STUDENT GOVERNMENT ASSOCIATION
STUDENT SENATE BY-LAWS

Revised April 4th, 2009

ARTICLE I. MISSION & VISION STATEMENT

SECTION I. Mission Statement.

(a) The Texas A&M University Student Senate represents all students in order to enhance the Texas A&M experience within our university and communities through research, legislation, and advocacy in accordance with the core values of our institution.

SECTION II. Vision Statement

(a) Through a unified effort by the members of Student Senate and by working with the other branches of Student Government, student organizations, administrators and faculty of Texas A&M, and various government officials, we will continue to elevate the experiences of the Texas A&M student body over the next five years.

(b) Our mission will be distinguished by every aspect of the Student Senate embracing the core values of our university: loyalty, integrity, excellence, leadership, selfless service, and respect.

(c) The Student Senate recognizes the importance of strong relationships with affiliate organizations whose goals are consistent with the Student Senate's. Good relationships among all three branches of Student Government, organizations under the SGA umbrella, and other student organizations is conducive to achievement of the Student Senate vision.

(d) In addition, the Student Senate seeks strong relationships with the various governmental officials who, like us, serve for the common good of their constituents. Secure relations with the Texas A&M administration are fundamental to a clear execution of a shared governance policy among all involved in the betterment of our University. Our pursuit and improvement of these relationships is vital to the promotion of a dynamic educational community.

(e) The Student Senate recognizes the crucial role of the student in the legislative arm of Student Government. Therefore, we will ensure that all students are equipped with the opportunity to play an integral role in the governance of our university. Through utilization of mediums such as focus groups, committee meetings, college-council roundtables, social events, leadership development opportunities, regularly scheduled Senate meetings, cutting-edge information technologies, and other forms of communication we will maintain optimum connectivity with the student body.

(f) The Texas A&M University Student Senate will work diligently to ensure the Texas A&M experience.

ARTICLE II. PARLIAMENTARY AUTHORITY

SECTION I. The Student Senate will operate under the guidance of *Robert's Rules of Order Revised*. Should *Robert's Rules of Order Revised* conflict with the Student Government Association Constitution or Senate By-Laws, the Constitution will stand as the preeminent document followed by the Senate By-Laws and subsequently *Robert's Rules of Order Revised.*

ARTICLE III. MEMBERSHIP

SECTION I. Senate Apportionment
Student Senate membership shall consist of seventy-six (76) Senators elected by a plurality vote through the following representational guidelines:

(a) The thirty-seven (37) college representatives shall be:

(1) College of Agriculture and Life Sciences- The five (5) seats shall be five (5) currently enrolled students at-large within the College of Agriculture and Life Sciences
(2) College of Architecture-The two (2) seats shall be two (2) currently enrolled students at-large within the College of Architecture
(3) Lowry Mays School of Business - The four (4) seats shall be four (4) currently enrolled students at-large within the College of Business Administration
(4) College of Education-The four (4) seats shall be four (4) currently enrolled students at-large within the College of Education
(5) The Dwight Look College of Engineering-The eight (8) seats shall be eight (8) currently enrolled students at-large within the Dwight Look College of Engineering
(6) College of General Studies-The three (3) seats shall be three (3) currently enrolled students at-large within the College of General Studies
(7) Colleges of Science - The two (2) seats shall be two (2) currently enrolled students at-large within the College of Science
(8) College of Geo-Sciences – The two (2) seats shall be two (2) currently enrolled students at-large within the College of Geo-Science
(9) College of Veterinary Medicine and Biomedical Sciences - The two (2) seats shall be two (2) currently enrolled students at-large within the College of Veterinary Medicine and Biomedical Sciences
(10) College of Liberal Arts-The five (5) seats shall be five (5) currently enrolled students at-large within the College of Liberal Arts

(b) The ten (10) on-campus representatives shall be drawn from:

(1) Northside residence halls - Competition for the three (3) at-large seats shall be divided among: Clements, Crocker, Davis-Gary, Haas, Hobby, Hotard, FHK (Fowler, Hughes, Keathley), Lechner, Leggett, McFadden, McInnis, Moore, Moses, Neeley, Schuhmacher, and Walton

(2) Southside residence halls - Competition for the three (3) at-large seats shall be divided among: Appelt, Aston, Briggs, Dunn, Eppright, Hart, Wells, Krueger, Mosher, Rudder, Spence, and Underwood

(3) University Apartments – Competition for the two (2) at-large seats shall be divided among the University Apartments complex

(4) Corps residence hall- Competition for the two (2) at-large seats shall be divided among the designated Corps dorms

(5) The on-campus Corps members shall elect Corps Senators, and the on-campus Corps members are not allowed to be elected for or vote for the Southside Senate seats. Non-Corps members of the Southside shall elect Southside Senators, and Non-Corps members of the Southside are not allowed to be elected for or vote for Corps Senate seats

(6) The off-campus Corps members shall vote for and elect off-campus Senators

(c) Off-Campus representatives-The twenty seven (27) seats shall be twenty seven (27) off-campus residents at-large

(d) Freshman representatives-The two (2) seats shall be two (2) students of freshman classification at-large

(e) No apportionment bill may be accepted that provides for fewer than two Senate seats for any caucus, without removing that caucus from the Senate

SECTION II. Offices of the Senate

(a) The Officers of the Senate shall consist of the Speaker of the Senate, the Speaker Pro-Tempore, the Senate Chair for Academic Affairs, the Senate Chair for External Affairs, the Senate Chair for Rules and Regulations, the Senate Chair for Student Services, and the Senate Chair for Constituency Affairs. In addition to their senatorial responsibilities of representing their constituents, officers will be responsible for the following:

(1) Speaker
The Speaker Shall:

(i) Preside over the Student Senate General Assembly. The Speaker acts as the primary representative of the Student Senate to all students, faculty, administrators, the media, former students, and the general public

(ii) Disseminate all necessary information to Senators

(iii) Organize agendas for Student Senate meetings

(iv) Stay in constant communication with the Student Body President

(v) Oversee all communication with the media

(2) Speaker Pro-Tempore
The Speaker Pro-Tempore shall:

(i) Preside over the Internal Affairs Committee and Co-Chair the Senate Operations Committee. The Speaker Pro-Tempore handles all internal operations of the Student Senate

(ii) Disseminate all necessary information to Senators

(iii) Oversee the development of new Senators

(iv) Enforce the absence policy
(v) Manage Senator resignations
(vi) Organize Student Government Association Banquet with the members in the Executive Branch
(vii) Oversee the Executive Director of Operations
(viii) Maintain all finances of the Student Senate

(3) Rules & Regulations Chair

The Rules & Regulations Chair shall:

(i) Preside over the Rules & Regulations Committee. The Rules & Regulations Chair is responsible for facilitating ideas for the members of the committee concerning the Student Government Associations Constitution, Executive Branch By-Laws, Judicial Court By-Laws, Student Senate By-Laws, and the Election Regulations. The Chair acts as chief interpreter of the Senate By-Laws for the Student Senate
(ii) Disseminate all necessary information to members of their committee and to all Senators
(iii) Hold regular meetings with members of the committee
(iv) Oversee Senate reapportionment
(v) Stay in communication with the Election Commissioner
(vi) Enforce the committee absence policy

(4) Academic Affairs Chair

The Academic Affairs Chair shall:

(i) Preside over the Academic Affairs Committee. The Academic Affairs Chair is responsible for facilitating ideas for the members of the committee concerning all academic policies affecting Texas A&M Students. The Chair works directly with the Academic Affairs Chair of the Faculty Senate and their counterpart in the Executive Branch of Student Government Association
(ii) Disseminate all necessary information to members of their committee and to all Senators
(iii) Hold regular meetings with members of the committee
(iv) Enforce the committee absence policy

(5) External Affairs Chair

The External Affairs Chair shall:

(i) Preside over the External Affairs Committee. The External Affairs Chair is responsible for facilitating ideas for the members of the committee concerning proposed or current ordinances or other actions by the Cities of Bryan and College Station and proposed or current legislation by state and federal governments. The chair works directly with the Texas A&M Vice President for Governmental Affairs, Legislative Relations Chair in the Executive Branch of Student Government Association, and the Bryan and College Station City Council Liaisons
(ii) Disseminate all necessary information to members of their committee and to all Senators

(iii) Hold regular meetings with members of committee
(iv) Stays in constant communication with the Legislative Relations Chair
(v) Enforce the committee absence policy
(vi) Oversee the Bryan and College Station City Council Liaisons

(6) Student Services Chair
The Student Services Chair shall:
(i) Preside over the Student Services Committee. The Student Services Chair is responsible for facilitating ideas for the members of the committee concerning but not limited to issues such as parking, bus operations, Aggie Bucks, students with disabilities, and campus safety. The Chair works directly with all appropriate members in the Executive Branch related to student services issues and all directors and vice presidents within the Office of the Vice President for Administration
(ii) Disseminate all necessary information to members of their committee and to all Senators
(iii) Hold regular meetings with members of committee
(iv) Stay in constant communication with the appropriate administrators related to projects and policy changes
(v) Enforce the committee absence policy
(vi) Oversee the Student Disabilities Liaison
(vii) Appoint and oversee the Student Service Fee Advisory Board Liaison, the Recreational Sports Fee Liaison, the Student Health and Medical Services Fee Liaison, and the Student Center Complex Fee Liaison

(7) Constituency Affairs Chair
The Constituency Affairs Chair shall:
(i) Preside over the Constituency Affairs Committee. The Constituency Affairs Chair is responsible for all constituency relations issues
(ii) Disseminate all necessary information to members of their committee and to all Senators
(iii) Hold regular meetings with members of committee
(iv) Stays in constant communication with the Communications Chairs
(v) Enforce the committee absence policy
(vi) Appoint and oversee the International Student Liaison, and the Greek Liaison

(b) Senator
Each Senator shall:

(1) Represent their constituents on all issues
(2) Attend Senate meetings, mandatory retreats, and development days
(3) Join exactly one of the four legislative Senate Committees and attend the meetings as scheduled by the Committee Chairs
(4) Share, along with the Senate officers, the exclusive right to sponsor legislation, speak on the Senate floor, and vote

(c) The ex-officio positions shall consist of the:

(1) Executive Director of Operations
The Executive Director of Operations shall:
(i) Assist the Speaker Pro-Tempore in all matters relating to the functioning and internal operations of the Student Senate. The Executive Director of Operations shall attend and is a non-voting member of the Internal Affairs Committee. The Executive Director of Operations shall be Co-Chair of the Operations Committee
(ii) Help organize Senate retreats and development days
(iii) Oversee all members of the Operations Committee
(iv) Be considered a member of the session that they serve in for officer election purposes

(2) Director of Administration
The Director of Administration shall:
(i) Oversee all fundraising initiatives of the Student Senate
(ii) Oversee the computer and projector at Student Senate meetings
(iii) Oversee Social Activities of the Student Senate

(3) Director of Communications
The Director of Communications shall:
(i) Act as a liaison with the media
(ii) Serve as a consultant to Senators on correspondence with The Battalion regarding Senate publicity within their respective caucuses
(iii) Attend Student Senate general meetings to record and publish the Senate minutes.

(4) Director of Information Technology
The Director of Information Technology shall:
(i) Maintain the Student Senate homepage, as well as the Student Senate listserv

(5) Director of Marketing
The Director of Marketing shall:
(i) Serve as a member of the Constituency Affairs committee, aiding on projects as deemed appropriate by the E.D.O. and the Constituency Affairs Officer
(ii) Publicize Senate vacancies when appropriate
(iii) Complete the administrative elements of Constituency Affairs projects such as college council roundtables and speaking tours
(iv) Oversee all publicity efforts on behalf of the Student Senate
(v) Maintain iTunesU Communication Program, including all Podcasts, but not limited to this person at the discretion of the Speaker

(6) Director of the Archives of the Senate
The Director of the Archives of the Senate shall:
(i) Oversee all procedures and operations of the Archives of the Senate as provided for in these by-laws and the statutes, subject to

oversight by the Executive Director of Operations, Speaker Pro Tempore, and Speaker in increasing order.

(ii) Establish, organize, and maintain such a team as may be necessary to assist in fulfilling the duties of the position subject to the approval of the Executive Director of Operations.

(iii) Maintain a database of former Student Senators and contact with such former members as may be requested by the Executive Director of Operations, Speaker Pro Tempore, or Speaker for the purposes of financial or leadership development or social networking.

(7) Liaisons

(i) The Speaker has the power to create liaison positions

(ii) All liaison position will be open to any student of Texas A&M University, not excluding Student Senators

(iii) All liaisons will be appointed by their respective committee chair, as outlined in each committee chair's responsibilities, and will be approved by a two-thirds vote of the Senate

(iv) All liaisons have the ability to recruit or assemble a team to work along with them with the approval of the committee chair

(d) All ex-officio positions will be open to any Texas A&M student, not excluding Student Senators, and will also follow the attendance procedures as stated in Article III, Section IV. The only required ex-officio positions are those listed above. All ex-officio officers shall be appointed by the Internal Affairs Committee and confirmed by a two-thirds (2/3) vote of the Student Senate

(e) All Ex-Officio members shall have limited speaking privileges at Student Senate General Assembly meetings restricted to periods of question and answer only. These limited speaking privileges shall not extend, for any reason, to periods of debate. The Student Body President and Chief Justice of the Judicial court shall be considered ex-officio members only for the purpose of the aforementioned limited speaking privileges.

