method:

- A. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a regular meeting of the Student Senate, unless they are recognized as "present" by the Speaker before the end of Public Input.
- B. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of the Student Senate if, and only if, the motion to adjourn passes.
- C. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during initial roll call taken in a scheduled meeting of his or her assigned committee
- D. One half (1/2) absence shall be assessed to a member of the Student Senate who fails to answer when his/her name is called during the roll call vote on a motion to adjourn a regular meeting of his or her assigned committee if, and only if, the motion to adjourn passes.
- E. Absences which fall under the University guidelines for excused absences (PS-22), or pertain to University classes, shall be submitted to a Student Government advisor for signature and approval before the next regular Senate meeting after the absence incurred. The excuse will be placed on file with the Senate Secretary and the absence will be noted in the Minutes as "excused."

### Section 5. Written Notification of Excessive Absences

When a member of the Student Senate has been assessed one and one half (1 ½) or more absences as defined in Section 4 of this Article, the Secretary of the Student Senate shall send written notification to said member of such fact. Such notification shall be sent within two (2) class days of adjournment of the meeting at which the third half (1/2) absence is assessed.

**Section 6. Student Senate Proxies**

Proxies for members of the Student Senate during any regular or special general Senate meeting shall not be allowed.

**Section 7. Student Senate Regular, Organizational and Special Sessions**

The sessions of the Student Senate shall be defined as follows:

- A. The Student Senate shall be in Regular Session from the first regularly scheduled Student Senate Meeting in the Fall semester, as stated in the Senate Rules of Order, until no later than adjournment on the last regularly scheduled Student Senate Meeting of the Fall semester, and also from the first regularly scheduled Student Senate Meeting of the Spring Semester, as stated in the Senate Rules of Order, until no later than adjournment on the regularly scheduled Student Senate Meeting to be held three weeks prior to the end of classes in the spring semester; however, the Senate shall be in recess during any University holidays. During Regular Session, regular meetings of the Student Senate shall be held weekly. The time and place shall be determined in the Rules of Order of the Student Senate.
- B. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the fall regular session until no later than adjournment of that meeting for the following purposes specifically and in the following order:
  1. Installation of newly elected senators
  2. Appointment of membership and leadership of standing committees.
  3. Approval of Presidential Appointments
  4. Approval of Speaker's Appointments
  5. Approval of any other Executive or Legislative Orders
  6. Resolutions creating temporary study or action groups and their membership
- C. The Student Senate shall meet in the Special Organizational Session at the conclusion and adjournment sine die of the spring regular session until no later than adjournment of the second meeting of that session for the following purposes specifically and in the following order:
  1. Installation of newly elected Senators
  2. Installation of the newly elected President and Vice President
  3. Election of the Speaker
  4. Election of the Speaker Pro Tempore
  5. Election **and installation** of the Secretary
  6. Election **and installation** of the Undersecretary
  7. Approval of the Executive Charter
  8. Approval of the Student Government Budget
  9. Approval of the Presidential Appointments
  10. Approval of Speaker's Appointments
  11. Appointment of Members and Leadership of Standing Committees
  12. Resolutions creating temporary study or action groups and their membership
  13. Approval of any other Executive or Legislative Orders
- D. Special meetings of the Student Senate may be held upon 24-hour notice during any Regular Session by:
  1. A majority vote of the Senate at a duly constituted meeting; or
  2. A petition signed by one third (1/3) of the Student Senate members.
- E. Special Sessions and/or meetings of the Student Senate may be held upon 24-hour notice by the Student Body President.
- F. If legislation is vetoed, but the Senate session that passed said legislation has adjourned sine die, the Senate may reconvene with the membership from that last meeting of the

regular session once and only once for only the stated purpose of considering the override of said veto.

1. The agenda shall be:
  - a. Roll Call
  - b. Public Input
  - c. Veto Consideration
  - d. Petitions, Memorials, and Other Communications
  - e. Adjournment

**Section 8. Senate Orientation Session**

- A. An orientation session for all senators **and legislative staff** shall be held at the beginning of each semester. All senators **and legislative staff** shall be required to attend.
- B. It shall be the purpose of this orientation session to instruct senators on such subjects as Rules of Order, Student Government Governing Documents, legislation, and any other matters deemed necessary.
- C. This session shall also serve as a team-building session to encourage senators to work with their fellow senators in serving the students of Louisiana State University
- D. A senator shall be assigned one **full** absence for failure to attend the initial orientation session.
- E. A make up orientation session shall be held two (2) weeks after the initial session. All senators that did not attend the initial session must attend.

