

Marshall University Student Government Association By-laws

Ratified: November 15, 2011
Last modified: March 28, 2017

- I. Order of Procedure
 - a. The Marshall University Student Senate shall operate under the following order of precedence:
 - i. Any Federal, State, local, or university law of policy.
 - ii. The Marshall University Student Government Association Constitution, referred to as “the Constitution”.
 - iii. The Marshall University Student Senate By-Laws, referred to as “the By-Laws”.
 - iv. The current edition of Robert’s Rules of Order.
- II. Membership
 - a. Membership shall consist of Senators meeting the requirements detailed in Article II Section 7 of the Constitution.
 - b. No senator shall be seated in the Senate until they have been duly sworn in by an SGA Executive, SGA Advisor, a Representative from Judicial Affairs, or other similar officer.
- III. Officers, Their Duties, and the Election of Officers
 - a. Elections will be held meeting one of spring session and shall be conducted by secret ballot only.
 - i. All elected and appointed Senators will be eligible to vote.
 - ii. The full Senate will elect the following offices:
 - 1. President Pro-temp
 - 2. Parliamentarian
 - 3. Treasurer
 - 4. Sergeant at Arms
 - 5. Historian
 - iii. To be elected to position, an individual must have more than 50 percent of the votes of the full Senators in attendance and be conducted by secret ballot only.
 - b. In the event of no majority, the two senators receiving the most votes will be placed on a ballot including only their names (Run-off Election).
 - c. The Senator receiving more than 50 percent between the two remaining Senators will be elected to the office.
 - i. Special Elections:
 - 1. When any Senate officer resigns or is removed, a special election of the full senate will take place to fill the opening.
 - 2. This election will follow the rules of a standard election.
 - ii. No Senator can hold more than one elected office in the same session.
 - d. The Student Government Vice President shall be the Senate President and shall have the following functions and duties:
 - i. Shall preside over all Student Senate meetings.

- ii. Shall preside over Executive sessions without vote with the majority approval of the Student Senate.
 - iii. Shall vote in the event of a tie, except as provided for in these By-Laws
 - iv. May observe any Senate committee meetings, but may not chair, serve as a member, or have the right to vote in any committee.
 - v. Shall advise the President Pro-Tempore when establishing the agenda for Senate meetings.
- e. The Senate President Pro-Tempore shall have the following functions and duties:
- i. Shall preside over the Student Senate in the absence of the Senate President.
 - ii. Shall have final approval of the agenda with the advice of the Senate President.
 - iii. Shall establish any Ad-Hoc committee deemed necessary by the Senate.
 - iv. Shall have the power to refer any issue outside of any committee's authority to the committee deemed competent.
 - v. Shall have the power to relinquish the chair to the Senate Parliamentarian.
 - vi. Shall have the power to make committee appointments, but shall not be empowered to remove any committee members without majority approval of the affected committee.
 - vii. Shall have the right to vote in the case of a tie involving the filling of Senate vacancies.
 - viii. Shall serve as an ex-officio member to all committees.
 - ix. Shall maintain up-to-date copies of the Senate By-Laws for consultation by and distribution to the Senate.
 - x. Shall read all introduced legislation and ensure its correctness in terms of format, content, and grammar.
 - xi. Shall have exclusive authority to collect and process information to create funding bills for student organizations, ensuring that the funding packet abides by these by-laws.
 - xii. Shall have shared authority with the Student Senate Treasurer to collect and process expenditure reports and to recall student organizations that have received funding from SGA.
- f. The Senate Parliamentarian shall have the following duties and responsibilities.
- i. To serve as chair of the Senate Judiciary Committee.
 - ii. To be competent in all aspects of Parliamentary procedure and promote understanding of Parliamentary procedure in all Student Government activities.
 - iii. To be an advisor to the Senate and any committee on procedural matters.
 - iv. To be available for consultation by any other member of the Senate.
 - v. To serve as Senate President Pro-Tempore in their absence.
 - vi. To keep track of Senator's attendance and ensure they are meeting SGA standards.
 - vii. To ensure that there is quorum at every Senate meeting.
 - viii. Compile and keep record of office hours for each Senator and disperse this information to Senators no less than once per thirty (30) day period during the session.
 - ix. Shall be delegated other duties as determined by the Student Senate.
- g. The Senate Treasurer shall have the following duties and responsibilities.
- i. To serve as chair of the Senate Finance Committee.
 - ii. To serve as Senate Parliamentarian in their absence.
 - iii. To have shared authority with the Student Senate President Pro-Tempore to ensure Expenditure Reports are completed, turned in on time, and that funds were spent appropriately.

