

**CHAPTER 55. BYLAWS OF THE STUDENT SENATE OF  
THE UNIVERSITY OF TEXAS AT DALLAS**

	<u><b>PAGE</b></u>
<b>ARTICLE I. DEFINITIONS</b>	<b>V-55-3</b>
<b>ARTICLE II. DUTIES AND RESPONSIBILITIES OF THE SENATE</b>	<b>V-55-3</b>
<u><b>SECTION</b></u>	
1. Duties of Senators	V-55-3
<b>ARTICLE III. DUTIES AND RESPONSIBILITIES OF OFFICERS</b>	<b>V-55-3</b>
<u><b>SECTION</b></u>	
1. President of the Student Association	V-55-3
2. Vice President of the Student Association	V-55-4
3. Secretary of the Senate	V-55-4
4. Academic Affairs Chair of the Senate	V-55-4
5. Student Life Chair of the Senate	V-55-4
6. Communications Chair of the Senate	V-55-4
7. Student Services Chair of the Senate	V-55-5
8. Technology Chair of the Senate	V-55-5
9. Residential and Commuter Student Affairs Chair of the Senate	V-55-5
10. Graduate and International Affairs Chair of the Senate	V-55-5
<b>ARTICLE IV. DUTIES AND RESPONSIBILITIES OF SENATE COMMITTEES</b>	<b>V-55-5</b>
<u><b>SECTION</b></u>	
1. Record of Meetings	V-55-5
2. Senate Academic Affairs Committee	V-55-6
3. Senate Student Life Committee	V-55-6
4. Senate Student Services Committee	V-55-6
5. Senate Communications Committee	V-55-6
6. Senate Technology Committee	V-55-6
7. Senate Residential and Commuter Student Affairs Committee	V-55-6
8. Senate Graduate and International Affairs Committee	V-55-6
9. Senate Elections Committee	V-55-7
<b>ARTICLE V. CORRESPONDENCE</b>	<b>V-55-7</b>
<u><b>SECTION</b></u>	
1. Maintenance of Records	V-55-7

**ARTICLE VI. STUDENT SENATE ELECTION CODE** **V-55-7**

**SECTION**

- |    |   |         |
|----|---|---------|
| 1. | Qualifications for Obtaining and Holding Office | V-55-7  |
| 2. | Candidates Rights and Responsibilities          | V-55-7  |
| 3. | Election Provisions                             | V-55-10 |
| 4. | Disputes and Violations                         | V-55-11 |
| 5. | Filing/Election Dates                           | V-55-11 |
| 6. | Changes to Election Code                        | V-55-12 |

**ARTICLE VII. REMOVAL FROM OFFICE** **V-55-12**

**SECTION**

- |    |                  |         |
|----|------------------|---------|
| 1. | Senate           | V-55-12 |
| 2. | Recall Elections | V-55-12 |

**ARTICLE VIII. SUCCESSION** **V-55-13**

**ARTICLE IX. AMENDMENT AND RATIFICATION** **V-55-13**

**SECTION**

- |    |            |         |
|----|------------|---------|
| 1. | Procedures | V-55-13 |
|----|------------|---------|

**ARTICLE X. APPROVAL OF BYLAWS** **V-55-13**

**SECTION**

- |    |                |         |
|----|----------------|---------|
| 1. | Adoption       | V-55-13 |
| 2. | Effective Date | V-55-13 |

## CHAPTER 55. BYLAWS OF THE STUDENT SENATE OF THE UNIVERSITY OF TEXAS AT DALLAS

### ARTICLE I DEFINITIONS

1. **Student** is any person whose name appears on the UTD Registrar's list and is attending classes during the current semester.
2. **Non-degree** students are those specified by the University as non-degree students.
3. **Unexcused Absences** are those absences not excused in advance by the President/ Vice President.
4. **Candidate** is any student endeavoring to become an elected official in the Student Senate and who meets the qualifications in Article III of the Constitution of the Student Senate.
5. **Agent** is any UTD student who campaigns for a candidate, where the candidate either directly or indirectly knows of and accepts the support rendered.
6. **Campaign(ing)** is any statement, literature, object, or activity which supports a candidate or furthers the interests of a candidate and is initiated by the candidate or one of his or her agents.
7. **Party** is more than one candidate excluding the presidential and vice presidential candidates.

