

UTRGV's #1 BESTSELLING HANDBOOK

ALL YOU NEED TO KNOW ABOUT SGA

“Your voice is our priority”

First Edition

The Official Handbook of the UTRGV Student Government Association



THE
OFFICIAL
HANDBOOK
OF THE STUDENT GOVERNMENT ASSOCIATION

“ I solemnly swear that I will faithfully execute the duties of my office and will, to the best of my ability, preserve, protect and defend the Constitution of The University of Texas Rio Grande Valley Student Government Association. ”

- UTRGV SGA Oath of Office



PURPOSE OF THE HANDBOOK

This handbook was designed to help you throughout your journey as a member of the Student Government Association at UTRGV.

It serves as an overview of many of the most important concepts and processes found in our governing system.

We hope the pragmatic nature of this handbook helps to quickly answer many of the overarching questions you may have as a starting or continuing member of this great organization.

Let us all work hard and do our best to make our UTRGV Community even better than before!

UTRGV SGA Internal Affairs Committee 2017-2018

Ernesto Farias, Senator-at-Large Brownsville

Ingrid de la Torre, Senator-at-Large Brownsville

Gabriela Azuara, Senator-at-Large Brownsville

Alejandro Saldivar, Senator for College of Business

Samantha Garcia, Senator for College of Health Affairs

Special Thanks to:

Raul Martinez, Secretary of Communications

Alondra Galvan, President

Peter Averack, Vice President Edinburg

Gabriela Castorena, Vice President Brownsville

Jimena Castillo, FYI Director

Roy Cantu, First Year Intern 2017-2018

Leticia Villarreal, First Year Intern 2017-2018

Luis Gonzalez, First Year Intern 2017-2018

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Introduction



A LETTER FROM THE STUDENT GOVERNMENT PRESIDENT



Greetings SGA Vaquer@s!

It is my pleasure to welcome you to The University of Texas Rio Grande Valley Student Government Association (SGA)! I am humbled and honored to serve as your SGA President for the 2017-2018 Academic school year.

We have officially started our journey in this amazing association and I am very excited!

SGA is the official representation of the student body. Thank you for making the decision into becoming the student leaders that will work hard to make our University even better.

Get ready for the unforgettable memories that you will make throughout the entire year. Remember to get involved in SGA, ask questions, make new friends and get out of your comfort zone!

One of our University's goal is to prepare our students to go out and inspire the world, and trust me, SGA will help prepare you!

Strive to make a difference on campus, in your city, in the state and one day in the world!

God bless each one of you and remember to raise those V's up with much Vaquer@ pride! I believe in all of our members and have no doubt that this year we will make a great difference on our University!

Alondra Galvan
President
Student Government Association
2017-2018

THE IMPORTANCE OF THE STUDENT GOVERNMENT ASSOCIATION

SGA Mission

Our **mission** is to pro-actively *represent* and *serve* the collective means to address student concerns. In addition, we create supportive environments that enhance the quality of the student experience at The University of Texas Rio Grande Valley, while preserving traditions and increasing spirit. By promoting honesty, integrity, and respect, SGA facilitates student success in their academic and community endeavors.

SGA Vision

We aspire to create a barrier free environment where SGA is the vehicle for students to define their own experience; ultimately facilitating student prosperity and success, so that every Vaquero grows to be recognized as a world leader.



SGA Lunch with the Deans 2017 at the UTRGV Edinburg Campus.

WELCOME TO SGA!

*The Official Voice of the Students at
The University of Texas Rio Grande Valley.*



As members of the UTRGV SGA, our responsibility is to ensure the rights of each and every one of our constituents as the official representation of the student body.

When we take our oath of office, a great deal of power and responsibility is vested in us. The ability to influence important decisions and ultimately focus our institution in accordance to what the students need is one of the most critical aspects of our job.

We are advocates for the betterment of the student population and it is our duty to work for the needs and interests of those in our student body.

From **tablings**, **senate meetings**, **committee meetings**, **trainings**, and the various meetings between SGA and Faculty, Staff and Administration, our term is demanding and requires us to constantly be making thoughtful decisions.

We are expected to be premiere Student Leaders and we are required to lead by example and actively engage in the orderly and democratic processes as outlined in the governing documents of our Student Government.

Overall, the **team** development skills, **collaboration** processes, and your **professional** communication development makes your time as a member of the UTRGV SGA one of the most intense and rewarding leadership experiences available during your academic career.

We cannot do anything alone - so always remember to work as a team and understand UTRGV is a community.

Together, we can work to create an environment that is productive and beneficial to everyone in the UTRGV Community.

A photograph of two young adults, a man and a woman, standing outdoors. They are both wearing sunglasses and smiling. The man is on the right, wearing a light blue t-shirt with the text "WE WILL INSPIRE THE WORLD" and a small circular logo that says "CAN YOU DIG IT?". The woman is on the left, wearing a white hard hat with "UTRGV" on it and a dark polo shirt. They are holding large blue plastic shovels. In the background, there is a white banner with repeating text: "TOGETHER WE WILL GROW" and "UTRGV".

Infrastructure

STUDENT GOVERNMENT CHECKS AND BALANCES



What Are Checks and Balances?

Each branch of SGA is “balanced” because each branch has its own section of authoritative functions and responsibilities. However, each branch also has, within its abilities, “checks” that limit or prevent other branches from becoming too influential.



