Constitution of the

SGA
Student Government Association

Ratified by the 64th General Assembly on April 23rd, 2015

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PREAMBLE

Whereas, the students of the University of Tennessee at Martin desiring to assume certain privileges and responsibilities of self government; to strive for higher standards within academic and social climates; to provide official channels through which student opinion may be expressed; to serve the general welfare of the University community; and, to secure valuable experience in democratic processes, preparing ourselves to assume the responsibilities as productive citizens; have ordained and established the following Constitution and form of student government herein stated, consistent with the policies of the University of Tennessee.
The responsibilities of Senators and Executives shall be all the following herein contained in the constitution and all other responsibilities deemed necessary by the Senate of UTM.

ARTICLE I

Name

The name of this organization shall be the Student Government Association of the University of Tennessee at Martin.

ARTICLE II

Suffrage and Membership

Every student of The University of Tennessee at Martin shall be a member of the Student Government Association and shall enjoy equal rights of suffrage under this government.

Membership in the Student Government Association shall be open to all students regardless of race, sex, handicap, nationality, religion, or sexual orientation.

All representatives of the Student Government Association must be enrolled academic students in good academic standing at the time of election or appointment and during their term of office.

ARTICLE III

Organization

Section 1. The Student Government Association shall be composed of three branches: Legislative, Executive, and Judicial. SGA shall also oversee the Freshmen Council and Elections Commission, following the guidelines established in this Constitution and By-Laws.

Section 2. The SGA shall have only those powers and duties as enumerated in this Constitution and its By-Laws. The SGA Constitution shall not infringe upon any rights or privileges afforded to the students of UTM by the Constitutions of the University of Tennessee, The State of Tennessee, and The United States of America.

Section 3. Any member of the Student Government Association shall be eligible for appointment to serve on any student, faculty, or administrative boards or committees where appropriate.

Section 4. The regular advisors of the SGA shall be the following: Vice Chancellor of Student Affairs and the University Center Director. These advisors should attend the regular meetings of the SGA and serve in an advisory capacity to all matters regarding the SGA.
ARTICLE IV

Executive Branch

Section 1. The executive powers of the SGA shall be vested in the SGA Executive Council which shall consist of the Student Body President, Vice President, and Secretary General, all of whom shall be elected by the Student Body.

Section 2. The Executive Branch of the SGA shall also include all Executive Assistants. One Executive Assistant shall be appointed to each Executive Officer at the beginning of the term of office with 2/3 vote of the Senate needed for approval.

Section 3. Executive Branch shall not vote on SGA legislation, except as afforded under this Constitution and By-laws. They also may not introduce any legislation except as prescribed by their respective powers recognized by this Constitution.

Section 4. Executive Council officers shall be full-time students with a minimum of 2.75 cumulative grade point average at the time of their nomination and shall maintain a 2.75 cumulative grade point average during their tenure of office. One must have completed 30 semester hours before taking office, be an undergraduate student, and maintain undergraduate status throughout the duration of their tenure.

Section 5. Elected Executive Council officers must have served at least two full semesters by the time they assume an Executive Office in the Student Government Association in any of the following positions: Justices, Chief Justice, Student Defender, and Attorney General, elected Senators, and any senator or justice who is appointed to a vacant position resulting from lack of candidacy or resignation within the elected senate. This provision excludes Freshmen Council and any position appointed by executive order.

Section 6. Senators-at-Large shall be eligible to run for office assuming they complete all of the following stipulations:

A. Senators-at-Large must meet all of the requirements necessary for a Senator in addition to getting an additional 25 signatures from full time UT Martin students on their petition to run.

1. A member wishing to run must receive 2/3 Senate approval within 2 weeks after party packets are made available by the Elections Commissioner.
2. He or she must have served the entire fall semester as well as the spring semester as a Senator-at-Large or higher prior to taking office

Section 7. The Executive Branch, Freshman Council Executive Council, Chief Justice, Speaker of the Senate, and all Senate Committee Chairpersons shall conduct regular meetings at least every two weeks during the academic year. Any five members of the legislative council may call for an emergency meeting via a written request, provided one of the members is an Executive Council member. If an emergency meeting is called for, the Legislative Council must meet within 24 hours.
Section 8. Each Executive Council officer will be required to maintain ten office hours per week in the SGA office. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed.

Section 9. No SGA Executive Council officer shall maintain any other position or employment over 20 hours a week while serving in their respective and elected Executive Council office. This restriction can be waived with 2/3 approval of the Senate.

Section 10. No more than twenty-one credit hours, and no fewer than twelve credit hours shall be taken each semester by any elected executive council officers. More than 21 hours may be attempted only with a 2/3 approval of Senate.

Section 11. The elected Executive Council officers shall receive their books on a loan basis and tuition at the beginning of each semester.

Section 12. The Chief Justice, Senate Committee Chairpersons, the Chief of Staff, and the Elections Commissioner shall receive their books on a loan basis during their respective terms of service.

Section 13. The Executive officers and anyone deemed necessary shall entertain credit-charging privileges on behalf of the Student Government Association.

Section 14. Two-thirds of the Executive Council shall be present at all administrative meeting, except in the cases of academic functions, illness, or Executive Council vacancies.

Section 15. The Executive Council shall be subjected to the same debate restrictions as the rest of the assembly.

**President**

Section 16. The Chief Executive Officer of the Student Government Association shall be the President of the Student Body and shall have the power and/or duty to:

A. Uphold the Student Government Association Constitution; execute legislation enacted by the Senate; and represent the interests, concerns, and needs of the student body;

B. Assume responsibility for the execution of the duties of all Executive Branch members;

C. Appoint temporary committees and Executive Assistants as deemed necessary by the executive branch, and to abolish such bodies and assistants with discretion;
D. Appoint a new Vice President and/or Secretary General in the event that the office of the Vice President and/or Secretary General becomes vacant. The President, in conjunction with the Procedures Committee and Executive Council, must give public notice if one or both of these positions become vacant. In the event that no Procedures Committee has been established at this time, the President shall appoint an ad-hoc Procedures Committee to give recommendations to him/her on the selection of a new Vice President and/or Secretary General. A written application shall be composed for the appointments that all persons interested in the vacant position may use to apply. Candidates for these vacancies shall be interviewed by the Procedures or ad-hoc Procedures Committee, the President, and Executive Council prior to the presidential recommendation to Senate. All candidates wishing to apply must meet the eligibility requirement for an executive council officer as outlined by this Constitution and its By-Laws. The recommendation requires 2/3 Senate approval to become effective;

E. Submit at the first Senate meeting of the fall semester, a report of programs and activities the Student Government Association should strive to obtain;

F. Recommend to Senate for appointment, within two Senate meetings after elections, the following:

1. Presidential Assistant,
2. Vice Presidential Assistant;
3. Secretary General Assistant;
4. Chief Justice;
5. Elections Commissioner;
6. Chief of Staff
7. Committee Chairs;

Senate must approve such appointments by a 2/3 vote;

G. Recommend to Senate for appointment, by mid-term of the fall semester, the following:

1. The President shall reserve the right to appoint replacements for all Student Government Association vacancies as they occur during the academic year in which the Student Government Association is in session. Candidates for vacancies except Senators and Senators at Large shall fill out an application and shall be interviewed by the President in collaboration with Procedures Chairperson prior to recommendation to the Senate;
2. This process does not apply to executive council vacancies that occur. Executive council vacant positions that occur should be filled following the process established in Article IV, Section 16 D of this Constitution. The President shall have the power to recommend to Senate for appointment any individuals wishing to serve as Senate-at-Large representatives in Student Government Association. Senate must approve such appointments by a 2/3 majority vote;

3. The President shall have the power to appoint students to fill positions on any student, faculty, and/or administrative boards or committees, as provided for by this Constitution, the faculty or administration of UTM, or other applicable guidelines pertaining to such bodies; those members appointed by the President shall be required to report to the President and the full Senate of the proceedings of their particular committee meeting at the regular Senate meeting immediately occurring after the board/committee meeting;

H. Remove from office any appointees who fail to fulfill the duties as outlined in this Constitution or the Senate rules of order. Said appointees may appeal to the Senate which may reinstate them with 2/3 Senate approval;

I. Recommend needed legislation and actions to Senate;

J. Enact Executive Orders that are deemed necessary and appropriate to carrying out the duties of the Student Government Association Presidency and/or Executive Branch. Such executive orders shall be limited in duration to the time in which the President is serving as Student Government Association President and shall expire upon the conclusion of their term in office. The Senate shall have the authority to nullify any executive order by 2/3 vote;

K. Call special meetings of the Student Government Association when circumstances deem such action is necessary;

L. Veto all enactments of the Senate to which strong exception is taken within 14 days of the legislation’s final passage. The President shall return to the Senate any vetoed legislation with an explanation of the action. The Senate shall have the authority to overturn the veto with a 2/3 vote. The President may also neither sign nor veto an enactment of the Senate. An explanation of the inaction shall be presented to the Senate and the Chancellor;

M. Serve as a voting member on the Board of Directors of the Student Activities Council (SAC) and act as an official liaison between the Student Government Association and the Student Activities Council;

N. Conduct a transition meeting with the incoming Executive Council.

O. Report the status of legislative enactments that have been dually approved by the Senate and the President at each Senate meeting. The report must take place at the next Senate meeting following the act’s passage and approval.