### ARTICLE II DUTIES AND RESPONSIBILITIES OF THE SENATE

#### *Section 1. Duties of Senators*

Senators shall have the power and responsibility to:

- (1) Attend all meetings of the Senate.
- (2) Serve on at least one of the Senate standing committees.
- (3) Serve at least three (3) hours on Senate related activities as designated by the Executive Committee per week.
- (4) Assist in Senate supported projects such as opinion surveys, elections, fund raising, Freshman Orientation, Commencement, parties, special events, and any other special project specified in the Constitution, Bylaws, and Standing Rules.
  - (a) Each Senator shall be required to participate in at least two senate related projects each semester.

### ARTICLE III DUTIES AND RESPONSIBILITIES OF OFFICERS

#### *Section 1. President of the Student Association*

The President of the Student Association shall have the power and responsibility to:

- (1) Maintain twenty (20) office hours per week. Time used to attend meetings of

- university committees may be applied toward the required hours.
- (2) Schedule all Senate meetings and provide notice of the time, date, and place of such meetings to the members of the Senate.
  - (3) Set the agenda for all Senate meetings. Senators may include items on the agenda upon one week prior notification to the President.
  - (4) When appropriate, authorize expenditure of up to fifty dollars of Senate funds.
  - (5) Manage the day-to-day operation of the Senate offices.

***Section 2. Vice President of the Student Association***

The Vice President of the Student Association shall have the power and responsibility to:

- (1) Maintain twenty (20) office hours per week. Time used to attend meetings of university committees shall be applied toward the required hours.
- (2) Organize and manage the Student Business Alliance Project during the summer semester.
- (3) Organize and supervise the student representatives on University-Wide Committees.

***Section 3. Secretary of the Senate***

The Secretary of the Senate shall have the power and responsibility to:

- (1) Maintain the minutes of all Senate meetings and Executive Committee meetings.
- (2) Maintain attendance records for all senators and issue written warnings for senators after two unexcused meeting absences.
- (3) Collect from the chairperson of each committee the minutes of committee meetings.
- (4) Issue notices of dismissal after a senator has reached three unexcused absences.
- (5) Submit the minutes of each Senate meeting to the President within four (4) class days of the conclusion of each regularly scheduled Senate meeting. Copies of these minutes shall also be forwarded to the President and Advisor.
- (6) Maintain written record of all senators voting history until one semester after a senator has left office.

***Section 4. Academic Affairs Chair of the Senate***

The Academic Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to improve university academics.
- (2) Call and preside over Academic Affairs Committee meetings.
- (3) Present Academic Affairs Committee report during the Senate meetings.

***Section 5. Student Life Chair of the Senate***

The Student Life Chair of the Senate shall have the power and responsibility to:

- (1) Call and preside over Student Life Committee meetings.
- (2) Present Student Life Committee report during the Senate meetings.
- (3) Oversee coordination of all Senate sponsored events.

***Section 6. Communications Chair of the Senate***

The Communications Chair of the Senate shall have the power and responsibility to:

- (1) Oversee all advertisements of Senate sponsored projects.

- (2) Work in conjunction with Senate committees to market all activities of the Senate.
- (3) Call and preside over Communications Committee meetings.
- (4) Present Communications Committee report during the Senate meetings.

***Section 7. Student Services Chair of the Senate***

The Student Services Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to improve campus service departments.
- (2) Call and preside over Student Services Committee meetings.
- (3) Present Student Services Committee report during the Senate meetings.