(f) Caucus Leaders

(1) Caucus Leader Position

The Caucus Leaders shall:

(i) Report directly to the Constituency Affairs Chair to assist in constituency relations initiatives and serve on the Constituency Affairs Committee

(ii) Establish and maintain a close working relationship with the major organizations and administrators within each constituency area

(iii) Survey the student body according to the provisions listed in Article III, Section III, Subsection (h) of the Texas A&M University Student Government Association Constitution.

(2) Caucus Leader Performance Review

(i) A complaint regarding a Caucus Leader's performance shall be filed with the Constituency Affairs Chair

(ii) The Internal Affairs committee shall meet in closed session during the week following filing to consider the complaint and determine if removal of the Caucus Leader is warranted

(ii) An appeal of the decision rendered by the committee may be filed with the Judicial Court to be considered within one week of filing.

(g) The responsibilities listed above do not enumerate, in any way, the full scope of the duties of these offices, but are rather the absolute minimum expectations for these positions

SECTION III. Scholastic and Conduct Policy

(a) No member of the Student Senate shall be on scholastic or conduct probation with the University. All members must comply with the academic standards as set forth in the University Rules and Regulations, as well as have at least a 2.25 cumulative grade point ratio for undergraduate students and at least a 3.00 cumulative grade point ratio for graduate students at the time of their election or appointment. Senators, Senate Officers, Senate Ex-Officio Officers, and Ad-hoc Committee Chairs shall maintain a 2.25 cumulative grade point ratio and a 2.00 term grade point ratio for undergraduate students, and a 3.00 cumulative and term grade point ratio for graduate students for every semester (spring, summer, and fall) while in office

(1) If a senator does not meet the grade requirements and the Senator has an academic appeal filed with their professor to change the grade in a class, then that Senator may ask to be placed on probation. The Senator must submit documentation of the appeal to the Speaker Pro-Tempore. The appeal must be resolved by the fourth week of the fall semester if the grade deficiency occurred in the spring or summer semesters or by the fourth week of the spring semester if the grade deficiency occurred in the fall semester. If the Senator's grades are still deficient after this time, if the appeal was denied, or if the change in grade was not sufficient to bring the Senator's grades out of deficiency, then that Senator will be removed from the Senate and the Senator's seat declared vacant

(b) Cumulative grade point average requirements shall apply for all semesters at Texas A&M including the summer sessions regardless of the number of hours attempted; Senators shall be responsible for achieving a minimum 2.0 grade point ratio for each semester they are in office

(c) Any candidate who fails to pay their fines prior to the next election will be ineligible to hold any office by appointment until their fines have been paid

(d) Senator Dress Code - All Senators shall be required to adhere to professional dress standards in official Senate Meetings. Requirements for meetings outside of the official Senate meetings shall be determined and enforced by the prospective chair. Professional dress is considered the following:

(1) Gentlemen - Slacks with button up shirt tucked in with a belt, tie (formal neckwear), and sports coat; or a suit with belt (or suspenders or braces), and tie (formal neckwear). The jacket or sports coat may be removed for comfort throughout the meeting, as well as a loosening of the tie. Shirts should remain tucked in throughout the duration.

(2) Corps of Cadets members - Dress determined as business professional by the Corps of Cadets Leadership.

(3) Ladies - A dress, skirt and jacket, or pantsuit with an appropriate shirt. Jackets may be removed for comfort throughout the duration of the meeting.

(4) Failure to adhere to the dress standards outlined will result in the following course of action by the Chair: (1st Offense) an advisement on the measures which should be taken to adjust dress appropriately to be adhered to for all following meetings, (2nd Offense) a call to order by the chair, and informed about the nature of the violation, automatic loss of speaking privileges (3rd Offense) further attempts to speak out of order will result in the chairs decision to censure the voting privileges of the member, thereby resulting in their official absence for the duration of the meeting. The body reserves the right to "Appeal to the Decision of the Chair" if they feel the chairs decision is biased or inappropriate. The appeal requires a second and a (2/3) vote to overturn the chairs decision.

(5) If a senator feels that he or she cannot adhere to the dress code due to the inability to attain appropriate dress code clothing, that Senator may come before the Executive Board of Officers with a petition to this Dress Code based on financial inability to comply. Based upon an interview regarding the petition the aforementioned board will make the decision whether or not the Student Senate will provide the means of professional dress for the Senator, or exempt the Senator from the required dress code.

(e) Senator Recognition - When recognized by the chair the Senator shall stand, address the chair or presenter, state their name and caucus represented, and proceed. Failure to adhere to protocol will result in two calls to order by the chair, followed by loss of speaking privileges on the third call to order. Further attempts to speak out of order will result in the chairs decision to censure the voting privileges of the member, thereby resulting in their official absence for the duration of the meeting. The body reserves the right to "Appeal to the Decision of the Chair" if they feel the chairs decision is biased or inappropriate. The appeal requires a second and a (2/3) vote to overturn the chairs decision.

SECTION IV. Absence Policy

(a) If a Senator, Senate Officer, Ex-Officio Officer, or Ad-Hoc Committee Chair accumulates three (3) unexcused absences during one full term of the Senate, they are automatically removed from their position following the fourth unexcused absence regardless of the reason

(1) Four unexcused absences may be made up through speaking at constituency meetings, participating in Senate service projects, speaking

with administrators, and other activities and projects. All must be approved by the Internal Affairs Committee

(2) These projects, meetings, and activities will count for 1/4 of an absence, unless Internal Affairs approves otherwise

(3) Absence forgiveness can also be received by attendance at Constituency Affairs, Operations, Budget, Finance Committee, and any Ad-Hoc committee meetings approved by Internal Affairs. Members of these committees will receive 1/8 of an absence forgiven per meeting attended

(b) Excused absences will be limited to two per term. Once the two excused absences have been granted then all subsequent absences will be considered unexcused. An excused absence shall be defined as:

(1) An excused university absence as defined in Section 15 of the University Regulations

(2) An absence due to a departmentally scheduled exam

(3) An absence that the Officers of the Senate deem of merit

(c) All absences are to be considered conditionally unexcused. For an excused absence to be granted, the Senator must show reasonable cause for the absence. The Senator must present his/her case to the Officers of the Senate within forty-eight (48) hours for a determination of the status of the absence in question. If this absence is not reviewed before the next Senate meeting, the absence will automatically be considered an unexcused absence regardless of the reason

(d) Two roll calls will be taken during the General Assembly meetings of the Student Senate, after calling the meeting to order and prior to adjournment. If a motion to adjourn is approved by the body, the second roll call will take place immediately after the motion to adjourn but before the body is declared adjourned. Missing both roll calls constitute as one (1) absence. Missing one roll call will result in one-half (1/2) absence

(e) Each Senator must serve on exactly one (1) of the Legislative Committees (Rules and Regulations Committee, Student Services Committee, Academic Affairs Committee, and External Affairs Committee). Committee Chairmen shall be responsible for holding a meeting between each Senate meeting. In the event that a Committee Chairman considers meeting unnecessary, he or she shall report such to the Speaker and announce the cancellation at the prior week's Senate meeting

(1) Excused and unexcused absences must be reported to the Speaker Pro-Tempore three days following the meeting missed

(2) Members of these committees who miss a meeting without excuse will receive a ½ unexcused absence.