Section 17. The President must maintain office hours of at least ten hours per week, with the exception of special circumstances.
Vice President

Section 18. The Vice President shall possess the power and/or duty to:

A. Serve as the president in the event of the President’s resignation, incapacity, conviction of impeachment, absence, or death;

B. Appoint a new Vice President in the event that the office of the President must be assumed by the current Vice President. The new President, in conjunction with the Procedures Committee, must give public notice of the vacant position. In the event that no Procedures Committee has been established at this time, the new President shall appoint an ad-hoc Procedures Committee to give recommendations on the selection of a new Vice President. A written application shall be composed for the appointment that all persons eligible for the vacant position may apply. Candidates for this vacant position shall be interviewed by the Procedures or ad-hoc Procedures committee and the new President prior to presidential recommendation to Senate. All candidates wishing to apply must meet the eligibility requirements for an Executive Council Officer as outlined by this Constitution and its By-Laws. The recommendation requires 2/3 Senate approval to become effective;

C. Serve as ex-officio member of all special and standing committees of the Senate, but shall not vote on such committees;

D. Assist the President;

E. Call Senate meetings and serve as President of the Senate;

F. Require electronic or written reports of all committees for review. Written reports of committee activities shall be required by the Vice President within 24 hours of the committee meeting. The Vice President shall then insure a copy of such reports is filed with the Secretary General for official record keeping purposes;

G. Appoint special temporary committees of both the Student Government Association and non-Student Government Association persons, if deemed necessary by circumstances pertinent to the execution of their official duties, and the chairpersons of such committees;

H. Recommend to the President one Executive Assistant for appointment;

I. Serve as the advisor to the Freshmen Council;

J. Oversee the filing and progression of any Senate legislation during its cycle as a legislative action in accordance with Article VI, Section 2 of this Constitution.

K. Recommend to Senate for appointment, by mid-term of the fall semester, any vacancies in the Senate not filled in the last general election, as well as any Senator and Senator at Large vacancies that occur throughout the year.

L. Report to the President on passed legislation and any other Senate business
Section 19. The Vice President must maintain office hours of at least ten hours per week, with the exception of special circumstances.

**Secretary General**

Section 20. The Secretary General shall possess the power and/or duty to:

A. Assist the President, Vice President, Senate, Judicial Branch, Senate-at-Large, Elections Commission, and Freshmen Council in fulfilling their respective duties and obligations;

B. Be responsible for the drafting of all official correspondence as designated by the Senate or an Executive Officer;

C. Post at a place designated by the Senate and/or Vice President accurate copies of any bill under consideration by the Senate, current Senate agendas, and meeting minutes to include votes and resulting outcomes of current Senate actions within 24 hours. Reports of all committee meetings, Freshmen Council meetings, Elections Commission meetings, and Judicial Branch meetings and actions shall also be placed in this location within 24 hours of their occurrence;

D. Maintain all Student Government Association records and files with the most currently available information. These records include the public posting of attendance records of Senators within 24 hours of all Senate meetings in the Student Government Association office;

E. Serve as the liaison accountant, controller, and clerk of all funds of the Student Government Association;

F. Prepare, after consultation with the Executive Council, advisor, and Committee Chairs, the Student Government Association Annual General Budget, which is to be presented and approved by the Senate no later than the second meeting of the Fall Semester. In the event that the budget is not approved within this time, the previous year’s budget will serve as the spending guideline for the Student Government Association’s operations until the current year’s budget is passed;

G. Submit the Student Government Association’s financial records at least once a semester for Senate review and audit thereafter by keeping an itemized account of all receipts and expenditures of the Student Government Association and filing vouchers on all payments.

H. Authorize all purchases and expenses involving Student Government Association funds under $100. Amounts over $100 but not exceeding $300 must have Executive Council approval. Amounts over $300 but not exceeding $1000 must have Executive Council approval, with concurrence of the Procedures Chair or the Chief Justice. Spending actions in this area must be made known to Senate within 48 hours of the final agreement to the action. Amounts over $1,000 total must have Senate approval;

I. Recommend to the President an Executive Assistant for appointment.

Section 21. The Secretary General shall have no vote on Senate legislation.
Section 22. The Secretary General shall not sponsor Senate legislation, except in special circumstances pertaining with monetary bills;

Section 23. The Secretary General shall not chair or serve on any standing committee of the Senate.

Section 24. The Secretary General reserves the right to abolish any credit privileges of any member of the Student Government Association that is permitted to have credit privileges. The Secretary General also reserves the right to hold any member accountable for any misuse of Student Government Association funds. Misuse of Student Government Association Funds determined by the Secretary General shall result in a recommendation by the Secretary General to the Senate for immediate action against the member(s) in question, with a 2/3 vote of Senate needed for approval. These remedies include but are not limited to reimbursement for lost funds, temporary suspension of rights and privileges as a Student Government Association representative until matter is fully resolved, or articles of impeachment and removal from office by the Judicial Branch, depending on the severity of misuse.

Section 25. The Secretary General must maintain office hours of at least ten hours per week, with the exception of special circumstances.

Section 26. The Secretary General shall apportion office hours to be served as deemed appropriate depending on any holiday or vacation time during the academic year that may occur while the Student Government Association is in session.

**Executive Assistants**

Section 27. The Executive Assistants shall possess the power and/or duty to assist with their respective executive in any task or project deemed necessary.

Section 28. Executive Assistants shall neither vote on nor sponsor Senate legislation. They shall not vote or participate in the committee actions of any Student Government Association standing committee.

Section 29. Executive Assistants shall serve two hours per week in the Student Government Association office in performing official Student Government Association business and assisting their respective Executive Officer in the execution of their duties and responsibilities.

**Athletic Liaison**

Section 30. An Athletic Liaison will be chosen by the UTM Athletic Director, who will provide a letter of recommendation to the Student Government Association President. The President will then recommend the chosen liaison to Senate which will be approved by 2/3 vote.

Section 31. The Athletic Liaison shall receive their books on a loan basis during his or her term of service.

Section 32. The duties of the Athletic Liaison shall be as follows:

A. Coordinate bi-weekly meetings with the UT Martin Athletic Director.
B. Coordinate 5 meetings with 5 different UT Martin athletic sports coaches per semester.

C. Provide Senate with bi-weekly updates on the meetings that have been conducted within the athletics department.

D. Provide UT Martin Athletic Director with bi-weekly updates in regards to the Student Government and its actions.

E. Facilitate Student Government involvement in athletic events on the UT Martin campus.

F. Attend all Senate meetings.

G. The Athletic Liaison will not have a vote in Senate.

H. Complete 5 office hours per week in the SGA office. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed.

I. Maintain a minimum GPA of 2.25

J. The Athletic Liaison cannot exceed more than 2 absences per semester or he or she will be subject to impeachment by the Student Government Association judicial branch.

**Elections Commissioner**

Section 33. The Elections Commissioner shall be appointed by the President with 2/3 Senate approval.

Section 34. Duties of Elections Commissioner shall be as follows:

A. Supervise and direct the arrangements of the Elections Commission for the proper execution of elections;

B. Serve two hours per week in the SGA office making arrangements for elections or aiding in the daily operations of SGA. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed. The Elections Commissioner shall also attend all Senate meetings per semester;

C. Announce to candidates the rules and regulations of the Election Commission and provide this information to anyone upon request; provide to the candidates in written form any and all rules and regulations of the Elections Commission that will be considered in matters pertaining to election operation and candidate disqualification. This shall be done no later than one week prior to open campaigning;

D. Be responsible for the enforcement of the election laws, rules, and regulations as established by the Student Government Association Constitution and By-Laws;
E. Provide adequate information concerning all elections to the Communications Committee for use in the school newspaper before, during, and after the election. The information released before the election shall include a list of all poll locations, and a list of all candidates appearing on the ballot and which office they are seeking. This information shall be made available at least 1 week prior to any SGA sanctioned election;

F. Maintain a permanent public record of the final results of all elections for two months following every election. The official tally sheets, electronic and/or paper versions from the said election, shall be kept in the SGA office under locked supervision and care of the Elections Commissioner;

G. Work with the University Center Director, Assistant University Director, and Information Technology Services in order to facilitate fair and efficient elections.

Chief of Staff

Section 35. The Chief of Staff shall be appointed by the President with 2/3 Senate approval.

Section 36. Duties of the Chief of Staff will be as follows:

A. To coordinate the executive assistants and to assist the executive officers in any task or project deemed necessary.

B. The Chief of Staff shall serve five hours per week in the Student Government Association office in performing official Student Government Association business and assisting their respective Executive Officers in the execution of their duties and responsibilities and shall attend all Senate Meetings. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed.

C. The Chief of Staff shall plan and execute one campus forum for each college once a semester. If Senate votes to hold a campus wide forum in lieu of the individual college forums, he or she will be responsible for this instead.