***Section 8. Technology Chair of the Senate***

The Technology Chair of the Senate shall have the power and responsibility to:

- (1) Oversee Senate efforts to upgrade technology on campus.
- (2) Research and address issues of technology for the Senate.
- (3) Call and preside over Technology Committee meetings.
- (4) Present Technology Committee report during the Senate meetings.

***Section 9. Residential and Commuter Student Affairs Chair of the Senate***

The Residential and Commuter Student Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee the coordination of Residential and Commuter Student Affairs Committee efforts to carry forth its duties.
- (2) Call and preside over Residential and Commuter Student Affairs Committee meetings.
- (3) Present Residential and Commuter Student Affairs Committee report during the Senate meetings.

***Section 10. Graduate and International Affairs Chair of the Senate***

The Graduate and International Affairs Chair of the Senate shall have the power and responsibility to:

- (1) Oversee efforts to address Graduate and International student concerns with the Senate and the administration.
- (2) Call and preside over the Graduate and International Affairs Committee meetings.
- (3) Present Graduate and International Affairs Committee report during the Senate meetings.

**ARTICLE IV  
DUTIES AND RESPONSIBILITIES OF SENATE COMMITTEES**

***Section 1. Record of Meetings***

All committees shall meet regularly and maintain a written record of each meeting. This record shall be communicated to the Senate prior to or during each meeting and will be kept on file in the Senate offices.

***Section 2. Senate Academic Affairs Committee***

The Senate Academic Affairs Committee shall have the power and responsibility to:

- (1) Work on all issues relevant to academic programs at UTD.
- (2) Work proactively to enhance the university's academic programs.

***Section 3. Senate Student Life Committee***

The Senate Student Life Committee shall have the power and responsibility to:

- (1) Organize and manage Senate sponsored events.
- (2) Work in conjunction with the Multicultural Center to address multicultural concerns.
- (3) Work proactively to improve the level of student life and student involvement on campus.

***Section 4. Senate Student Services Committee***

The Senate Student Services Committee shall have the power and responsibility to:

- (1) Organize and manage all Senate sponsored service providing activities.
- (2) Maintain an awareness of University sponsored services and keep the Senate informed as to the efficiency of such services.
- (3) Work proactively to solve student concerns and to improve student services.

***Section 5. Senate Communications Committee***

The Senate Communications Committee shall have the power and responsibility to:

- (1) Market, in conjunction with the standing committees of the Senate, the activities of the individual committees and the Senate as a whole.
- (2) Work in conjunction with Technology Committee to keep the Senate Web Page information current.

***Section 6. Senate Technology Committee***

The Senate Technology Committee shall have the power and responsibility to:

- (1) Update and maintain all online Senate sites.
- (2) Work in conjunction with Communications Committee to keep the Senate Web Page information current.

***Section 7. Senate Residential and Commuter Student Affairs Committee***

The Senate Residential and Commuter Student Affairs Committee shall have the power and responsibility to:

- (1) Work proactively to solve student concerns with the on-campus apartments.
- (2) Work proactively to solve student concerns dealing with their ability to commute to school and other matters that involve primarily commuter students.

***Section 8. Graduate and International Affairs Committee***

The Graduate and International Affairs Committee of the Senate shall have the power and responsibility to:

- (1) Work on all issues relevant to Graduate and International students.
- (2) Work to improve areas over which Graduate and/or International students voice concern.

- (3) Work with the International Student Office to address concerns and issues of International Students.

***Section 9. Elections Committee***

The Senate Elections Committee has the power and responsibility to:

- (1) Organize and manage all Senate elections.

**ARTICLE V  
CORRESPONDENCE**

***Section 1. Maintenance of Records***

All correspondence of Senators and the officers of the Senate acting in their official capacity as members of the Student Senate shall be submitted to the SGA Office Secretary and maintained on file in the Senate offices.