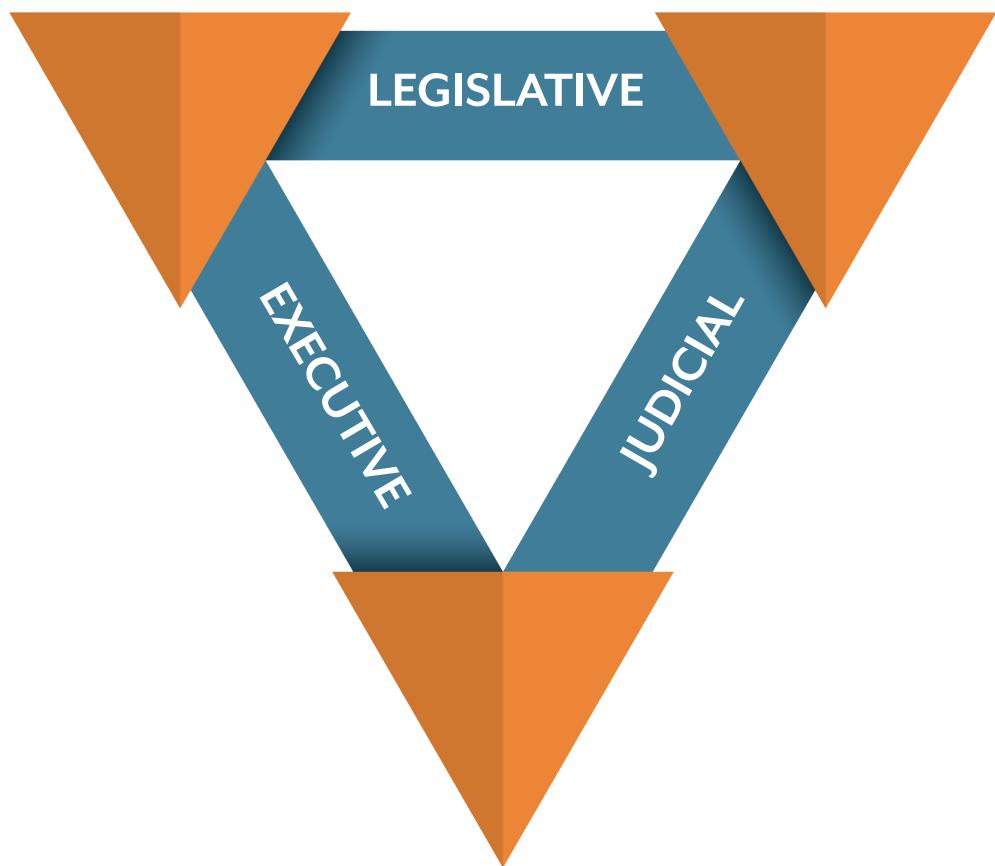
Purpose and Importance

SGA works similarly to how the U.S. government works. When the U.S. government was first being formed, the founders of the Constitution thought it was best if it was divided into three sections, or branches: the legislative, executive, and judicial branches. Each of the sections would also have its own separate powers: the legislative branch creates laws, the executive branch enforces laws, and the judicial branch interprets laws. This was done so that no one branch would become too dominant.

This concept of each branch having its own set of job duties and authoritative capacities is known as the concept of **separation of powers**. The concept of separation of powers is directly related to the system of checks and balances because each branch has its own set of powers (balances), and some of the capabilities that each branch has makes sure that another branch doesn't abuse its power (checks).

THE THREE BRANCHES OF GOVERNMENT

There are three branches that work to balance the decision making process throughout each term.



CHECK AND BALANCES OF THE BRANCHES

01

THE LEGISLATIVE BRANCH

The Legislative Branch is given the powers to make the laws. It has the following checks over the Executive Branch:

- May override presidential vetoes with a two-thirds vote
- May remove the president through impeachment
- Senate approves legislation
- Senate approves presidential appointments

The Legislative Branch has the following checks over the Judicial Branch:

- Senate approves appointments of judges

02

THE EXECUTIVE BRANCH

The Executive Branch is given the power to carry out the legislation approved by the Senate. It has the following checks over the Legislative Branch:

- Veto power
- Can recommend legislation

03

THE JUDICIAL BRANCH

The Judicial Branch is given the power to interpret the laws. It has the following checks over the Executive Branch:

- Judges, once appointed for life, are free from controls from the executive branch
- Courts can judge executive actions to be unconstitutional through the power of judicial review

The Judicial Branch has the following checks over the Legislative Branch: Courts can judge legislative acts to be unconstitutional.

- The judicial branch's powers are unique in that they can judge actions by the other two branches to be unconstitutional.

THE HISTORY OF STUDENT GOVERNMENT AT UTRGV...

What has SGA? Addressed and Accomplished!

Since the creation of the Student Government Association at UTRGV, their members have treasured the importance of voicing the concerns of the student body and address them to University officials.



SGA has accomplished to:

- Make the University Library open 24hrs during finals weeks at both Brownsville and Edinburg
- Increase the number of printers in the Brownsville Campus
- Improve the lighting of both campuses through a study made
- Address the increment of parking fees for students
- Address the importance of inclusion by using the term Vaquer@ on our marketing
- Address the importance of having a genderless restroom in campus
- Add No Smoking Area signs around both campuses
- Address the increase of shuttles to travel between campuses
- Address the high prices of products at the C-Store and The Grid
- Create a new SGA signature event called Lunch with the Deans
- Participate every year at the Student Fee Advisory Council
- Participate every year at the Student Advisory Council at Austin along other UT System SGAs

As a Student Government, we are far from done.
We can do more than we think we are capable.

Governing Documents



Constitution of the Student Government Association

As SGA, we must abide by the laws that govern the Association.

Preamble

We the students of The University of Texas Rio Grande Valley, in order to provide an official representation of the student body, promote the welfare of the students, foster leadership, provide means for responsible and effective participation in all facets of campus life, promote academic excellence, develop the spirit of democracy and promote loyalty to the ideals of the university, do hereby adopt and establish this constitution for the Student Government Association of The University of Texas Rio Grande Valley.

ARTICLE I: MEMBERSHIP AND STRUCTURE

1.01 Membership

1.01.01 The membership, structure, roles, and responsibilities of the SGA support and represent multiple campuses and learning facilities in Brownsville, Edinburg, Harlingen, McAllen and Rio Grande City.

1.01.02 All currently enrolled students at the university who are not on scholastic or disciplinary probation and meet the eligibility requirements of the elected or appointed position shall be eligible to participate in SGA. All currently enrolled students at the university shall be non-voting members.

1.01.03 Students must meet the following requirements in order to hold an elected or appointed position:

a. Undergraduate students must be enrolled in at least twelve (12) credit hours at the time of application and during their term of office unless within eleven (11) credit hours of graduation during the last semester of their current term.

b. Graduate students must be enrolled in at least six (6) credit hours at the time of application and during their term of office unless within three (3) credit hours during the last semester of their current term.

c. Must complete seventy-five percent (75%) of attempted course work per semester.

d. Must meet the minimum grade point average (GPA) standards for each position as outlined in the Constitution.

1.01.04 No member shall be denied full and equal opportunities in SGA based on race,

color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.¹

1.01.5 Members shall act in accordance with the rules as established in the SGA Constitution and Bylaws, the Handbook of Operating Procedures, The University of Texas System Regents Rules and Regulations, and the most recent edition of Robert's Rules of Order.

1.01.06 The term of office shall be one (1) year and begin at noon on the first Monday in May, with exception of the Judicial Branch. If appointed after the first Monday in May, the member shall complete the current term of office.

