



The Bylaws of the Undergraduate Student Senate

The University of Tennessee, Knoxville

Date of Passing: April 8, 2025

Effective Immediately on April 23, 2025

Article I – Powers and Duties of the Student Senate

Section 1. The Undergraduate Student Senate shall serve as a legislative body within the Student Government Association. The Senate shall represent the student body in the creation of legislation regarding policies, regulations, or services pertinent to student life at the University of Tennessee. The decisions of passed legislation will be made in consultation with and subject to final actions or decisions by the Dean of Students, Chancellor of the University of Tennessee, Knoxville campus, the University of Tennessee President, or the Board of Trustees of the University of Tennessee. The Undergraduate Student Senate, provided a quorum of fifty percent plus an additional voting member is met, has the authority and responsibility:

- a. To approve, by a two-thirds (2/3) the number present at an Undergraduate Senate meeting, all amendments and ratifications to the SGA Constitution.
- b. To maintain a set of Bylaws, specifying the procedures necessary for the execution of the authorities provided in this article. c. To approve, by a two-thirds (2/3) the number present at an Undergraduate Senate meeting, all amendments to the Undergraduate Student Senate Bylaws.
- c. To approve, by a majority of the number present at an Undergraduate Student Senate meeting, all members of the Executive Cabinet as appointed by the SGA President and Vice President.
- d. To approve, by a majority of the number present at an Undergraduate Student Senate meeting, the Attorney General and members of the Department of Justice Board.
- e. To approve, by a majority of the number present at an Undergraduate Student Senate meeting, the SGA Election Rules and Procedures, as established by the Attorney General.
- f. To approve, by a majority of the number present at an Undergraduate Student Senate meeting, all appointed officers, the heads of standing committees, agencies, and boards provided for in the Undergraduate Student Senate Bylaws.
- g. To approve, by a majority of the number present at an Undergraduate Student Senate meeting

- h. To create and approve, by a majority of the number present at an Undergraduate Student Senate meeting, non-voting Senate liaison positions.
- i. To approve, by a majority of the number present at an Undergraduate Student Senate meeting, all appointments of student representatives as Members-At-Large to the Student Government Association Student Senate.
- j. To approve, by a majority of the number present at a Student Senate meeting, all appointments of student representatives to replace seats vacated throughout the year.
- k. To have the power to request the impeachment of the President and Vice President of the Student Body; to request the impeachment of a Senator; to request the impeachment of officers approved or elected by the Senate.
- l. To make, at the approval of a majority of the number present at an Undergraduate Student Senate meeting, proclamations in honor of a person or organization for contributions to the University of Tennessee, Knoxville, and the Knoxville community.
- m. To take all actions deemed necessary and proper for carrying out the functions of the Undergraduate Student Senate.

Article II – The Senate Executive Committee

Section 1. The membership of the Senate Executive Committee shall consist of the Speaker of the Senate, the Secretary, the Sergeant-at-Arms, the Parliamentarian, and Head Lobbyist and will be determined based on a self-nomination process; in which senators will be nominated for executive roles and be voted on for appointment; to be appointed senators must be approved on a two-thirds (2/3) vote of the undergraduate senate. The Senate Executive Committee shall possess the authority for co-sponsoring legislation. The Parliamentarian, Secretary, Sergeant-at-Arms, and Head Lobbyist may co-sponsor bills without the ability to present or advocate for them on the Senate floor.

- a. The Student Speaker of the Senate shall have the duty and responsibility:

- i. To serve as the Chair of the Student Senate Executive Committee.
 - ii. To make reports on appointments, projects, initiatives, and any additional duties, subject to this Constitution, its Amendments, and the Bylaws of the Student Government Association Undergraduate Student Senate.
 - iii. To serve as the Chair of the Rules Committee.
 - iv. To attend the regular meetings of the Undergraduate Student Senate Rules Committee.
 - v. To perform any accommodations necessary for those who request it prior to the Undergraduate Senate sessions and serve as the point of contact for those accommodations.
 - vi. To send Undergraduate Student Senate legislation to the chair of any committee to which it has been referred, thereafter retrieving legislation from the committee chairs for a second reading.
 - vii. To perform any additional duties subject to the Student Government Association Constitution, its Amendments, and these Bylaws.
- b. The Secretary of the Student Senate shall have the duty and responsibility:
- i. To be voted on by the Undergraduate Senate and approved by a majority vote by the Undergraduate Senate at the first successive session of the Undergraduate Student Senate following the transition ceremony.
 - ii. To maintain a permanent record of all proceedings of the Undergraduate Student Senate sessions and make them available to any person upon request.
 - iii. To report directly to the Student Government Association Executive Secretary with all pertinent information.
 - iv. To keep a record of attendance at each Undergraduate Student Senate session.
 - v. To provide copies of minutes to each of the following:

1. Student Government Association Executive Secretary
 2. Undergraduate Student Senate Executive Committee
 3. SGA Advisor
- vi. To maintain the minutes of the meetings of each standing Undergraduate Student Senate committee meeting. These minutes shall be maintained continuously in the Student Government Senate digital records.
 - vii. To send the SGA Constitution and Undergraduate Senate governing documents to the Attorney General within 3 days of ratification and approval, with voting records.
 - viii. To compile all amendments and apply those amendments to the proposed legislation at all necessary points throughout the legislative process.
 - ix. To perform any additional duties, subject to the Student Government Association Constitution, its Amendments, and these Bylaws.
- c. The Parliamentarian of the Student Senate shall have the duty and responsibility:
- i. To be voted on by the Undergraduate Senate and approved by a majority vote by the Undergraduate Senate at the first successive session of the Undergraduate Student Senate following the transition ceremony.
 - ii. To serve as a member of the Undergraduate Senate Rules Committee.
 - iii. To enforce the Student Government Association Constitution and the Student Senate Bylaws.
 - iv. To guide all sessions of the Student Senate according to UTK Robert's Rules of Order.
 - v. To perform any additional duties, subject to the Student Government Association Constitution, its Amendments, and these Bylaws.

d. The Sergeant-At-Arms of the Student Senate shall have the duty and responsibility:

- i. To be voted on by the Undergraduate Senate and approved by a majority vote by the Undergraduate Senate at the first successive session of the Undergraduate Student Senate following the elections.
- ii. To assist and follow the directives of the Senate Parliamentarian in enforcing the Student Government Association Constitution and the Student Senate Bylaws at all Undergraduate Student Senate sessions.
- iii. To escort from the floor those Senators who conduct themselves in an improper manner.
- iv. To maintain the record of all Senators arriving after roll call or leaving early, including whether their late arrival or early departure has been previously excused, and to make such record available to the Senate Secretary.
- v. To be responsible for receiving all written or emailed notifications by Senators stating who their official proxy is. i. The Sergeant-At-Arms has the authority to determine the time frame for these notifications.
- vi. To be responsible for determining that all proxies are legitimate according to the Student Senate Bylaws.
 1. In the event a Senator cannot find a proxy from their constituency after considerable effort, special consideration may be given to find a proxy from outside their constituency.
- vii. To have the authority to remove all false proxies from the Senate.
- viii. To perform any additional duties, subject to the Student Government Association Constitution, its Amendments, and these Bylaws.

e. The Head Lobbyist of the Student Senate shall have the duty and responsibility:

- i. To be voted on by the Undergraduate Senate and approved by a

majority vote by the Undergraduate Senate at the first successive session of the Undergraduate Student Senate following the elections.

- ii. To compile a cohesive document for each passed piece of legislation that contains relevant information for administration to adequately address the actions taken by the Student Senate including, but not limited to, the signed legislation, presentation materials, and meeting minutes to show relevant discussion.
- iii. In coordination with the Speaker of the Senate, maintain communication with appropriate administrators to ensure that all legislation passed by the Undergraduate Student Senate is properly addressed in a timely manner.
- iv. To compile a report each semester consisting of the cohesive documents sent to administration, their response regarding passed legislation, and the status of legislation by the last session of the semester.
 - 1. This report shall be available for public records on the SGA website.
- v. To perform any additional duties, subject to the Student Government Association, its Amendments, and these Bylaws.

Section 2. The Senate Executive Committee shall have the duty and responsibility:

- a. To act for the Undergraduate Student Senate when there is no time for a regular or special session, as deemed necessary by the President of the Student Body, and report such actions, which are subject to approval by the Senate, at the next scheduled Senate session.
- b. To help formulate, set, and enact the Student Senate's agenda.
- c. To discuss and seek out subjects deemed appropriate for future consideration at Senate sessions.
- d. To set the calendar of regular Senate sessions each academic year by the first ten days of class of that semester and make this information available to the public.

- e. To assist in filling any Senate seats that become vacant throughout the academic year, using an application and interview process by the Speaker of the Senate.
- f. To determine any additional duties, subject to the Student Government Association, its Amendments, and these Bylaws.