(3) Members of these committees who miss a meeting with an excuse deemed acceptable by the chair of the committee will receive a ½ excused absence

(f) Members of any non-legislative committee will receive a ½ unexcused absence per unexcused absence from a meeting.

(g) Any member of a non-legislative committee who receives two consecutive unexcused absences from that committee's meetings can be removed from that committee as the discretion of the chair of the committee

(h) An unexcused absence of the Internal Affairs Committee by one of its members shall constitute a one-half (1/2) absence for the member

(i) An unexcused absence of Governance Council by a Senate Officer shall constitute a one-half (1/2) absence for the officer. If an officer will have an excused absence to Governance Council then they are to inform the Speaker Pro-tempore of the situation and send another member of Senate in their place.

(j) All absences shall remain permanently attached to Senators through the entire Senate Session, regardless if he/she is to change positions within the Senate

SECTION V. Resignation Process

(a) A senator must present a letter of resignation to the Speaker Pro-Tempore or a majority of the Senate Officers stating their reasons for resignation. The resignation may be retracted until the next meeting of the Internal Affairs Committee is held at which point the resigning Senator is relieved of all Senatorial privileges including but not limited to speaking and voting at Senate functions and then the Senate Officers may begin the process of filing the vacancy

SECTION VI. Impeachment Procedures

(a) Definitions
For the purposes of Section VI, the following definitions shall apply:

(1) "Senator(s)":
(i) Those elected or selected (see Article IV, Section VII, (f)) to the position of Senator, representing a college, area of residency, or the Freshman class at Texas A&M,
(ii) Any elected or appointed official of the Student Senate, including Committee Chairs, the Speaker, Speaker Pro-Tempore, the Director of Operations Committee, Liaisons, or other Ex-Officio members established by the Student Senate Standard Operating Procedures

(2) "Official(s)":
(i) Those elected or appointed persons specifically stated to be eligible for impeachment under Article VI of the SGA Constitution

(3) "Student Senate":
(i) Any and all members present and voting in impeachment hearings.

(4) "Accused/Accusing":
(i) Those members either submitting the charge of misconduct or that person charged with the indictment; the "accusing" party may consist of one or more persons, and all reference time allotments apply to the "accusing" party as a whole.

(b) Impeachments Allowance and Motion

(1) Senators and officials may be impeached and removed from office for reasons including, but not limited to, any substantial failure to fulfill the duties and responsibilities mandated by the Texas A&M University Student Government Constitution or the bylaws of the respective branch.

(2) Only one Senator or Official may be considered for impeachment at any given time.

(3) Motion for impeachment is a main motion and may be made by any voting member of the Student Senate. It must receive a one-fifth (1/5) second for further consideration.

(4) Once a motion for impeachment is made and approved, the Senate shall immediately proceed in special executive session.

(c) Procedures

(1) The Chief Justice and, unless directly involved, the Rules & Regulations chair are the only officials permitted to interpret Section IV.

(2) The Rules & Regulations chair shall preside over impeachment hearings, unless withdrawn voluntarily or deemed unable to do so by a simple majority vote. Successive presiding officers will be considered in the following order:

(i) The Speaker of the Senate

(ii) The Speaker Pro-Tempore

(iii) The Committee Chairs in increasing order of committee size

(iv) The Executive Director of Operations

(3) If any of the aforementioned officers are directly involved in the impeachment hearings they will automatically be disqualified from chairing the impeachment hearing. If no officer of the Student Senate is deemed able to judiciously chair said impeachment proceedings, a Justice of the Judicial Court shall be called to chair the proceedings. Any Justice that presides over hearings shall not participate in Judicial Court hearings regarding the verification of the impeachment.

(4) At the onset of the impeachment hearing, the specified chair will briefly explain these procedures, answer any pertinent questions, and proclaim specific rules and regulations (see(d)).

(5) The accusing party will have a ten minute presentation period, followed by a five minute period of question and answer. The accused will then have the same allotment of time for a defending presentation and question and answer period, respectively. A twenty-minute period of debate will follow. The accused and accusing parties will be given no special or superseding right in debate. All presentations, question and answer, and debate periods will be held in accordance with the Standing Rules and Debate as adopted by the Student Senate.

(6) The Director of Communication on the Senate Operations Committee, or another designated member of the Senate Operations Committee, shall compile a report of the proceedings, limited to minutes of factual statements. This individual shall not be a voting member of the Student Senate, and shall not participate otherwise in the impeachment hearing.

(7) A 3/4 majority vote of the Student Senate shall be required for the impeachment and removal from office. Voting shall be conducted by ballot vote, with no privilege of moving otherwise.

(8) The impeachment charge will be taken to the Judicial Court of the Student Government and handled according to Article VI of the SGA Constitution.

(d) Post-proceedings

(1) If impeachment constitutes a Senator's removal from office, the resulting vacancy will be filled according to the Senate By-Laws, Article IV, Section VII, (f). Vacancies stemming from the removal of officials from other branches will be filled according to the governing documents and practices of that branch.

(2) A public disclosure of the outcome of impeachment hearings is left to the discretion of the Internal Affairs Committee. The Internal Affairs Committee shall notify the removed Senator and the Chief Justice of the Judicial Court of the course of public action to be taken. This concluding action shall be compiled in a brief report to be kept with minutes and other records gathered throughout the course of the impeachment hearing.

(3) Minutes and reports compiled during and after hearings shall not be posted or made public domain.

(4) Motions to rescind and reconsider will not be entertained subsequent to an impeachment motion.

(5) In reference to a single occurrence of a specified impeachable offense, two (or more) impeachment indictments may not be served to a single Senator or official during any one Senate session, or within three months, whichever is longer. This regulation does not apply to a repeat or new offense.

(6) The specific charges brought may not be disclosed outside of executive session by anyone other than the indicted person. Violating this subsection constitutes grounds for impeachment.

ARTICLE IV. PROCEDURES

SECTION I. Officer Elections

(a) The Officers of the Student Senate will be elected at the first new meeting of the new session according to the following format:

(1) Candidates for Speaker, Speaker-Pro Tempore, and Rules and Regulations Chair must have served in a prior session of Senate

(2) If no candidate meeting the above requirements chooses to run for the above offices then any current member of Senate may run for those offices

(3) Nominations shall be accepted from the floor

(4) Candidates for all officer positions must be members of the session in which they seek election.