1.02 Structure

1.02.01 The representative structure for the students of The University of Texas Rio Grande Valley, hereinafter referred to as UTRGV shall be known as the Student Government Association or SGA.

1.02.02 The representative structure of SGA at UTRGV shall be composed of three branches: Executive, Legislative, and Judicial. 1.02.03 The Executive Branch shall consist of the Executive Officers and the Executive Cabinet members.

1.02.04 The Legislative Branch shall consist of the Officers of the Senate and the Senators.

1.02.05 The Judicial Branch shall consist of the Supreme Court.

1.02.06 Students in leadership positions from each of the three (3) branches shall form an Advisory Council.

1.02.07 A student holding an elected or appointed office shall not serve on more than one branch.

ARTICLE 2: EXECUTIVE BRANCH

2.01 Executive Officers

2.01.01 Membership and Selection

- a. The Executive Officers shall consist of the President, Vice President for Brownsville and Vice President for Edinburg.
- b. The Executive Officers shall be elected by a plurality of votes cast as stipulated in the Election Guidelines.

2.01.02 Eligibility Requirements

- a. Undergraduate and graduate students must have a minimum 3.0 cumulative GPA at time of application or appointment.
- b. Undergraduates must maintain a minimum 2.5 GPA per semester and graduate

students must maintain a minimum 3.0 GPA per semester while holding office.

- c. At the time of assuming office, undergraduates must have completed at least two (2) fall or spring semesters at the university and have completed or transferred a total of thirty (30) or more credit hours.
- d. At the time of assuming office, graduate students must have completed at least one (1) fall or spring semester or two (2) consecutive summer sessions at the university.
- e. Vice Presidents must be enrolled for at least six (6) credit hours at the location they desire to represent at both the time of application or appointment and while holding office.

2.01.03 Role and Authority

- a. The President shall:

1. Serve as the Chief Executive Officer of SGA.
2. Represent the student body and SGA in meetings with other student governments, university administration, agencies of government, the UT System Board of Regents, UT System executive officers, the general public, and other activities affecting the interests of the student body and/or SGA.
3. Meet regularly with the University President, Provost, Student Success staff and faculty.
4. Present a “State of the Student Body Address” to the student body on or before October 1. Additional forums may be scheduled at the discretion of the President.
5. Appoint members of the Executive Cabinet, members of the Supreme Court, and fill vacancies of the Senate, subject to a two-thirds ($\frac{2}{3}$) approval of the Senators present and voting.
6. Preside over meetings of the Advisory Council which includes the Vice Presidents, Chief of Staff, Chair of the Senate, Sergeant at Arms, Secretary, and the Chief Justice.
7. Have the authority to call meetings of the Advisory Council as stipulated in the Bylaws.
8. Negotiate and formulate the organization budget through university administrative channels. The president shall submit the proposed budget to the Senate for consideration and approval prior to submission to the Dean of Students.
9. Prepare, authorize, and submit all required reports to the Office of the Dean

of Students.

10. Submit to the Senate during the first regular meeting a presentation of goals of the Executive Branch.
11. Attend meetings of the Senate as requested.
12. Review all passed Senate legislation with the option of signing it, withholding signature of approval, or vetoing the resolution in whole or in part.
13. Reserve the right to appoint any member of the student body to serve on university or institutional committees.
14. Reserve the right to create and appoint any member of the Senate or student body to serve on an executive ad-hoc committee.
15. Have the discretion to appoint Presidential Executive Aids from the student body to aid in the performance of executive duties.
16. Recommend the delegates and alternate to serve on The University of Texas System Student Advisory Council to the Dean of Students.
17. Request interpretation of the Constitution or the Bylaws by the Supreme Court.
18. Require written submission of all actions taken by the Supreme Court on any Constitution or Bylaws provisions, or any statutory enactment that is in question.
19. Represent the SGA before the Supreme Court when a complaint by a student is issued regarding a violation of the Constitution or Bylaws. The President may assign a designee from the Senate or Executive Branch to serve as the representative.
20. Assist with the transition of the president-elect of SGA.

b. The Vice Presidents shall:

1. Coordinate the actions and efforts of SGA at their respective location.
2. Assist the president in fulfilling the executive and administrative functions of SGA at their respective location.
3. Assume the duties of the President when so directed by the President.
4. Attend all meetings of the Senate.
5. Work collaboratively with the Chair of the Senate to set the agenda of the official and unofficial meetings of the Senate.
6. Have the authority to call meetings with the Legislative Branch members from their respective location.

7. Coordinate the standing committees and ad-hoc committees of the Senate from their respective location.
8. Serve as a member of the Advisory Council and attend all meetings.
9. Have the discretion to appoint Executive Aids from the student body to aid in the performance of executive duties.
10. Assist with the transition of the Vice-President-Elect of SGA.

2.01.04 Vacancies of the Executive Officers

- a. In the event of a Presidential vacancy, the Senate shall elect one of the current Vice Presidents to fill the position by simple majority of the Senate members present and voting. If both Vice Presidents decline the Presidency, the Chair of the Senate shall assume the Presidency. If the Chair of the Senate declines the Presidency, the Chair of the Senate shall call for the election of a current Senate member.
- b. In the event of a Vice Presidential vacancy, the President shall appoint a new Vice President, subject to approval by two-thirds ($\frac{2}{3}$) of the Senate members present and voting.

2.02 Executive Cabinet:

2.02.01 Membership and Selection

- a. The Executive Cabinet shall consist of the Vice President from each location, Chief of Staff, the Secretary of Administration, the Secretary of Campus Life Committees and Councils, the Secretary of Communications, the Secretary of Finance, and the Secretary of Graduate Affairs.
- b. All members shall be appointed by the President and approved by two-thirds ($\frac{2}{3}$) of the Senate members present and voting.

2.02.02 Eligibility Requirements

- a. Undergraduate students must have a minimum 3.0 GPA cumulative at the time of application and appointment, and maintain a minimum 2.5 GPA per semester.
- b. Graduate students must have a minimum 3.0 GPA cumulative at the time of application and appointment, and maintain a minimum 3.0 GPA per semester.
- c. At the time of assuming office, the Executive Cabinet members must have completed at least one (1) fall or spring semester or two (2) consecutive summer sessions at the university.
- d. The Secretary of Graduate Affairs must be enrolled in a graduate program.

