

**The University of Houston
Student Government Association
Senator Handbook**

Preface

This handbook is not meant to be a substitution for reading the governing documents. This handbook should only be used as a complimentary point of reference as long as it is maintained by Internal Affairs or another qualified party within the University of Houston Student Government Association.

-UH SGA 60th Administration Internal Affairs Chair

This version of the University of Houston Student Government Association Senator Handbook was last revised and updated with the relevant information June 1, 2023.

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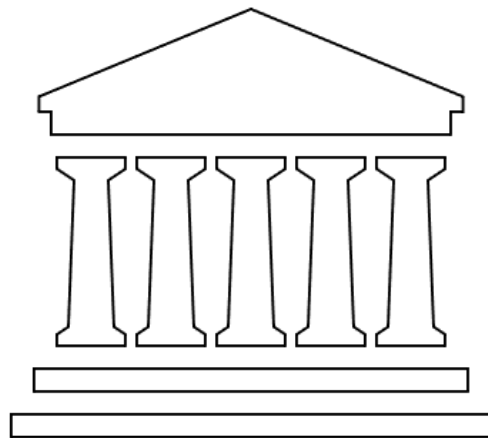
Composition of SGA

Mission Statement

The Student Government Association exists to serve as the official voice through which student opinion may be expressed and empowered in the overall policy, decision-making process, and services offered at the University of Houston. As such, the Student Government Association is committed to understanding the needs of students and advocating on their behalf. Through continuous interaction with students, faculty, staff, and administration, the organization works to improve and enhance the quality of the student experience.

Structure

All currently enrolled students at the University of Houston are considered members of the Student Government Association under the UH SGA Constitution. The Student Government Association consists of three separate branches of government: Legislative, Executive, and Judicial. To protect the separation of powers of each branch of government, no person holding office in one branch of government will be accountable to a person holding office in a separate branch of government, except as provided by the Constitution. No student will simultaneously hold office in more than one branch of government. The Student Government



Justice Department will be considered entirely independent from the Executive Branch, accountable to the Legislative and Judicial Branches. In no way can the Senate, Court, or Executive Branch grant or be granted temporary powers which are not already defined by the Student Government Association Constitution, Bylaws, or Election Code. Powers in the Student Government Association are explicitly granted and may only be given as a result of a Student Government Bill completing the legislative process and being enacted.

Legislative



The legislative power of the University of Houston Student Government Association will be vested in the Student Senate, hereinafter "the Senate." The Senate will be the legislative and deliberative body of the University of Houston Student Government Association. The Legislative Power of the Student Government Association is vested in the Student Senate.

Six (6) undergraduate at-large and four (4) graduate at-large senators are elected by the entire student body. Every college elects representation to the Senate based on that college's percentage of the entire student population. Each of the Senators serves on at least one of the standing committees of the Senate.

Positions of Leadership

- Speaker of the Senate
- Legislative Chief of Staff
- All Senators
- Senate Committee Chairs
 - Academic Affairs
 - Internal Affairs
 - Student Life
 - Administration and Finance
 - Graduate and Professional Students
- Select Committees
 - Emerging Leaders
 - International Student Mentorship Program

Executive



The Executive Branch will be responsible for the proper administration of the Student Government Association, the development of policy, and the implementation of legislation. The Executive Power of the Student Government Association is vested in the Student Body President. The President is advised by the cabinet which consists of the President, Vice President, Chief of Staff, Director of External Affairs, Director of Public Relations, Director of Finance, and any other staff the President deems necessary.

The Student Body President and Vice President are elected on a single ticket while the Chief of Staff and Directors are appointed by the President and confirmed with the advice and consent of the Senate. The Executive Branch oversees the daily operations of the Student Government Association, enforces laws and resolutions, and appoints student representatives to various university-wide shared governance committees.