(5) Each candidate will have ten minutes to speak, and each speaking period will be followed by a five minute question and answer session

(6) Each candidate is allowed one character speaker on their behalf who may speak for a maximum of five additional minutes
(7) If only one person is nominated for an office, they will have five minutes to speak, and they may allot any portion of that time to one character speaker
(8) A period of debate can be requested by any member of the Senate immediately before voting
(9) A Ballot Vote will be used if at least one Senator requests it
(10) A Candidate must receive a majority of the vote to be elected
(11) If in the first vote no candidate receives a majority of the vote a run-off shall occur between the two candidates with the most votes
(12) If a tie occurs for either of the run-off positions a vote must be recast to break that tie before the run-off can take place
(13) The candidates in the run-off do not get any more time to speak, but debate may be restarted
(14) If a position is not filled another election following this format will take place at the next regularly scheduled Senate Meeting
(15) A motion to adjourn will be out of order during the meeting at which the Speaker, Speaker Pro-tempore, and Rules and Regulations chair are elected.

SECTION II. Other Elections

(a) Appropriations Chair will be elected at the second meeting of the first spring semester. The Appropriations Chair must be a currently serving Senator. The Appropriations Chair may not be a Senate Officer or an Executive of any of the Student Government Association committees. The Appropriations Chair will be elected pursuant to the rules and procedures set out in Article IV Section I (a).

(b) The Caucus Leaders shall be elected only by members of their caucus by the end of the second meeting of the Fall and second Spring semester. If a Caucus Leader can no longer serve as a Caucus Leader, for whatever reason, the remaining members of the caucus will hold an election at the next Senate meeting to elect a new Caucus Leader. Senators that have been removed from their position as Caucus Leader are eligible to be elected by their Caucus. If a Caucus Leader election ends in a tie, the Constituency Affairs Chair shall cast the tie-breaking vote.

SECTION III. Rules of Debate

(a) Before any legislation is considered, the Senate shall approve Rules of Debate. Rules of Debate shall require a 2/3 vote of those present and voting

SECTION IV. Executive Session

(a) Student Senate meetings shall be open to all students who wish to attend. The only exception to this open attendance policy shall be when the Senate moves into Executive Session by a two thirds (2/3) vote of the members present and voting. This motion shall be subject to debate. Only the Senate members and ex-officio

members may remain and retain their privileges. The Senate may also allow others to remain by a two-thirds (2/3) vote of those present and voting

SECTION V. Agenda

(a) A tentative agenda shall be compiled at least one (1) day before each Senate meeting. All legislation must be submitted to the Speaker within four (4) class days prior to the date of the Senate meeting

(b) Legislation submitted between one (1) and three (3) days prior to the Senate meeting can be placed on the agenda if this action is approved by the majority of the Officers of the Senate

(c) The Speaker shall decide the order of the agenda

(d) An open period must be left at the beginning of every Senate Meeting to allow constituents a time to address the Senate

SECTION VI. Legislation

(a) All legislation shall be made available to the members of the Senate, no less than one (1) class day prior to the day of the Senate meeting at which time it is to be considered

(b) Legislation must be read in its entirety to the Senate before consideration unless by unanimous consent the Senate agrees to consider the bill as read.

(1) Bills: A bill is a binding statement of the Senate calling for a specific action in its implementation. A bill requires a majority vote of the members present and voting. A bill must be presented to the Senate for the first reading and may be voted on only upon its second reading unless it is considered emergency legislation

(i) The first reading shall consist of questions and answers only, no debate except in the case of emergency legislation

(ii) At the conclusion of the introduction of the bill, the Speaker of the Senate shall assign the legislation to the appropriate committee

(iii) During the period of debate on a Bill or Resolution, all those with speaking privileges, including the Bill authors, shall be bound to the rules of debate. Specifically, a senator must have the recognition of the chair to obtain the floor during this period, except in the case of motions that do not require recognition to be put forth

(iv) After the first reading, all bills are required to pass through committee. To pass through committee, a bill must receive support of at least fifty percent of those committee members present and voting. A bill may be voted on only twice in committee

(2) Resolutions: A resolution is a non-binding statement of opinion of the Student Senate. A resolution requires a majority vote of the members present and voting. A resolution may be voted upon at the meeting in which it is introduced and is not subject to approval or veto by the Student Body President

(3) Consent Resolution: A consent resolution is a resolution as defined in (2) above. A consent resolution will be open to questions and answers only, no presentation or debate will be allowed. Consent resolutions shall be considered approved by unanimous consent. If at any time one or more senators object to the resolution being in consent form, the resolution will be considered as described above.

(c) All legislation passed by the Senate subject to Presidential Approval shall be certified by the Speaker on all pages and forwarded to the Student Body President for approval within two (2) class days.

(d) All legislation passed by the Senate not subject to Presidential Approval, failed by the Senate, or referred to committee or tabled by the Senate and never returned to the floor by the end of an academic semester, shall be certified on all pages by the Speaker within two (2) class days.

SECTION VII. Internal Business of the Senate

(a) The Officers of the Senate shall deal with all internal business of the Senate

(b) The Speaker Pro-Tempore shall be the presiding officer of these proceedings

(c) The Internal Affairs Committee shall:

(1) Be open to the public, except when they consider absences of the members of the Senate, fill vacancies of Senate seats, or 2/3 (two-thirds) of the officers vote to move to Executive Session

(2) Publish their minutes in the Senate Agenda to allow Senators and students to have access to a record of the proceedings

(3) Intervene when deemed appropriate in matters of the Constituency Affairs Committee and Operations Committee

(4) Duties shall include:

(i) To interview applicants and make recommendations of appointment for all Senate vacancies

(ii) To take action on all articles of impeachment

(iii) To compile a list along with the means of contact of the newly elected Senators for the subsequent year from the Election Commission. They shall also be responsible for the contact of these Senators and organization of the first meeting of the new Senate session as their final action of the previous Senate

(iv) To take action when a Senator does not comply with the Senate Absence Policy as defined by the Senate By-Laws

(v) To compile responses gathered through Senator/Constituent Enhancement Programs. This report shall be submitted to the Student Senate and the Executive Committee of the Student Government Association at their last respective meetings each semester

(vi) To take action on any other internal Senate business

(vii) To conduct a mandatory orientation program for any new senator whether appointed or elected

(d) Should the Officers of the Senate be unable to come to a consensus on any matter, the matter shall be brought before the Senate in the form of a resolution

(e) Senate Vacancy Procedures

(1) The Speaker Pro-Tempore will announce any Senate vacancies as prescribed for each semester; vacancies will be announced at the first and fourth meeting of the Fall semester, to be filled before the second and fifth meetings, and Spring semester vacancies will be announced at the first meeting to be filled by the second meeting. However, if a seat becomes vacant within 72 hours after the adjournment of the Senate meeting, the Internal Affairs committee may choose to accept applications for these mentioned vacancies without announcing them first at the next Senate meeting. The caucus leader of the mentioned vacancy(-ies) must be involved in this decision and every effort must be made by the Speaker Pro-Tempore to make these vacancies known to all of Senate as soon as the decision is made to accept applications.