2.02.03 Role and Authority

a. The Chief of Staff shall:

1. Perform duties as directed by the Executive Officers.
2. Monitor and facilitate all operations of the Executive Cabinet.
3. Have the authority to call meetings of the Executive Cabinet as stipulated in the Bylaws.
4. Train members of the Executive Cabinet to perform duties.
5. Serve as a member of the Advisory Council and attend all meetings.

b. The Secretary of Administration shall:

1. Be responsible for all administrative and clerical duties necessary to maintain the operations of SGA.
2. Maintain and create a record of all SGA activities during the term.
3. Distribute all legislation approved by the President to the appropriate individuals and entities.
4. Keep and update the official historical archives (electronic and print versions) for the SGA.
5. Submit a copy of the archives of the term to each member of the Advisory Council and to the Secretary of Communication.

c. The Secretary of Campus Life Committees and Councils shall:

1. Recruit and recommend individuals to university committees for appointment by the President.
2. Gather reports from the students serving on university committees and report to the President on their activities.
3. Facilitate the implementation of SGA initiatives in the community and university.
4. Ensure student representation is well distributed among the university committees and work with the Office of the Dean of Students, or another appropriate entity, to recommend the number of student representatives on the committees.

d. The Secretary of Communications shall:

1. Monitor and develop public relations with the student body, faculty, university administration, UT System universities, the city, local community, and local business partners.
2. Act as the official spokesperson of the SGA.

3. Work closely with campus media to keep them informed about the actions of SGA.
 4. Assist all members with publicity and advertising.
 5. Manage content for the website and social media.
- e. The Secretary of Finance shall:
1. Maintain accurate records of the financial transactions of SGA.
 2. Meet at least once per month with the Advisor(s).
 3. Prepare end of semester financial reports and submit a copy to the President, the Vice Presidents, and the Chief of Staff.
 4. Provide a weekly report to the Chief of Staff on the financial status of SGA.
- f. The Secretary of Graduate Affairs shall:
1. Serve as the main communication liaison between graduate students, SGA, faculty, and staff.
 2. Provide a medium for all graduate students to voice their ideas and concerns to SGA.
 3. Foster an environment that promotes the participation of graduate students in the activities of SGA.
 4. Work with administration to ensure an environment that allows graduate students to reach their maximum academic potential.
 5. Promote graduate school programs and encourage the student body to explore programs offered at the university.
- g. The First Year Internship Director shall:
1. Direct the First Year Internship program as stipulated in the guidelines found in the Bylaws.
 2. Have the discretion to appoint an Assistant Director to aid in the performance of duties.

2.02.04 Vacancies

- a. Executive Cabinet vacancies may occur by resignation or removal by the President.

ARTICLE III: LEGISLATIVE BRANCH

3.01 The Senate

3.01.01 Membership and Selection

- a. The Senate shall consist of elected or appointed members known as Senators.
- b. The Senate membership shall include:
 - 1. Academic Senators: Four (4) undergraduate students per academic college shall be elected by the undergraduate students enrolled in their respective academic college. At least one (1) senator must be from a different location.
 - 2. Graduate Senators: Four (4) graduate students representing the Graduate College shall be elected by graduate students. Two (2) senators will represent each location.
 - 3. Senators-At-Large: Eight (8) undergraduate or graduate students shall be elected by students enrolled for at least six (6) credit hours at their respective location. Four (4) senators will represent each location.
- c. Senators shall be elected by a plurality of votes cast as stipulated in the Election Guidelines.
- d. A nominee for Senate appointment shall not function as an official member until approved by the Senate and administered the Oath of Office.

3.01.02 Eligibility Requirements

- a. Undergraduate students must have a minimum 2.5 GPA cumulative at the time of application and appointment, and maintain a minimum 2.5 GPA per semester.
- b. Graduate students must have a minimum 3.0 GPA cumulative at the time of application and appointment, and maintain a minimum 3.0 GPA per semester.
- c. At the time of assuming office, the Senate member must have completed at least one (1) fall or spring semester or two (2) consecutive summer sessions at the university.
- d. If applicable, must be enrolled in the academic college they represent at the time of application and while holding office.
- e. If applicable, must be enrolled for the majority of credit hours at the location they represent at the time of application and while holding office.

3.01.03 Role and Authority

- a. The Senators shall:
 - 1. Faithfully execute all authorities, duties, and responsibilities as outlined by SGA Constitution and Bylaws.
 - 2. Research and evaluate legislation, programs, reports and available information so as to provide the Executive Officers with well-developed proposals.

3. Sponsor legislation that must be approved by a majority vote of the Senators present and voting.
4. Pass legislation pursuant to the Constitution and Bylaws of the SGA.
5. Represent and communicate the opinion and needs of the student body to administration, faculty, staff, and other appropriate entities through legislative action.
6. Address student issues and concerns to the SGA.
7. Have the authority to override a presidential veto by two-thirds ($\frac{2}{3}$) vote of the Senate members present and voting.
8. Approve or reject nominees for appointment made by the President with a simple majority vote of those present and voting.
9. Nominate and elect, with a simple majority vote of those present and voting, a Chair of the Senate to serve as the presiding officer at Senate meetings for the duration of the term.
10. In absence of the Chair of the Senate elect a temporary chair to preside, with a simple majority vote of those present and voting.
11. Nominate and elect, with a simple majority vote of those present and voting, a Secretary to take official minutes of Senate meetings.
12. Have the authority to create standing committees as stipulated in the Bylaws.
13. Host town hall meetings as stipulated in the Bylaws.
14. Request interpretation of the Constitution or the Bylaws by the Supreme Court.

3.01.04 Vacancies

- a. Vacancies shall be filled by appointment of the President, subject to a two-thirds ($\frac{2}{3}$) approval of the Senators present and voting.

3.02 Officers of the Senate

3.02.01 Membership and Selection

- a. The Officers of the Senate shall consist of the Chair of the Senate, Sergeant at Arms and the Secretary.
- b. The President shall preside over the first general meeting of the session, and the nomination and election of the Chair of the Senate shall be the first order of business. The Senate shall nominate and elect the Chair of the Senate by simple majority vote of the Senate.

3.02.02 Eligibility Requirements

- a. Must be a duly elected or appointed member of the Senate.