Positions of Leadership

- President
- Vice President
- Chief of Staff
- Cabinet
 - Department of Public Relations
 - Department of External Affairs
 - Department of Outreach
 - Department of Multicultural Affairs

Judicial



A student judicial system will act on authority delegated by the Student Government Association Senate. The Judiciary of the Student Government Association is vested in the Court of Appeals. The Court is comprised of the Chief Justice and eight (8) Associate Justices who are appointed by the President and confirmed with advice and consent by the Senate; serve until graduation. The Court of Appeals is the Supreme Court for SGA and hears matters involving the constitutionality of legislation, and disputes between branches, and is the court of last resort for election issues.

Positions of Leadership

- Chief Justice
- Associate Justices
- Smaller Courts

Department of Justice



The UH SGA Department of Justice is responsible for enforcing the law, defending the interests of the Student Government Association, and ensuring the fair and impartial administration of the Constitution and Bylaws of the Student Government Association.

Positions of Leadership

- Attorney General
- Deputy Attorney General
- Student Government Auditor



University Engagement

Purpose



The University of Houston is made up of 17 (soon to be 16) colleges that serve over 47,000 students. Members of SGA are advocates, not politicians. It is part of our responsibility to determine solutions to unique problems and find ways to implement them with the resources available to the University. Resolving students' problems and identifying deficiencies in the student experience is paramount to being an effective member of SGA.

Engaging Your College Constituency

Connecting and speaking with students in your college is the fundamental purpose of your position as a Senator. Regardless if you're been appointed or elected, you are likely already connected as a student to a particular social/academic circle within your college. Your first goal in branching out to all segments of your constituency should be to engage students outside of those in your degree plan/organizational goals.

Strategies

- **Determine the most active registered student organization (RSO) in your college and reach out to their officers/leaders.** Join their listservs and stay on top of meetings and activities being hosted by their groups. Ask their leadership if it would be appropriate for you and your delegation to introduce yourselves at the beginning of their general meeting or to even possibly hold a brief Q&A session during that time. Students who attend organization meetings represent those who are most invested in the culture of their university and you will likely have the highest return on investment for your time at these meetings. A list of RSOs can be found online at <https://uh.edu/csi/rso/>.
- **Attend college and university events.** Wear your SGA shirt and introduce yourself to other students and student leaders. Ensure they know who you are and impress upon them that the SGA advocates for their opinions and issues. Connect with those who have concerns and make sure to follow up with them if you can help resolve a problem. A list of events can also be found online through [GetInvolved](#) or the UH Go App.

- **Use social media to reach a wider audience.** Follow and like pages for your college's RSOs and the University offices. Share relevant content and invite your constituents to attend events at UH, especially if SGA will have a presence.

UH College Structure

Each college's leadership is generally organized into the following positions:

- I. **Dean of the College:** Responsible for the administration and development of the college. And, in consultation with a college executive council, formulate the overall policies of the college.
- II. **Department Chairs:** Leads the individual academic programs housed in the college, generally appointed by the Dean.
- III. **Associate/Assitant Deans:** Leaders of other programs within the college (such as Research, Undergraduate/Graduate programs, Facilities, etc.)
- IV. **Administrative Directors/Managers:** Staff that generally manage the business conducted by the college on a day-to-day basis, can often be dual-hatted faculty (e.g. Communications, Business Operations, etc.)
- V. **College Committees:** Standing and Ad-Hoc committees on which faculty, leadership, and staff generally meet to facilitate the administration of the college and its programs.
- VI. **Advisors and Advising Staff:** Program-level staff and faculty who directly help students successfully participate in their programs and areas of study.
- VII. **Faculty Senate:** much like the SGA for students exists to represent and advocate on behalf of the Faculty at the University of Houston. Each college has an appropriate amount of senator positions.

A list of UH leadership can be found online at <https://uh.edu/about/leadership/> or through the respective college web pages.

Engaging Your College Leadership



A great first step towards introducing yourself and other representatives from your college's delegation is to contact the individual who interacts with students and the college administration the most: the program advisors. They will be able to relate the culture of the leadership in your college and how administration, development, and student engagement typically takes place.