- iv. To have shared authority with the Student Senate President Pro-Tempore to keep in contact with groups who have requested funding and with groups who have received funding.
- v. Shall be delegated other duties as determined by the Student Senate.
- h. The Senate Sergeant-At-Arms shall have the following duties and responsibilities:
 - i. Shall maintain order at Student Senate meetings.
 - ii. To be responsible for the comfort and convenience of the student senators.
 - iii. Shall clear the galleries under order of the Student Senate only in cases of disruption, or in the event of an Executive Session.
 - iv. Shall serve as Treasurer in the event of their absence.
 - v. Shall be delegated other duties as determined by the Student Senate.
- i. The Senate Historian shall have the following duties and responsibilities:
 - i. To be familiar with and maintain official records of the Student Senate.
 - ii. To maintain the Student Senate scrapbook.
 - iii. Shall serve as the Senate Sergeant-At-Arms in his/her absence.
 - iv. Shall provide bound copies of Student Senate legislation to the Student Government President, Vice President, President Pro-Tempore, Advisor, University President, the Dean of Students, the President of the Faculty Senate, the University Media, at the conclusion of each Senate term.
 - v. Shall be delegated other duties as determined by the Student Senate.
- j. In the event of a vacancy in an office of Senate President during a meeting, the order of succession shall be:
 - i. Senate Pro-Tempore
 - ii. Senate Parliamentarian
 - iii. Senate Treasurer
 - iv. Senate Sergeant-At-Arms
 - v. Senate Historian
- k. Removal of Officers
 - i. When any Senator holds a Senate level office, they may be removed from the office with a vote of three-fourths of the full Senate
 - 1. The vote of no confidence is based on a lack of confidence in the Senator to continue to properly fulfill the necessities of the office held.
 - ii. No specific reasons must be brought for a vote of no confidence. A three-fourths majority in favor of no confidence from the full Senate will result in removal from the office held.
 - iii. A removed officer may not hold their former office until they have been elected by the student body in a regular election.
 - iv. Voting shall be by secret ballot. Deliberation of removal of officers as outlined in this section shall be done in Executive Session.
- l. No office or other position of implied or official authority not mentioned in these by-laws shall not be created without amendment to these by-laws.

IV. Standing Committees and Ad-Hoc Committees

- a. Finance Committee
 - i. Membership shall be determined at the discretion of the Senate President Pro-Tempore
 - ii. The Business Manager shall serve as ex-officio member of the Finance Committee

- iii. Functions and Duties:
 - 1. Consider any legislation pertaining to fiscal expenditures and the Student Government Budget.
 - 2. Any other duties assigned to it by the Senate President Pro-Tempore or the Student Senate.
- iv. The Finance Committee must compile a form (to be included with each funding packet) which shall be titled, "Senate Funding Bill Activity Log," and include the following:
 - 1. Funding Packet submission date (dated and signed by requestor of funds)
 - 2. First Reading (dated and signed by Senate Parliamentarian)
 - 3. Second Reading/Date Approved (dated and signed by Chairman of the Finance Committee and Pro Tempore)
 - 4. Date submitted to president for signature (dated and signed by Pro Tempore and President)
 - 5. Date submitted to office of student affairs
 - 6. The Finance Chair shall remove the "Senate Funding Bill Activity Log" from the funding packet and examine for accuracy. Then the Finance Chair shall record the date submitted to the Office of Student Affairs, and sign the document. Then, The Finance Chair shall compile all forms in a file, which shall be saved in the office of the Senate President Pro-Tempore for two years.