(2) After elections in the spring, Senate Vacancies that arise in the newly elected Senate Session due to Senate Officer elections shall be filled individually by the candidate receiving the next highest number of votes in the caucus the specific vacancy occurs in taken from the certified Spring Student Body Election results.

(i) The newly elected Speaker Pro-Tempore shall be charged with notifying the candidate of his or her receipt of a Senate seat, and the time and place of the next Senate meeting where he or she shall be sworn in.

(ii) The candidate shall have 5 class days to accept or reject the office of Student Senator in writing to the newly elected Speaker Pro-Tempore.

(iii) Should the candidate reject the office of Student Senator, no such candidate exist, there exists a tie between more candidates in a caucus than positions vacated in that caucus, or the vacancy arises after the official start of the new Senate Session, the seat shall be filled according to the standard vacancy procedures outlined in Article IV, Section VII, Subsection (e), not including number (2).

(3) The Speaker Pro-Tempore can announce Senatorial vacancies at Senate meetings at any time during the semester in the following circumstances:

(i) If the caucus has no Senators

(ii) If the Internal Affairs Committee of Senate deems necessary

(4) Applications shall be accepted for seven (7) days following the announcement of the vacancy

(5) A standing vacancies appointment committee shall be established at the beginning of the Fall and Spring semesters to review the applications for appointments and select those who will be interviewed. The committee shall be open to any Senator, who may serve as many times as they care

provided they are in good standing with the Senate, is completely voluntary, and shall be called upon and provided information necessary for the process by the Speaker Pro-Tempore. Applications shall be ranked; discussion may occur in the committee but only the rankings recorded and turned in will be calculated to assess who received an interview.

(6) All applications shall then be reviewed by the vacancies appointment committee, after their names have been removed from the applications, and interviews granted to not more than four (4) applicants for each position

(7) In the event the vacancies appointment committee is unable to review the applications in a timely manner compliant with the By-Laws, the Senate Officers will act to both select those who receive interviews and interview them, with the Caucus Leader of the pertinent caucus.

(8) The selected applicants must be interviewed by at least (3) officers and the appropriate caucus leader within one (1) week following the application deadline

(9) The Caucus Leader, for the caucus that is being filled, shall be a voting member along with the Officers in the selections process. In the event that the caucus leader cannot attend, or if there is no caucus leader, then the vacancy shall be decided by a majority vote of the Senate Officers. If the applicant is filing for more than one vacancy, he/she must mark one of the vacancies as their first choice. The caucus leader from the caucus that the applicant shoes as "First Choice" will then be the one on the interviewing board.

(10) The Officers shall make their recommendations to the Senate for approval by 2/3 of the members present and voting

(11) In the event that the Officers decide that none of the applicants are acceptable to fill a Senate vacancy, the Officers shall have the power to reopen the application process

(f) Any Senator wishing to switch constituencies must follow the above vacancy procedure, if the switch is not granted the Senator retains their original seat

(g) Absence Policy Enforcement Procedures

(1) If the Speaker Pro-Tempore is unable to contact a Senator in violation of the absence policy by phone or email within forty-eight (48) hours after the fourth un-excused absence, this officer shall announce this Senator as having been removed from their seat and their seat announced as a vacancy

(h) Officer Vacancy Procedures
Should a Senate Officer Position become vacant the Internal Affairs Committee shall:

(1) Name an Interim Officer to serve until elections can take place

(2) Allow for a new Officer to be elected following the procedures outlined in Article IV, Section I, (a), (3) through (14)

(i) Ex-Officio Officer Performance Review

(1) A complaint regarding an Ex-Officio Officer's performance shall be filed with the Speaker Pro-Tempore

(2) The Internal Affairs committee shall meet in closed session during the week following filing to consider the complaint and determine if removal of the Ex-Officio Officer is warranted

(3) An appeal of the decision rendered by the committee may be filed with the Judicial Court to be considered within one week of filing.

SECTION VIII. Operations Committee

(a) The Operation Committee shall meet for the purpose of sharing information for the development of the Student Senate. The committee shall be chaired by the Speaker Pro-Tempore and shall be composed of the Executive Director of Operations, the Director of Administration, the Director of Communications, and the Director of Information Technology. The members shall report their activities to the chair and be given tasks at the discretion of the chair. Meetings shall be called as deemed necessary by the Chair or Executive Director. The Operations Committee shall also consist of any members the Executive Director, or the Chair deem necessary

SECTION IX. Special Sessions

(a) At the beginning of all special sessions of the Senate, the presiding officer shall announce the purpose for calling the special meeting

(1) A petition calling for a special session must include the purpose for calling the special session, the date, time and location. The petition must be turned into the Speaker forty-eight (48) hours prior to the special session. The Student Body President and Student Senators must be given forty-eight (48) hours notification of the session called by petition

(2) Only items specified by the Student Body President, Speaker of the Student Senate, or Senator petition may be considered and voted upon by the Senate

(b) Special sessions of the Senate shall be subject to the Senate By-Laws and shall be governed by the same rules of procedures as the regular meeting

SECTION X. Senate Session Classification

(a) The 1947-48 Student Senate, as established Oct. 15'" 1947 by election from the student body shall be classified as the "Founding Session" for all archiving and operational purposes.

(b) The 1948-49 Student Senate shall be classified as the "First (lst) Session", the 1949-50 Student Senate shall be classified as the "Second (2nd) Session", and all subsequent sessions shall be numbered accordingly in increasing order for all archiving and operational purposes.

SECTION XI. Voting Procedures

(a) Only one (1) vote shall be held by each member of the Senate. This vote may cast as yes, no, or abstain. No proxies shall be permitted. Abstain shall mean 'present and not voting' and shall not count as part of the total number of votes

(b) Ballot voting:

(1) A ballot applies to and must be held on the final votes of bills and resolutions, or if requested by one-third (l/3) of the Senators present
(2) This mandatory ballot vote on bills and resolutions may be suspended by a 2/3 majority vote of Senate
(3) Each Senator will sign their name, caucus, indicate the bill, and vote either for, against, abstain, or absent on only one ballot
(4) The votes will be counted in the presence of the Senate, but the names will remain anonymous until the meeting is over and voting records are compiled for the use of constituents
(5) These voting records are to be stored electronically where constituents may access them, and may be stored physically as well

(c) A roll call vote must be held if requested by one-sixth (l/6) of the Senators present and voting

SECTION XII. Open Session

(a) After the completion of new business, time period may be allotted for discussion of any item not on the agenda, but coming from the floor. During the open period, a discussion may ensue, but no action may be taken (i.e., a vote). As exception, a vote may be taken if the Officers of the Senate consent to such action at any time prior to the meeting, or by a two-thirds (2/3) vote of those present and voting. The presiding officer can close the discussion and adjourn the meeting during this period with the approval of a majority of those present and voting