Your second step should likely be to reach out to your college's Faculty Senators to learn of any initiatives or programs that they have been advocating for in your college. Pick their brains before scheduling appointments with deans so you can arrive with relevant background knowledge to discuss topics effectively.

After convening with your advisors and faculty senators, consider scheduling an appointment with the Dean of the College or the Associate Dean for Undergraduate Studies to introduce you and your college's SGA delegation. Keep in mind that these are generally busy individuals and it may require some persistence to arrange a convenient meeting time and place. Draw up a list of topics to discuss with your college's leaders that make sense and will lead to meaningful discourse and develop realistic and attainable goals for the SGA-College collaboration. Consider the short-term and long-term goals that the executive leadership for the college has developed and find ways to respond to them from the perspective of a student representative. Your college leadership will generally respond very favorably if you have developed possible ways for students to contribute towards the specific goals and overall mission of the college.

When this meeting is complete, find ways to schedule follow-up meetings (monthly or bimonthly) with your deans and college delegation to keep track of the collaborative progress toward these goals.

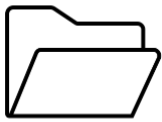
Strategies

- **Consider pitching a student collaboration organization** under the Associate Dean for Undergraduate studies whereby the officers and leader of the various RSOs in your college are invited to lunch with that individual regularly to discuss college-wide integration and facilitation of RSO events, programs, and services. These meetings are often very effective in delivering ownership to student organizations and generally enriched the experience a student has within that college.
- **Reach out to your college's administrative standing committees** and inquire if you can introduce yourself and your delegation to the members of that committee. Further, inquire if you would be welcome to be in attendance at the proceedings. Whether this is appropriate may vary from college to college and its leadership – it obviously would not be very appropriate to ask to attend a Promotion and Tenure Committee meeting, but perhaps it would be to attend an Operational Committee meeting.



Bills and Resolutions

Purpose



Through legislation, the Senate works toward improving the student experience at the University of Houston. Legislation delivers a message to students, faculty, staff, and the administration that the student body wants to enact a particular change or adopt a specific position on an issue at their institution.

Classification

Bills – enacts actions/change to be taken within the University or SGA

- A Bill may not be altered in any way which affects its meaning and content after being sent through a committee for a final vote. If a Bill is altered in its meaning/content after being sent through a committee, the author must start the enactment process over with another first reading. After a Bill is sent through Committee, the author may make grammatical changes.
- An author may skip their Bill being referred back to the relevant governing committee if the Bill has at least ten (10) co-sponsors (including the author).
- Only after seven (7) days from a piece of Legislation's first reading can a vote on that Bill take place (i.e. first reading at a Senate meeting, referral back to committee, passing committee, then at the next Senate meeting following the first reading the Bill may be voted on).

Resolutions – express the formal opinions of SGA or the Senate

- Senate Resolutions, Executive Order Abrogation Bills, and Bills attempting to override a Presidential Veto do not have to be presented to the President of the Student Government Association for final approval and will be considered approved after receiving the required number of votes on a final vote.

- A piece of legislation may be read any number of times as determined by the author, with, at a minimum, a first read and a final read.
- If the legislation fails at any point, at the following Senate meeting, the author may re-introduce the legislation at the point where the legislation failed.

University Bills - when the matter of consideration involves action by areas or departments of the University other than the SGA; specific proposals which require approval of the President of the University of Houston. University Bills will require a majority vote by the Senate members present and voting to pass.

SGA Bills - will be passed by the Senate on matters within the authority of the Senate and the SGA, including SGA laws and appropriations. SGA Bills will require a three-fourths majority vote by the Senate members present and voting to pass.

SGA Resolutions - will be adopted by the Senate when the Senate wishes to state a fundamental of continuing policy or theory of the Student Government Association on some issue. SGA Resolutions will require a majority vote by the Senate members present and voting to pass.