## ARTICLE IV College Council Affairs

**Section 1. College Council Constitutions**

Every College Council shall be required to keep a copy of their constitution and any bylaws on file in the Office of Campus Life. Updated copies shall be submitted to the Office of Campus Life whenever changes are made for University approval.

**Section 2. Vacancy and Succession of College Council Officers**

- A. Unless otherwise provided for in the College Council constitution, should the office of President of the College Council become vacant, the Vice President of that College Council shall succeed to the office.
- B. If the office of Vice President, Secretary or Treasurer of a College Council should become vacant, the College Council President shall interview and appoint a person from the Academic Area to fill the vacancy with a majority (1/2) vote of the members present and voting.
- C. If the offices of the President and Vice President of a College Council become vacant simultaneously, the Election Board shall begin the process to conduct an election to fill the vacancies within ten (10) class days.
  1. If after the qualifying period for an election, ~~the offices of President and Vice President remain vacant~~ **no one sought candidacy for the offices of President and Vice President**, the remaining members of the College Council shall be permitted to fill the offices by a majority vote of those present and voting. **In the event of a tie vote of the remaining members, the Chair of the College Council Presidents' Commission may break the tie.**
  2. The members selected under this provision shall hold the office until the next regularly scheduled election.



**Section 3. Notification of College Council Meetings**

It shall be the duty of the President of each college council to inform its respective Senators of the date, time, and place of each regularly scheduled college council meeting within ten (10) class days after the beginning of the semester.

**Section 4. College Council Presidents' Commission**

- A. Each College Council President shall serve on the College Council Presidents' Commission along with the Student Body Vice President and the Student Senate Speaker Pro Tempore sitting as ex officio, **non-voting** members.
- B. The College Council Presidents' Commission will meet for the following purposes:
  - 1. Reviewing and amending the College Council Constitution;
  - 2. To discuss and propose ideas and initiatives;
  - 3. To facilitate communication among each of the Academic Areas;
  - 4. Any other matters deemed appropriate by the commission and/or the Student Body Vice-President.
- C. The College Council Presidents' Commission will appoint a chair person from among the membership at the first meeting of the commission which shall be called to order by the Student Body Vice-President. The chair elect will be responsible for scheduling all meetings of the commission and for filing all amendments made to the college councils' constitution in the appropriate offices.
- D. Two-thirds (2/3) of the Presidents **holding office** shall constitute a quorum.
- E. In the event of a tie, the Chair of the Commission shall be the tie-breaking vote.
- F. Each semester the College Council Presidents' Commission will meet at least two (2) times. One unexcused absence is allowed for each College Council President per semester. An excused absence will be determined by the University guidelines PS-22, which will be submitted to the appropriate advisor. If a President has more than one (1) unexcused absence, he/she is subject to a mandatory impeachment investigation due to dereliction of duties.

**Section 5. Transitional Meetings**

- A. It is the first order of business of each incoming College Council President to hold a transitional meeting with their respective predecessor.
- B. For the success of the newly elected College Council, transitional documents and a detailed list of successes and failures shall be provided to the new President.
- C. This meeting must take place upon the conclusion of the former President's term.

## ARTICLE V

### Installation and Appointment Vacancies

**Section 1. Due Installation and Oath of Office**

All persons elected or appointed under the authority of the Student Government Constitution or Bylaws shall take office after they have been duly installed as follows:

- A. The Student Body President and Vice President shall be installed during the annual Student Senate Spring Organizational Session, held five (5) class days from the announcement of the final election results, but no more than ten (10) class days from the last Student Senate meeting of the Spring Semester. They shall be sworn in by the Chief Justice of the University Court or his/her designee.

- B. Those members of the Student Senate elected in the Fall shall be installed during the annual Student Senate Fall Organizational Session, regardless of the time at which the Fall election was held. Those members elected in the Spring shall be installed during the annual Student Senate Spring Organizational Session just before the Student Body President and Vice President. Members shall be sworn in by the Speaker of the Student Senate or his/her designee.
- C. If not present at the Fall or Spring Organizational Session, all elected Senators must be installed within the next three (3) regularly scheduled Senate meetings, or his/her seat shall be deemed vacant.
- ~~D. All appointed officers and employees of the Student Government, and all other College Council officers other than Student Senators, shall be sworn in by the President of their respective College Council at the appropriate Student Senate Organizational Session.~~
- D. All legislative staff shall be installed in the Student Senate Spring Organizational Session by the Speaker of the Student Senate.**
- E. All executive staff positions appointed through the Executive Branch Charter shall be installed by the current Chief Justice at a time determined by him/her before or during the first legislative meeting of the Fall Regular Session.**
- F. All elected University Court Justices shall be installed at the Fall or Spring Organizational Session by the University Court Chief Justice.**
- G. Any Student Government officer elected or appointed to serve out the remainder of the term of a vacated position shall be sworn in within the next three (3) regularly scheduled Student Senate meeting following his/her election or appointment.
- H. The form for being sworn in shall be as follows:

"With the left hand of the person being sworn in on the Student Government Constitution and these Bylaws, and with his/her right upraised, he/ she shall take the following oath:

I (state your full name) -- do solemnly swear (or affirm) -- that I will support the Constitution, Bylaws **and all other governing documents**-- of the Student Government of Louisiana State University -- and that I will faithfully -- impartially discharge and perform -- all of the duties incumbent upon me -- according to the best of my ability and understanding."

## **Section 2. Special Circumstances**

In the event that any of the meetings scheduled above cannot be held on their normal dates and times, the officers who would have been sworn in at those times shall be considered sworn in.

## **Section 3. Student Body President-elect and Vice President-elect Access**

Once the results of the Spring election have been validated, the President-elect and Vice President-elect shall be allowed access to the Executive Office and any files therein for the purposes of developing the Student Government Budget and the Executive Branch Charter.

## **Section 4. Appointment Vacancies**

All positions filled through appointment by a Student Government member shall require advertisement which must be accompanied by the corresponding application. **Applications shall be accepted for a minimum of five (5) class days.** Proper advertisement shall be:

- A. Broadcast email over SG\_V1
- B. A posting on the SG website homepage
- C. A posting outside of the SG Office
- D. A broadcast email to entire University or advertisement in The Daily Reveille

# ARTICLE VI

## Financial Organization

### Section 1. Fiscal Year

The Student Government shall operate on a fiscal year beginning at 12:01 a.m. on the first day of July of one calendar year, and ending at midnight on the last day of June of the following calendar year.

### Section 2. Student Government Budget

- A. The Student Body President shall submit a proposed Student Government Budget, ~~SGB~~, to be authored by a senator, for the coming fiscal year to the Student Senate for its consideration immediately following his/her installation.
- B. The Student Government Budget shall be considered in the same manner as any other item of legislation, and shall have been adopted for the coming fiscal year at or before the beginning of that fiscal year.
- C. No funds shall be appropriated or expended in a fiscal year unless and until a Student Government Budget for that fiscal year has been adopted.
- D. Should a budget become unbalanced, by eventuation of a deficit balance in a line item, the Student Senate shall within fifteen (15) class days amend said budget to remove the deficit.
- E. During the fiscal year for which a Student Government Budget has been adopted, all of the conditions listed in said budget shall be treated as an auxiliary document to these Bylaws, and may be amended by a simple majority (1/2) vote of the Student Senate present and voting. Such amendment shall become effective upon final passage of legislation detailing the amendment. **No friendly amendments shall be allowed in amending the Student Government Budget.**
- F. No more than twenty-five thousand dollars (\$25,000.00) may be appropriated in the Student Government Budget for total student salaries of the Student Government members during one (1) fiscal year. Of twenty-five thousand dollars (\$25,000.00), up to but no more than nineteen thousand dollars (\$19,000.00) may be allocated to the Executive Branch for the purpose of salaries during the fiscal year, and up to but no more than six thousand (\$6,000) may be allocated to the Legislative Branch for the purpose of salaries during the fiscal year.
- G. Any individual occupying a position with a designated salary in the Student Government Budget shall be paid up to but no more than one-eighth (1/8) of the specified salary per month. The only exception to this rule is if a student does not receive the full one-eighth (1/8) of a particular salary for a particular month during which he/she was on payroll; in this case, the student would be allowed to make up the difference over the next month(s) through back pay. Additional provisions may be provided for in the Student Government Budget.

