

Bylaws of the Penn State Abington Student Government Association Senate

ARTICLE I

Name

The name of this body is the “Penn State Abington Student Government Association Senate.”

Section 1. Short Form Names

The acceptable short versions of this body’s name include, but are not limited to, “SGA Senate,” “PSU Abington SGA Senate,” “Student Senate,” and “Senate.”

ARTICLE II

Members

Section 1. Classes of Members.

This body shall have two classes of members: Senators and Directors.

Section 2. Eligibility for Membership

Individuals are eligible for membership through the procedures outlined in the Constitution of the Penn State Abington Student Government Association.

Section 3. Dues

Members are not required to pay dues to maintain membership status.

Section 4. Membership Requirements.

Members are required to attend all meetings of this body. If a member is unable to attend a meeting of this body, the member shall notify the chair no later than 24 hours before the meeting in order to be excused from the meeting.

Section 5. Discipline

This body’s disciplinary procedures follow the regulations of the parliamentary authority established by Article VII below, except when otherwise specified in these bylaws.

Subsection A.

No fines may be imposed to enforce any disciplinary procedure, except when required by the policies of the Pennsylvania State University.

Subsection B.

If the member does not timely give the notice required under Article II Section 4 and does not arrive to the meeting before adjournment, the member is deemed absent and the chair or the President Pro Tempore shall notify the absent member within two academic days that they have missed a meeting. If no other business is pending during the meeting immediately following the absence, any member may offer a debatable, nonamendable motion to consider an absent member excused due to extenuating circumstances, which requires a second and a three-fifths

majority of the present members voting in the affirmative to pass. If the motion passes, the secretary shall strike the absence from the record, which will have no effect on the results of any votes from the previous meeting.

Subsection C.

If a member is absent from two meetings in a single semester, when no other business is pending the presiding officer may present a debatable, nonamendable motion of penalty addressed to the offending member requiring them to apologize to the next meeting of this body and requiring the **chair** to write and inform the offending member of the penalty within two academic days. The motion of penalty requires a second and the majority of the present members voting in the affirmative to pass.

Subsection D.

If a member is absent from three meetings in a single semester or absent from three consecutive meetings, then when no business is pending and no member wishes to present business the presiding officer shall offer a debatable, non-amendable motion to censure the absent member, which requires a second and two-thirds vote by ballot to pass. If the motion passes, the speaker shall transmit a paper copy of the censure resolution to the offending member within two academic days following the vote.

Subsection E.

If a senator has been absent from four meetings in a single semester or absent from four consecutive meetings, at the next meeting the presiding officer shall introduce a motion immediately after the roll is called to expel that senator. This motion is nondebateable, non-amendable, does not need to be seconded, and requires a two-thirds vote by ballot to pass. If the motion passes, the senator is deemed immediately expelled, and the chair shall send written notification to the former senator within one academic day following the vote.

Subsection F.

Directors serve at the pleasure of the President of the Penn State Abington Student Government Association and may not be expelled by this body.

Section 6. Resignation.

Subsection A.

If a Senator wishes to resign from their office, they must either hand a letter or send an email to the chair stating the reasons for the resignation and its effective date shall be no less than 2 weeks in advance. The chair may not refuse a resignation.

Subsection B.

Directors may only resign in accordance with the policies outlined in the Constitution of the Penn State Abington Student Government Association.

Subsection C.

The chair shall inform this body of any resignations during the meeting following receipt of a letter of resignation.

ARTICLE III

Officers

Section 1. Officers.

The officers of this body are the chair and the secretary

Section 2. Nominations and Elections.

Subsection A.

The chair may nominate a candidate for President Pro Tempore. A majority vote is required to confirm the nomination.

Section 3. Ballot Elections and Term of Office.

All elections for offices must be held through a secret ballot. The term of office for each officer is a single academic year. Officers may run for reelection, following the same procedures as any other candidate.

Section 4. Limitations.

Each officer may hold only one office at a time. The secretary may not preside over meetings. Directors are not eligible to hold any office of this body and are not considered officers.

Section 5. Vacancies.

If there is a vacancy in the office of chair, the President Pro Tempore shall assume the duties of the chair. If there occurs a vacancy in any other office, at the next meeting the speaker may nominate a candidate to fill the vacant office for the remainder of the term, which requires a majority vote to confirm.

Section 6. Removal from Office.

The speaker may be removed from office in accordance with the procedures outlined in the Constitution of the Penn State Abington Student Government Association. The secretary and President Pro Tempore may be removed from office with or without cause

by a two-thirds vote at a regular meeting where previous notice of the vote has been given to the body.

ARTICLE IV

Duties of Officers

Section 1. Chair

The Vice President shall serve as the chair of the Senate. The chair shall conduct the meetings, train the next speaker in their duties, communicate with members in accordance with Article II, notify members of meetings, and shall work with the other officers as needed to execute the duties of office.

Subsection A.

When in attendance at a meeting, the chair shall serve as presiding officer. If the chair wishes to participate in debate, they may nominate the President Pro Tempore as presiding officer for the duration of the main motion. In the absence of the President Pro Tempore, the speaker may nominate any member as presiding officer for the duration of the main motion.

Subsection B.

If the chair is absent from a meeting, the President Pro Tempore of the Penn State Abington Student Government Association shall serve as presiding officer.

Subsection C.