Article III – Officer Removals

Section 1. Executive Elected Officials

- a. The impeachment process of the President of the Student Body, the Vice-President of the Student Body, and the Speaker of the Undergraduate Student Senate is outlined in Article VI Section 1 of the SGA Constitution

Section 2. Senate Executive Committee

- a. To impeach the Senate Secretary, a request, including the reasons for removal, must be filed with the Department of Justice Board by either the Speaker of the Senate or any three Senators in good standing.
- b. To impeach the Senate Parliamentarian, a request, including the reasons for removal, must be filed with the Department of Justice Board by either the Speaker of the Senate or any three Senators in good standing.
- c. To impeach the Senate Sergeant-At-Arms, a request, including the reasons for removal, must be filed with the Department of Justice Board by either the Speaker of the Senate or any three Senators in good standing.
- d. To impeach the Head Lobbyist, a request, including the reasons for removal, must be filed with the Department of Justice Board by either the Speaker of the Senate or any three Senators in good standing.

Section 3. Senators

- a. To impeach a Senator, a request, including the reasons for removal, must be filed with the Department of Justice Board by either the Speaker of the Senate or any three Senators in good standing.
 - i. Grounds for impeachment for a Senator include, but are not limited to, failure to complete constituency hours, disregard for University rules and regulations, blatant neglect of duty, disregard for SGA directives, willful and intentional violation of the Student Government Association Constitution and/or Bylaws of the Undergraduate Student Senate, and/or accrurement of three unexcused absences to Senate meetings, except when a member is on a leave of absence or excused as authorized by the Senate.

- ii. Collected 26 signatures in accordance with Appendix B of the SGA Election Rules and Procedures, verified by 26 full-time undergraduate students at the University of Tennessee.

Article IV – Senate Composition and Provisions

Section 1. Senators shall be required to fulfill the following obligations:

- a. Attending and participating in regular and special sessions of the Undergraduate Student Senate.
- b. Attending and participating in bi-weekly meetings of the committees to which they have chosen membership.

Section 2. Regular Sessions:

- a. The Student Senate shall meet in regular sessions bi-weekly on Tuesdays at 6:15 PM during the Fall and Spring academic semesters, barring holidays, final examination weeks, and events that cause class cancellations.
- b. Meetings shall not last longer than two and a half (2 & 1/2) hours from the time that the Undergraduate Student Senate is called to order, unless two-thirds (2/3) of senators present and voting call for a continuance.
- c. Meetings shall be held in the Student Senate Chambers (SU 169) or another suitable location as determined by the Speaker of the Senate.

Section 3. The requirements for candidacy for the Undergraduate Student Senate are outlined in the SGA Election Rules and Procedures, which govern the elections of the Student Government Association.

- a. A residential senatorial candidate must affirm that they will be living in the area from which they are running for one year following their election (excluding the summer term).
- b. An academic senatorial candidate must be pursuing an undergraduate degree in the academic college that the candidate is seeking to represent and affirm that they will be pursuing that degree for one year following their election.

- c. To remain in office, a Senator must be enrolled as a full-time student at the University of Tennessee, maintain their constituency the entirety of their senatorial term, and maintain good standing with the University.
 - i. In the event that a residential Senator moves out of their residential area, the Senator must notify the Senate Executive Committee and vacate their seat by the end of the semester.
 - ii. In the event that an academic Senator decides to change into another academic college, the Senator must notify the Senate Executive Committee and vacate their seat by the end of the semester.
 - iii. In the event that a Senator decides to change into another academic college or moves out of their residential area, and there is another seat that is vacant that aligns with their new constituents, they are permitted to change into that constituency at the discretion of the Speaker of the Senate.
 - iv. As provided for in the Student Government Association Constitution, all elected Senators shall serve concurrent one-year terms commencing after taking their Oath of Office until the transition of newly elected representatives.

Section 4. Senate Special Interest Seats shall be appointed by the Speaker of the Senate and confirmed by the Student Senate with a majority (50% plus one) vote.

- a. The composition of the special Interest Seats is outlined in Article I, Section 2 of the SGA Election Rules and Procedures

Section 5. In the event that a member of the Senate asks for a leave of absence, they must notify the Speaker of the Senate.

- a. Once a request is made to the proper authority, such a request must be made aware to the entire Senate Executive Committee.
- b. The Senate must then vote on the leave of absence request, and such a result must then be reported to the requesting Senator as soon as

practically possible.