Senate Resolutions - will be adopted by the Senate when the Senate wishes to express the position of those members of the Senate present and voting. Senate Resolutions will require a majority vote by the Senate members present and voting to pass and do not need a presidential signature for approval.

Special Legislation

Sponsored By Request – Legislation may be introduced and sponsored by request when a member of the Senate is acting on the request of a constituent and does not wish to imply a personal position.

Executive Order Abrogation Bill – Will be passed by the Senate when the Senate wishes to repeal an Executive Order issued by the President that is deemed unnecessary and/or improper.

- Must have a minimum of ten (10) cosponsors to be introduced to the Senate, including the author.

- May be voted on by the Senate during its first reading, with a two-thirds (2/3rds) vote of members present and voting being required to pass.
- If the Senate wishes to turn down an Executive Order Abrogation Bill, it must be on grounds relating to the nature of the content within the Bill, excluding grammatical or aesthetic reasons.

Bill of Impeachment – will be defined as proceedings against an elected or appointed official of the Student Government Association for nonfeasance or malfeasance of office by the presentation of written charges entitled "Student Government Association Bill of Impeachment." Anyone holding office in the Student Government Association may be nominated for impeachment if:

(A) If one-third (1/3rd) of the membership of the Senate co-sponsor such a Bill (including the author) and a two-thirds vote of the total number of senators approve a nomination for impeachment; or

(B) The President and Speaker of the Senate agree to nominate, and three-fourths (3/4ths) of the Senate present and voting approve the nomination. A Bill of Impeachment:

Constitutional Amendment Proposals- Proposed changes to the constitution will:

- Be approved by a three-fourths (3/4ths) vote of the total membership of the Senate.
- After being approved by the Senate, the Amendment(s), will be ratified by a majority of the students voting in duly authorized elections.
- Bills attempting to amend the Constitution must specify the date(s) the referendum will take place. Constitutional referenda.
- Will take place during either the Fall or Spring semesters, while classes are in session, between Monday and Thursday.
- Voting on a constitutional referendum will be open for a minimum of forty-eight (48) continuous hours.

Enactment

Bills (University/SGA):

1. An introduction and first read of the Bill will take place in front of the Senate; then
2. The Senate will vote to refer the Bill back to the relevant governing Committee, as determined by the Senate in the motioning process; then
3. The Bill must receive a majority vote of approval from the relevant governing Senate Committee to be sent back to the Senate for a final vote; then
4. The Bill will be read once more and voted on by the full Senate; then

5. If the Bill receives the required number of votes, the Bill will be presented to the President of the SGA for final approval; then
6. If the President of the Student Government supports the Bill, they will indicate so by signing it, and if they do not support the Bill, they will indicate so by vetoing the Bill. The President may also take no action on a passed Bill

Resolutions (SGA/Senate):

1. An introduction and first reading of the Resolution will take place in front of the Senate; then
2. The Resolution will be read once more, at a meeting of the Senate taking place after the first reading, and voted on by the full Senate; then
3. If the Resolution receives the required number of votes, the Resolution will be presented to the President of the Student Government for final approval; then
4. If the President of the Student Government supports the Resolution, they will indicate so by signing it, and if they do not support the Resolution, they will indicate so by vetoing the Resolution. The President may also take no action on passed Resolutions.

All Legislation

- A piece of legislation may be read any number of times as determined by the author, with, at a minimum, a first read and a final read.
- If the legislation fails at any point, at the following Senate meeting, the author may re-introduce the legislation at the point where the legislation failed.
- If legislation is voted on during a special meeting, the Senate must have and/or wait at least twenty-four (24) hours between the special meeting being called (either by the President or a majority of the Senate) and the special meeting taking place.
- Anything which requires a Senate vote may only officially be sponsored by a sitting senator (not including the Speaker). Other individuals may cosponsor legislation if they desire.
- Only sitting senator cosponsors will be counted when determining whether or not the proper number of cosponsors is met, in all cases requiring a specific number of cosponsors for an item or piece of legislation (should such a case arise).

