

# By-Laws of the Legislative Branch of the Wake Forest University Student Government

## I. Officers of the Legislature.\*<sup>1</sup>

**SECTION 1** - The officers of the legislature should be the Speaker of the Senate, the Speaker Pro Tempore, Secretary, Treasurer, Parliamentarian, and Committee Chairpersons.

**SECTION 2** - The duties of the officers of the legislature are as follows:

**1. Speaker of the House:** The student shall preside at all meetings and perform such other duties that are necessary in carrying out the obligations of this office.

**2. Speaker Pro Tempore:** The student shall perform the duties of the Speaker at the request of the Speaker, in absence of the Speaker, or if the Speaker is removed from office during the interim until a Speaker is elected. The Speaker Pro Tempore shall be appointed by the Speaker of the Senate from the membership of the Legislature and approved by a two-thirds vote of the Legislature.

**3. Secretary:** The student must keep all legislative records, all legislative correspondence, send out all appropriate notices to members of the Legislature concerning regular and special meetings.

**4. Treasurer:** The student shall keep all financial records of the Student Government, including those in the Legislature. It shall be their duty to approve all expenditures of the Appropriations and Charter Committee. They shall further make regular budgetary reports to the legislature. The Treasurer shall prepare and present as a bill, the Student Government Budget to the Legislature at least one week prior to its presentation to the Student Budget Advisory Committee hearing.

**5. Parliamentarian:** The student shall make certain that the Legislature by-laws are adhered to at all times and shall assist when needed in maintaining proper parliamentary law in legislative meetings. The position is appointed by the Speaker, is advisory, and is non-voting unless he/she is a member of the Legislature.

**6. Committee Chairpersons:** They shall be appointed, after application, by the Speaker to each of the six committees of the Legislature and shall serve as members, as well as officers, of the Legislature.

**SECTION 3** - The Student Trustee shall serve as an ex officio member of the Legislature. The chairpersons of the Executive Advisory Committees, while not members of the legislature, shall report their committees' progress at least once a semester and at the discretion of the executive being advised.

## II. Committees of the Legislature

**SECTION 1** - Each member of the Legislature will serve at least one committee of the Legislature.

**1. Academic Committee:** This committee is responsible for addressing issues pertaining to the academic realm of student life.

**2. Student Organization Council:** The Student Organizations Council is responsible for assisting the Treasurer of Student Government by allocating funds to organizations not currently funded by the Student Budget Advisory Committee. The committee will review potential organizations' constitutions and by-laws to determine if they are in accordance with the mission of the University.

**3. Campus Life Committee:** This committee will consider such matters as housing, visitation policies, alcohol policies, and other matters that might concern students in the area of student services that are neither physical nor economic in nature.

**4. Judiciary Committee:** This committee will consider such matters as honor and social regulations and any other matters as might concern students in the area of judiciary procedures. Further, the committee is responsible for government/ constitutional oversight.

**5. Physical Planning Committee:** This committee will consider such matters that might concern students in the area of physical facilities on the Reynolda campus.

**6. Public Relations Committee:** This committee shall relay pertinent information from faculty, administration, and the Student Government to the student body, and shall work with the Executive Branch in furthering Student Government communication. It shall be the work of the committee to encourage good relations between student groups at all times.

## III. Meetings

**SECTION 1** - The legislature will meet weekly at 7:00 PM on Tuesdays. The Committees of the Legislature will also meet weekly at a time designated by the committee itself between the meetings of the Legislature, unless they have no business to transact. These meetings of the Legislature will occur unless regularly scheduled meetings fall within a holiday or examination period. It is left to the discretion of the Speaker to cancel or reschedule/relocate meetings if circumstances prohibit the meeting of the Legislature or the Committees at the regular time or at the designated location.

**SECTION 2** - Special meetings may be called by the Speaker, or by the Speaker Pro Tempore in the absence of or with the permission of the Speaker.

## IV. Speaking Before the Legislature

not vote unless they are also members of the Legislature or unless (for the case of the Speaker of the House) there is a tie. Further, members serve on the standing committees while officers do not (unless an officer is also a member).