### Section 3. College Council Funding in the Student Government Budget

Funds shall be appropriated in the Student Government Budget to fund the College Councils as follows:

- A. College Councils shall be appropriated an amount not less than five percent (5%) but not more than fifteen percent (15%) of the money paid by all students to the self-assessed fee for Student Government operational funds. These funds shall be disbursed in the following manner:

1. Sixty-five percent (65%) of the total money shall be disbursed to each College Council based on the amount of students enrolled in the Academic Area.
  2. Thirty-five percent (35%) of the total money shall be disbursed equally among each Academic Area.
- B. The amount in paragraph A shall be determined from the same source as used in calculating revenues for the Student Government Budget.
  - C. Amounts appropriated to the College Councils shall be appropriated as separate line items by Academic Area.
  - D. The Student Government chief financial officer shall notify the College Council Presidents of the amounts of money designated for that Academic Area by the end of each Spring semester.
  - E. Amounts not expended by the end of the fiscal year (June 30) will automatically carry over to the next fiscal year's College Council Surplus Account budget.

**Section 4. ~~Automatic College Funding Procedure~~**

~~Such funds appropriated to a college government under "automatic college funding" shall be distributed by the chief financial officer at the request of the College Council for the purposes requested if:~~

- ~~A. The chief financial officer receives a request for expenditures signed by the President and Treasurer of the College Council; and~~
- ~~B. The request details the use of funds to a sufficient extent that the chief financial officer can determine if the use of funds is allowed under University regulations; and~~
- ~~C. The use of funds is allowed by said University regulations.~~

**Section 4. Financial Records**

A chief financial officer shall be vested with the authority and responsibility to keep and be responsible for the accuracy of the financial records of the Student Government. The Student Government financial records shall be kept in accordance with University accepted accounting practices and procedures.

**Section 5. Chief Financial Officer**

- A. The chief financial officer shall ~~report~~ provide to the President, Speaker of the Senate and to the Student Senate as follows:
  1. ~~To present~~ a written update of all finances of the LSU Student Government each month during regular session of the Student Senate.
  2. ~~To present~~ a final written financial account by the last regular session meeting of the LSU Student Senate to report final balances for each academic semester. ~~These reports shall include but are not limited to the following:~~
    - a. A written breakdown of all Student Government accounts and their balances.
    - b. To maintain an up-to-date written account of all Student Government financial records in the Student Government office as a matter of public record.
- B. The chief financial officer shall serve as the Chairperson of the Programming, Support, and Initiatives Fund (PSIF), pursuant to the PSIF Bylaws.
- C. The chief financial officer is an ex-officio, **non-voting** member of the Senate Finance Committee.

**Section 6. ~~Student Government Funding PSIF Application Stipulations~~**

- A. Event approval from appropriate university officials or departments
- B. Documentation of funds acquired and required for the event

- C. An attached itemized budget for the total cost of the event as well as a breakdown of how requested contingency funds will be spent. This documentation shall be prepared by the respective student(s) or student organization and ~~amended as deemed appropriate by the LSU Student Senate Committee on Finance.~~
- D. Proof of Charter as a student organization
- E. Budget for the current fiscal year
- F. Individual students or groups of students in good academic standing requesting funds shall be exempted from items D and E of this section, provided the funds requested are to be used for academic pursuits.

**Section 7. Appropriations of Funds**

- A. Student Government funding shall be submitted on the provided Student Government funding application.
- B. Each group appropriated funds by the Student Government shall present a written ~~or~~ oral report to the Student Senate. ~~Both~~ The written ~~or~~ oral reports shall be given no more than two (2) Student Senate meetings after the event for which the funds were appropriated. The reports shall include the following:
  1. Attendance at the event
  2. Success of the event
  3. Final expense statement
  4. Problems encountered
  5. Future plans of the organization
  6. Method of notification of Student Government sponsorship
- C. Any failure to comply with paragraph B of this Section will automatically result in that group being ineligible to receive Student Government funds for one (1) year from the date of the event.

**Section 8. Restrictions on Student Government Funds**

- A. The Student Senate shall not spend more than sixty percent (60%) of the original contingency fund during the Fall semester as allocated in the Student Government Budget.
- B. No bill of appropriation of funding shall be brought before the full senate without the completed SG funding application.
- ~~C. Any funding appropriated that exceeds one thousand five hundred dollars (\$ 1,500.00) shall require a two-thirds (2/3) vote of the LSU A&M Student Senate.~~
- C. Any organization seeking funding from the Senate Contingency that may qualify for funding from the Programming Support & Initiatives Fund (PSIF) or the Organizational Relief Fund (ORF) must first apply for funding through PSIF or ORF before requesting Senate funding. Furthermore, any group who qualifies for funding through PSIF or ORF shall not be allowed to apply for money from the Senate Contingency in the same semester.