A [Legislation Template](#) is available online on the SGA website under [Senate Resources](#).

**UNIVERSITY of
HOUSTON**
STUDENT GOVERNMENT ASSOCIATION

Label: [UB][SGAR][SR][SGAB]-550XX
Date introduced: [Date]
Author(s): [position, last name]¹, [position, last name]²...
Sponsor(s): [position, last name]¹, [position, last name]²...
Committee: [name of committee]
Draft: [First, second, third... reading][Final]

Title

Whereas, [context and/or reason behind writing legislation]¹;

Whereas, [context and/or reason behind writing legislation]²;

Whereas, [context and/or reason behind writing legislation]³.

Therefore, be it [enacted][resolved] by the [Senate of the] Student Government Association of the University of Houston:

[Main and concrete action of legislation]

Be it further [enacted][resolved], [further action, parameters, and/or enforcement of legislation]¹;

Be it further [enacted][resolved], [further action, parameters, and/or enforcement of legislation]²;

Be it further [enacted][resolved], [further action, parameters, and/or enforcement of legislation]³...

Cameron Barrett
University Bill – A bill which enacts policy change at a University level
Student Government Association Resolution – a piece of legislation that indicates a formal opinion of the Student Government as a whole
Senate Resolution – a piece of legislation that indicates a formal opinion of the Senate
Student Government Association Bill – A bill which enacts change within the student government, typically amending bylaws, the election code, the constitution, etc.

Cameron Barrett
The numbered administration, 55th administration, 56th administration, etc.

Cameron Barrett
of legislation, if it's the third senate resolution in the 57th administration, for example, the heading would be SR-37003

Cameron Barrett
You do not need this section if it is a resolution of any kind.

Cameron Barrett
Choose enacted if it is a Student Government or University Bill, and choose resolved if it is a resolution.

Cameron Barrett
Omit this only in the case of a Student Government resolution.

Cameron Barrett
Choose enacted if it is a Student Government or University Bill, and choose resolved if it is a resolution.



Roberts Rules Of Order

Purpose



Having an agreed-upon set of rules makes meetings run easier. Roberts Rules of Order is the standard for facilitating discussions and group decision-making and the parliamentary authority cited in the UH SGA Bylaws. Robert's Rules are intended to help groups have better meetings so making yourself familiar with some of the basic elements and motions will better equip you to be a productive and contributing senator in meetings.

Basic Elements

Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

Commit: This is used to place a motion in the committee. It requires a second. A majority vote must rule to carry it. At the next meeting, the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

Question: To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Motions

To Do:	You Say:	Interrupt?	2 nd ?	Debate?	Amend?	Vote?
Introduce business (a primary motion)	I move that...	No	Yes	Yes	Yes	Majority
Amend a motion	I move this motions be amended by...	No	Yes	Yes	Yes	Majority
Take up a matter previously tabled	I move to take from the table...	No	Yes	No	No	Majority
Reconsider something already disposed of	I move we reconsider our action relative to...	Yes	Yes	Yes	No	Majority
Consider something already out of its schedule	I move we suspend the rules and consider	No	Yes	No	No	2/3
Recess meeting	I move we recess until...	No	Yes	No	Yes	Majority

End debate	I move to the previous question	No	Yes	No	Yes	Majority
Request information	Point of Information	Yes	No	No	Yes	No Vote
Postpone consideration of something	I move to postpone this matter until...	No	Yes	Yes	Yes	Majority
Suspend further consideration of something	I move we table it	No	Yes	No	No	Majority
Have something studied further	I move we refer this to committee	No	Yes	Yes	Yes	Majority
End debate	I move to the previous question	No	Yes	No	Yes	Majority
Ask for an actual count to verify voice vote	I call for a division of the house	No	No	No	Yes	No Vote
Object to a procedure or personal affront	Point of order	Yes	No	No	No	No Vote, Chair Decides
Object consideration of undiplomatic vote	I object to consideration of this question	Yes	No	No	No	2/3 Vote
Vote on a ruling by the chair	I appeal the Chairs decision	Yes	Yes	Yes	Yes	Majority
Complain about the noise, room temperature, etc.	Point of Privilege	Yes	No	No	No	No Vote
Adjourn meeting	I move we adjourn	No	Yes	No	No	Majority

Note this table is not in order of precedence.