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<sup>1</sup> When referenced in Student Government documents, there is a differentiation between "officer" and "member" of the Legislature unless there is an overlap such as is the case of the Speaker Pro-Tempore & Committee Chairs and can be the case for the Parliamentarian. Officers of the Legislature may

**SECTION 1** - Only Student Government officers, elected or appointed Legislators, Organization Presidents, and the Legislative Adviser are entitled to speak during a meeting. Executive Advisory Committee chairpersons and the Parliamentarian (unless they are members of the Legislature) must confine their comments to their particular area of endeavor.

**SECTION 2** - Any speaker may have the floor with a two-thirds vote of the Legislature to suspend the rules or by general consent of the Legislature.

## **V. Voting**

**SECTION 1** - Only elected and appointed members of the Legislature may be able to vote.

**SECTION 2** - A Legislator must be present to have his or her vote counted.

**SECTION 3** - The officers of the Legislature are non-voting except the Speaker who may vote only in the case of a tie, and except officers who are also members of the Legislature (such as is the case for the Speaker Pro-Tempore, the Committee Chairs, and can be the case for the Parliamentarian).

## **VI. Rules of Order**

**SECTION 1** - Robert's Rules of Order shall be the official source of information when questions occur during the meeting except when it comes to conflict with the by-laws.

**SECTION 2** - The Speaker may discontinue the use of Robert's Rules of Order at his discretion when it facilitates the handling of business so as to make the meeting more informal. One member can call for return to Robert's Rules at any time during the meeting.

## **VII. Presentations of Bills & Resolutions**

**SECTION 1** - A bill or resolution must be presented to one of the legislative committees for approval prior to its being presented on the floor or be presented by an Executive Officer of the Student Government or the Chief of Staff.

**SECTION 2** - Before a bill or resolution can be presented on the floor, a copy must be presented to the Speaker, and each Legislator must receive a copy prior to the vote on the bill or resolution.

**SECTION 3** - The bill or resolution must be read in its entirety upon being presented.

**SECTION 4** - Any bill may be considered in a meeting in which it is presented without Legislative committee approval if a suspension is called for and two-thirds of the Legislature agree. After it has been seconded, suspension for the purpose of immediate consideration will be debatable.

## **VIII. Committee Reports**

**SECTION 1** - A Committee Chair or any other member of their respective committee may give a Committee Report of initiatives undertaken by that committee and its members.

**SECTION 2** - All functioning committees may give reports.

## **IX. Order of Business**

**SECTION 1** -

1. Call to Order
2. Roll Call
3. Committee Reports
4. Issue Discussion
5. New Business
6. Reports and Announcements
7. Adjournment

**SECTION 2** - The order of business may be altered by a two-thirds vote of the Legislature or by general consent.

## **X. Quorum**

A quorum of the Legislature shall consist of one-half of the membership of the Legislature plus one. A quorum of a committee shall consist of one-half of the membership of the committee plus one.

## **XI. Appointments**

Student Budget Advisory Committee and Executive Advisory Committee appointments shall be handled in the same manner as a bill. A two-thirds vote of the Legislature is required for approval of an appointment. The appointee may be present for the appointment bill if the appointee is also a member/officer of the Legislature.

## **XII. Expulsion from the Legislature**

Each member of the Senate will be allocated two excused absences and one unexcused absence from the Senate's general assembly, committee meetings, or a combination of both per semester. Excuses for Senate absences must be submitted to the Secretary within twenty-four hours following the absence. If either limit is surpassed, the Senator is required to meet with both the Secretary and Speaker of the House prior to the next Student Government obligation where they will be subject to removal if it is deemed that they did not have exceptional circumstances that would otherwise keep them from performing their duties.

**Subsection 1.** An approved excused absence is constituted by an illness with documentation, a family emergency or death, a recurring academic conflict, job interviews with documentation, or legal obligations, such as a court date or jury duty.

### **XIII. Payment of Salaries to Officers**

The salaries of the Student Government executive officers shall be paid out of the refrigerator revenues. The salaries shall be as follows: \$1700 for the President, and \$1200.00 each for the Speaker of the House, Secretary, and Treasurer and \$850 for the Chief of Staff, and are subject to future change. The respective salaries are to be paid to the officers in equal quarterly installments. The payments are to be made before the final exam periods and at midterms.

### **XIV. Amendment of the By-Laws**

A two-thirds vote of the Legislature shall be necessary to amend the by-laws.