**ARTICLE VI  
STUDENT SENATE ELECTION CODE**

***Section 1. Qualifications for Obtaining and Holding Office***

- (1) President and Vice President
  - (a) Must be enrolled for at least nine (9) hours on the undergraduate level or six (6) hours on the graduate level during regular school sessions at UTD. Must be a registered student at UTD during the summer session.
  - (b) Must hold a cumulative grade point average of 2.50 or higher.
  - (c) Must have attended and completed courses at UTD during the regular semester (fall or spring) immediately prior to the semester in which the election will be held.
  - (d) Must have served on the Senate for a full term or the previous semester to be eligible to be a candidate for President or Vice President.
- (2) Senators
  - (a) Must be enrolled at UTD for at least nine (9) hours on the undergraduate level or six (6) hours on the graduate level.
  - (b) Must hold a cumulative grade point average of 2.50 or higher.
  - (c) Must be a regularly enrolled student in the school from which he/she was elected.

***Section 2. Candidates Rights and Responsibilities***

- (1) Filing for Office
  - (a) Before candidates may begin campaigning, they must file for office in the Student Senate office.

- (i) Filing consists of signing a form prepared by the Elections Committee which states the person's intention to run for office, specifies the particular office and seat which the candidate is seeking, states the candidate's school and contains a statement in which the person agrees to abide by these campaign rules and decisions of the Rules Committee.
    - (ii) Candidates may file for only one position.
  - (b) Each candidate must post a \$25.00 bond to be held as security for compliance with Section 3 of this article. The bond is returned to the candidate on the fourth class day following the election if there is no violation of campaign conduct.
  - (c) Any Elections Committee member who runs for office must resign from the Elections Committee before the first day of filing, otherwise, that person is not eligible to run for office.
- (2) Financial Disclosures
- (a) In accordance with Subsection (5) of this Section, candidates are required to keep accurate records of all campaign expenditures. Receipts must be maintained for all money expended and for all professional services rendered. This does not include labor from a volunteer staff.
  - (b) The financial record must show the amount and purpose of each expenditure.
  - (c) The financial records are to be transcribed on a form prepared by the Elections Committee and are due in the Student Senate office within two (2) school days of the conclusion of the election which determines the winner of the race.
  - (d) The Elections Committee reserves the right to release financial information to the public.
  - (e) The value of mechanically reproduced copies shall be assessed at the campaign orientation meeting.
- (3) Campaign Conduct
- (a) This election code is designed to ensure fair elections. Any candidate found to be deliberately in violation of this code shall be subject to sanctions by the Elections Committee. Sanctions may include but are not limited to: monetary sanctions, temporary or permanent suspension from campaigning, and, in some cases, removal from the race.
  - (b) All candidates and their agents will refrain from making deceptive or misleading statements during their candidacy. Candidates and their agents will also refrain from any act reasonably calculated to be libelous or to compromise the rights of any student, faculty member, or student organization.
  - (c) Candidates are responsible for the campaign conduct of their agents.

- (d) There shall be no transferal of funds between candidates.
  - (e) All campaign material must bear the Student Activities date stamp.
  - (f) Items to be bulk-copied should receive the stamp before copying.
    - (i) Certain items may be exempted from this rule upon approval of the Elections Committee.
  - (g) A copy of each different sign or handbill which is to be bulk-copied must be filed with the Student Development Office.
  - (h) No campaign material or activity may impede either pedestrian or vehicular traffic.
  - (i) All campaign material must be removed within three (3) school days of the conclusion of the election which determines a winner for the race.
  - (j) Candidates who file separately may campaign jointly if they so choose.
  - (k) Campaigning shall not be allowed within twenty (20) feet of paper ballot boxes, inside any on-campus computer lab, or within twenty (20) feet of computer labs on the day(s) of the election.
- (4) Campaign Regulations
- (a) Candidates and their agents may not:
    - (i) Use sound-amplifying equipment on campus without written permission from the Office of Student Development.
    - (ii) Claim the endorsement of any student organization unless the highest ranking officer files an endorsement with the Student Senate office.
  - (b) A sign may not be attached to
    - (i) a shrub or plant;
    - (ii) a tree, except by string to its trunk;
    - (iii) a permanent sign installed for another purpose;
    - (iv) a fence or chain on its supporting structure;
    - (v) a brick, concrete, or masonry structure; or
    - (vi) statuary, monument, or similar structure.
  - (c) A sign may not be posted
    - (i) on or adjacent to a fire hydrant;
    - (ii) on or between a curb and a sidewalk; or
    - (iii) in a University building not specified by the Election Committee.
- (5) Campaign Spending Limits
- (a) Presidential and vice presidential candidates are limited to \$250.00 per candidate in campaign expenditures.
  - (b) Senatorial candidates are limited to \$100.00 per candidate in campaign expenditures.
  - (c) In the event of a run-off election, candidates in that race are allowed an additional 20% in campaign expenditures.
- (6) Party Structure
- The party shall be limited to no more than 14 senatorial candidates that shall not overlap