**Section 9. Student Government Sponsorship**

- A. When a project or activity is funded by the Student Government, proper public notice where practical shall be given indicating Student Government's sponsorship.
- B. For purpose of this Section, proper public notice shall include, but not be limited to inclusion of the name of Student Government in publicity for the funded project or activity.
- C. If the proper public notice is not given, the organization or group which was to have received the funds shall have forfeited all rights to those funds, and the funds shall automatically revert to the line items from which they were appropriated. The Student Senate shall notify the President of the fact through the agency of a legislative resolution.
- D. Upon final passage of legislation which appropriates finds and/or regulates any appropriation of funds to an organization, the Speaker of the Student Senate shall issue the duly authorized representatives for the organization a list of requirements which an

organization must meet to receive funds from Student Government, as specified in these Bylaws.

**Section 10. Unrecognized Funds**

If there are funds present in the Student Government Account that are not already allocated, then said funds shall be available for use in the Student Government Budget, line item Student Senate Contingency.

## ARTICLE VII Financial Accounts

- A. Student Government Surplus
  - 1. This account may only be used for one-time expenditures of Student Government.
  - 2. Funds may be requested by members of Student Government via a Bill introduced in and approved by the Senate and approved by the Student Body President, Dean of Students, and Vice-Chancellor of Student Life **through a memorandum disseminated by the Student Body President.**
  - 3. All remaining funds in Student Government Operating Accounts, with the exception of the College Councils Surplus Account, at the end of each fiscal year are transferred to the Student Government Surplus Account and ~~Initiatives Account.~~
- B. Student Government Initiative Accounts
  - 1. Student Government Initiatives
    - a. Funds from this account may be requested via a Bill in the Senate and approved by a two-thirds (2/3) vote.
    - b. This account may only be used for new initiatives and programs.
    - c. A minimum of five thousand (\$5,000) dollars must be requested from this account per bill.
    - d. No money shall be appropriated from this for student travel.
  - 2. Newspaper Initiative
    - a. The account is dispersed by agreement of the Speaker of the Student Senate and the Student Body President.
    - b. This account is to be used to fund the LSU Readership Program.
- C. Student Government Operating Accounts

All funding is used at the sole discrepancy of this office and can be used on any matter that adheres to the guidelines of the university regulations and the Code of Ethics.

- 1. Executive Departments and President Contingency
  - a. These accounts are under the control of the President, as enumerated in ~~SGB-1~~, the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.
- 2. Vice President Contingency
  - a. This account is under the control of the Vice President, as enumerated in ~~SGB-1~~, the budget bill.
  - b. Any remaining funds in this account will be transferred to the Surplus Account.

3. Election Board
    - a. This account is under the control of the Commissioner of Elections, as enumerated in ~~SGB-1~~, the budget bill.
    - b. Any remaining funds in the account will be transferred to the Surplus Account.
  4. Legislative General Contingency
    - a. This account is under control of Senate and signature of the President.
    - b. Request for funding must be submitted to the Senate office.
    - c. Any remaining funds in the account will be transferred to the Surplus Account.
  5. Speaker Contingency and Legislative Accounts
    - a. These accounts are under the control of the Speaker, as enumerated in ~~SGB-1~~, the budget bill.
    - b. Any remaining funds in the account will be transferred to the Surplus Account.
  6. Judicial Branch
    - a. This account is under the control of the Chief Justice, as enumerated in ~~SGB-1~~, the budget bill.
    - b. Any remaining funds in the account will be transferred to the Surplus Account.
  7. College Council
    - a. This is the parent account of all College Council Funding at the beginning of each year.
    - b. Revenues in this account will automatically be distributed to College Councils, as enumerated in ~~SGB-1~~, the budget bill.
  8. College Council Surplus
    - a. This account is under the control of the College Council President's Commission (CCPC).
    - b. Requests for funding are granted only to College Councils that no longer have funds remaining in their accounts or plan to spend in excess of their initial appropriation. A request for CCPC funding must be submitted to the CCPC through the chief financial officer by a college council funding request form.
    - c. Students organizations that wish to co-sponsor an event with a college council in an effort to require these funds must contact the President of their college council.
  9. Individual College Councils
    - a. These accounts are under the control of each respective College Council.
    - b. Requests for funds by students or student organizations must be made to the President of the council.
    - c. Financial matters require consent of the College Council or a majority (1/2) vote by active members present at a regular meeting.
    - d. After approval of funds, a funding request form must be submitted to the chief financial officer.
    - e. Any remaining funds at the end of the year will be transferred to the College Council Surplus.
- D. Student Government Corporate Sponsorship
1. This account is under the control of the President.
    - a. However, any combined expenditure from the Student Government Corporate Sponsorship

Account that is not explicitly named and listed on the fundraising packet and other private Student Government accounts shall be approved by an Executive Order as defined in the Student Senate Rules of Order specifying how the money will be spent.