Precedence

The following table presents the motions in order of precedence with each motion taking precedence over the one below it. No motion will supersede the one above it.

Privileged Motions	Fix Time at Which to Adjourn
	Adjourn
	Question of Privilege
	Call for Order of Day

Incidental Motions	Appeal
	Objection to Consideration of a Question
	Point of Information
	Point of Order
	Read Papers
	Suspend the Rules
	Withdraw a Motion
Subsidiary Motions	Lay on the Table
	The Previous Question (end debate)
	Limit or Extend Debate
	Postpone to a Definite Time
	Refer to Committee
	Amend the Amendment
	Amendment
Postpone Indefinitely	
Main Motion	Main or Procedural Motion

Main motions introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, secondary, and incidental motions. Main motions are distinct proposals or actions that the membership must generally vote upon.

Secondary motions change or affect how the main motion is handled, and are voted on before a main motion. When the main motion has been made, secondary motions may be made that are higher in precedence than the main motion and any other secondary motion on the floor.

Privileged and Incidental motions are secondary motions that are urgent about special or important matters unrelated to pending business or that provide means of questioning procedures concerning other motions and must be considered before other motions.

If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if a motion to table the discussion, is proposed, it must be voted on before a motion to amend, can be decided.

Smaller Meetings

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

These processes are designed to ensure that everyone has a chance to participate and share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Summary

The following summary will help you determine when to use the actions described in Robert's Rules:

A main motion must be moved, seconded, and stated by the chair before it can be discussed.

If you want to move, second, or speak to a motion, stand and address the chair.

If you approve the motion as is, vote for it.

If you disapprove of the motion, vote against it.

If you approve of the idea of the motion but want to change it, amend it or submit a substitute for it.

If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.

If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with the power to act.

If you feel that the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.

If you want time to think the motion over, move that consideration to be deferred to a certain time.

If you think that further discussion is unnecessary, move to the previous question.

If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion to be recalled.

If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.

If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.

If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.

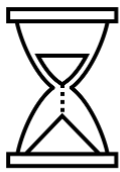
If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.

If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.



Attendance Policy

Purpose



In the interest of providing the most effective representation and advocacy of each college, individual senators must be present at Senate, committee, caucus, and constituent meetings. If a senator is absent, so is the voice of their constituents, and thus hundreds of students are effectively disenfranchised. The SGA attendance policy ensures that students are not underrepresented by senators who are unable to be consistently present at meetings, whether it be excused or unexcused.

Mandatory Public Engagement

To facilitate communication between students and their representative(s) in the Senate, Senators will attend SGA functions as determined by the Speaker to promote SGA and its functions. All Senators must engage in at least one of the following activities every Fall and Spring semester:

- A town hall (Q&A portion)
- Meeting between Senator and student leaders of at least one RSO (Presentation + Q&A Portion)
- Attendance of one meeting of an RSO (Presentation + Q&A Portion)
- Tabling Event

Senators will notify the Speaker of the Senate of their public engagement activities five calendar days prior to the activity taking place.

Failure to fulfill the requirements established will result in an unexcused absence toward a Senator's Senate record, in accordance with the Senate Attendance Policy. Excused absences are left to the discretion of the Speaker.

If a Senator has an excused absence from attending a function, that absence will not be applied toward the total count of excused absences for expulsion.