b. Judiciary Committee

- i. Membership shall be determined at the discretion of the Senate President Pro-Tempore
- ii. Functions and Duties:
 - 1. Have original jurisdiction considering legislation pertaining to:
 - a. The Student Government Constitution
 - b. The Student Senate By-Laws
 - c. The Student Government Association Election Rules
 - 2. Shall review all Senate seat applications to establish their compliance with the Student Government Constitution and Student Senate By-laws to fill vacancies in the Student Senate.
 - 3. Shall review and recommend all Student Body President's executive appointments to the full Senate.
 - 4. Shall review and determine eligibility for all Senators being nominated for a committee chair or officer position within the Student Senate.
 - 5. e. Any other duties assigned to it by the Senate President Pro-Tempore.

c. Campus Life & Service Committee

- i. Membership shall be determined at the discretion of the Senate President Pro-Tempore.
- ii. The committee chair shall be elected by the members of the committee.
- iii. Functions and Duties:
 - 1. To propose and review legislation regarding all aspects of campus life.
 - 2. To function as the Student Government liaison to Academic and Student Conduct and Welfare Committees of the Faculty Senate.
 - 3. To propose community service projects that will benefit the Huntington community at-large in addition to the Marshall University community.

4. To maintain contact with community groups that utilize and welcome volunteers.
 5. To keep the Public Relations Director & Committees aware of what projects will be happening.
 6. Any other duties assigned to it by the Senate President Pro-Tempore of the Student Senate.
- iv. D. The committee chair is responsible for keeping record of all senator's community service hours, and ensures they meet the standards set by these by-laws.
- d. The Faculty Senate Relations Committee
 - i. The membership of Faculty Senate Relations Committee shall be those who are serving as representatives to the Faculty Senate.
 - ii. The committee chair shall be elected by the members of the committee.
 - iii. The members of this committee shall be responsible for attending the Faculty Senate committee on which they have agreed to serve.
 - iv. The committee chair shall be responsible for obtaining the full list of Faculty Senate committees and their respective chairs' contact information.
 - v. Functions and Duties:
 1. To report the issues under consideration by the Faculty Senate.
 2. To offer the opinions of the Senate to their respective Faculty Senate Committees.
 3. To be familiar with the procedures of the Faculty Senate.
 - e. The Executive Committee of the Student Senate
 - i. The membership of the Executive Committee of the Student Senate shall consist of the Senate President Pro-Tempore and the chairs of each of the Senate's standing committees.
 - ii. The Executive Committee shall meet at the discretion of the President Pro-Tempore.
 - iii. Functions and Duties:
 1. To issue interpretations of the by-laws as necessary.
 2. To provide opinions to the senate on any matter referred to it.
 - f. Rights of Committees
 - i. Shall have the power to call witnesses, when necessary. All witnesses must receive notice of the time and place of the meeting from the committee chair seventy-two (72) hours prior to the meeting.
 - ii. The power to call witnesses is binding on all elected and appointed members of the Student Senate and Student Government Executive branch.
 - iii. All committee meetings shall be open when testimony is being presented unless otherwise authorized by the Student Senate.
 - g. Sub-Committees
 - i. A sub-committee may be created by a committee chair within any committee for any purpose deemed necessary.
 - ii. The head of the sub-committee shall be elected by the members of the sub-committee.
 - iii. Membership of the sub-committee shall be at the discretion of the committee head, but may include any senators not within the committee.
 - iv. Sub-committees will be given a charter by the committee chair, or the Senate that may be revised, and will be disbanded upon completion of that charter.
 - v. Sub-committees shall have the same power and privileges as standing committees.