- c. If a Senator requests a leave of absence, but no further action is taken, such failure will not be imputed onto the Senator.
- d. In the event a leave of absence is granted, the Senate Executive Committee will recommend to the Senate a replacement to be approved by a majority vote at the next regular Senate Session.
 - i. The replacement must meet all normal qualifications and will serve in all capacities of the replaced Senator for the specified amount of time.
 - ii. If the Senate does not approve the requested leave of absence and there is evidence to show that the Senator will not be able to perform their duties, the Senator may be removed following the prescribed procedures.

Section 6. In the event that a member of the Senate requests to be voluntarily dismissed from the Senate, they must notify the Speaker of the Senate.

- a. Once a request is made to the proper authority, such a request must be made aware to the entire Senate Executive Committee.
- b. The Senate must then vote on the voluntary dismissal request, and such a result must then be reported to the requesting Senator as soon as practically possible.
- c. If a Senator requests to be voluntarily dismissed, but no further action is taken, such failure will not be imputed onto the Senator.
- d. In the event that Voluntary Dismissal is granted, the previous Senator's seat will then be vacant and can be filled as the Senate Executive Committee deems fit.
 - i. If the Senate does not approve the request for Voluntary Dismissal and there is evidence to show that the Senator will not be able to perform their duties, the Senator may be removed following the prescribed procedures.

Section 7. A proxy is defined as: a full-time student at the University of Tennessee, in good standing, who is from the constituency represented by the Senator.

- a. In order to allow the proxy to be allowed into the Senate Chamber or Committee

Meeting, the proxy must be verified to ensure that they do not currently serve in the Undergraduate Senate.

- b. In order to be allowed into an Undergraduate Senate Session or Committee Meeting, the Senator must notify the Sergeant-at-Arms or Committee Chair to confirm that their proxy fulfills the definition of a proxy and that they are their official proxy for that meeting.
- c. The Senate Executive Committee has the ability to bar a proxy from the Senate or Committee Meeting if they do not fulfill the outlined requirements, and must explain the reasoning to the proxy before dismissal.
- d. In the event a Senator cannot find a proxy from their constituency after considerable effort, special consideration may be given to find a proxy from outside their constituency.

Section 8. All Senators shall have one vote, and they or their proxy must be present to vote. All officers, except the Speaker of the Senate, who shall vote only in the case of a tie, shall have one vote. A vote shall be by voice, the show of hands, or electronic means unless a Senator or the Senate Parliamentarian calls for a roll call vote.

Section 9. All Senators shall be permitted unexcused absences for three (3) regular Senate sessions during their one-year term. An excused absence will only be considered if the request is given to the Senate Secretary 72 hours prior to the Senate session, unless deemed an emergency. Whether or not an absence is excused or deemed as an emergency shall be assessed on a case-by-case basis by the Speaker of the Senate and the Senate Secretary.

- a. Arriving late or leaving early twice, if not previously excused by the Senate Sergeant-at-Arms or Committee Chair, shall be counted as one unexcused absence.
 - i. Tardiness shall be defined as the failure to be in the chamber by the time the session begins without notifying and obtaining approval from the Sergeant-at-Arms before the meeting is called to order.
 - ii. Leaving early shall be defined as leaving before the meeting is adjourned without notifying and obtaining approval from the Sergeant-at-Arms or

before the meeting is called to order.

- b. Excused absences are defined as, but not limited to, bereavement, illness, celebration of a religious observance, or mandatory exams scheduled during the time of session or meeting.

Section 10. Enforcement of the Absence Policy shall include:

- a. Once a Senator exceeds a total of three (3) unexcused absences from regularly scheduled Senate sessions, they shall receive three (3) extra constituency points to be added to their total amount of constituency points needed for the semester. They must agree to complete the additional points before the last Undergraduate Senate session of the semester. If they do not agree, they will be subject to removal as outlined in section b.
- b. Once a Senator exceeds a total of five (5) unexcused absences from regularly scheduled Senate sessions, there shall be a vote to remove the Senator from office due to non-attendance. The Senator shall be notified before the next Undergraduate Senate session of the decision of the Senate.
 - i. The removal of a Senator on the basis of excessive absences may be enacted by a simple majority (51%) vote of the present voting Senators.
 - ii. The removal of a Senator may be appealed to the Department of Justice Board within seven (7) calendar days of the Senator's removal.
 - iii. In the case of an appeal, the Attorney General will represent the Student Government.
 - iv. None of these penalties shall apply to a student who has not been adequately and fairly accommodated by the Senate Executive Committee due to their ability or medical status, only if the Senate Executive members are made aware of the issue beforehand.