1. **Any amendment to the Corporate Sponsorship must be approved by the Student Senate**
2. **Participating sponsors must be notified of any amendments**

- b. Any remaining funds in this account will be rolled over from year to year.
- c. ~~The Events funded by corporate sponsorship Fundraising packet~~ must be approved by a majority (1/2) vote of the Student Senate present and voting at the Spring Special Organizational Session.

## ARTICLE VIII

### Public Records, Management and Meetings

#### Section 1. Student Government Records

- A. All records of the Student Government are hereby declared to be public records.
- B. **All written documentation must be made available to the public within three (3) class days. Written documentation includes, but is not limited to,**
  1. **Meeting minutes**
  2. **Voting records**
  3. **Legislation**

#### Section 2. Public Records

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution **shall maintain open documentation and** abide by Title 44 of the Louisiana Revised Statutes in all matters pertaining to Public Records. Failure to abide by Title 44 will result in the nullification of allocated monies.

#### Section 3. Review of Legislative, Executive, and Judicial Records

- A. Each year the Speaker, President, and Chief Justice shall review the records of each branch of the Student Government -- with each being responsible for the branch in which they serve -- to determine which of the records are no longer current.
- ~~B. All records of over two (2) years of age shall be deemed no longer current.~~
- ~~C. All records, which are no longer current, shall be delivered to the LSU Archives, unless their presence is deemed necessary by one of the officials mentioned in this Section of this Article.~~
- B. **All records from the past five (5) years must be kept on file.**

#### Section 4. Document Notation

- A. If the University Courts provides interpretations to any document in the Student Government pursuant to their power under Article IV, Section 4 of the Constitution, a notation shall be inserted within the applicable section of the document to say "See *court case caption* and Docket Number for interpretation of this provision."



- B. The Chief Justice shall notify the Speaker of the Senate of such notation in writing within one (1) week of the final written majority opinion.

**Section 5. Public Meetings**

The LSU A&M Student Government and its entities or any entity, club, student organization, or department that received any amount of money from Student Government and its entities or receives money through a student fee referenda sponsored or provided for under the LSU Student Government Constitution shall abide by Title 42 of the Louisiana Revised Statutes in all matters pertaining to Public Meetings insofar as all meetings relating to that which is being funded or the funds themselves are considered. Failure to abide by Title 42 will result in the nullification of allocated monies.

## ARTICLE IX

### Composition of Student Committees

**Section 1. Summer Planning Committee**

- ~~AB.~~ The purpose of the Summer Planning Committee is to develop a ~~proposed legislative plan for presentation to the Student Senate at the first regular meeting of the fall.~~ **Plan for Student Government for the upcoming year to address issues deemed pertinent to the chair, which will be presented to the Student Senate.**
- ~~BA.~~ The Summer Planning Committee shall be made up of the Student Body President and Vice President, **the Chief Justice**, the Speaker of the Student Senate, **the Speaker pro tempore**, and ~~four (4)~~ **three (3)** Student Senators elected by the Student Senate ~~before the end of the Spring semester~~ **in the Student Senate Spring Organizational Session.**

**Section 2. Media Board**

- A. The Student Body President must approve any appointments to the Media Board with a ~~two-thirds (2/3)~~ **simple majority (1/2)** vote of the Senate.
- B. Appointees must demonstrate an ability to remain objective on all decisions brought before Media Board.