SECTION XIII. Emergency Legislation

(a) Emergency Legislation shall be defined as, "any bill which requires immediate action and should therefore be acted upon without a second reading"

(b) A bill may acquire emergency legislation status:

(1) Prior to the Senate meeting: If such action is approved by a majority of the Officers of the Senate
(2) During a Senate Meeting: If such action is called for by the author of the bill and approved by a 2/3 majority of the members of the Senate present and voting

SECTION XIV. Approval of Appointments

(a) Appointments made by the Executive Branch require a two-thirds (2/3) confirmation by the Senate, and they must answer questions at the discretion of the Senate

(b) Applications of the Cabinet Position candidates shall be available for Senators to view at least one week prior to the meeting in which approval will be considered

(c) Appointments to University Committees whose membership is confidential shall be approved by the Senate without the appointee's attendance at the Senate meetings. Only members of University Committees with confidential membership are subject to this exclusion. All other appointments to University Committees without confidential membership shall not be subject to this exclusion

SECTION XV. Quorum

(a) A majority of the members of the Senate shall constitute a quorum. The number of members shall be determined by the number of Senate seats currently filled

SECTION XVI. Speaking Privileges

(a) No person may address the Senate unless specifically provided for in the Student Government Association Constitution or the Senate By-Laws

(b) Limited speaking privileges may be granted to any other person with two-thirds (2/3) approval of the Senate membership present and voting at any time during a meeting. These speaking privileges shall not extend, for any reason, to periods of debate.

(c) Persons giving a report scheduled on the agenda shall have the power to yield the floor to anyone for the duration of their report

SECTION XVII. Election Regulation Revisions

(a) The Senate shall pass no legislation concerning election regulations within fifteen (l5) days prior to the filing date or runoff that would take effect during the same period

SECTION XVIII. Fiscal Policy

(a) The Speaker Pro Tempore, in consultation with the Financial Officer of the Executive Branch, shall be responsible for formulating the annual Student Senate Budget, and overseeing spending.

(b) The Student Senate Appropriations Committee will consist of the Appropriations chair and the eight (8) senators selected by the Appropriations chair and confirmed by the senate.

(1) The Financial Officer of the Executive Branch, the Rules and Regulations chair of the Senate, and the Student Government Association Business Coordinator will serve as non-voting members of the committee. These non-voting members will have limited speaking privileges restricted to answering questions.

(c) Student Government Association committees will be required to present their budget request at a time scheduled by the Appropriations Chair and agreed to by the Appropriations committee.

(1) Appropriations committee members must attend each budget request hearing

(i) Appropriations committee members that fail to attend any

budget request hearing will be automatically removed from the committee.

(2) Budget request hearings will be open to the public, however, only the members of the Appropriations committee will have speaking privileges.

(3) All hearings must be completed before the second Senate meeting in the fall semester.

(d) All Appropriations committee meetings will be closed.

(e) The Student Senate Appropriations Committee shall be responsible for the formulation of the annual Student Government Association Budget by a majority vote of the committee that will be presented to the Student Senate for passage.

(1) The Senate Appropriations Chair will present the Student Government Association Budget at the second meeting of the fall semester. This presentation will be accompanied by a period of question and answer.

(2) Appeals may be sent to the Senate Appropriations Committee after this presentation. Appeals sent by Senators, Executive Council members, Judicial Court member and Student Government Committee Chairs must be formally considered by the Appropriations Committee

(3) At the following Senate meeting, the Appropriations Chair will again present the budget and any changes made after the initial presentation. The presentation will be accompanied by a period of question and answer followed by a period of debate.

(4) During debate, the Senate may present amendments with a one-sixth (1/6) second subject to a vote by two-thirds (2/3) of those present and voting

(i) The Senate shall not allocate a budget or rule in order any amendment to such effect as to cause the total budget to exceed the amount allocated to the Student Government Association for the purpose of the budget.

(5) The budget will be approved by a majority of those present and voting.

(6) All funds not allocated by the Senate for the purposes of the Student Government Association Budget shall be retained for future allocation at the discretion of the Senate Appropriations Committee, subject to approval by the Student Senate in a standard appropriations bill presented by the Appropriations Chair

(f) Removal Procedures

(1) Between regularly scheduled Senate meetings, the appropriations committee may end deliberations to bring a motion of impeachment of the Appropriations chair before the full body by a vote of two thirds (2/3) of the appropriations committee.

(i) The motion to impeach will be added to the agenda to be considered by the Senate at the next regularly scheduled senate meeting.

(ii) This motion to impeach will remove the senator from the position of Appropriations chair but will not remove them from their position as a Student Senator.

(iii) The motion will be considered according to the impeachment procedures outlined in the bylaws.

(2) Appropriations committee members may be removed by a two thirds (2/3) vote by both the Appropriations committee and the Internal Affairs committee

SECTION XIX. Fees

(a) The Student Senate will review all fee increase requests over 3%. The fees that will be reviewed are all fees assessed to all students.

(1) Student Senate will not take a position on any fee increases at 3% or less. Entities requesting a fee increase at 3% or less, however, will be required to present to Senate purely on an informational basis.

(2) All legislation pertaining to student fees may be passed only by roll-call or ballot vote.

(b) The Texas A&M Student Senate will have a standing SGA Fee Review Committee to review all proposed fee increases.

(1) The Texas A&M SGA Fee Review Committee will be a joint SGA Committee comprised of members of Student Senate and the Executive Council:

(i) The committee will be made up of 7 members; with Senate having a "+1" majority.

(ii) The Chair of the committee will be chosen by the SGA Governance Council no later than the second Senate meeting of the fall semester.

(iii) Following the selection of the Chair, the other members will be appointed in consultation with the Chair. The Senate members will be chosen by the Speaker with approval of the Senate. The Executive Council members will be chosen by the Student Body President and approved by Senate.

(2) The Committee will create a SGA Fee Report that takes a position on proposed fee increases which fall above 3% on an individual basis in an all-inclusive report, with justification for such positions.

(i) Any entity requesting a fee increase must give a full presentation to Senate prior to the first meeting in November in a special session. Entities and departments that fall under the Student Service Fee will not need to present to Senate on an individual basis. For the special session, the time limits for the presentations will be determined by the Internal Affairs committee. Any motion to extend or amend the time limits is out of order.

(ii) At the Senate meeting following the special session, the Committee will give a preliminary presentation to Student Senate for feedback from the body.

(iii) At the second meeting following the special session, the report will be presented to Senate in a final form. Senate will then vote on each fee increase proposal on an individual basis to approve or reject the Committee's position by a majority vote. The report's proposals are debatable and may be amended by a 2/3 vote of the Senate. For a

proposed amendment to be heard and considered on the floor, it must receive a 1/6 second by the body.