Volunteering Requirements

Senators are to complete at least ten hours of community service per semester between at least two events, not including Summer and the half of Spring during which each administration that Senators are inaugurated begins. Senators:

- Will report their volunteer hours to the Legislative Chief of Staff and/or Speaker who will keep track of the hours completed until the end of each semester.
- May choose organizations on or off campus to complete volunteer hours.
- Must return with signed confirmation of their time from an officer or staff member.
- Volunteering for on-campus and/or University-sponsored events will count towards the volunteering requirement.

Senators who fail to complete the volunteer hours listed above will receive one absence equivalent to a Senate meeting absence, requiring an absentee form to be submitted.

Senators who are successful in completing the hours listed above, and complete their entire term in the Senate, will receive exclusive SGA merchandise and/or graduation stole.

Penalties

If a senator should accrue absences in any of the fashions below, they will be held liable for nonfeasance and will be subject to removal from the Senate by the Speaker of the Senate:

- A combined total of three (3) or more unexcused absences from Senate meetings, Senate Committee meetings, or Senate Caucus meetings.
- Three (3) consecutive unexcused Senate meeting absences.
- Four (4) or more consecutive excused Senate meeting absences.
- Any Senator who takes office on or before September 1st who accumulate six (6) total absences, excused or unexcused.
- Any Senator who takes office after September 1st who accumulates three (3) or more total absences, excused or unexcused.
- In the case of extraordinary circumstances, where a Senator is in violation of the attendance policy due to excused absences, their removal from the Senate will be subject at the discretion of the Speaker

Recourse

In cases where a Senator is removed by the Speaker of the Senate due to attendance policy violations, the Senator may appeal the decision to the Supreme Court.



Committees And Caucuses

Purpose

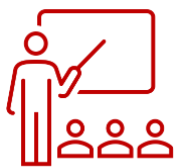


Committees and Caucuses exist to provide the administration, students, faculty, and staff with collective and collaborative guidance on matters and policies that require action at their respective institutions and within the system. They allow for an outlet so that all users of the university have a voice in developing and determining these policies.

Senate Committees

There are five standing committees of the SGA Senate. These committees are generally focused on assisting the Senate with the analysis, administration, and execution of legislation that is being considered by the organization. They are given the authority to review and deliver an amended copy of legislation that falls within their jurisdiction. The standing committees of the Senate and their responsibilities include but are not limited to:

Academic Affairs: A committee that handles issues and legislation that affect student success and academic programs.



- Faculty and Course Evaluations
- Degree Program Requirements and Curriculum
- Academic Standards
- Testing Methods
- Academic Advising and Course Selection
- Student Access and Success
- Student Support Services
- Academic Policies and Honor Codes
- University Libraries
- Enrollment Services
- Any other programs, services, and policies offered through the Division of Academic Affairs and Provost

Student Life: A committee that handles issues and legislation that affect student experience.



- Student Center
- Student Housing and Residential Life
- Student Publications
- Student Involvement, development, and advising
- Student Discipline
- Student Health and Wellness
- Students' Rights and Civil Liberties
- Any other student programs, services, and policies offered through the division of Student Affairs and Enrollment Services

Administration and Finance: A committee that handles issues and legislation that have an effect on the administration and business of the University.



- Parking and Transportation Services
- University Information Technology
- University Public Safety and Campus Police
- Auxiliary Services
- Budget and Planning
- Plant Operations and Facilities
- Any other administrative programs, services, and policies offered through the Division of Administration and Finance

Internal Affairs: A committee that handles issues and legislation that affect procedures of the SGA.



- Senate Appropriations
- Enforcement
- Amendments
- Impeachment Proceedings
- Validity of Petitions Presented to the Senate

Graduate and Professional Students: any/all issues pertaining to graduate and professional student life, academic affairs, and/or administration and finance.



Senate Caucuses

A Caucus of the Senate ("Caucus") is defined as a conference of Senators that carry the same title and represent the same constituents to discuss initiatives that benefit their respective constituencies. A Caucus of the Senate is not to be confused with moderated or unmoderated caucuses that are held within Senate meetings to debate on business.