D. Assist the Freshman Council Secretary General in the planning and executing of the Freshman Fall Forum.

E. The Chief of Staff shall be responsible for updating the Student Government Association update social media sites, including, but not limited to, Facebook and Twitter biweekly.

Section 37. The Chief of Staff shall be evaluated by the Student Court with the Chief Justice voting only in the event of a tie. If it is found that he or she has not completed his or her responsibilities for the semester that has already passed, he or she will be removed from that position and will not be allowed to hold that office again for one full semester, not including summer semesters. If no appeal is made a new Chief of Staff shall be appointed as soon as possible.

Section 38. Any appeals concerning the removal of Chief of Staff shall be taken to Student Affairs. Appeals will be heard by three members of Student Affairs as set forth in Article V, Section 7, Subsection A of this Constitution. The decision of Student Affairs shall be final. Appeals must be made within 48 hours of removal.
ARTICLE V

Judicial Branch

Section 1. The judicial powers of the Student Government Association shall be vested in the Judicial Branch, otherwise known hereafter as the UTM Student Judiciary.

Section 2. The Chief Executive Officer of the Judicial Branch shall be the Chief Justice. The Chief Justice shall be nominated from the standing justices by the Student Body President, in collaboration with 2/3 approval of Senate, and in accordance to the rules and regulations set forth in this Constitution and its By-Laws. The Chief Justice shall be reviewed on his or her ability to complete the responsibilities and duties of said office. He or she shall be reviewed by a review committee made up of the Student Defender, Attorney General, Vice President, Speaker of the Senate, and Procedures Chairperson.

Section 3. If it is found that the Chief Justice has not completed his or her responsibilities for the semester that has already passed, he or she will be removed from his or her position and will not be allowed to hold that position again for one full semester, not including summer semesters; however, he or she will still hold an Associate Justice position. A new Chief Justice must be appointed by the second Senate meeting of the next semester. Appeals will be taken directly to the Student Affairs level and will be heard by a committee as defined in Article VI, Section 7, Subsection A, Subsubsection 12 of this Constitution.

Section 4. The Chief Justice shall possess the power and/or duty to:

A. Preside over all official proceedings of the Judicial Branch in cooperation with the Office of Student Affairs;

B. Be responsible for keeping a fair record of all judicial activities and proceedings, which will be copied and made accessible by the Secretary General for archiving and record keeping purposes;

C. The four student justices, along with the Chief Justice, shall compose the Student Court and serve as the standing justices for the UTM Student Judiciary.

D. Serve as primary legal advisor to the Executive and Legislative Branches on all constitutional questions and legal matters pertinent to the business of the Student Government Association. The Chief Justice shall serve as the legal and constitutional advisor to the Freshman Council as well;

E. Maintain office hours of at least five hours per week with the exception of special circumstances. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed.

F. Shall conduct a Constitution workshop with a visual aid by the first fall meeting of the Senate for all members of the Student Government Association regardless of specific branch or duty. The Chief Justice shall also be responsible for conducting a Constitution workshop for the Freshman Council by their second meeting of the fall semester.
G. Shall monitor the Executive Council members’ attendance as set forth by the Student Government Association constitution.

Section 5. The Attorney General shall serve as the Chief Prosecutor of the Student Court. The Attorney General shall be primarily responsible for bringing forth all charges against alleged students before the Student Court in cooperation with the Office of Student Affairs and the Senate in matters of member impeachment and removal.

Section 6. The Student Defender who shall serve as the primary defense counsel for any alleged student appearing before Student Court.

Section 7. The Chief Justice, in cooperation with the Attorney General and Student Defender, shall establish, adopt, and enforce the Judicial Branch’s rules of procedure provided they do not conflict with this Constitution.

Section 8. The Student Court shall be responsible for and have the power to:

A. Hear and decide all issues of constitutional questions, including the interpretation of this Constitution, By-Laws, and all other laws and/or resolutions passed by Senate or Freshmen Council. Student Court decisions pertaining to such matters shall be final and binding;

B. Hear and decide, in cooperation with the office of Student Affairs, cases involving alleged student violation of disciplinary rules and regulations. Decisions involving student violations may be appealed to a higher appellate body within the University Guidelines;

C. Hear and decide all cases of impeachment within the Student Government Association, with decisions being final and binding;

D. Hear and decide all appealed cases from the Procedures Committee concerning violators and/or violations of election rules and regulations, with all decision being final and binding;

E. All opinions of the Student Court, including majority, concurring and dissenting opinions shall be filed with the Chief Justice within 48 hours of the court’s final decision. These in turn will be filed with the Secretary General and copied to the Vice President and Procedures Chairperson for their record keeping purposes.

Section 9. The Judicial Branch shall meet once a month, with additional meetings as required while the Student Government Association is in session. These meeting times shall be determined by the Chief Justice and special non-scheduled meetings may be called by the Chief Justice as circumstances deem necessary.

Section 10. All members of the Judicial Branch must be present at any official meeting of the Senate.

Section 11. All Judicial Branch Members will be required to serve at least two hours per week in the SGA office aiding in the functions of the Judicial Branch or the daily operations of the Student Government Association in general.
Section 12. Any Judicial Branch Member that is found to be committing malfeasance, nonfeasance, or other official misconduct of their respective duties of office may be removed by a petition for impeachment brought by the Procedures Chairperson to the Senate. A 2/3 vote by Senate will remove the member temporarily from their respective position. Appeals in this area will be recommended to the Vice Chancellor of Student Affairs, whose decisions shall be final.

Section 13. All judicial branch members shall be elected with the same eligibility requirements as those of Senate but are disallowed from party affiliations. In the event of vacancies, the President shall have the power to appoint replacements, with a 2/3 Senate approval, so a full judicial branch is maintained.

Section 14. Members of the Judicial Branch must maintain a cumulative 2.5 GPA during the fall and spring terms in office and have such GPA at the time of their election or appointment. Failure to maintain this GPA or above will result in a request for impeachment being filed by either the Secretary General or the Procedures Chair to the Senate for action.

Section 15. Members of the Judicial Branch will be subject to an attendance policy that allows no more than two (2) unexcused absences per semester total, unless otherwise stipulated under this Constitution and its By-Laws. A member of the Judicial Branch having more than two (2) unexcused absences, regardless of the reason, shall be referred to Senate for impeachment by either the Secretary General or the Procedures Chair.

ARTICLE VI

Legislative Branch

Section 1. Composition of the Legislative Branch:

A. The Legislative powers of the SGA shall be vested in the Senate, which shall be chaired by the Speaker of the Senate or the Vice President, and comprised of senators elected in accordance with the By-Laws of this Constitution;

B. Any person that is elected or appointed to serve as a Senator shall be a full time student in good academic standing with the university at and during the duration of their term in office;

C. Senators must maintain a cumulative 2.25 GPA during the Fall and Spring terms in office and have such GPA at the time of their election or appointment. Failure to maintain this GPA or above will result in a request for impeachment being filed by the Secretary General to the Senate for action;

D. Senators will also be subject to an attendance policy that allows no more than two (2) unexcused absences per semester total, unless otherwise stipulated under this Constitution and its By-Laws. A Senator having more than two (2) unexcused absences, regardless of the reason, shall be referred to Senate for impeachment by the Secretary General or the Attorney General;

E. Senators-at-Large may be appointed to help facilitate the representative work of the Student Government Association under the following provisions:
1. Senators-at-Large shall submit an application for a Senate-at-Large seat, which shall be made available to the Student Body via the Executive Council within two (2) weeks of the beginning of the Fall Term. The President, in consultation with the Executive Council, shall recommend those candidates to Senate that qualify under the guidelines set forth in the Constitution and its By-laws. A 2/3 majority vote is needed of the Senate for appointment to their office;

2. Senators-at-Large shall be appointed in a number not to exceed 1/3 of the total number of elected Senators which are elected in the regular Student Government Association General Election;

3. Senators-at-Large shall be subject to the same requirements as regularly elected senators as set forth in this Constitution and its By-Laws. These requirements include membership eligibility criteria, membership duties/responsibilities, and punishments/punitive sanctions therein contained.

F. Senators-at-Large shall reserve a vote on their Standing Committees and any ad-hoc committees they are placed upon after their initial appointment. They shall not possess a vote in the context of the full Senate unless otherwise amended into this Constitution.

Section 2. Bills

A. All Bills sponsored by an individual Senator or group of Senators not making up a committee, shall be submitted to the Vice President of the Student Government Association in hard copy form and/or in an electronic copy form that will then be presented at a Legislative Council meeting prior to being assigned to a committee. This process shall be known as "filing a bill;"

B. After the bill(s) is/are filed, the Vice President shall assign each bill an individual “Senate Bill number,” that shall serve as the bill’s number throughout its life as a piece of legislation;

C. The Vice President shall keep record of all Bills including but not limited to: Bill Numbers, Bill Captions, and Bill Sponsors, of all bills filed in the SGA Vice President’s office;

D. All records from Section 2 Subsection B shall be presented to the Secretary General for the purpose of being recorded into The University of Tennessee at Martin Student Government Association Legislation Log Book that can be accessed as public record. The University of Tennessee at Martin Student Government Association Legislation Log Book shall be kept in the Student Government Association Office and on the Student Government Association website.