- h. Ad-hoc committees may be created by the Senate President Pro-Tempore
 - i. Ad-hoc committee membership shall be determined at the discretion of the Senate President Pro-Tempore.
 - ii. A written charter shall be approved for each Ad-hoc committee by the Senate President Pro-Tempore.
 - iii. Ad-hoc committees shall elect a chair from their membership.
 - iv. Ad-hoc committees shall have the same powers and privileges as standing committees.
 - i. All committee meetings shall be conducted according to the current edition of Robert's Rules of Order.
 - j. A senator may not serve as chair of more than one standing committee at any one time.
 - k. In the absence of the committee chair, a committee meeting may be presided over by any officer in the Senate but may not vote unless they are a member of that committee.
 - l. The Senate President and Senate President Pro-Tempore may sit on any committee but cannot chair, serve as a member, or have voting privileges in any standing committee or ad-hoc committee.
 - m. Committee meetings shall be called and set by the committee chair.
 - n. A mailbox for each standing committee shall be established in the SGA offices and shall be checked every school day by the committee chair.
- V. Meetings
- a. The student Senate shall meet weekly during the academic year.
 - b. Executive Sessions
 - i. May be called during any Senate meeting provided twenty four hour notice is given to the Student Senate. Any matter of relevance to the Senate, excluding legislation, may be discussed during the Executive Session.
 - ii. A report of the actions ordered by the Senate Executive Session must be provided to the Student Body.
 - iii. An Executive Session may be called by any senator but must be seconded and approved by the majority of the Senate, excluding the senator who called for the Session.
 - c. Debate and Decorum
 - i. The Student Senate, by a majority vote, may adopt any policy or procedure it deems necessary. If the policy affects the Senate only, it shall be considered a resolution and does not require the approval of the Student Government President. Alterations to any of the rules of the Senate shall be considered amendments and shall not require the approval of the Student Government President. All other matters shall be presented as bills and do require the Student Government President's approval except when the Senate overrides the President's veto as provided for in these By-Laws.
 - ii. Regularly scheduled meetings begin at 4 PM on Tuesday and are open to the public. Executive Sessions are closed to all non-senators, except upon special exemption made by the Senate.
 - iii. Any written legislation must be presented to the Senate president or Senate President Pro-Tempore is to submit by 12 PM on Monday prior to the meeting it is intended to be presented at.
 - iv. Any verbal motions approved by the Student Senate must be in proper written order and presented to the Senate President Pro-Tempore and parliamentarian within in a 72 hour period.
 - v. The Senate President Pro-Tempore is to submit signed copies of legislation approved by the Student Senate to the Student Government President for signature within 72 hours of approval by the Student Senate. If the Student

Government President does not sign the legislation within 10 days the legislation becomes law without his/her signature.