Composition

There will be a Caucus for every college that has at least three (3) Senators representing it.

There will be an Undergraduates-at-Large Caucus. These Senators will not be responsible for attending any other Caucus meetings. Each Undergraduate-at-Large ("UGAL") Caucus meeting will include a designated time for the discussion of small colleges.

The Student Government Association Bylaws define a "small college" as a college with less than three (3) Senators representing it, excluding Graduate and Professional colleges. Senators representing small colleges will be considered members of the UGAL Caucus and are subject to the same rules and regulations as UGAL Senators.

During the small college discussion time, the UGAL Caucus will operate as if it is a Caucus of the small college being discussed. All members will have the opportunity to discuss their initiatives that benefit the specific small college.

Any additional Caucus may be established with the advice and consent of a simple majority of the Senators composing the Caucus and the Speaker of the Senate without an amendment to this Article and will be subject to the same privileges, rules, and regulations of Caucuses established by the Student Government Association Constitution or Bylaws.

Senators representing exclusively Graduate or Professional students will not be required to be a member of any Caucus.

Meetings

Meetings for each Caucus will be held at least four (4) times per each Student Government Administration, and at least one (1) of these meetings must take place in the first Spring semester, two (2) in the Fall semester, and one (1) in the last Spring semester of the administration. The date, time, and place of each Caucus meeting will be coordinated by the Speaker of the Senate with respect to the availability of the Senators and made public and abide by the following:

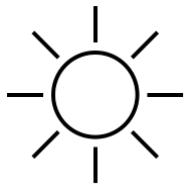
- The Speaker of the Senate or their designee will preside over each Caucus meeting.
- Meetings will be open to all members of the Caucus' constituency.
- Each individual member of a Caucus has the right to attend Caucus meetings electronically, through call-in, teleconferencing, etc.

- Any rules and regulations of order for each Caucus that are not listed in the Student Government Association Constitution or Bylaws will be at the discretion of the Senators within the Caucus.
- A majority of Senators from a Caucus have the right to call for a Caucus meeting at any time.
- No Caucus meeting will be presided over by a member of that Caucus.



Summer Senate

Membership



The members of the Senate will be those students duly elected or appointed to the Senate according to the Constitution and the Student Government Association Bylaws.

Members of the Summer Senate will:

- Be in good academic and disciplinary standing with the University of Houston
- Need not be enrolled in classes
- Must be able to attend meetings and carry on his or her usual duties and responsibilities regularly

Responsibilities

The Summer Senate are granted the full powers of the Student Government Association Senate for any actions which are necessary and proper for the normal functioning of the Student Government Association during the period between the final Senate meeting of the Spring semester and the first such meeting of the Fall semester. The following responsibilities are explicitly withheld from the summer senate.

- Speaker of the Senate and individual Senate seats will not be filled by the Summer Senate
- Senators are to complete at least ten hours of community service per semester between at least two events, not including Summer and the half of Spring during which each administration that Senators are inaugurated begins.

Important Dates

May 1st – The speaker of the Senate will state the format of Summer Senate meetings that will be conducted

May 16th - Senators able to serve will indicate so to the Speaker of the Senate in writing preceding the beginning of the Summer Session

Attendance

If a Senator should accrue absences in any of the fashions below, they will be held liable for nonfeasance and will be subject to removal from Summer Senate by the Speaker of the Senate.

- A combination of four (4) Summer Senate and Summer Committee meeting absences
- Two (2) Summer Senate meetings exclusively will be removed from Summer Senate

The Speaker of the Senate will notify and remove any Senators who violate the attendance policy. In cases where a Senator is removed by the Speaker of the Senate due to attendance policy violations, the Senator may appeal the decision to the Supreme Court. In the case of extraordinary circumstances, where a Senator violates the attendance policy due to excused absences, their removal from the Senate will be subject to the discretion of the Speaker.

A Senator may resign their Summer Senate position without forfeiting the remainder of their regular term provided that they make such intentions known in writing to the Speaker.