(3) The Texas A&M Student Senate may recommend any fee increase or recommend establishment of any new fee only under the following guidelines unless otherwise required by state law:

(i) That the Texas A&M Student Senate approve by a majority vote all fee increase recommendations.

(ii) For any fee increase greater than 10% with the overall impact to students being in excess of $5.00 a semester, Student Senate will call a referendum to garner opinion. The result of the referendum will be the position of Student Government Association.

(iii) Any newly created fee must go to a student referendum the semester prior to proposed implementation. The result of the referendum will be the position of Student Government Association.

(iv) That the results of all such votes be posted within twenty-four (24) hours in the Student Government Office for the duration of five (5) class days. These postings will include the fee proposal being voted upon, whether or not the proposal passed, the names of all senators, each senator's area of representation, and each senator's vote on the fee proposal.

(4) The Speaker of the Student Senate and the Student Body President shall prepare a letter of recommendation for the report. These letters along with the report and any applicable legislation shall be sent to the President's Office, Office of the Provost, Office of the Vice President for Student Affairs, and Student Fee Review Committee as well as the applicable departments requesting fees. These letters should detail the overall recommendation by the Senate as well as significant items of debate brought forth during the debate period regarding individual components of fee increases for any fee recommendation legislation.

(5) That the Speaker forward the above Article III, Section XVIII (b) (4) information to the Battalion within twenty-four (24) hours of submission to the afore mentioned entities to inform the student body of the position of the Student Government Association.

SECTION XX. Caucuses

(a) Each academic college and residency area shall be considered a caucus

(b) The only other caucus shall be the Freshmen Caucus to ensure representation of the freshmen at Texas A&M University

(c) Caucus leader meetings shall be used for these purposes

(1) To educate caucus leaders concerning their responsibilities in Student Senate

(2) To facilitate discussion of constituency group specific issues

(3) To organize constituency relations activities

(4) To coordinate the speaking at organizational meetings by all members of the senate

(5) To monitor the level of constituency activity of all members of the senate

(d) A caucus may remove a caucus leader by submitting a petition to the speaker pro tempore consisting of the signatures of two-thirds (2/3) of caucus members

SECTION XXI. Committee Membership

(a) Only committee members and the respective committee chair may vote in any Senate legislative committee.

(b) Senators may only be a member of one (1) of the legislative committees. Senators may switch committees no more than two (2) times during a session and only upon the approval of a majority of the officers.

(c) With the exception of the Internal Affairs committee, any Texas A&M University Student may attend the meetings of and shall have speaking privileges on any Student Senate committee.

SECTION XXII. Senate Development Days

(a) All Senators may be required to attend one (1) development activity per semester, subject to one-half (1/2) excused absence or one (1) unexcused absense according to the absence policy in Article III, Section IV

SECTION XXIII. Transition Procedures

(a) The new Senate refers to the session of the Student Senate that will assume office before the end of the spring semester in question. The term old Senate refers to the session of the Student Senate that will end before the end of the spring semester in question

(b) After Spring Elections, the new senate shall have three (3) meetings prior to the end of the spring semester

(1) The Speaker of the old Senate shall arrange the first meeting of the new Senate. The Internal Affairs Committee for the old Senate shall be responsible for contacting the members of the new Senate to inform them of the time and place where the meeting will be held. During this meeting, the Speaker, the Speaker Pro-Tempore, and the Chairs for the new Senate shall be elected according to the procedures in Article IV, Section I of these by-laws. This meeting must be scheduled no later than three (3) weeks before the beginning of the spring semester final examinations. Until the Speaker of the Senate is elected by the Senate at the first meeting, the meeting shall be chaired by the outgoing Student Body President

(2) The third meeting shall coincide with the final meeting of the old Senate, which must occur before the beginning of the final examination period of the spring semester. During this meeting the session of the old Senate shall end, and the session of the new Senate shall begin

(3) The new Senate shall not meet during the same week as the old session. This requirement applies to neither the final meeting of the old Senate,

during which the new Senate begins session, nor to weeks in which the old Senate meets in special session

(c) Before the new session begins, the new Senate must meet to elect officers. After spring election results are announced, the old Senate cannot approve nominees to appointed positions. Any nominees which require Senate approval after spring election results are announced and before the beginning of the new Senate session will be approved at the meetings of the new Senate which take place before the beginning of the new session

(d) No new business may be considered at the final meeting of the old Senate. The Speaker of the old Senate shall relinquish the chair to the Speaker of the new Senate after all old business has been disposed and before the end of the meeting. When the Speaker of the new Senate gains the chair, the old Senate session ends and the new Senate session begins. A motion to adjourn is out of order until the new Senate session begins, and the meeting cannot end until the new session has begun

SECTION XXIV. Standard Operations Procedures Manual

(a) The Standard Operations Procedures Manual shall be maintained by the Rules and Regulations Chair

(b) The Internal Affairs Committee can amend the Standard Operations Procedures Manual by a majority vote of officers present and voting with a quorum of officers

(c) The Student Senate can amend the Standard Operations Procedures Manual by a majority vote of those present and voting. If the Senate passes a bill to alter the Standard Operations Procedures Manual, the bill shall override changes made by the Internal Affairs Committee

SECTION XXV. Summer Procedures

(a) The official representational body for Texas A&M students during the summer shall be known as the Texas A&M University Summer Student Senate. The Summer Student Senate shall retain all the powers, rights, and privileges of the Student Senate. The only formal action allowed in Summer Senate, however, is the creation and passage of resolutions. The Summer Senate is in session from the first day of class of the summer semester until the last day of finals of that semester

(b) Except for the differences listed in this section, the Summer Senate shall comply with all rules in these by-laws. It will be governed by the Texas A&M University Student Government Constitution

(c) All members of the Student Senate in session at the time the Summer Senate begins session are members of that Summer Senate. All officers of the Student Senate in session at the time the Summer Senate retain that same position in the Summer Senate

(d) Quorum for meetings of the Summer Senate shall be 7 members

(e) If a Senate Officer is unable to attend the meetings of the Summer Senate, another member selected by that officer of the Senate able to attend the meetings will perform any actions required of that officer and shall act as a liaison to keep the officer informed of actions taken by the Summer Senate

(f) The Summer Student Senate shall meet as set forth by the new officers at the end of the spring semester and, shall be communicated to the Senators as early as possible

(g) There will be no formal committee meetings during the Summer Senate for the standing committees excluding the Internal Affairs Committee. Any legislation requiring the consideration of a committee will be referred to a special Committee of the Whole. Any member of a standing Student Senate Committee may be a member of the Committee of the Whole. The committee will be chaired by the Speaker Pro-Tempore. The committee's quorum shall be three (3) members. The Internal Affairs committee can meet formally, and its membership shall consist of the officers of the Student Senate and the liaisons acting in the stead of missing officers

(h) Funding of the Summer Senate shall be derived from the funds of the Student Senate