Section 11. A majority of the Senators shall constitute a quorum, which is fifty percent plus one member. When a vacancy exists, the number needed for a quorum shall be changed accordingly.

- a. Quorum shall be required for any and all meetings of the Undergraduate Student

Senate.

- b. Quorum shall be defined for any meeting of the Student Senate as a majority of all senators in office and shall be defined for any meeting of a Student Senate committee as three (3) voting members.
- c. If, for any reason, the number of senators present during an ongoing meeting of the Student Senate falls below a majority of those in office, the Speaker of the Senate shall call for adjournment or for a recess in order to regain quorum.
- d. If, for any reason, the number of senators present during an ongoing meeting of a Student Senate Committee falls below three (3), the Committee Chair shall call for adjournment or for a recess in order to regain quorum.

Section 12. All legislation to be presented to the Undergraduate Student Senate, whether originally written by the actual sponsor, or written by a third party or entity and only sponsored by a regular voting member of the Senate, must be submitted to the SGA office or Speaker of the Senate five (5) days preceding the Tuesday on which a Senate session will take place. The legislation must be distributed to the Senate at least three (3) days preceding the Tuesday on which a Senate session will take place. Extensions will not be permitted with the exception of a special senate session as defined in Article VI.

Section 13. All Student Senators shall be required to obtain 30 total Constituency Points throughout their term each year.

- a. The total point requirement will be broken into a quarter system with check-ins occurring to make sure that 7.5 points are being obtained at each quarter. Check-ins will be held by members of the Senate Executive Committee.
 - i. If a senator has less than 7.5 points during the quarterly check-in, they will be notified by the Senate Executive Committee. There will be an opportunity to make those up in the next quarter without disciplinary action.
 - ii. If a senator does not obtain 15 or more points by the end of the first semester, a 1-on-1 meeting by the Senate Executive Committee will be held to determine options moving forward.
- b. Points will be recorded via an accessible form with a variety of verifying questions to ensure accountability. At minimum, evidence will be collected of attendance via a photo or meeting list. Screenshots or email exchanges can also serve as evidence; all

points will be evaluated on a case-by-case basis. The Speaker of the Senate, with the help of the Senate Secretary, will track all constituency point submissions.

c. Constituency points will first and foremost be at the discretion of the Speaker of the Senate on an individual basis, but will fall under the following guidelines:

- **1-on-1 meeting with constituents:** 2.5 points per meeting Ex: Meeting with a member of your constituency (academic college or residential area) to discuss an issue on campus or a senate bill. At-Large Senators may choose either a member of their academic college or residential area.
- **SGA Events:** 2.5 points for **volunteering** at a Senate external programming event or **attending** a Senate internal Programming event, 1.5 points for issue-centric events (SSD event or event that focuses on a SGA initiative), and 1 point for all other events (Volunteering to help at Smokey's closet).
- **Constituency Event:** 2.5 points per event Ex: Going to events within your constituency that encourage interactions with students. Going to an event sponsored by the College of Arts and Sciences.
- **Administrative or Faculty Meeting:** 1.5 points per event Ex: Meeting with an administrator or faculty member 1-on-1.
- **Senate Committee Focused Event:** 1 point per event Ex: Attending an event and having conversations with organizations topically related to your senate committee.
- **Community Event:** 1 point per event Ex: Attending events that contribute to your overall enrichment as a member of the campus community (MSL events, events that surround the arts, and other various categories that might not be previously considered). These events must be cleared with the President of the Senate beforehand to ensure they will count.

Section 13. Order of Business.

- a. The order of business of the Student Senate shall be as follows:
 - i. Call to order
 - ii. Approval of the previous minutes
 - iii. Open Town Hall
 - iv. Reports
 - 1. President's Cabinet Reports
 - 2. Executive Cabinet's Reports
 - 3. Senate Executive Committee Reports
 - 4. Senate Committee Reports
 - v. Motion period
 - 1. First reading calendar;
 - 2. Second reading calendar;
 - 3. Resolutions reading calendar
 - vi. Announcement period;
 - vii. Adjournment.
- b. The Speaker of the Senate shall lead the transition from one item of business to the next, calling for motions as necessary.