3.02.03 Role and Authority

- a. The Chair of the Senate shall:

1. Preside over meetings of the Senate, except during the election of the position.
2. Retain all rights and privileges of a Senator with the exception of voting.
3. Have the authority to vote as allowed in Robert's Rules of Order.
4. Have the authority to convene the Senate and create the meeting agenda in collaboration with the Vice Presidents.
5. Appoint, with a simple majority vote of the Senate, a Sergeant at Arms to advise on matters of parliamentary procedure.
6. Appoint, with a simple majority vote of the Senate, a Secretary to take the official minutes of each meeting.
7. Have the authority to assign members of the Senate to the standing committees
8. Meet regularly with the President and Vice Presidents.
9. Serve as a member of the Advisory Council.

- b. The Sergeant at Arms shall:

1. Be knowledgeable and well-versed in Robert's Rules of Order.
2. Advise the Chair of the Senate, the Standing Committee Chairs, and members of the Senate on matters of parliamentary procedure.
3. Keep a permanent record of the Senate roll attendance at all mandatory meetings and events.
4. Retain all rights and responsibilities as a Senator.

- c. The Secretary shall:

1. Work with the Chair of the Senate to set the agenda and take the official minutes of Senate meetings.
2. Keep a record of all filed legislation as stipulated in the Bylaws.
3. Receive all bills, resolutions and appointment applications, and assign them numbers.

4. Retain all rights and responsibilities as a Senator.

3.02.04 Vacancies

a. In the event of permanent vacancy of the Chair of the Senate, the President shall chair the next scheduled Senate meeting and immediately call for the election of a new Chair of the Senate.

ARTICLE IV: JUDICIAL BRANCH

4.01 The Supreme Court

4.01.01 Membership and Selection

a. The Supreme Court shall consist of seven (7) members; two (2) Associate Justices from each location (two (2) from Edinburg and two (2) from Brownsville), one (1) faculty/staff Associate Justice from each location (one (1) from Edinburg, one (1) from Brownsville), and one (1) Chief Justice. The Chief Justice position must be filled by a student.

b. The Chief Justice and all Associate Justices shall be nominated for appointment by the President with approval of two-thirds ($\frac{2}{3}$) of the Senate present and voting.

c. The term for student members of the Judicial Branch shall be from the time of appointment until completion of degree for which they are enrolled at the time of appointment. Justices must enroll in consecutive long semesters while serving on the Student Supreme Court.

d. The term for faculty/staff members of the Judicial Branch shall be for three (3) years from the time of appointment.

e. A nominee for Supreme Court appointment shall not function as an official member until approved by the Senate and administered the Oath of Office.

4.01.02 Eligibility Requirements

a. Undergraduate students must have a minimum 2.5 GPA cumulative at the time of application and appointment, and maintain a minimum 2.5 GPA per semester.

b. Graduate students must have a minimum 3.0 GPA cumulative at the time of application and appointment, and maintain a minimum 3.0 GPA per semester.

c. At the time of assuming position, the Supreme Court members must have completed at least one (1) fall or spring semester or two (2) consecutive summer sessions at the university.

4.01.03 Role and Authority

a. The Chief Justice shall:

1. Serve as the chief administrator of the Supreme Court.

2. Preside over meetings and hearings of the Supreme Court.
 3. Be responsible for ensuring that the Supreme Court conducts business according to the provisions of the SGA Constitution, Bylaws, and additional procedures adopted by the Supreme Court.
 4. Be responsible for keeping a complete record of all judicial actions, copies of which must be filed regularly with the Office of the Dean of Students.
 5. Have the authority to request testimony from witnesses.
- b. The Supreme Court shall:
1. Have original jurisdiction to hear and rule on cases involving the SGA Constitution, Bylaws, and the constitutionality of statutory enactments when so requested in writing by a student.
 2. Hear and rule on appeals from plaintiffs on complaints against the SGA and/or its officers.
 3. Hear and rule on appeals from plaintiffs regarding an election decision of the Office of the Dean of Students.
 4. Render, upon request, a written interpretation of any part of the SGA Constitution or the Bylaws.

4.01.04 Vacancies

- a. Vacancies in the Supreme Court shall be filled in the same manner as they were originally filed. Additionally, the Chief Justice may initiate a nomination to fill a vacancy in the Supreme Court. The Chief Justice's nomination shall be confirmed upon a two-thirds ($\frac{2}{3}$) approval of the Senate.

4.01.05 Hearings of the Judicial Branch

- a. All official records shall be kept at the Office of the Dean of Students.
- b. Notice of hearings shall be posted at the SGA office as stipulated in the Bylaws.
- c. The defendant is considered innocent until found responsible by the Supreme Court, based on a preponderance of evidence.
- d. The Supreme Court shall administer appropriate findings to members of the Executive Branch, and members of the Legislative Branch for matters concerning the SGA Constitution.
- e. The Supreme Court shall refer any perceived violations of University rules to the Dean of Students.

ARTICLE V: MEETINGS

5.01 Legislative Branch

5.01.01 The Senate

- a. Quorum is established when one (1) more than one-half ($\frac{1}{2}$) of the membership of the Senate are present.
- b. Official business of the Senate shall only be conducted at any meetings when quorum is established.
- c. The Senate shall follow the most recent edition of Robert's Rules of Order during meetings unless otherwise specifically stated in the Constitution or Bylaws.
- d. The Chair of the Senate may call the Senate into a special meeting when the need arises to conduct business prior to a regularly scheduled meeting.

5.02 Judicial Branch

5.02.01 The Supreme Court

- a. Quorum is established when four (4) student members and at least one (1) Faculty or Staff Associate Justice are present.
- b. No official business shall be conducted at any hearing or meeting when a quorum is not present.

ARTICLE VI: VOTING

6.01 Legislative Branch

6.01.01 The Senate

- a. Each Senator shall have one (1) vote.
- b. Any Senator may reserve the right to vote by proxy as stipulated in the Bylaws. The proxy vote must have been delivered and received prior to start of the Senate meeting to the Chair of the Senate.

6.02 Judicial Branch

6.02.01 The Supreme Court

- a. Each member of the Supreme Court shall have one (1) vote and no proxy or absentee votes shall be allowed.
- b. The manner in which a vote is cast shall be duly noted in the official records.
- c. All decisions and authority of Supreme Court shall be vested in a majority vote of the Justices present and voting.

ARTICLE VII: REMOVAL AND IMPEACHMENT

7.01 Removal from Office

7.01.01 Removal from office shall occur under the following circumstances:

- a. The Sergeant at Arms recommends to the Chief Justice the removal of a Senator due to unexcused absences.
- b. Failure to meet eligibility requirements set forth by the Constitution and Bylaws as determined by the Advisors. Upon notification of ineligibility, the position shall become vacant.
- c. Violating provisions of the Constitution or Bylaws.