~~Section 3. Class Gift Committee~~

- ~~A. This committee will be comprised of seven (7) junior students, who will graduate in the year that the class gift will represent, elected from the Student Body appointed by the Student Body President and approved by a simple majority (1/2) vote of the members of the Student Senate present and voting. No more than two (2) students may sit on this committee from the same college.~~
- ~~B. The Director of Development in Student Life, as well as the Manager of Facility Design and Development will serve as ex-officio, non-voting officers to the committee.~~
- ~~C. No more than three (3) students that currently hold office within Student Government may sit on this committee.~~
- ~~D. Positions for this committee will be advertised across all necessary mediums and members shall be elected approved by the Student Government Senate during the Spring Organizational Session.~~
- ~~E. Should a vacancy arise, the Speaker of the Senate shall appoint a student to be approved by the Senate.~~

- F. ~~The Chair of the Committee shall be a member of the Student Government Senate to be appointed by the Speaker and approved by the Senate. The first order of business of the committee shall be to elect a chair.~~
- G. ~~It shall be the duty of this committee to gather potential class gift projects that are approved by the facility design and development committee and recommend no more than four (4) and no less than two (2) designs to the Senate so that they may be placed on the Spring Election Ballot by Concurrent Resolution.~~

**Section 4. ~~Student Initiative Committee~~**

AD. ~~It shall be the duty of this committee **The purpose of the Student Initiative Committee is to gather potential ideas from the student body as to how they would like to see a certain portion of their student fees spent. The committee will narrow down the collected ideas, and three (3) to five (5) selected initiatives shall be placed on the Spring Semester election ballot by referendum for the students to elect the idea of their choice.**~~

BA. ~~This committee will be comprised of the following:~~

1. ~~Three (3) senators elected by the Senate.~~
2. ~~Three (3) members of the Executive Staff **Executive Officers** appointed by the Student Body President.~~
3. ~~**One (1) Judicial Officer appointed by the Chief Justice**~~
4. ~~A maximum of three (3) **four (4)** students who are not affiliated with Student Government who are approved by the Senate.~~

CB. ~~**The committee shall be appointed in the first legislative meeting of the Fall Regular Session.**~~

DC. ~~**The first order of business of the committee shall be to elect a chair.**~~

E. ~~The amount of student fees allocated for the elected initiative will be up to the discretion of the committee, upon approval of the Student Senate~~

## ARTICLE X

### Temporary Committees/Commissions

**Section 1. Creation by Student Body President or Student Senate**

- A. ~~All temporary study and/or action groups **committees or commissions** created by the Student Body President shall be established only by written Executive Order, subject to majority approval of the Student Senate.~~
- B. ~~All temporary study and/or action groups **committees or commissions** created by the Student Senate shall be established by Resolution, passed by majority vote of the Student Senate.~~

**Section 2. Required Contents of Executive Order or Resolution**

The Executive Order or Resolution creating a temporary commission/committee shall contain the following:

- A. Name of the commission/committee;
- B. Number of members, including:
  1. If appointed by name, the name of the officers and members; or
  2. If not appointed by name, the method of selection of the officers and members;
- C. Beginning date and length of existence of the commission/committee;
- D. Goals and objectives; and
- E. Powers, duties, and responsibilities of the commission/committee, and of the officers thereof.

**Section 3. Length of Existence**

Unless a definite length of existence of a commission/committee is stated in the Executive Order or the Resolution creating said commission/committee, it shall continue in existence only for one (1) year from the date that it was approved or passed.

## ARTICLE XI Websites

**Section 1. Name and Location**

The LSU A&M Student Government shall have one official website. Its web address shall be [www.sg.lsu.edu](http://www.sg.lsu.edu) or consistent with an address as provided by the administration of the university.

**Section 2. Content**

- A. The host site, [www.sg.lsu.edu](http://www.sg.lsu.edu), shall be a portal to each branch of Student Government.
- B. This site shall be used as the host site for all public access computers purchased through the Student Tech Fee contingency.
- C. This site shall ~~be limited to~~ **include** the following information:
  - 1. Links to each Branch of Government's adjoining website.
  - 2. General Information & Announcements
  - 3. Current editions of the Student Government Constitution, Bylaws and Election Code

**Section 3. Approval**

- A. The General Student Government Website must be approved by the President, Speaker of the Student Senate or Chief Justice prior to any changes of content being published for public view other than general information and announcements.
- B. Only the President, Speaker of the Student Senate or Chief Justice may authorize changes to the General Information & Announcements section of the website and must notify the other branches of said changes via email prior to the posting.

**Section 4. Branch Websites**

- A. The Branch Websites shall be defined and listed as follows
  - 1. Legislative
  - 2. Executive
  - 3. Judicial
  - 4. College Councils
  - 5. Election Board
- B. Each branch of Student Government shall employ a staff member to publish and maintain each respective website. The Chair of the College Council President's Commission shall employ a single employee to perform functions on behalf of all of the College Council's. Each branch's site must contain, but not limited to containing the following information:
  - 1. A listing of all elected officials, employees, or appointees specific to the branch in which they serve, their classification and college in which they are enrolled.
  - 2. An email address for each elected or appointed official and office hours for said official if they are required to keep them.