Section 3.

A. All Bills filed in the Vice President’s office are to be directed to the appropriate committee(s) at the discretion of the Vice President with consideration of the bills direction and impact in mind;
B. The bill(s) is/are to be delivered to the appropriate committee’s chairperson or representative in hard copy form and/or electronic form via e-mail.

Section 4. The committee in which a bill(s) is/are referred to shall conduct business regarding all bill(s) received at the first scheduled meeting of the committee on the date immediately after the bill(s)’ filing date in a timely manner not to exceed a two week time period, while the Student Government Association is in session.

Section 5.

A. If the bill fails in committee, it is sent back to the sponsor(s) of the bill for reconsideration and revision;

B. If a bill passes a committee vote, it is the responsibility of the committee chairperson or representative to inform the Vice President and Secretary General of the results of the vote, along with any actions of the committee specific to the legislation considered within 24 hours;

C. Upon the notification of the Vice President and the Secretary General, it is the responsibility of the Vice President, or composer of the next scheduled Senate Meeting Agenda, to add the bill(s) that have been passed out of committee since the last meeting of the Senate to the next Senate Agenda for the next regularly scheduled meeting and notify all Senators of the newly submitted bill and its full text, via e-mail or alternative but official form of communication. Hard copies of newly submitted bills shall be made available in the Student Government Association office in a timely manner not exceeding 48 hours of the bill’s passage out of its appropriate committee;

D. All bills of the Senate shall be passed by majority vote except where specified differently in this Constitution or in its By-Laws;

E. Bills of the Senate shall be governed primarily by the Senate Rules of Order, with the modern edition of Robert’s Rules of Order as a reference.

Section 6. Senate Powers and Responsibilities

The Senate shall possess the power and/or duty to:

A. Consider acts, resolutions, and/or recommendations introduced by the Senators. Such legislation, after approval action of Senate, shall then be sent to the President for approval and Chief Justice and the Judicial Branch for constitutional review.

   1. Legislation/bills that are to be considered by the Senate that require the Student Government Association to perform a task or take action shall be written as AN ACT. An act can only be approved if the action to be taken as a result of the bill is within the bounds of this Constitution and by-laws. It shall be the duty of the Executive Branch of the Student Government Association to ensure that the act is carried out.
2. Legislation/bills that are to be considered by the Senate that are an expression of the opinion of the Senate body shall be written as A Resolution.

B. Propose, consider and approve any rules or regulations deemed necessary for the most efficient operation of the Student Government Association;

C. Bring forth charges of impeachment against any Executive, Legislative, or Judicial Branch Member by 2/3 vote of the Senate, with all impeachment actions being governed under the guidelines for member impeachment found in the SGA Constitution and its By-Laws;

D. Enact or repeal By-Laws or initiate any specific amendments or revisions to this Constitution of this Constitution by 2/3 vote on two consecutive readings to be held no closer in time than one week;

E. Meet regularly at the time and place specified by majority vote of the Senate;

F. Approve the annual SGA budget by 2/3 vote no later than the second meeting in the Fall Semester;

G. Make recommendations on all matters deemed worthy of Senate attention. Constituency Reports of student concerns, to be discussed outside of formal legislation, are strongly recommended and should be filed with the Secretary General within 48 hours of the next scheduled Senate meeting where the business shall be addressed;

H. All Senators shall serve on at least one standing committee of the Senate;

I. All Senators that are appointed to serve on an Administrative Committee outside of the specific role as a Senator shall report back to the Executive Council on the actions and business of their respective committee at the regularly scheduled Senate meeting immediately following their Administrative Committee’s meeting;

J. All Senators shall hold meetings for the students in their college at least once during each semester, excluding summer sessions. These meetings are to be conducted by one or more Senator(s) at least three weeks prior to the end of the semester. Failure of a Senator(s) to hold his/her college meeting before the three weeks will result in the responsible senator(s) receiving one full absence against their total accumulated attendance record;

1. A Campus Wide Meeting can be substituted for these individual college meetings by a 2/3 action vote of the Senate to hold one each semester. Each Senator must participate and bring two (2) constituents from his or her respective College to be in attendance at the meeting. A written record by the Secretary General shall be kept at aforementioned meeting to determine which Senators fulfill this requirement and those that are in violation;

K. Approve all appointments by 2/3 vote, unless otherwise expressed by this Constitution;
L. Recommend any appointments by Senate Resolutions if positions are not filled by President within set time limits of this Constitution or By-Laws;

M. Override any Presidential veto by 2/3 vote within the guidelines stipulated in this Constitution;

N. Coordinate and proactively initiate policies to benefit the student body with the campus administration.

O. Senators will have the sole power to vote and make motions in Senate.

Section 7. Standing Committees of the Senate

A. Committee Structure

1. All Committees shall be composed of a minimum of three Senators and a maximum of six Senators, excluding chairpersons;

2. Any Senator interested in Chairperson positions may apply to the Executive Council. After an interview process, the Nominating Committee, composed of the newly elected Executive Council Officers, shall submit a nominee for each Chairperson position to the Senate for approval. All chairpersons shall be confirmed by the Senate with a 2/3 vote;

3. Standing Committee members shall be appointed no later than the fourth week of the fall semester by the President. Senators shall have the right to express their committee preference in writing to the President prior to the appointment of committee members;

4. Quorum for all the following committees shall be the chairperson and a majority of the total members for that committee. In the absence of the Chairperson, a majority of the remaining members will constitute a quorum;

5. The Chairperson of all standing committees shall serve five office hours per week, which includes the two hours required as a Senator. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed;

6. All Chairpersons shall appoint a Freshman Council Chairperson from the Freshman Council members of their committee, excluding Freshman Council Executive Council members, by the second committee meeting of the semester;

7. All Senators-at-Large shall reserve committee voting status but no vote in Senate;

8. All committees shall meet on the week Senate is not in session, except under extenuating circumstances;
The Senate shall entertain six standing committees. They will consist of: Academic Affairs, Campus Observation, Communications, Multicultural Affairs, Procedures, and Student Affairs;

At the end of each semester, each Committee Chair shall be reviewed on their ability to complete their general chair responsibilities as well as their ability to complete their committee specific duties. They shall be evaluated by a review committee made up of the Executive Council and the Freshmen Executive Council. The Chief of Staff will also be present, but will cast his or her vote only in the event of a tie among the original review committee;

If it is found that the committee chair has not completed their duties and responsibilities for the semester that has already passed, he or she will be removed from his or her position and will not be allowed to hold the position again for one full semester, not including summer semesters. A new Chairperson must be appointed in their place by the second Senate meeting of the next semester;

If the chair feels he or she has been unjustly removed from his or her position, he or she is allowed to appeal to Student Court. The hearing at the Student Affairs level shall be made up of 3 of the following members: Student Conduct Officer, Vice Chancellor of Student Affairs, Chancellor of Student Affairs, or Dean of Students. Appeals must be made within 48 hours. If Student Court upholds the removal, the chair is allowed to take the appeal to the office of Student Affairs. Any decision made by Student Affairs shall be final. If the appeal is still in court by the second Senate meeting, a temporary chair will be appointed in his or her place until a decision is reached.

B. Academic Affairs Committee

The Academic Affairs Committee shall be responsible for the following:

1. Promoting academic excellence throughout the University;
2. Acting as a liaison between students, faculty, and administration in all academic matters;
3. Hearing student grievances as to academic services and policies, class structures, teaching practices, and any other concerns related therein;
4. Initiating or assisting any students in an appropriate investigation of all grievances through the proper channels of University Administration and protocol;
5. Making recommendations pertaining to academic matters and policies to various faculty and administrative committees for consideration and action;
6. Maintaining, in conjunction with the Student Government Association President, a liaison with the Vice Chancellor of Academic Affairs to expedite such matters related to student academics. This liaison will be vested in the committee chairperson or their designee as needed;

7. Conducting one survey per semester while the Student Government Association is in session in order to obtain students’ perspective on academics at the University of Tennessee at Martin.

C. Campus Observation Committee

The Campus Observation Committee shall be responsible for the following:

1. Investigating and pursuing appropriate action concerning all matters of campus distress and student safety on behalf of the students;

2. Monitoring and evaluating University facilities and grounds, suggesting changes to the proper authorities when deemed necessary;

3. Serving on appropriate administrative/University committees that relate to campus welfare as deemed necessary by the committee chairperson or Student Government Association President and the University Administration;

4. Maintaining, in conjunction with the Student Body President, a liaison with the following UTM Administrative heads: Director of Public Safety, UTM Physical Plant Director, Director of Dining Services, University Center Director, Director of Housing, and Director of Student Life to maintain consistent communication relating to the work of this committee. This liaison will be vested in the committee chairperson or their designee as needed.