- vi. If the Student Government President vetoes any legislation, it is automatically referred back to the Student Senate. The Student Senate can over-ride a veto with two-thirds approval of quorum in the Student Senate.
- vii. All debate on any matter before the Senate for consideration, be it substantive or procedural shall be limited in a manner such that:
 - 1. Each member of the Senate is allowed as much time necessary per speech before the assembled body, and yielding time to other people shall be considered part of the Senator's speech.
 - 2. Each member of the Senate can make no more than three speeches on a certain issue.
 - 3. Each senator shall not be allowed to speak on issue more than once per meeting unless there is no other member claiming the floor.
 - 4. Rights of reply on personal grounds, discussion on incidental motions, appeals to the chair, and answers to questions shall not be considered speaking to the issue, but shall also be limited to five minutes each. Asking questions and yielding to the answers shall not be considered a five minute debate.
 - 5. Rules established in this section can be suspended by a simple majority vote of Senators present.
- d. The Student senate shall have at least one retreat during the academic year. A Senate retreat is equivalent to a Senate meeting, therefore, attendance in mandatory and attendance is noted.
- e. The Student Government President or President Pro-Tempore can call a special session of the Student Senate for any express purpose sanctioned by the Student Government Constitution. The call for a special session must be made at least 72 hours prior to the special session's Call to Order. The Student Senate can establish a special session for any purpose upon approval of a simple majority present at a properly called Senate meeting.
- f. No Senator shall have a scheduled class that conflicts with the Senate's regularly scheduled meeting time.
- g. Quorum
 - i. A quorum of the Student Senate committees shall be one-half plus one of the committee members either present physically, or via electronic communication.
 - ii. A quorum of the Student Senate Committees shall be one-half plus one of the committee members either present physically or present via electronic communication.
 - iii. Quorum is established at the beginning of all Senate meetings and must be maintained throughout the meeting.
 - iv. If there is no quorum when roll is called during any point of the meeting, then no bills, resolutions or any kind of other Senate business that requires voting may be conducted.
 - 1. This does not forbid the assembled body to discuss the details of any business, receive reports from committee chairs or executives, address concerns of the student body, or any other actions that only require recognition and questioning.
- h. Meeting Agenda
 - i. The agenda shall be established by the Senate President Pro-Tempore with the advice of the Senate President.
 - ii. The agenda shall include:

1. Old Business – Legislation previously approved or tabled shall be addressed under Old Business. At this time, any legislation can be amended.
2. New Business – The Student Senate shall hear any issues that students in the gallery wish to bring to the attention of the Student Senate.
3. Guest Speakers
4. Messages from in-house committees.
5. Messages from the Executives: The Student Government President and Executive Branch officers will introduce projects that could be pursued by Student Government as well as report on the current status of issues facing the University’s standing committee.
6. Messages from the Student Government advisors.
7. Concerns of the Student Body.

i. Proxy Votes

- i. Proxy votes will be allowed under the following circumstances:
 1. Attendance at three-fourths (3/4) or more of the meeting
 2. Attendance and necessity of leave for MU class or emergency
 3. Absence for reasons which would be grounds for a university excused absence.
- ii. Proxy votes must be written and signed by the absent senator, and the writing must give explicit consent to another senator who is to present the vote to the body.
- iii. If not written and confirmed during the session of the legislative body, then the proxy will be verified with the absent senator by the parliamentarian upon that senator’s next attendance.
- iv. Validity of suitable emergencies will be at the discretion of the Judiciary Committee.
- v. Proxy votes are valid for issues which are present on the agenda or deviated issues if and only if the senator is present for the motion and passing of the initial deviation.

VI. Office Responsibilities

- a. The Senate may deem an event necessary for all senators to attend.
 - i. Unexcused absences follow the same rules as meetings.
- b. Attendance to an event shall be deemed necessary if the Senate passes a resolution making it a required event.
 - i. Every senator is required to attend any Senate Retreat and the annual Fountain Ceremony without additional resolution.
- c. The advisors of the Student Government Association may require an event mandatory.
- d. Only 2 events per semester may be deemed mandatory by the advisors.

- e. Each senator must meet with the dean of their college, a student group whose activities pertain to their college, or any other group that they are not a member of once a calendar month.
- f. Each senator must accumulate a minimum of twenty (20) office hours per semester
 - i. Office hours shall be defined as ANY time spent inside the office of the Student Government Association in which the Senator is available as a resource to both Student Government Association and the student body.
- g. 5. Each Senator must accumulate a minimum of eight (8) community engagement hours per semester.
 - i. Community engagement shall be defined as ANY activity or philanthropic initiative sponsored by Student Government Association excluding those outlined in Article VI, Section 2(A) that promotes outreach and engagement with the student body.
- h. Failure to meet any of the requirements as provided will result in ineligibility to be nominated for a committee chair or officer position within the Student Senate except for in cases of special elections resulting from votes of no confidence, resignations, or any other election to fill a vacant seat during the session.
- i. Any senator with a conflict of interest with any bill or resolution in the Senate shall abstain from voting on the bill or resolution.
 - i. Conflicts of interest, by definition, include but are not limited to:
 - 1. Voting to fund organizations in which one is affiliated with.
 - 2. Voting to expand the powers of an office in which one holds.
 - ii. All Senators will still be allowed to participate in debating bills in which one has a conflict of interest.