classifications or school.

- (7) Party Expenditures
  - (a) Each senatorial candidate shall be limited to an amount not to exceed \$50.00 of their individual campaign expenditures for party campaign material.
  - (b) Presidential and vice presidential candidates shall be limited to an amount not to exceed \$125.00 of their individual campaign expenditures for party campaign material.
  - (c) The total amount of party expenditures cannot exceed \$850.00.
  - (d) Party campaign material must contain the name of each candidate of the party who has contributed to the expenditures for the material.
  - (e) Any senatorial candidate who wishes to spend their remaining expenditures on individual campaigning may continue to use the party name on the material as long as no other individual candidate names appear on the campaigning material.
    - (i) Presidential and vice presidential candidates who wish to spend their remaining expenditures on campaigning material may also feature the party name as well as the name of each other, but shall not include any individual senatorial candidate names.

### ***Section 3. Election Provisions***

- (1) The candidates' names on the on-line voting system will be in a random order and will rotate once with each access to said system.
- (2) Voting procedure
  - (a) Voting in all elections will be by secret ballot.
  - (b) Improperly marked ballots are void.
  - (c) Write-in candidates are allowed during senatorial elections only. A write-in candidate must receive five (5) votes. In the case that he/she does not receive five (5) votes, he/she must petition his/her constituency for at least fifteen (15) signatures before he/she may take office.
  - (d) Voters will be able to "abstain" from voting on any portion of the ballot.
- (3) The candidate may be present at the time the Elections Committee reports the official elections results.
- (4)
  - (a) Candidates who have filed have three (3) school days from the last day of the election to accept their senate seat in the event that they are elected.
  - (b) Write-in candidates have three (3) school days from the last day of the election to accept their senate seat in the event that they are elected.
  - (c) In the event that all the senate seats are not filled, the office

of student government has two (2) days from the end of the third to fill those vacancies as described in the Constitution, Bylaws, and Standing Rules.

#### ***Section 4. Disputes and Violations***

- (1) The Elections Committee has discretionary power to determine and impose the penalties specified in Subsection (8) of this Section for election code violations.
- (2) Any person or organization who is injured by a candidate's actions must notify that candidate and both parties must make an attempt to negotiate a fair settlement of the dispute. Only failing this may either party lodge a formal written complaint with the Elections Committee.
- (3) Any candidate may request a written advisory opinion from the Elections Committee within twenty-four (24) hours after the final results are tabulated. Candidates in the race in question are allowed to bring one representative.
- (4) Under no circumstances shall a recount of any portion of the votes be taken due to the impossibility of recounting on-line ballots.
- (5) The Elections Committee may dismiss a complaint without a hearing under the following circumstances:
  - (a) The complaint is not filed within three (3) class days after the dispute arose.
  - (b) It lacks jurisdiction on the subject or over any party involved.
  - (c) No relief for the grievance can be granted.
  - (d) The complaint is ill-founded.
  - (e) The complainant has not suffered and is not likely to suffer from the action in question.
  - (f) No adequate attempt has been made by either of the parties to settle the dispute among themselves.
- (6) If a hearing is warranted, the Elections Committee will issue a written notice to both parties, stating the time and the place of the hearing.
- (7) At the time the Elections Committee issues notice of the hearing it may also issue a temporary order which remains in effect until a decision is reached in the hearing, or until rescinded by the Elections Committee.
- (8) If the Elections Committee determines after a hearing that the election code has been violated by a candidate or the candidate's agents, it may:
  - (a) Order forfeiture of the candidate's security bond.
  - (b) Enjoin the candidate and the candidate's agents from part or all of their campaign activities for a duration to be set by the Elections Committee.
  - (c) Remove a candidate from the race.
  - (d) Any combination of the above.
- (9) Any willful violation of a Elections Committee opinion, decision, ruling, or order by a candidate will be sufficient ground to disqualify that candidate from the race.
- (10) All decisions and rulings by the Elections Committee will be issued in writing.