D. Communications Committee

The Communications Committee shall be responsible for the following:

1. Serving as the publicity link between SGA and its various constituencies;

2. Informing the campus and surrounding communities of SGA events, including Senate vacancies through the use of any and all available campus and non-campus media, including but not limited to radio advertisements, flyers, and the like;

3. Serving as a liaison between the Student Government Association and the media;

4. Preparing and distributing two Student Government Association newsletters per semester;

5. Assisting the Chief of Staff in advertising all college forums and campus wide forums;
6. Planning and executing University Outreach Day once per semester;

7. Updating the Student Government Association website with upcoming legislation, open positions, minutes of the previous meeting, and all other relevant information within one week of the time the information becomes available to the public;

8. Planning and executing at least one SGA Relations Day per year at each of the UTM Satellite Campuses.

9. Maintain in conjunction with the Student Body President a liaison with the following: Director of University Relations, University Center Director, UTM Satellite Campus Directors, WUTM staff, The Pacer staff, and any other media staff.

E. Multicultural Affairs Committee

The Multicultural Affairs Committee shall be responsible for the following:

1. Gathering and communicating the concerns and ideas of the various social, ethnic and cultural groups on campus;

2. Scheduling a meeting at least once a semester with multicultural organizational groups informing of actions being taken by Student Government Association;

3. Planning and executing, in conjunction with the office of Minority Affairs and the Center of Global Studies, the University of Tennessee at Martin’s Diversity Week. Diversity Week shall be held during the month of November. Every member in the General Assembly of SGA is required to attend, at minimum, one event of Diversity Week unless that member has a plausible reason why he or she is unable to attend any of the five nights of events. Attendance to any event in Diversity Week shall account to office hours of equal portion – one office hour equals one hour spent in a Diversity Week event. Failure to attend at least one event of Diversity Week shall result in one quarter absence, equal to the penalty of incomplete office hours;

4. Planning at least one cultural awareness activity for the campus per semester.

5. Maintaining, in conjunction with the Student Body President, a liaison with the following: Director of Minority Affairs, Director of Student Life, and the University Center Director.

F. Procedures Committee

The Procedures Committee shall be responsible for the following:

1. Screening and reporting to the Senate on those appointments of the President and Vice President which require constitutional approval of the Senate;
2. Screening and recommending to the Senate, students to fill positions which require Senate appointment in collaboration with the President;

3. Preparing for approval the Senate Rules of Order. These rules should be approved no later than the 2nd meeting of the Fall Semester;

4. Making recommendations as needed to the Judicial Branch on any Senate legislation or member actions that require constitution review or action by the Student Court;

5. The Chairperson of the Procedures Committee shall have the following enumerated duties in addition to their duties as committee Chairperson:
   a. Preside over the Senate in the absence of, or at the discretion of the Vice President;
   b. In conjunction with the Chief Justice, advise on questions concerning this Constitution, By-Laws, and Rules of Order;
   c. Act as an advisor to standing committees as deemed necessary;
   d. Advise Senators on how to make proper motions when on the Senate Floor;
   e. In conjunction with the Student Body Vice President, work to ensure that all representatives of the Student Government Association are aware of actions taking place on the Senate Floor;
   f. Shall conduct a parliamentary procedure workshop and Senate legislation writing workshop by the fourth fall meeting of the Senate for all members of the SGA regardless of branch or specific duty;

G. Student Affairs Committee

The Student Affairs Committee shall be responsible for the following:

1. Promoting student involvement throughout the University;

2. Acting as a liaison between student organizations, Greek Life, faculty, and administration in all matters of student life;

3. Hearing student grievances pertaining to life on campus, student activities, and any other concerns related therein;

4. Initiating or assisting any students in an appropriate investigation of all grievances through the proper channels of university administration and protocol;
5. Making recommendations pertaining to student matters and policies to various faculty and administrative committees, and organizations registered in the Office of Student Life;

6. Maintaining, in conjunction with the Student Government Association President, a liaison with the Vice Chancellor of Student Affairs, Greek Life Coordinator, Student Organizations Coordinator, Director of Housing, Director of Student Recreation, and Manager of the Food Service Provider to expedite such matters to Student Affairs;

7. Working, in conjunction with the Communications Committee, to increase participation in athletic events and all other campus events;

8. Overseeing all responsibilities in maintaining a relationship with all extended campus sites. These responsibilities shall include but not be limited to:
   a. Maintaining contact at least twice a semester with a faculty member at each extended campus site;
   b. Staying informed on all current events to be able to inform extended campuses;
   c. Address any other duties or issues that arise in dealing with the extended campuses that fall under the duties of the SGA in its representative function.

9. Conduct a student survey once a semester of the student body’s perception of Student Government and other issues deemed worthy of student opinion.

10. Shall be responsible for planning and executing a tent at Quad City in conjunction with the Communications Committee.

Section 8. Speaker of the Senate

The Speaker of the Senate shall be responsible for the following:

A. Serving as chairperson of the Senate;

B. Creating the agenda and sending it to all members of the assembly;

C. Reporting to the Vice President about issues within the Senate;

D. Serving five hours per week in the SGA office. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed;

E. Introducing actions, resolutions, and/or recommendations to the Senate for its consideration;

F. Voting to break a tie, in the rare occurrence of such an event. However, the Speaker of the Senate shall not vote to create a tie.
Section 9. In the event that the Speaker of the Senate sponsors legislation, the chair of the meeting is to be turned over to the Procedures Chairperson in the absence of the Speaker, for the length of the debate on said legislation.

Section 10. Selection Process for Speaker of the Senate

A. A candidate for Speaker of the Senate must be a current elected Senator or have previously served in an SGA elected position for a minimum of 2 semesters.

B. Nominations for Speaker of the Senate can be made by the Vice President and/or current Senators;

C. Nominated Senators shall preside over a mock session of the Senate, for the duration of one piece of legislation, which shall be drafted by the Procedures Committee;

D. Senators nominated for Speaker must score at least 80% on the National Association of Parliamentarians Membership Examination. The test shall be proctored by the Elections Commissioner, or, if no Commissioner has been appointed, the Vice President. A candidate that scores less than 80% on the exam shall have one opportunity to retake the exam. This requirement must be fulfilled at least one week prior to presiding;

E. In the event that no candidate passes the NAP Examination, the Vice President shall preside until a qualified candidate is selected;

F. Selection of the Speaker shall be by secret ballot. A simple majority shall be required for selection. If no candidate obtains a simple majority on the first ballot, the second ballot shall be a runoff between the two candidates with the most votes on the first ballot.

G. The Senate seat rendered vacant by the selection of the Speaker shall be refilled in accordance with this Constitution and its By-Laws.

H. The Speaker of the Senate shall be chosen by the second fall meeting.

I. Dual office holding is prohibited. A committee chair shall not become Speaker of the Senate, and the Speaker of the Senate is prohibited from seeking a committee chair position, in the event such a vacancy occurs.

Section 11. Speaker of the Senate Impeachment Procedures shall be as follows:

A. The Speaker of the Senate can be impeached and removed from the assembly in any manner in accordance with this Constitution and its By-Laws. The Speaker can also be removed from this position, but not the assembly, through a vote of no confidence. In the event a motion for a vote of no confidence is made, a 2/3 majority shall be required to remove the Speaker of the Senate.

B. In the event of a successful vote of no confidence, the removed Speaker shall revert to being a Senator of his or her college. If that college is full, the removed Speaker shall become a Senator-at-Large. If the assembly has the maximum allowed number of Senators-at-Large, the removed Speaker shall be first in line for a vacant Senator-at-Large seat.
Section 12. The Speaker of the Senate shall be compensated with a $250 scholarship per semester, to be applied against his or her tuition.

ARTICLE VII

Elections Commission

Section 1. Elections Commission Composition

The Elections Commission shall be appointed by the Elections Commissioner and approved by a 2/3 Senate vote within four weeks of his or her appointment. The Commission shall be composed of six members and an Elections Commissioner as presiding chair. The students who serve on the Commission shall be chosen from an assortment of organizations and non-SGA-affiliated students so that no one student group shall have a majority level of influence on the Commission.

Section 2. Duties of the Elections Commission

A. The Elections Commission shall manage all elections and referendums of the Student Government Association in accordance with this Constitution and its By-Laws;

B. The Elections Commission shall be under the supervision of the Procedures Committee and shall report all issues, actions, recommendations, and other information necessary to the said committee;

C. The Elections Commission shall, under the supervision of the Procedures Committee and at least one Student Government Association advisor, be responsible for tabulating and announcing results of Student Government Association elections.