7.01.02 Jurisdiction

- a. The Student Supreme Court shall have jurisdiction over the removal process unless otherwise noted.

7.01.03 Removal of the Chair of the Senate and Senate Officers

- a. A motion of no-confidence in the Chair of the Senate or Senate Officers shall require a two-thirds ($\frac{2}{3}$) vote of the Senate to bring the matter to debate.
- b. Removal of the Chair of the Senate or Senate Officers shall require a two-thirds ($\frac{2}{3}$) vote of the Senate.
- c. Removal of any Senate member shall require a two-thirds ($\frac{2}{3}$) vote of the Senate.

7.02 Impeachment

- a. Impeachment is an accusation of wrong doing.
- b. Articles of Impeachment are written allegations against a member of the SGA that are submitted to the Chief Justice of the Supreme Court.
- c. Any student shall have the right to initiate impeachment proceedings against any SGA member if they fail to meet the duties as prescribed in the Constitution or Bylaws, or if the member engages in behavior that is detrimental to the SGA, the university or its students.
- d. Articles of impeachment do not immediately result in the removal of a member, but provide due process for the accused which involves an investigation, examination of the evidence, and debate and vote on individual articles of impeachment.
- e. The course of action can include removal, dismissal of the allegations, or censure the individual and allow him or her to remain in office.
- f. Procedures shall be in accordance with the Bylaws.

ARTICLE VIII: ELECTIONS

8.01 Elections Committee

8.01.01 Membership and Selection

- a. The Elections Committee shall consist of the Administrative Advisors, one (1) student from Brownsville, and one (1) student from Edinburg.

8.01.02 Eligibility Requirements

- a. Students must be enrolled for at least six (6) credit hours at their respective location.
- b. Students may not run for SGA position while appointed to committee.

8.01.03 Role and Authority

- a. The Elections Committee shall:
 1. Develop and implement the Election Guidelines with approval by the Dean of Students.
 2. Coordinate the candidate application process, the election timeline, the ballot content and the polling locations.
 3. Enforce campaigning rules and regulations.

ARTICLE IX: ADVISORS

9.01 Advisors

9.01.01 Designation of Advisor

- a. The SGA shall be administered under the direction of the Dean of Students. The Dean of Students or his or her designee(s), shall serve as the Advisor(s) to the SGA.

9.01.02 Role and Authority

- a. The Advisors shall:
 1. Advice and counsel the organization to meet goals and objectives.
 2. Attend Senate meetings.
 3. Assist in program and/or project development.
 4. Serve as a resource to the organization regarding university policy and regulations.
 5. Serve as the official account manager for SGA budget and advise the organization regarding financial matters.
 6. Ensure that adequate accounting procedures be established and followed.
 7. Coordinate the elections of the SGA.

8. Remove any member of the SGA from office for not maintaining the qualifications for their respective position. Reasons for dismissal may include the following: scholastic or disciplinary probation, expulsion, suspension, and not meeting member eligibility requirements.

ARTICLE X: AMENDMENTS AND RATIFICATION

10.01 Amendments

10.01.01 Amendments to the Constitution may be sponsored by a Senate member or by petition of amendment signed by an equivalent of one-third (1/3) of the total number of students voting in the last General Election.

10.01.02 Constitutional amendments proposed by the Senate must be passed by a two-thirds ($\frac{2}{3}$) majority of the actual number of Senators in order to be placed on the ballot for consideration in a duly authorized election or referendum.

10.01.03 If an amendment is introduced by the students, the petition of amendment shall contain the required signatures and shall be submitted to the Chief Justice so that it may be presented to the Supreme Court. Upon a validation and certification of required signatures, the proposed amendment shall be placed before the students.

10.01.04 Amendments shall be adopted as a part of this Constitution when ratified by an affirmative vote of a majority of the students voting in a duly authorized election. The change shall become effective when transmitted to and approved by the Dean of Students, the UTRGV President, and the UT System Associate Vice Chancellor for Student Affairs.

10.01.05 Amendments to the Bylaws must be sponsored by a Senate member and approved by a two-thirds ($\frac{2}{3}$) vote of the actual number of Senators.

10.02 Bylaw Proposal and Ratification

10.02.01 The SGA shall establish Bylaws as necessary.

10.02.02 Any voting member of the Senate may present an Amendment to the Bylaws at a Senate meeting. The Amendment must be submitted to the Executive Cabinet (1) week prior to its presentation to the Senate. Following the motion to amend the Bylaws, the motion is immediately tabled without discussion or persuasion until the following meeting.

10.02.03 At the meeting following a motion to amend the Bylaws, the proposed bill shall be open for discussion, at which time members shall have the opportunity to voice their opinion.

10.02.04 The bill shall then come to a vote, and will require a two-thirds ($\frac{2}{3}$) vote of the Senate to be ratified.

10.02.05 An amendment shall not become effective until transmitted to and approved by the Dean of Students, the UTRGV President, and the UT System Associate Vice

Chancellor for Student Affairs.

10.03 Ratification of the Constitution and Amendments

10.03.01 This Constitution and its amendments shall be the official governing documents of the Student Government Association of The University of Texas Rio Grande Valley. Upon ratification by an affirmative vote of at least a majority of the students voting in a constitutional referendum, and when approved by the Dean of Students, the UTRGV President, and the UT System Associate Vice Chancellor for Student Affairs.

10.03.02 All officials elected or appointed under the requirements of the previous Constitution, which this Constitution supersedes, shall remain in their corresponding offices and exercise their corresponding duties and responsibilities as set forth within this Constitution until their term of office expires.

10.03.03 The Dean of Students shall have the power, when in his or her judgment the interest of the institution shall require it, to amend or repeal any provision in the Constitution or Bylaws of the Student Government Association, but such action shall not be effective until approved by the UTRGV President and the UT System Associate Vice Chancellor of Student Affairs.

ARTICLE XII: GENERAL PROVISIONS

12.01 Complaints

a. Members shall forward all received complaints regarding violations of the Constitution to the Chief Justice of the Supreme Court; ensure that copies are forwarded to each member of the Supreme Court to which the complaint has been referred, as well as to the Dean of Students, plaintiff(s), and defendants(s).

12.02 The Oath of Office

The Oath of Office, shall be administered by the Chief Justice, and shall be given to all members of the SGA upon being confirmed into their position. "I solemnly swear (or affirm) that I will faithfully execute the duties of my office and will, to the best of my ability, preserve, protect and defend the Constitution of The University of Texas Rio Grande Valley Student Government Association." Constitution approved on March 20, 2015 by currently enrolled students from UT Brownsville and UT Pan American.^

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Bylaws of the Student Government Association

As SGA, we must abide by the laws that govern the Association.