VII. Discipline and Expulsion of Senators

- a. Three (3) unexcused absences in one semester of a senator's term shall warrant review by the judicial committee. The Judicial Committee's review may result in the Senator's expulsion.
- b. Excuses must be in the form of an e-mail to the Senate President Pro-Tempore or Parliamentarian within, and not to exceed seven (7) days from the date of absence.
- c. "Valid absences from the Student Senate meetings shall include, but not be limited to, those that would be excused under university excused absence procedures. All excuses in writing that are received shall be reviewed by the Parliamentarian for their merits. In the event that the determination of merit is challenged, the absence in question will be reviewed by the entire Judiciary Committee. The absence's validity will be decided by a simple majority vote from the Judiciary Committee. In the event of a tie the President Pro-Tempore will have the tie-breaking vote. In the event of a valid emergency, the preceding requirement will be waived.
- d. Roll call will be taken at all Senate meetings, immediately following the Call to Order. A senator who arrives after roll call without a valid excuse will have an unexcused absence recorded in the attendance book of the Parliamentarian.

- e. Attendance of all assigned committees and Faculty Senate standing committee assignments shall be required. Events that are made required by advisors with proper notice shall also be required. Failure to attend these assignments may result in an absence in the book of the Parliamentarian.
 - f. Any senator can appeal the decision of the Judiciary committee to the whole senate body. The Senate body can overturn the Judiciary Committee's decision on an absence by a simple majority vote.
 - g. Each senator is required to maintain order and a professional atmosphere in the office at all times.
 - h. All judicial review hearings will comply with the latest edition of Robert's Rules of Order.
- VIII. Procedure for filling Senate Vacancies
- a. There shall be a public announcement of the Senate seat vacancies and applications for that will be accepted.
 - b. Public announcements shall mean the publication of the Senate seat vacancy and its requirements in the university media as well as posters, banners, etc.
 - c. Vacancies shall be filled by the Senate Judiciary Committee. Interviews will all qualified applicants shall be conducted by the Judiciary committee. In the event of a tie, the Senate President Pro-Tempore shall have the tie-breaking vote.
 - d. Each newly appointed senator must receive a current copy of the Student Government By-Laws and Constitution.
 - e. New senators must become familiar with the Student Government Constitution, Senate By-Laws, and appropriate conduct at Senate meetings.
 - f. Failure by the newly elected or appointed senators to make contact with the Student Government office within two weeks of his/her appointment will nullify that senator's appointment.
- IX. Budget Consideration
- a. The budget, as presented by the Executive Branch, shall be submitted to the Senate finance Committee for approval and amendment. The budget shall be adopted when approved by a two-thirds majority vote of the Student Senate and upon the signature of the Student Government President.
 - b. The budget, once adopted, shall only be amended by a two-thirds vote of the Student Senate.
- X. Financial Consideration
- a. The Student Senate must approve any expenditure above one hundred dollars.
 - b. Only student organizations recognized by the Office of Student Involvement and Leadership will be eligible for Student Government funding.
 - c. Any group seeking funds must submit a request form explaining the nature of their request, a budget, and the names of those supervising the project.
 - i. Any group that applies for funding between January 1 and June 30 will be considered by the Student Government to be applying for funding in the spring semester. Any group that applies for funding between July 1 and December 31 will be considered by Student government to be applying for funding in the fall semester.
 - ii. Any group receiving funds for an activity or event must show Student Government as a co-sponsor.
 - iii. The Senate President Pro-Tempore and the Senate Treasurer reserve the right to investigate any organization receiving Student government funds.
 - d. For the fall semester, the amount of funding bills approved by the senate will be capped at 40 bills.