#### ***Section 5. Filing/Election Dates***

- (1) April Elections

- (a) Filing shall begin on the Monday three (3) school weeks prior to the beginning of the elections and shall conclude at 12:00 p.m. three (3) school days prior to the beginning of the scheduled election. The week of spring break shall not count as a school week.
  - (b) A campaign orientation meeting will be held on the first Wednesday after spring break to answer any questions and review the election code with candidates or potential candidates.
  - (c) The election shall be held by the second full school week in April.
  - (d) If a runoff election is necessary, it must begin within ten (10) days of the last day of the regular election.
- (2) September Elections
- (a) Filing shall begin on the Monday three (3) school weeks prior to the beginning of the elections and shall conclude at 12:00 p.m. three (3) school days prior to the beginning of the scheduled election.
  - (b) A campaign orientation meeting will be held within two (2) weeks of the beginning of classes.
  - (c) The election shall be held by the final week of September.
- (3) Late filing shall not be allowed.
- (4) A mandatory meeting for all candidates shall be at noon the last day of filing.
- (a) In the event the candidate has class or other obligation, he/she must schedule a meeting with the President and Advisor before the mandatory meeting.

### ***Section 6. Changes to Election Code***

No part of the election code may be changed or altered from the beginning of the filing period until the election results have been determined.

## **ARTICLE VII REMOVAL FROM OFFICE**

### ***Section 1. Senate***

Any Senator who accumulates three (3) unexcused absences from regularly scheduled Senate meetings or committee meetings automatically shall be removed from office.

### ***Section 2. Recall Elections***

Any elected representative of the Student Association will be subject to a recall election upon presentation of a petition bearing a number of signatures equal to or greater than fifteen (15) percent of the representative's constituency.

## **ARTICLE VIII SUCCESSION**

In the case of a vacancy in the office of the Vice President, a new Vice President shall be elected from the current membership of the Senate.

1. The process of electing a new Vice President shall span two Senate meetings.
  - a. At the first senate meeting nominations will be made to fill the vacancy.
  - b. At the second meeting elections to fill the office shall take place.
  - c. A candidate must receive a simple majority vote to take office.
  - d. In the event that a candidate does not receive a simple majority, there shall be a runoff election between the top two candidates.

## **ARTICLE IX AMENDMENT AND RATIFICATION**

### ***Section 1. Procedures***

These Bylaws may be amended at any regular meeting of the Student Senate upon approval of two-thirds (2/3) of the entire membership of the Senate provided amendment has been submitted in writing at the previous regularly scheduled meeting of the Senate.

## **ARTICLE X APPROVAL OF BYLAWS**

### ***Section 1. Adoption***

These Bylaws shall become adopted upon a two-thirds (2/3) approval of the entire membership of the Senate and will supersede any previous Bylaws or Guidelines of the Senate.

### ***Section 2. Effective Date***

In accordance with Part One, Chapter VI, Sec. 5 of the Rules and Regulations of the Board of Regents, The University of Texas System, changes to these Bylaws shall not become effective until transmitted to the Senior Vice President for Student Affairs and External Relations and all administrative and regental approvals have been obtained.