Article I. Preamble

All members of the Student Government Association (SGA) of The University of Texas Rio Grande Valley (UTRGV) shall abide by the herein described bylaws. A violation, or failure to perform the duties outlined in this document is subject to removal from office. Removal may also happen by use of Articles of Impeachment, as outlined in **The Constitution of the Student Government Association of The University of Texas Rio Grande Valley**.

Article II. Advisors

It shall be the duty and responsibility of the Advisors to: be non-voting members of SGA, aid and advice officers and legislative bodies of SGA, aid in providing beneficial relations between administrators and students, and act as representatives at SGA functions. The Dean of Students, or designee, shall act as the official university account manager for SGA funds.

Article III. Governing Documents

Section 3.01 The following shall be considered the governing documents of UTRGV SGA:

- (a) The Constitution of the Student Government Association of The University of Texas Rio Grande Valley (referred to in this document as the SGA Constitution).
- (b) The Bylaws of the Student Government Association (referred to in this document as the bylaws).
- (c) The Rules and Procedures of UTRGV SGA (referred to in this document as "UTRGV R&P".)

Article IV. Legislative Bylaws

Section 4.01 DEFINITIONS. The following shall be the definitions as used in this article, unless otherwise specified:

- (a) Member: a member of the Legislative Branch that has taken the Oath of Office as outlined in the SGA Constitution.
- (b) Email: official university issued student electronic mail.
- (c) Mandatory event/meeting: Student Senate meetings, meetings of committees the member is officially appointed to, meetings of the SGA Advisory Council, any planned

retreats of SGA, or any event that has been deemed mandatory by the Advisory Council. Events or meetings called less than three (3) days before they take place are not mandatory.

(d) Unexcused absence: type of absence members receive when they fail to attend any mandatory event or meeting without prior approval of their corresponding officer as outlined in the SGA governing documents.

(e) Excused absence: absence to a mandatory event for which a member receives no penalty.

Section 4.02 Members shall attend all mandatory events or meetings of the Student Senate or of SGA.

Section 4.03 The SGA Advisory Council shall be the only committee or council that can deem an event mandatory.

(a) A vote of a simple majority shall make an event mandatory.

(b) The Student Senate as a whole shall reserve the right to appeal a decision of the Advisory Council to make an event mandatory at the meeting immediately preceding the announcement.

Section 4.04 The sergeant-at-arms shall keep a permanent record of the Student Senate roll attendance.

Section 4.05 The sergeant-at-arms shall hold absolute discretion in the Student Senate on awarded excused absences with the exception of Section 4.06 of these bylaws.

Section 4.06 The sergeant-at-arms shall decide, based on the statutes provided in this section, whether the absence of a member is excused or unexcused. The following shall constitute an excused absence:

(a) Death, accident, or illness in the family.

(b) Personal illness or accident.

(c) Religious holy days as per Texas Education Code 51.911 and Atheist holidays.

(d) Official SGA business.

(e) Official university business, excluding employment.

(f) Officially scheduled UTRGV academic coursework.

(g) Other circumstances as deemed valid or acceptable by the sergeant-at-arms.

Section 4.07 If the sergeant at arms is going to miss a mandatory event or meeting, he or she shall ask for an excused absence from the chair of the senate. All statutes explaining the duties and discretion of the sergeant-at-arms in the SGA governing documents apply to the chair of the senate shall this circumstance arise.

Section 4.08 Failure to provide an excuse to the sergeant-at-arms shall constitute in issuance of an unexcused absence.

Section 4.09 A member that accumulates a total of three (3) unexcused absences in one semester, or a total of four (4) unexcused absences during the present session shall be removed, and a vacancy shall occur. Appeals shall be allowed if specified in the SGA R&P.

Section 4.10 STANDING COMMITTEES. All student senators and campus representatives, with the exception of the Chair of the Student Senate, shall serve in, and be voting members of at least one (1), but no more than two (2) standing committees.

- (a) The names of the standing committees, along with their responsibilities, shall be stated in the UTRGV SGA Policies and Procedures.
- (b) All standing committees shall meet at least once per month.
- (c) Unless otherwise stated in any UTRGV SGA governing document, all standing committee business shall be approved by a simple majority of the members present and voting.
- (d) All actions approved by a committee shall be taken to the floor of the Student Senate before becoming an official statute of the Student Senate, unless otherwise stated in the SGA Governing Documents.
- (e) Each standing committee shall have one (1) chairperson, and one (1) secretary.
- (f) The chair of the senate, with approval of a simple majority of the Student Senators present and voting, must appoint one (1) Student Senator to serve as chair of each standing committee. Co-chairs shall not be allowed under any circumstance.
- (g) The chair of the committee shall appoint one (1) student senator to serve secretary of the committee with approval of simple majority of the appointed committee members. Co-secretaries shall not be allowed under any circumstance.
- (h) The chair of the senate shall reserve the right to appoint one (1) student senator as an interim-chair of a standing committee should a vacancy occur in the position.
- (i) If the chair of a standing committee is underperforming, the chair of the senate shall reserve the right to appoint a new chair with approval of a simple majority of the student senators present and voting.
- (j) The chair of the senate reserves the right and authority to appoint student senators and campus representatives as voting members to any of the standing committees.
- (k) Quorum for the standing committees shall constitute of one (1) plus one-half (1/2) of the total voting membership of the committee.

Section 4.11 AD-HOC COMMITTEES OF THE STUDENT SENATE. The Student Senate shall reserve the right to create an ad-hoc committee with an approval of two-thirds (2/3) of the student senators present and voting.

- (a) An ad-hoc committee shall only be created to look at one specific issue of relevance for SGA, the student senate, or the university as a whole.
- (b) The same standards and requirements for structure and procedure that apply to the Standing Committees in any of the UTRGV SGA governing documents shall apply to all ad-hoc committees.
- (c) Ad-hoc committees shall be dissolved upon completion of their duties, or with a two-thirds (2/3) vote of the student senators present and voting at the floor of the Student Senate only if that item of discussion is placed in the agenda with which that specific meeting was called.

Section 4.12 CAMPUS REPRESENTATIVES. The campus representatives shall be appointed, non-voting members of the Student Senate that aim to further the representation of the academic campuses and locations in the Student Senate.