If both the Vice President and the President Pro Tempore are absent from a meeting, the Senate shall elect a member to serve as presiding officer..

Section 2. Secretary

The secretary serving on the Executive Board of the SGA shall keep and publish the minutes of each meeting, record the roll, notify members of meetings if the chair is unable to, correspond on behalf of the body and work with the other officers as needed.

Section 3. Other Duties

The officers shall perform all applicable duties outlined in the Constitution of the Penn State Abington Student Government Association, these bylaws and other acts of this body, and such other duties applicable to the office as prescribed by the parliamentary authority adopted by this body.

ARTICLE V.

Meetings

Section 1. Regular Meetings.

The regular meetings of this body are held every two weeks during the Fall and Spring semesters, unless ordered otherwise by a vote at a previous meeting. The first meeting of each school year shall be held no later than the third week of the Fall semester. The first meeting of each calendar year shall be held no later than the second week of the Spring semester. Meetings shall occur no less than once every three academic weeks. The secretary shall email a call to the meeting three days prior to the meeting.

Section 2. Quorum.

Seven members of this body constitute a quorum. To establish a quorum, the secretary shall call the roll immediately after the chair calls the meeting to order, at the conclusion of a recess, after this body votes to adjourn but before adjournment, and when any member suggests the absence of a quorum. To be effective, business conducted without a quorum must be approved at the next meeting with a quorum by a two-thirds majority vote.

Section 3. Cancellation of a Regularly Scheduled Meeting.

The chair may not cancel meetings except in case of extreme weather, emergencies, public transportation strike, university declared snow days, or an Act of God (e.g. the reconstruction of Noah's arc). The chair may cancel a meeting for those reasons unilaterally. The president of the Penn State Abington Student Government Association may cancel a meeting in consultation with the chair.

ARTICLE VI

Committees

Section 1. Temporary Committees

A majority vote can establish a temporary committee, which shall disband no later than the conclusion of the Spring semester in the school year it was formed. Three members constitutes a quorum of a committee. Temporary committees may not assume the duties or responsibilities of standing committees.

Section 2. Appropriations Committee

The Appropriations Committee shall receive, review, and make funding recommendations on requests from other Registered Student Organizations to use any

funds controlled by the Student Government Association of the Abington College of The Pennsylvania State University.

Subsection A.

The members of the committee are the Treasurer of the Penn State Abington Student Government Association and five Senators elected by the full SGA Senate.

Clause 1.

Nominations are public. Nominations do not require a second. Any Senator may nominate themselves or any other Senator. Nominations of other Senators require the nominee to consent. Directors may not nominate a Senator, and are not eligible to serve on the committee.

Clause 2.

The five Senators shall be elected by secret ballot. Members of this body may vote for up to five of the nominated Senators. The five candidates with the most votes will be elected.

Subsection B.

The Treasurer of the Penn State Abington Student Government Association shall chair the committee and create a regular meeting schedule. All committee members are expected to vote on funding recommendations. In case of a tie vote, the chair's vote shall prevail. The chair shall decide to elect a senator on the committee shall record funding recommendations. Records of funding recommendations must be taken at any meeting where a request is voted on. The chair may change the meeting schedule or cancel meetings if notice is given to all committee members. The chair and three members constitute a quorum.

Subsection C.

The Treasurer of the Penn State Abington Student Government Association shall create a form each Fall semester that Registered Student Organizations must use to request funding. The form may be updated as needed throughout the year. The Treasurer shall create and maintain a handbook for the Appropriations Committee with detailed policies and procedures. Policies and procedures may not conflict with the Constitution of the Penn State Abington Student Government Association or these bylaws.

Subsection D.

Registered Student Organizations that request funding must have a representative appear when their request is considered, explain why they need funding, and answer any relevant questions that committee members may have. After all requests scheduled for a meeting are publicly explained to the committee, the committee shall deliberate privately on the funding requests. Only committee members are allowed in the deliberation area, and deliberations are confidential. The committee may recommend any dollar amount be appropriated, up to one hundred percent (100%) of the requested amount. The Treasurer of the Penn State Abington Student Government Association shall report the committee's recommendations to the Senate during the next regular meeting..

ARTICLE VII

Parliamentary Authority

The rules contained in *Robert's Rules of Order: Twelfth Edition* shall govern meetings when they are not in conflict with the laws of the Commonwealth of Pennsylvania, the policies of the Pennsylvania State University, the Constitution of the Penn State Abington Student Government Association, these bylaws, or any special rules of order that this body may adopt.

ARTICLE VIII

Severability

If any part of these bylaws conflicts with the laws of the Commonwealth of Pennsylvania, the policies of the Pennsylvania State University, or the Constitution of the Penn State Abington Student Government Association, the conflict shall invalidate and replace the specific bylaw or phrasing in question, but may not be applied to invalidate or replace any other bylaws.

ARTICLE IX

Amendment of Bylaws

These bylaws may be amended at any regular meeting by a two-thirds vote if previous notice of the proposed amendments was given to the presiding officer at the prior meeting in writing, who shall send any proposed amendments to all members at the

conclusion of a meeting in which an amendment is proposed. The Speaker shall send notice by postal mail or e-mail and shall send a copy of notice to the SGA Advisor. The Speaker may renumber sections in the Bylaws and any standing rules established by this body, without a vote to authorize the renumbering, when appropriate.