Section 14. Legislative Process

- a. Introduction
 - i. Any senator may write, submit, or introduce legislation.
 - ii. All legislation must be submitted to the Senate Executive Committee five (5) days prior to the next regular Senate Session. The Speaker of the Senate will ensure that the submitted legislation:
 - 1. Adheres to the proper rules regarding formatting;
 - 2. Is free of spelling and grammatical errors;

3. And has been assigned a Bill number.

- iii. Following this review, the submitted legislation shall be added to the first reading calendar and distributed to Senators three (3) days prior to the next regular Senate Session.

b. First reading calendar

- i. All legislation on the first reading calendar shall be available for a motion of introduction.
- ii. The sponsoring Senators shall be allowed to speak on the legislation upon the first reading.

c. Referral to committee(s)

- i. Following the first reading of the legislation, the Speaker of the Senate shall assign the legislation to the appropriate standing committee(s) for review for one (1) week or until the next scheduled Student Senate Session.

1. All governing documents will be assigned to the Rules Committee

- ii. Legislation shall be considered received by a committee when the committee Chair receives a copy of the legislation from the Senate Head Lobbyist.
- iii. The committee to which the legislation was assigned shall issue a report – favorable, unfavorable, or favorable with amendment – on the legislation at the next scheduled Student Senate meeting following their review.
- iv. The report of the committee on the legislation shall have no impact on its progression to the second reading calendar.

d. Second reading calendar

- i. Following the report of the standing committee(s) to which the legislation was referred, the legislation shall be added to the second reading calendar.
- ii. Senators shall be allowed to enter into Parliamentary Procedures (Discussion Questions, Open Debate, and Voting) on the legislation upon the second reading.

e. Amendment

- i. Legislation may be amended at any point during the legislative process in the following ways:
 - 1. A senator may motion to make an amendment to Legislation;
 - 2. Or a committee may, through their review of legislation, submit a favorable amendment report on the legislation.
- ii. When an amendment has been proposed by a committee or introduced by a Senator, the legislation in question shall not be amended until:
 - 1. The primary sponsor of the legislation has accepted the amendment as friendly;
 - 2. Or a majority of senators in office vote to do so.
- iii. If an amendment is considered unfriendly by the primary sponsor of the Bill, the legislation shall not be amended unless a majority of senators in office vote to do so.
 - 1. The procedure for an unfriendly amendment will mirror the procedure for a bill.
 - 2. Senators will have the opportunity to ask technical questions and participate in open debate on the amendment.
- f. Passage by the Student Senate
 - i. Following the second reading of legislation, the Student Senate may pass the legislation by a majority vote of senators in office.
 - ii. Upon passage by the Student Senate, Bills shall be taken by the Senate Lobbyists for signage by the Speaker of the Senate and Student Body President.
 - iii. If legislation fails to receive passage, it shall be removed from the second reading calendar.
- g. Passage or veto by Student Body President
 - i. Upon passage by the Student Senate, Bills shall be sent to the Student Body President for review.

- ii. The Student Body President shall have three (3) calendar days to sign or veto any bill. At this point in time, the bill will go into
 - iii. effect if not signed or vetoed by the Student Body President.
- h. Overrides of presidential vetoes
 - i. The Student Senate may, with a two-thirds (2/3) vote of senators in office, override the veto of any Bill by the Student Body President.
 - ii. When a Bill has been signed by the Student Body President or when the veto of a Bill by the Student Body President has been overridden by the Student Senate, the Senate Lobbyists shall then deliver the Bill to the university administration for review.

Section 15. Nominations

- a. All nominations to be made by the Student Body President or the Student Body Vice-President must be submitted to the Senate Executive Committee at least seventy-two (72) hours prior to a regular Student Senate session.
- b. All nominations to be made by the Student Body President or the Student Body Vice-President, shall be submitted with all additional presentation materials.
- c. Once a nomination is received with all presentation materials by the Senate Executive Committee, it shall be sent to all senators 3 (days) prior to the next regular session and shall be presented during the report period of the officer at the next regular Senate Session.
- d. Following the presentation of the nominations by the reporting officer, the nomination may be confirmed following parliamentary procedures and the approval of a majority of senators in office.

Article V – Committees

Section 1. Special Committees can be created or abolished by the following:

- a. The Speaker of the Senate
- b. Three senate members in good standing with a majority affirmative vote at a regular or special senate session.

Section 2. Committees shall exist for the purposes of, but not limited to:

- a. Considering legislation;
- b. Working on projects and initiatives;
- c. And performing research and acting as a reference on topics falling within their jurisdiction.

Section 3. Committee Chairs are to be voted on by the Undergraduate Senate and approved by a majority vote by the Undergraduate Senate at the first successive session of the Undergraduate Student Senate following the elections.

