Bylaws
of the
George Bush School Student Government Association
Adopted May 5, 2004
Amended April 7, 2009
Amended April 18, 2012

I. Executive Board
The Executive Board is composed of the president, class representatives, vice president, the academic affairs liaisons, treasurer, secretary, graduate student council representatives, and election commissioner.

Section 1 – Oath of Office
All members of the Executive Board shall be required to take an oath of office in the presence of the president and the secretary. The election commissioner shall serve as the director of ceremonies asking newly elected members to raise their right hand and repeat:

“I do solemnly swear to faithfully execute / to the best of my ability / the office which I hold / within the George Bush School Student Government Association / and strive to fulfill the purposes of the Association / in the best interests of the student body.”

Section 2 – Graduate Student Council (GSC) Representatives

A. Selection
The Graduate Student Council representatives shall consist of one (1) MPSA GSC representative, one (1) MPIA GSC representative, as well as one (1) alternate MPSA GSC representative and one (1) alternate MPIA GSC representative. The four representatives shall be nominated by the SGA president through a formal application process, subject to confirmation by a majority vote of the Executive Board at the first general meeting of the academic year. The Executive Board at the first general meeting shall consist of class representatives currently holding office, the academic affairs liaisons, treasurer, secretary, and election commissioner. In the event that GSC representatives nominees are not approved, the SGA president shall appoint interim representatives. The SGA president must submit another nomination for all positions not confirmed by the subsequent general meeting.
B. Term of Office
The Graduate Student Council representatives shall serve a one (1) year term, effective immediately following the confirmation process outlined in Section 2, subsection A.

C. Vacancy
In the event that a GSC representative is no longer willing or able to fulfill their role, the SGA president shall make an interim appointment. The vacancy shall be filled utilizing the selection process outlined in Section 2, subsection A.

D. Responsibilities
The Graduate Student Council Representatives shall attend GSC meetings. GSC representatives shall provide the Executive Board with a summary report outlining all matters discussed at each GSC meeting. This summary report shall be distributed to all members of the Executive Board within one (1) week following each GSC meeting. GSC representatives shall also provide regular updates to the SGA.

II. Advisor
A. Selection
The advisor shall be appointed by the SGA president and approved by a two-thirds (2/3) vote of the Executive Board. Nominations for the position must be submitted to the SGA president. This process shall be completed at the first general meeting of the academic year or in the event of a vacancy.

B. Term of Office
The advisor shall serve for a period beginning from the first general meeting of the fall semester and ending on the first general meeting of the fall semester the following year.

C. Responsibilities
The advisor shall attend general and special meetings of the Executive Board, co-sign checks, act as a sponsor to the SGA for the use of university facilities and serve as a permanent member of the election commission.

III. Class Representative Absence Policy
A. Absences Defined
Failure to attend a regularly scheduled general meeting will result in one (1) defined absence.

B. Excused Absences
The SGA president may, in good faith, designate an absence as excused.
C. **Written Notification of Absences**
When a class representative has accumulated two or more absences that are not designated as excused, the secretary shall send written notification to that member regarding their absence status and its possible consequences (Section D).

D. **Removal of a Class Representative due to Absences**
A class representative shall be removed from office if the member accumulates a total of more than two (2) unexcused absences per semester.

IV. **Elections**

**Section 1 – Election Commission**

A. **Selection**
The election commissioner shall nominate two SGA members to serve as members of the Election Commission. The nominees will be appointed to the Election Commission, subject to confirmation by the SGA president. The advisor shall also serve as a permanent member of the Election Commission.

B. **Term of Office**
The Election Commission members shall serve a term of three (3) weeks prior to election, and one (1) week following the election, unless there are unresolved disputes regarding the election. In such instances, the Election Commission members shall serve until a resolution is reached.

C. **Responsibilities**
1. Oversee the election of the SGA officers and the conducting of student referendum votes.
2. Draft such rules as are appropriate to the holding of fair elections within the constraints of university and other applicable regulation, subject to the approval of a simple majority vote of the class representatives.
3. Oversee the election process and serve as initial adjudicators of election-related disputes.
4. All decisions of the Election Commission may be appealed to the Executive Board. Appealed decisions may be overturned by a two-thirds (2/3) vote of the Executive Board.