- i. Student Organizations heard in the fall shall be approved for no more than \$500.00
 - e. All other qualified funding bills not heard in the fall shall be heard in the spring semester.
 - i. Student organizations heard in the spring shall be approved for no more than \$250.00
 - ii. Student organizations can still be awarded monies so long as funding is available

XI. Student Organization Funding Regulations

- a. In order for a student organization to receive funding they must first be recognized by the office of Student Affairs.
- b. All organizations seeking funding must complete a funding packet, this packet is to be submitted to the Senate Pro-Tempore who is responsible for:
 - i. Recognizing the completeness of any packet,
 - ii. Creation of a bill corresponding to the packet,
 - iii. Addition of that bill to the soonest possible Senate meeting agenda
 - iv. The circulation of the bill and agenda to the Senate.
- c. A recognized student organization shall receive up to, but not exceeding \$500 per semester, or shall receive up to, but not exceeding \$250.00 per spring semester.
- d. No student organization will be able to request money as an advance of another semester's funding
- e. Merit and Exemption Clause - The Senate or Finance Committee may deny funding for the following reasons:
 - i. Funding for car rental, gas expenses or any travel expenses for organizations who have not completed the Safe Driver Training Module.
 - ii. Funding for food that would not otherwise be covered in lodging expenses
 - iii. Funding for anything in violation of County, State or Federal Statute
 - iv. Funding for anything that has been deemed lacking the justification of being educational, leadership-building, teambuilding and /or for group recruitment and retention.
 - v. Funding for any student organization that violates the three-strike rule.
 - vi. Three-Strike Rule- All student organizations will be given three opportunities to present their funding bill to the Finance Committee. If a student organization fails to send a representative after three times, the funding bill will be tabled indefinitely by the Finance Committee.
 - vii. The Senate will review all Finance bills in two readings.

- viii. The first will consist of a presentation of the bill to the Senate by the Senate Pro-Tempore at which time the Senate retains the right to table a bill indefinitely or pass the bill to the to review under by the Finance Committee
- ix. The Finance Committee will then review the bill in further detail, taking into consideration any concerns brought up during the first reading and reconciling any violations with the Student Government Constitution or Senate By-Laws. A representative from the groups requesting funding must be present at this review to clarify any concerns of the Finance Committee. The Finance Committee will then either table the bill for amendment, or send the bill to its second reading in the Senate.
- x. The Second Reading will begin with the recognition of the Treasurer who will explain important elements of the bill and give his/her recommendation on further Senate action on the bill.
- xi. A funding packet must be submitted in with enough time before project execution that the Senate will have sufficient time to draft a bill and execute both readings; the Senate does not fund or refund projects which have already been executed.
- xii. Upon the completion of the project, or event, an Expenditure Report must be presented to the Senate President Pro-Tempore within 30 school days or by the end of the semester in which the event took place.
- xiii. The failure to comply with this section, by any organization, will result in a suspension from SGA funding. The Suspension can be for up to one year, and its length is determined by the Finance Committee, with secondary approval by the whole Senate Body.
- xiv. Misuse of SGA funding will result in possible prosecution.
- xv. Unused funds will be returned to SGA.

XII. Amending the By-Laws

- a. These By-Laws may be amended by a two-thirds vote of the Student Senators present.
- b. Any amendment must be considered by the Judiciary Committee in an open hearing.

XIII. Effective Date of the By-Laws

- a. These By-Laws shall take effect immediately upon their final approval, and they shall be applicable in accordance with the Marshall University Student Government constitution as amended and current.
- b. These By-Laws shall supersede all resolutions and statues passed as of 11/15/2011.
- c. These By-Laws shall become effective immediately upon passage from second reading and upon receipt of the signature of the Senate President and Pro-Tempore.