Section 4. Senators appointed to serve as Committee Chairs shall be required to fulfill the following obligations:

- a. Organizing and administering their respective committee, which includes calling regular bi-weekly meetings.
- b. Providing notice of all committee meeting times and conducting all committee meetings;
- c. Providing a bi-weekly report to the Student Senate on the activity of their committee;
- d. Creating meeting minutes for all of their committee meetings
- e. Receiving from the Head Lobbyist of the Student Senate all legislation that has been referred to their committee;
- f. Leading their committee in the review of all legislation that has been referred to their committee;
- g. Returning to the Head Lobbyist of the Student Senate all legislation that has been referred to their committee, including the committee's report on and any amendments to the legislation;
- h. Attending and participating in Rules Committee meetings; I. Maintaining open communication with any and all associates on the President's Cabinet, Executive Cabinet, or within university administration.

Section 5. All Senators are required to join at least one (1) Senate Committee.

- a. The Speaker of the Senate shall allow senators to self-appoint themselves to

committees during the first regular session of each Fall semester, or as needed when vacancies occur.

- b. Following the initial appointment of senators to committees, any senator may motion during a regular session of the Student Senate to be appointed or removed from a committee.
- c. In the event that a senator does not join a committee, they will be required to pass two (2) bills before the end of their term.

Section 6. Senators appointed to serve as committee members shall be required to fulfill the following obligations:

- a. Regularly attending and participating in the meetings of their committee.
- b. Assisting with projects, initiatives, and research conducted by their committee.
- c. Maintaining communication with the Chair of their committee.

Section 7. Rules Committee

- a. There shall be a Rules Committee whose voting membership shall be composed of the Chairs of the standing committees or, in the absence of the committee chairs, one (1) member of their respective committees, as well as the Speaker of the Senate, Senate Parliamentarian, and Attorney General as ex-officio members.
- b. The duties of the Rules Committee shall include:
 - i. Provide guidance for the Student Senate
 - ii. Advise and assist the Senate Executive Committee in conducting vacancy interviews and nominations
 - iii. Have broad jurisdiction over legislation intended to alter the Student Government Constitution or Senate Bylaws
 - iv. Have jurisdiction over legislation related to the UTK Robert's Rules of Order
 - v. Have jurisdiction over projects, initiatives, and research related to the general administration of the Student Senate
 - vi. Review and amend legislation prior to the first reading, as they deem necessary, for the following Student Senate Session
 - vii. Assist in recruiting students to apply for vacant Student Senate seats,

assisting with the interviews and consideration process for such applicants, nominating selected individuals to fill vacant Student Senate seats, and assisting with the transition of newly confirmed senators

Section 8. Access & Engagement Committee

- a. There shall be an Access & Engagement Committee.
- b. The Senate Access & Engagement Committee will be responsible for research and legislation related to equity, student success, and campus/classroom climate, as well as additional issues at the discretion of the Speaker of the Senate.
- c. This committee shall work to foster a welcoming and supportive university for students of all backgrounds and identities, collaborating with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.
- d. This committee shall be composed of no more than 9 members (including the committee chair).

Section 9. Health & Wellness Committee

- a. There shall be a Health & Wellness Committee.
- b. The Senate Health & Wellness Committee will be responsible for research and legislation related to students' physical and mental well-being in academic, extra-curricular, and off-campus settings, as well as additional issues at the discretion of the Speaker of the Senate.
- c. This committee shall work to provide resources that support students holistically, collaborating with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet. D. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 10. Student Advancement Committee

- a. There shall be a Student Advancement Committee.
- b. The Senate Student Advancement Committee will be responsible for research and having jurisdiction over legislation related to student access, professionalization, academic affairs, and career opportunities, as well as additional issues at the discretion of the Speaker of the Senate.
- c. This committee shall work to ensure that students have the resources to advance

their academic and professional careers, collaborating with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.

- d. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 11. Campus Infrastructure Committee

- a. There shall be a Campus Infrastructure Committee.
- b. The Senate Campus Infrastructure Committee will be responsible for research and legislation related to campus safety, facilities/construction plans, parking, technology infrastructure, and sidewalks, as well as additional issues at the discretion of the Speaker of the Senate.
- c. This committee shall work to ensure that our campus provides accessibility opportunities for all students, collaborating with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.
- d. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 12. Environment & Sustainability Committee

- a. There shall be an Environment & Sustainability Committee. B. The Senate Environment & Sustainability Committee will be responsible for research and legislation related to university policies regarding environment and sustainability, recycling, the environmental health of campus, as well as additional issues at the discretion of the Speaker of the Senate.
- b. This committee shall work to ensure that our university is a responsible, environmental steward and cognizant of the environmental and financial impact of sustainability policies, collaborating with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.
- c. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 13. Safety and Security Committee

- a. There shall be a Safety and Security Committee.
- b. The Senate Safety and Security Committee will be responsible for research and

legislation related to university policies regarding measures to enhance the physical safety of campus facilities, such as improved lighting, surveillance systems, and infrastructure upgrades, as well as additional issues at the discretion of the Speaker of the Senate.