Section 3. Administrative Duties of the Elections Commission shall be as follows:

A. Arrange for polling area(s), ballots, and other items necessary for an efficient and legal execution of elections;

B. Screen and disqualify candidates due to regulations of this Constitution and its By-Laws with cooperation and supervision of at least one Student Government Association Advisor;

C. Appoint, with the approval of the Procedures Committee, the number of persons necessary to operate the poll(s);

D. Make and announce all campaign procedures not herein stated, with 2/3 Senate approval;
E. The Elections Commission shall bring any violators of the election rules and regulations as authorized by this Constitution and its By-Laws to the attention of the Procedures Committee at any time during or within 48 hours after an election. The Procedures Committee shall then vote whether to bring charges against the said candidate to the Senate. The Student Court shall have final decision concerning these matters;

F. Set and announce all dates for all Student Government Association referendums and elections at least four weeks prior to the date. When announcing election dates, the commission shall announce those items to be voted on and/or those positions to be filled by election. These announcements shall be made to the University of Tennessee at Martin Student Body by any and all available forms of mass media available to the Student Government Association that is accessible to the Student Body;

G. Shall set and announce all due dates for petitions of potential candidates;

H. Recognize political parties in accordance with the provisions of this Constitution and its By-Laws;

I. Approve the format of the official ballot;

J. Enforce the election laws provided in the Constitution;

K. Administer a standardized, 20 question test on the Student Government Association Constitution with multiple versions created from a larger test bank to all candidates for SGA Executive, Judicial, and Senate offices. This test, composed by the Elections Commissioner and/or his or her Council, shall be updated at the same time as the Constitution is updated every two years. A candidate must score at least 70% on the test in order to be eligible to fulfill the Student Government Association seat in which they seek;

1. The Student Government Association Constitution test will be administered three times during an election period;

2. A candidate may not attempt the Constitution test more than three times in a given election period;

3. Should a candidate fail the Constitution test three times during the election period in which they seek a Student Government Association seat, he/she will be ineligible to fill the seat to which they were elected;

L. Shall designate a place and time, on the day(s) of the election, for all candidates to obtain a written copy of the voting breakdown.

Section 5. Any person(s) on the Elections Commission who will be a candidate in any election governed by the Elections Commission shall resign his/her post on the Elections Commission by the filing deadline for said election. Failure to do so will disqualify the candidate.
ARTICLE VIII

Freshmen Council

Section 1. The Freshman Council shall represent the needs and interests of students classified as freshman at The University of Tennessee at Martin. All decisions will be made in consultation with the Freshman Council Advisor (Vice President of the Student Body) who will have the final verdict. The Freshman Council shall possess the power and/or duty to:

A. Establish committees that the Council deems necessary for its efficient and effective operation. The Freshmen Council committee structures should mirror the structure of other SGA standing committees that are constitutionally stipulated in this document;

B. Elect officers consisting of a President, Vice President, and Secretary General;

C. Upon the event of a Senate vote to hold a Campus Wide Forum, all members of the Freshmen Council must participate and bring one (1) constituent from the current freshmen class to be in attendance at the meeting. A written record by the Secretary General shall be kept at the aforementioned meeting to determine which members of Freshmen Council fulfill this requirement and those that are in violation.

Section 2. The application process, screening process, and election of officers shall be governed within the guidelines of the Freshmen Council By-Laws found in this constitution.

Section 3. The Vice President of the Student Body shall be the official advisor of Freshmen Council.

Section 4. The Freshman Council President shall have a vote in Senate which must align with the prior votes of Freshman Council. Should a vote come in Senate in which the Freshman Council has not had the opportunity to vote on as a Council, the Freshman Council President shall have the power to vote the way in which the President personally feels best serves the Freshman Council’s interests.

Section 5. Freshman Council shall be elected as outlined in Article III of the Freshmen Council Bylaws.

ARTICLE IX

Constitution Revision Committee

Section 1. Every two years, the Student Government Association President shall appoint a committee to review the Constitution. This committee of seven members shall be composed of the Secretary General, Chief Justice, the Procedures Chairperson, four Senate members, and two Freshmen Council members, where Senate is the majority of the appointed members, and the Chief Justice serves as chairperson of the committee. The Chief Justice may vote only to break a tie in this committee on voting matters only.
Section 2. Any needed revisions and/or changes being deemed necessary by a recommendation from this review committee shall be forwarded to Senate via the Chief Justice.

ARTICLE X

Amendments

Section 1. Any specific amendment to the SGA Constitution or By-Laws must be proposed by a Senator. The proposed amendment shall lie on the table for a period of at least two weeks, and must be approved by a 2/3 vote of the Senate before going into effect.

Section 2. Any amendments passed by the Senate should be immediately updated into the Student Government Association Constitution in its electronic form. Revised copies of the Student Government Association Constitution shall be made available every year, with the Chief Justice having responsibility for overseeing and implementing this process of updating and current accuracy.

ARTICLE XI

Ratification

Section 1. This Constitution and/or any amendments made by the members of the Senate shall be ratified by a 2/3 vote of a seated quorum at a regularly scheduled meeting. This provision shall also extend to any provisions and/or amendments recommended bi-yearly by the Constitutional Revision Committee, whose recommendations shall be ratified in the same manner, pursuant to Article X, Section 2 of this Constitution.

Student Government Association Constitution By-Laws

Section 1. Executives

A. The President, Vice President and Secretary General of the SGA shall be elected by the student body at large. A candidate for one of the above named offices must receive more than 50% of the votes cast to win on the first ballot. If none of the candidates receive more than 50% of the votes cast, a run-off will be held between the two candidates receiving the greatest number of votes to determine the outcome of the election;

B. These officers shall assume office immediately following the last scheduled meeting of the spring semester.

Section 2. Legislature
A. The Senate shall consist of elected officials from each of the following schools: Agriculture and Applied Sciences; Humanities and Fine Arts; Business and Global Affairs; Health, Education, and Behavioral Sciences; and Engineering and Natural Sciences. In Senate elections, candidates receiving the highest vote percentages shall win on the first ballot until all open seats are filled. In the event that two or more candidates tie in an election for a senate seat, a run-off will be held between the candidates receiving the greatest number of votes to determine the outcome of the election;

B. One Senator shall be elected for every 250 students enrolled in each school, with a guaranteed minimum of at least one Senator for each school. In the event that a school’s enrollment increases to that of sixty percent plus one students exceeding the stated Senator to student ratio, said school shall receive one additional Senate seat at the next election;

C. A candidate for the Senate must be a member of the school in which they seek to represent. A member is any student with the major that is a part of the school they seek to represent. Furthermore, only students enrolled in a particular school shall be allowed to vote for candidates which seek to represent said school;

D. Undeclared major candidates shall run and vote under the College of Humanities and Fine Arts;

E. Senate seats shall be apportioned in such a manner that the size of the Senate does not exceed 30 elected Senators.

Section 3. Terms of Office

A. All regularly elected or appointed offices and positions in Student Government Association shall be for a term of one year unless terminated or vacated by resignation, disqualification, incapacity, death, recall from office by special election, or removal from office following impeachment;

B. A candidate for any position in the Student Government Association is ineligible to seek any other elected position in the Student Government Association at the same time.

Section 4. Election Rules and Procedures

A. The Student Government Association General Election within the first two weeks of April and no later than the second week of April of the spring semester;

B. Declaration of Candidacy

1. Prospective candidates for the Student Government Association offices must deliver to the Student Government Association office a petition with the signatures of 25 full-time UTM students for all elected positions excluding the Executive Council which requires 50 signatures. The candidates shall also provide their advisors signature proving that the candidate meets the grade requirements for election. The petitions shall be submitted on or before the date specified by the Elections Commissioner. Any late or incomplete applications shall be void;
2. After filing a declaration of intent, a candidate or a political party shall be responsible for obtaining thorough knowledge of all election regulations. Ignorance of such regulations shall be no excuse for any violation thereof. Consequences of violations, which may include the disqualification of a candidate, shall be left up to the discretion of the Elections Commission. If a candidate who is running on a political party is found to be in violation of this constitution and is disqualified, resigns, or leaves for any reason after the deadline in which petitions are due, the party will not be able to replace the candidate.

C. Political Parties

To qualify on the official ballot as a political party, that party shall:

1. Record at the time of qualification, the name of party chairperson. The deadline for qualification of political party shall be determined by the Elections Commissioner and made public in the same manner as other information related to the elections;

2. Furnish a list of candidates and the offices for which they are running by 5:00 p.m. of the last day of qualification. The list shall be alphabetized and shall include the name and phone number of each candidate. Failure to comply with the above shall result in the disqualification of the entire party;

3. Names used by political parties shall be approved by the Elections Commissioner;

D. The Elections Commissioner shall set the time for the beginning of formal campaigning to be composed of no less than ten academic days. There shall be no formal campaigning except within this specified time. Formal campaigning includes hanging banners and posters, circulating printed material, and soliciting votes before groups;

E. Campaign materials must be approved and stamped by the Elections Commissioner. Materials not approved by Elections Commissioner will result in disqualification of said candidate;

F. The placement of campaign materials shall be done in accordance with The University of Tennessee at Martin’s Sign Posting Procedures;

G. The Elections Commissioner shall set the spending limits at least four weeks prior to formal campaigning for all elected offices. This limit shall be set for one year. If the Elections Commission fails to do this, the previous year's limit will be in effect;

H. All candidates shall submit a written itemized budget to the Elections Commissioner by 5:00 p.m. the day before the opening of the polls. Failure to submit a budget will result in the disqualification of the candidate and removal from the ballot, unless the candidate is on a political party, in which case, the party shall submit a written itemized budget pertaining to the entire party. If a candidate is independent or spends money independently of the party, he or she must submit an itemized budget;
I. All candidates shall conduct their campaigns in accordance with the Student Government Association laws governing campaigns as deemed by this Constitution, By-Laws and/or Election rules and procedures;

J. There shall be no voting by proxy;

K. Computers shall be used in all elections. Once the voting begins the computer tabulation shall be under supervision by the Director of Computer Services. The data shall be viewed by the Elections Commissioner, Elections Commission advisor, and members of the Elections Commissioner only for purposes needed to ensure a secure and fair election process;

L. There shall be no campaigning within the polling place(s); the limits of the polling area(s) shall be determined by the Elections Commissioner and approved by the Senate Procedures Committee. Candidates and their staff members may campaign outside the designated polling area during the time in which voters cast their ballots in the election. Any complaints to the Elections Commissioner of voter harassment by a candidate and/or their staff members shall result in immediate action being taken against a candidate by the Elections Commissioner, including but not limited to, revocation of campaigning privileges outside of polling locations or other appropriate actions deemed sufficient by the commission;

M. There shall be at least one (1) member of the administration present at the opening of the computer tabulation. Each candidate shall reserve the right of having a representative present at the opening of the computer tabulation. None of these representatives shall be a candidate;

N. A write-in candidate is eligible only if he or she takes the Constitution Test 24 hours before the polls open, submits said number of signatures, and turns in an itemized budget.