3. A link to each respective branch and the General SG Website
  4. An updated weekly calendar of events and meeting with time, and location.
- C. Executive Website must contain:
1. An electronic copy of the Executive Charter
  2. An electronic copy of communication(s) in the form of press release, memorandum, permanent memorandum, policy statement, or advertisement to any LSU Administrator or any member of the LSU Student Body on behalf of Student Government or the Executive Branch.
  3. An electronic copy of minutes taken from any executive meeting.
  4. Information on how to apply for PSIF, ORF or Coca-Cola Grant Money.
  5. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill, PSIF allocations containing the amount of the allocation, the Student Organization(s) receiving the allocation, the name and date for said allocation, and the Coca-Cola Grant, and a link to the Student Technology Fee Oversight Committee's Website.
- D. Legislative Website must contain:
1. An electronic copy of the Rules of Order
  2. An electronic copy of each version of each piece of legislation filed with the Senate office
  3. An electronic copy of the approved minutes
  4. An electronic copy of each vote corresponding with each version of each piece of legislation filed with the Senate office
  5. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.
  6. Information on how to receive funding through the Student Government Senate Contingency.
- E. Judicial Website must contain:
1. An electronic copy of all judicial documents including, but not limited to, opinions, injunctions, complaints, evidence and minutes of Court proceedings.
  2. An electronic copy of the current Rules of Court.
  3. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.
- F. College Council(s) website must contain:
1. An electronic copy of a monthly breakdown of expenditures itemized under the General Appropriations Bill.
  2. An electronic copy of any minutes taken from a council meeting.
  3. An electronic copy of the College Council Constitution.
- G. Election Board website must contain:
1. An electronic copy of all election board returns, complaints, judgments, evidence and minutes of Election Board Hearings.
  2. A "Meet the Candidates page" during elections
  3. Notices of upcoming elections and important dates relevant to Student Government Elections.
  4. When fee referenda are being considered for increase, a complete electronic copy of the current campus entity's budget for the previous three years.
  5. When the fee referenda being considered is for a new fee, an electronic copy detailing the proposed use of the fee.
  6. When Constitutional amendments are being considered, an electronic copy of the complete language for said amendment.

## **Section 5. Time Provisions**

- A. Any announcement of meeting times and location, listed here and above, must be posted two (2) class days before their occurrence.

- B. Any documents listed here and above resulting from said meetings must be posted two (2) class days after their creation.

**Section 6. Compliance**

Each site shall comply with the rules and regulations set forth by Louisiana State University and these Bylaws.

## ARTICLE XII Words and Phrases

**Section 1. Interpretation**

Words and phrases in the Student Government Constitution, the Bylaws, the Rules of Order of the Student Senate, legislation, or any other document of the Student Government shall be read within their context and shall be construed to the common and approved usage of the language; technical words and phrases, and such others as may have acquired a peculiar and appropriate meaning in the law, shall be construed and understood according to such peculiar appropriate meaning; unless otherwise provided for in the Constitution and these Bylaws.

**Section 2. Clerical and Typographical Errors**

Clerical and typographical errors as pertaining to this document shall be disregarded when the meaning is clear.

## ARTICLE XIII Amendments

**Section 1. Student Senate Approval**

Amendments to these Bylaws may be made by a two-thirds (2/3) vote of the Student Senate present and voting at a regular meeting by means of legislation detailing the amendment.

**PARAGRAPH 5:** THEREFORE, BE IT ENACTED BY THE STUDENT GOVERNMENT OF LOUISIANA STATE UNIVERSITY AGRICULTURAL AND MECHANICAL COLLEGE THAT THE STUDENT GOVERNMENT BYLAWS BE THUS AMENDED.

**PARAGRAPH 6:** THIS BILL SHALL TAKE EFFECT UPON PASSAGE BY A TWO-THIRDS (2/3) VOTE OF THE LSU STUDENT SENATE AND SIGNATURE BY THE PRESIDENT, UPON LAPSE OF TIME FOR PRESIDENTIAL ACTION, OR IF VETOED BY THE PRESIDENT AND SUBSEQUENTLY APPROVED BY THE SENATE, ON THE DATE OF SUCH APPROVAL.

**Approved:**

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**Brooksie Bonvillain**  
Speaker of the Senate

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**J Ryan Hudson**  
Student Body President