- c. This committee shall work to ensure that the university, campus safety policies, emergency preparedness, crime prevention, and response protocols are all safe. They shall also collaborate with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.
- d. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 14. Academics Committee

- a. There shall be an Academics Committee.
- b. The Academics Committee will be responsible for research and legislation related to addressing academic policies, advocating for student academic needs, and collaborating with university administrators to enhance the academic experience for all students, as well as additional issues at the discretion of the Speaker of the Senate.
- c. This committee shall work to ensure that the university's academic policies, curriculum development, academic resources, and student success initiatives effectively support the student body. They shall also collaborate with the General Body, the Senate Executive Committee, and the SGA Executive Cabinet.
- d. This committee shall be composed of no more than nine (9) members (including the committee chair).

Section 15. First-Year Council Legislative Support Committee

- a. There shall be a First-Year Council Legislative Support Committee.
- b. The First-Year Council Legislative Support Committee will be responsible for co-sponsoring and supporting First-Year Council members in the creation of legislation as outlined in the UTK Student Government Association Constitution Article IX; Section 2.
- c. This committee shall work to ensure that First-Year Council students, who desire to create legislation, have the resources and help to both create legislation and submit it

to be introduced in the Undergraduate Student Senate. This committee shall be composed of no more than four (4) members (including the committee chair).

Section 16. Special Committees

- a. The Speaker of the Senate may propose to the Undergraduate Student Senate the creation of any special committee to address a singular, specific issue as needed. B. The Student Senate may create any special committee through the passage of a Resolution, so long as a specific time frame for the dissolution of the special committee is noted.
- b. A special committee may review the respective issue for which it was created, but legislation or nominations shall not be referred to any special committee.
- c. The nomination, appointment, and election of special committee chairs and members shall occur through the same process as defined for standing committees.

Article VI – Special Senate Sessions

Section 1. A Special Senate Session shall be convened to address special topics or emergencies as deemed necessary by the Speaker of the Senate.

- a. Special Senate Sessions may occur during a previously scheduled Senate Session, or at another time designated by the Speaker of the Senate. All special sessions shall be scheduled three (3) calendar days prior to their occurrence.

Section 2. Special topics may include, but are not limited to, pressing campus issues and Student Government Association appointments that call for immediate attention by the Student Senate.

Section 3. All legislation to be presented to the Student Senate during a Special Senate Session, whether originally written by the actual sponsor, or written by a third party or entity and only sponsored by a regular voting member of the Senate, must be submitted to the SGA office at least forty-eight hours preceding the Special Senate Session. The legislation must be distributed to the Senate at least twenty-four hours preceding the Special Senate Session.

- a. Senators may submit a Resolution in response to a pressing issue to

the SGA office no later than 10 am the morning of a Senate Session. The legislation must be distributed to the Senate at least two (2) hours prior to the Special Senate Session. In the case of an emergency campus event happening the day of a Senate Session, the President of the Senate and the Speaker of the Senate have the capability to allow a last-minute Resolution, and the responsibility to distribute the Resolution as soon as possible to the Student Senate.

Section 4. A Special Senate Session will be conducted according to UTK Robert's Rules of Order, which is a manual of parliamentary procedure and the accepted parliamentary authority of the Senate the accepted parliamentary procedure.

- a. Anything not aforementioned in UTK Robert's Rules of Order shall be up to the discretion of and determined by the Senate Parliamentarian.

Section 5. A majority of the Senators shall constitute a quorum, which is fifty percent plus one member. When a vacancy exists, the number needed for a quorum shall be changed accordingly.

Article VII – Amendments

Section 1. Amendments to these Bylaws presented as legislation shall become effective by the approval of two-thirds (2/3) the number present at the successive Undergraduate Student Senate session.

Article VIII – Constitution

Section 1. The constitutional rights and roles of the Undergraduate Student Senate are explained in Article IV of the Student Government Association Constitution.

Section 2. The Constitution of the Student Government Association shall supersede any and all previous, or current, Bylaws of the Student Government Association as of the date of ratification.

Section 3. The Constitution of the Student Government Association

supersedes the authority of these Bylaws.