Section 5. Contesting of Elections

A. Candidates have until voting polls close to contest an election to the Elections Commissioner. The Commissioner will then decide if the request is valid enough to bring the issue to the Procedures Committee, which in accordance with Senate shall decide what action to be taken against the candidate. Student Court shall reserve the final decision if the decision from the Procedures Committee is appealed by the candidate;

B. The Elections Commissioner reserves a period of 24 hours after voting polls have closed to bring contesting charges to the Procedures Committee, with Student Court reserving the final vote in cases where the candidate appeals the decision of the Procedures Committee.

Section 6. Impeachment and Removal of Student Government Association Representatives

A. Grounds for impeachment shall be failure to perform the duties of office as stipulated in this Constitution, By-Laws and other rules and regulations governing the University of Tennessee at Martin Student Government Association or for official misconduct pertaining to that individual’s office or position;
B. Impeachment proceedings may be brought against an individual by a fellow Senator or by recommendation of the Attorney General in limited circumstances specified in the Constitution such as violations of the attendance policies, GPA requirements or misuse of Student Government Association funds. A 2/3 vote of senate is needed for passage of charges and referral to Student Court;

C. The Student Court shall be the judging body, with all decisions being final and binding;

D. Confession of guilt causes the office to be declared vacant and requires immediate resignation of the office by the member in question;

E. Any person found guilty of the impeachment charges by the Student Court shall have two academic school days to vacate their office and remove any personal items or effects from the Student Government Association office or other respective place of Student Government Association business;

F. A written notice of resignation is to be filed within 24 hours of the effective resignation with the Secretary General. This is true for all cases of member resignation.

Section 7. Installation and Assumption of Office

A. The Senate shall provide for appropriate installation ceremonies for students who have been certified as duly elected or appointed to office;

B. At ceremonies, the presiding Chief Justice of the Student Government Association shall administer the following oath to the newly elected or appointed officers:

"I, (state your name), do solemnly promise, upon my honor, to support and defend the needs, concerns, and general welfare of the student body of the University of Tennessee at Martin; and, to faithfully execute all requirements, duties, and responsibilities hereunto stated by the constitutions of the Student Government Association, the state of Tennessee, and the United States of America. So help me God."

Section 8. Homecoming Royalty Elections

A. All election rules and procedures as outlined by this Constitution and By-laws shall apply for Homecoming elections, except as established herein;

B. Homecoming Royalty elections shall be held no later than the Wednesday of the week of Homecoming. Voting will be limited to a period of one day, except in the case of a runoff;
C. A candidate must receive a majority of the votes cast to be Homecoming Queen. In the event that two or more candidates tie in an election for a senate seat, a run-off will be held between the candidates receiving the greatest number of votes to determine the outcome of the election. The run-off shall be held on the day after the first ballot is completed. The candidate receiving a majority of the votes cast on the first ballot or the majority of the votes on the second ballot, if necessary, will be crowned Homecoming Queen. The following four additional members of the Homecoming Court will be determined by the election outcome in declining order following the Queen;

D. The Elections Commissioner shall verify and oversee all Homecoming election results;

E. The Queen must be a registered full-time student of the University of Tennessee at Martin. Homecoming Royalty candidates must be sponsored by only one registered student organization;

F. Homecoming Court shall be announced at the pep rally prior to game day, with the Queen being crowned at halftime of the football game.

Section 9. Referendum Procedure

A. Any student or recognized university organization may petition for an item to be placed on the official ballot during the Student Government Association led election;

B. In order for an item to be placed on the ballot, a petition must be signed by either 250 students or 10% of the number of students who voted in the preceding Student Government Association elections, whichever is greater. The petition must be turned into the Election Commissioner in the same manner that qualifying petitions are due for those who are running for office in the general election. Each petition must clearly state the referendum, the sponsor, and have numbered lines where students write their names and student ID numbers;

C. The Elections Commission will verify the student signatures and they may reject the referendum if it fails to meet any of the above qualifications, or if it is inappropriate or offensive. The Elections Commission must provide a written response to the sponsor of any rejected referendum detailing the reasons for its rejection. Senate may override the Elections Commission’s rejection by a simple majority vote;

D. A referendum must be approved by a majority of students voting in the election for it to pass. Any referendum that passes will be implemented in consultation with and subject to final actions and decisions by the University of Tennessee at Martin Chancellor, University of Tennessee President, and The University of Tennessee Board of Trustees;

Section 10. The University of Tennessee Board of Trustees Student Representative Election Qualifications
A. All nominees for The University of Tennessee Board of Trustees Student Representative position must be enrolled in the University of Tennessee at Martin and in good academic and disciplinary standing at the time of the election, of appointment, and during the term of office. Note: Good academic standing for The Board of Trustees Student Representative position is classified as having a 2.75 cumulative grade point average at their time of nomination and should maintain a 2.75 cumulative grade point average during the tenure of the position.

B. Nominees must be willing and able to serve as the University Of Tennessee Board Of Trustees Student Representative for 2 full years. The first year of the term the Student Representative will be a non-voting member. The second year the Student Representative will serve as a voting member. Note: The Student Representative shall attend all UTM SGA Senate and Legislative Council meetings.

C. Nominees must complete the Pledge Forms in the SGA office stating that they have read the University of Tennessee Board of Trustees Charter and By-Laws in detail, and will pledge to fulfill all duties and requirements of the position if elected. A copy of the Charter and By-Laws will be made available in the SGA office.

D. Nominees must complete the Elections Rules Compliance Form stating that they will comply with all rules and requirements set forth by the Elections Commissioner and the SGA Constitution.

E. To qualify for candidacy, nominees need 50 signatures on an Elections Petition Form. The signature of the candidate’s academic advisor is also needed on this form.

F. Nominees must comply with rules of Campaign Finance and complete the proper Campaign Finance Forms. These forms must be turned in to the Elections Commissioner by the date election packets are due.

G. Nominees are allowed to run for any position, excluding the executive branch, and the Board of Trustees position.

Section 11. Sunshine Law

Any official meeting of the Student Government Association Executive or Legislative Branches, or any committee thereof, shall be open to the public under a Sunshine Law. Any official meeting of the Judicial Branch shall be open to the public as deemed appropriate by the Chief Justice. This proviso shall not apply to cases of informal and/or private meetings or conversations of the President or Executive Council Members where executive privilege is applied in certain circumstances.

Section 12. Senate Rules of Order

A. Special meetings of the Student Government Association may be called/scheduled at the discretion of the Vice President or the President;

B. In the event that a meeting loses or does not obtain quorum, Senate business is to be rolled until the next meeting;
C. Regular attendance shall be defined as the attending of each scheduled meeting. The format which will be used in conducting business of the Senate will be as follows:

   I. Call to Order
   II. Roll Call
   III. Executive Reports (shall only be limited by 2/3 vote of the Senate)
   IV. Advisor Reports (shall only be limited by 2/3 vote of the Senate)
   V. Committee Reports
   VI. Old Business
   VII. New Business
   VIII. Announcements
   IX. Roll Call
   X. Adjournment

This procedure may be removed or adjusted in special meetings at the discretion of the Executive Council;

D. There will be a roll call by the SGA Secretary General at the beginning and end of each meeting. Those Senators not present will be given one absence. Those Senators not present for one of the roll calls will be given one half of an absence. These absences shall account towards a senator's total absence count for the semester;

E. No meeting of the SGA shall be cancelled without just cause to be justified upon the next scheduled meeting by the Student Government Association President;
F. There will be no excused absences from an Student Government Association regular meeting except when a Senator, Executive Officer, or other member is out on official documented SGA business, official documented University business, documented illness and/or other circumstances deemed acceptable by the Secretary General. Excuses pertaining to official SGA or university related business should be filed in writing either 48 hours prior to or immediately following the missed Senate meeting, with the Secretary General. Cases of documented illness shall be filed within one (1) week of the signed and dated notice from a physician or other medical authority verifying the absence. Cases of serious medical emergency shall require a signed and dated notice from a physician or other medical authority filed with the Secretary General and will be handled on a case by case basis. Validation of these excuses will be at the discretion of the Secretary General. Any Student Government Association Member missing more than two meetings per semester will be found in violation of the Student Government Association Attendance policy and is subject to a recommendation for impeachment by the Secretary General. In the event that the Secretary General is found in violation of this policy, the Procedures Committee chairperson shall be responsible for filing this action with Senate. Unexcused absences may be appealed to the full senate and excused by a 2/3 vote of approval by Senate. Sending an alternate is strongly encouraged and will result in only a half absence per meeting for the Senator;