**Section 2 – Student Referendums**

1. A student referendum shall be a vote of the entire student body of the Bush School and shall supersede all other votes or actions of the SGA or its subcommittees.
2. Student referendums will be governed by the Election Commission under the guidance of the Election Commission as discussed in Section 1. Student referendums may be called by:
a. Petition in writing of at least one-tenth \((1/10)\) of the general membership,
b. A majority vote of the Executive Board, or
c. The SGA president.

3. Student referendums must be presented to the Executive Board at the first board meeting scheduled to take place after the referendum is called. The referendum vote must take place no later than three (3) weeks after the presentation.

V. Meetings
A. General Meetings
The Executive Board shall hold general meetings for the purpose of coordinating and managing the operations of the SGA.

1. Frequency
The Executive Board shall hold general meetings at least two (2) times a month during the fall and spring academic semesters.

2. Agenda
   a. The SGA president shall oversee preparation of the agenda and the order of items on the agenda.
   b. Any general member, committee chair or Executive Board member may submit items for consideration on the agenda. All submissions must be in writing to the SGA president no later than seventy-two (72) hours prior to the meeting.
   c. The SGA president shall ensure distribution of the agenda and all items for consideration no later than twenty-four (24) hours prior to the meeting, as well as provide an official copy to the Secretary for placement in the official records of the SGA.

3. Open Forum
   a. Every general meeting shall include an open forum to allow any member of the SGA to speak regarding ideas, comments, or concerns.
   b. Each general member is guaranteed five (5) minutes to speak in the Open Forum. The meeting’s chair may extend speaking time beyond five minutes.

4. Minutes
   a. The secretary shall distribute minutes of each general meeting to the president, Executive Board members, and general members within one (1) week of the general meeting to which they pertain.
   b. Minutes must be approved by the Executive Board and a certified copy of the minutes must be placed in the official records of the SGA.

B. Special Meetings
1. Special meetings of the Executive Board may only be called by the President for purposes deemed to be an emergency.
2. Sufficient notification and the purpose for calling the meeting shall be appropriately distributed at least twenty-four (24) hours prior to the meeting.

C. Rules of Order
   1. Parliamentary Authority
      The Executive Board will operate under the guidance of the Official Parliamentary Procedure of the Bush School Student Government Association excepting limitations imposed by the SGA’s Constitution, Bylaws, and Standing Procedures.

   2. Voting Procedures
      a. Each Class Representative may cast only one (1) vote per question.
      b. The President may cast a vote only in the event of a tie.

VI. Representation of the Association
   A. President as Primary Spokesperson
      All external representations of the SGA shall originate either from the President or a member designated by the President. These representations include written and oral communications as well as participation in meetings on the SGA’s behalf.

   B. Certification of Documents
      SGA documents bearing the signatures of the president and the secretary shall be considered certified.

VII. Recognition and Awards
   A. Recognitions
      The SGA may honor an individual or group from the student body, faculty, staff, administration, or community for outstanding achievement or exemplary commitment to service. These recognitions are presented on an individual basis in the form of a resolution passed by the Executive Board. The recipient shall be presented with an official copy of the resolution.

   B. Silver Star
      Each spring the graduating class will nominate, select and present the Silver Star Award to one (1) faculty member. The recipient must be a Bush School faculty member who has gone above and beyond his or her duties to build a relationship with the student body. The recipient of the Silver Star Award should be a compelling example of public service, and an encouragement to the student body to fulfill such a noble calling.

   C. Graduation Speaker

   D. Gonfalon Carrier
E. Association of Former Students Award

VIII. Authority
The rules and procedures outlined in this document supercede any previous legislation passed by the Bush School Student Government Association.

IX. Amendment of the Bylaws
These Bylaws may be amended by a two-thirds (2/3) majority vote of the voting members of the Executive Board.

Certified by:

____________________________________  ______________________________________
Carly Hilley                             Jake Brahce
President                                Secretary