G. Alternates attending a Senate meeting in the place of a Senator shall be verified in writing by the Secretary General no later than 24 hours before the scheduled Senate meeting where the senator is to be absent. Verification of alternates shall require the notice to be signed by both the alternate and the Senator requiring the absence, agreeing that the alternate shall serve in full and voting capacity during the meeting on behalf of the absent Senator;

H. Any official business must be submitted to the Speaker of the Senate and posted in the Student Government Association Office by 5:00 p.m. two school days prior to the actual meeting of the Senate. All resolutions and bills submitted to be placed on the agenda are required to be written out in full, both on the copy submitted for the agenda and the agenda itself. The appropriate form for writing and submitting legislation can be found on the Student Government Association website or from the Vice President and must be followed unless special circumstances are deemed appropriate in writing by the Vice President. Any exceptions to this rule are to be filed with the Secretary General before the legislation is submitted for committee consideration and notification given to the appropriate committee chair.;

I. Committees will be required to turn in attendance records for their meetings. Each absence from a committee is equal to one-half absence. This provision shall include the six standing committees, Legislative Council, Constitution Revision committee, judicial branch, administrative committees, and all other committees members of the Student Government Association serve on. These absences shall account towards a member’s total absence count for the semester. Excused absences from committee meetings will be determined by the committee chairperson. These records are to be submitted to the Student Government Association Secretary General for official record keeping purposes within 24 hours of the committee meeting. A copy should also be made available to the Vice President in the same consistent manner specified above.
Section 13. The Review Process

A. Reviews will go in the order they are listed in this Constitution.

B. The first review shall be conducted three weeks prior to the end of the semester or the end of the assembly whichever comes first. Remaining reviews shall be conducted in a timely manner following this.

C. In the event that a member is removed prior to participating in a review, he or she shall participate in the review prior to vacating his or her office.

FRESHMAN COUNCIL BY-LAWS

ARTICLE I

Mission

The Freshman Council, a representative body of the Student Government Association of the University of Tennessee at Martin, has been established as a forum in which: to voice freshmen opinions, needs, and concerns; as a means to allow freshmen to participate in the Student Government Association; to inform freshmen of the operations of the Student Government Association; and to serve as an official liaison linking freshmen to the Student Government Association.

ARTICLE II

Membership

Section 1. In order to qualify for Freshman Council membership, a student must:

A. Be a full-time freshman student at the University of Tennessee at Martin, maintaining a cumulative grade point average of at least 2.25 at the time of nomination and during his/her term of membership.

Section 2. Membership size should not exceed the allotted number of Senators by the Constitution for that academic year.

A. The number of Freshman Council Alternates should not exceed 10 or 33% of the number of Freshman Council members, whichever is greater.

Section 3. The Freshman Council is an equal opportunity organization. The Council adheres to the University of Tennessee’s Discrimination policy.

ARTICLE III

Application and Selection Process

Section 1. The application process shall proceed as follows:

A. At the beginning of the fall semester, the applicant must submit an application by the date designated by the SGA Vice President.
B. Any two members of the Legislative Committee as appointed by the Vice President will comprise the Adjudication Committee

C. Applications will be reviewed by the Adjudication Committee before the screening process begins.

Section 2. The screening process will proceed as follows:

A. Applicants shall be screened through a series of individual and/or group interviews conducted by the Adjudication Committee.

B. The Adjudication Committee shall decide and appoint all members to the Freshman Council. All applicants will be informed of their standing after the conclusion of the selection process.

ARTICLE IV

Attendance and Voting Rights

Section 1. Attendance is mandatory at all official Freshman Council meetings and functions as well as four out of seven senate meetings each semester. Any Senate meetings attended past the required four will result in fulfilling the requirement of one office hour. Any member may send an alternate to Freshman Council meetings. An alternate shall have the same rights and privileges as a member in good standing. No member may be represented by an alternate more than three times.

A. Freshman Council Alternates are required to complete 2 office hours per week. Failure to maintain the office hours specified will result in 1/4 absence per week of office hours missed.

B. Alternates are required to attend two senate meetings each semester. One before the respective mid semester break (Fall Break or Spring Break) and one after.

Section 2. After three un-excused absences, a Council member will be automatically dismissed from Freshman Council and will be replaced by an alternate at the next Freshman Council meeting.

Section 3. Members may appeal their dismissal, within 24 hours, to the SGA Executive Council. Members may appeal the decision of Executive Council to the Student Court within 24 hours of the decision by a written notice to the Student Defender and Chief Justice. The Student Court shall reserve the final decision in expulsions of Freshman Council members.

Section 4. All members, excluding the presiding chair, shall reserve one vote. The presiding chair shall not vote, except in special circumstances to break a tie. The chair may not vote to create a tie.

ARTICLE V
Powers and Duties
Section 1. Freshman Council shall reserve the power and/or responsibility to:

A. Take nominations for President, Vice President, and Secretary General no later than the second meeting of the Council;

B. Nominees shall be elected by Freshmen Council members. Nominees, if they choose, may run on a party.

C. Members, to include alternates, shall be appointed by the Student Government Association President to one of the six SGA Standing committees. These members shall bring the concerns of the Freshmen Class to the attention of their appropriate committees for consideration and action.

D. All members of Freshmen Council shall hold a campus wide forum for their constituents each fall semester.

Section 2. Freshman Council shall reserve the power of removal according to the following:

A. Any member of Freshman Council may be removed for the failure to meet any of the continuing qualifications as specified in these By-Laws: for disregarding UTM rules and regulations; blatant neglect of duty; malfeasant violation of the SGA or Freshman Council directives; willful and intentional violation of the SGA Constitution; failure to meet attendance requirements as specified in these By-Laws; and/or nonparticipation in activities of the Council;

B. To remove a member, a request must be filed with the SGA Vice President and Freshman Council Secretary by either the chairman of Freshman Council or three Council members.

C. After said request is filed, the subject shall be placed on the Council’s agenda for debate and vote. A 2/3 majority vote shall dismiss the charged member.

D. Dismissed members have 24 hours to appeal to the SGA Executive Council. Members may appeal the decision of Executive Council to the Student Court within 24 hours of the decision by a written notice to the Student Defender and Chief Justice. The Student Court shall reserve the final decision in the matter.

ARTICLE VI

Freshmen Council Executive Council
Section 1. The membership of the executive council shall consist of the President, Vice-President, and Secretary-General.

A. No Freshman Council Alternates are allowed to be nominated for an Executive Council position.

Section 2. The President of Freshman Council shall have the power and/or responsibility to:

A. Preside over meetings of the Council in the absence of the Vice President;
B. Call special meetings of the Council as he/she deems necessary;

C. Act as official liaison between the Freshman Council and all other SGA branches;

D. Perform any additional duties subject to the SGA Constitution and its By-Laws.

Section 3. The Vice President of Freshman Council shall have the power and/or responsibility to:

A. Preside over all Council meetings;

B. Prepare and set the Council’s agenda of pertinent business and legislation to be considered in cooperation with the Council’s Secretary General

C. Perform any additional duties subject to the SGA Constitution and its By-Laws.

Section 4. The Secretary General of Freshman Council shall have the power and/or responsibility to:

A. Maintain a current and accurate role of membership;

B. Keep and publish accurate minutes of all meetings;

C. Keep a record of attendance for all meetings;

D. Notify members when attendance policies have been violated;

E. Perform any additional duties subject to the SGA Constitution and its By-Laws.

F. Plan a Freshmen Fall Forum in conjunction with the Chief of Staff each year.

Section 5. The Executive Council shall have the power and/or responsibility to:

A. Establish, adopt, and enforce the Council’s agenda, so long as it does not conflict with the SGA Constitution and its By-Laws;

B. Discuss and seek out from their freshmen constituency subjects which are deemed appropriate for future Council consideration and action;

C. Serve with their other SGA counterparts in constituency service and all other activities in which the SGA is acting as a whole in its representative function to the student body;

D. Along with the SGA Vice President, offer a nomination for any open Freshmen Executive Council seat in the event of a dismissal. Nominations must be approved by a 2/3 majority Council vote.

E. Freshmen Executive Council members shall be required to attend Legislative Council meetings.

ARTICLE VII
Advisor
The Vice President of the Student Government Association shall be the regular advisor to the Freshman Council.

ARTICLE VIII

Amendments to By-Laws
Each Freshmen Council shall adopt or revise these Freshman Council By-Laws no later than the third meeting of the Council. Furthermore, amendments to these By-Laws may be proposed by any member of the Freshman Council and shall become effective after a 2/3 approval vote by Council members on two consecutive readings.