- (a) Campus representative vacancies shall be filled by appointment of the SGA president in the same manner as all other legislative branch vacancies, as established in the UTRGV SGA governing documents.
- (b) The Edinburg and Brownsville campuses shall have no more than ten (10) campus representatives respectively.
- (c) All other UTRGV campuses and locations not mentioned in this section shall have no more than two (2) campus representatives.
- (d) An individual that wishes to be considered for a campus representative position shall be enrolled for the majority of their credit hours at the specific location they seek to represent, and shall maintain this qualification while holding office.
- (e) Campus representatives shall aide in the planning and execution of SGA events and activities at the campus they represent.
- (f) Campus representatives shall be held to the same academic and conduct standards, and meet the same requirements of attendance as all other legislative branch members as established in the UTRGV SGA governing documents.
- (g) Campus representatives shall not hold voting power or authority in any official SGA or Student Senate business with the exception of any committees of the Student Senate as stipulated in the UTRGV SGA governing documents.

Section 4.13 OFFICE HOURS. All student senators and campus representatives pertaining to the Brownsville and Edinburg locations shall complete at least one (1) office hour per week during the Fall and Spring semesters. Office hours shall not be mandatory unless otherwise stated in the SGA Governing Documents.

Section 4.14 TOWN HALLS. All student senators that represent a college shall organize, plan, and execute at least one (1) town hall per semester at each campus (Brownsville and Edinburg). Senators-at-large shall organize, plan, and execute at least one tabling event

at each campus (Brownsville and Edinburg) per semester. All senators shall reserve the right to plan and execute as many town halls or tablings as they need.

Section 4.15 ORDER OF BUSINESS. The official order of business of the meetings of the Student Senate shall be outlined in the UTRGV SGA Policies and Procedures.

Section 4.16 LEGISLATION. All UTRGV students shall reserve the right to author legislation. However, all legislation shall be sponsored by at least one (1) student senator in order for it to be introduced to the chair of the senate.

(a) The chair of the senate shall refer any and all pieces of legislation to one (1) committee of the Student Senate for its review, where the committee shall decide whether or not to pass it on to the floor of the Student Senate by giving the legislation "preliminary approval".

(b) All legislation introduced to the floor of the Student Senate must be have been given preliminary approval by a standing committee first. No legislation shall reach the floor of the senate without preliminary approval of a standing committees as per the procedures established in the UTRGV SGA governing documents.

(c) Legislation that fails to receive preliminary approval from a committee, or does not pass in the floor of the Student Senate after being granted preliminary approval by a Standing Committee, shall die.

Section 4.17 The rules for debate, voting, and online voting shall be stated in the SGA Rules & Procedures.

Article V. Impeachment and Removal

Section 5.01 Impeachment and removal from any SGA office shall occur as stated in this Article.

Section 5.02 All Judicial proceedings dealing with impeachment and/or removal, including, but not limited to meetings, hearings, and deliberations by the Student Supreme Court, the Internal Affairs Standing Committee, and/or the Student Senate shall be closed to official members of each branch, unless otherwise stated in any article of these bylaws.

Section 5.03 Articles of impeachment may be brought forth by any UTRGV student to the Student Supreme Court for violations of any SGA Governing Documents, or the UTRGV Handbook of Operating Procedures. The Student Supreme Court may take one (1) of the following actions:

(a) Determine that the articles of impeachment are in violation of the SGA Governing Documents and forward them to the Internal Affairs Standing Committee. If the articles of impeachment are brought against a member of the Internal Affairs Standing Committee, he or she shall relinquish his or her membership in the committee. That member shall be reassigned by the chair of the senate to a different Standing Committee if not a member of more than one (1) other committee before the articles of impeachment are forwarded to the Internal Affairs Standing Committee.

(b) Determine the Articles of Impeachment are not in violation of the SGA Governing Documents, and ending the process.

Section 5.04 The Internal Affairs Standing Committee shall interview the member in question at least once before making a decision. The Internal Affairs Standing Committee reserves the right to interview any other person they see fit. No more than one (1) person shall be questioned or interviewed at the same time.

Section 5.05 The Internal Affairs Standing Committee shall determine by a two-thirds (2/3) vote of the members present and voting if the articles, and the violations they pose, merit consideration for removal by the Student Senate. An opinion by the committee on decision written by the chair or a designated member must accompany the decision. Failure to meet the required vote stated in this section shall end the impeachment process, and the member shall not be removed for the reasons in question during the process.

(a) If the Internal Affairs Standing Committee determines the violations merit consideration for removal, they should notify the impeached no less than seven (7) days prior to the Student Senate hearing where the Articles of Impeachment will be read and debated.

(b) At the meeting where the articles of impeachment are read, the impeached shall have the right to state his or her case against removal.

(c) After debate has been exhausted, the impeached can be officially removed from office with a two-thirds (2/3) votes of the student senators present and voting.

(d) The removed member may appeal to the Student Senate meeting immediately following the one in which they were originally tried. The appeal needs a two-thirds (2/3) vote of the student senators present and voting to be approved, and for the removal decision to be reversed.

Article VI. Executive Bylaws

Section 6.01 IMPLEMENTATION OF LEGISLATION. Legislation pursuant to a policy or principle of SGA and any official action or position that is to be undertaken by SGA shall, in the form of written legislation, and before it becomes a statutory enactment, be presented by the secretary of administration to the president within seven (7) calendar days after approval of the Student Senate.

Section 6.02 If the president approves the legislation, he or she shall sign it, and officially certify the legislation as a statutory enactment.

Section 6.03 If the President vetoes the legislation, he or she shall return the legislation to the chair of the senate to be placed on the next Student Senate meeting agenda. The president shall provide written objections, which shall be entered in the Student Senate Minutes of said meeting. The Student Senate may then proceed to reconsider the legislation. After such consideration, a two thirds (2/3) vote in favor of overriding the presidential veto must be collected from the student senators present and voting in order

for the legislation to become a statutory enactment without his or her signature. No amendments to the legislation shall be allowed on a vetoed legislation.

Section 6.04 If no action has been taken by the president within fourteen (14) calendar days after his or her notification that the legislation was approved by the Student Senate, the legislation shall become statutory enactment without his or her signature.

Section 6.05 FIRST YEAR INTERNSHIP PROGRAM. The president shall present to the Student Senate the guidelines for the First Year Internship program. The guidelines shall be a part of the Rules & Procedures.

Article VII. Judicial Bylaws

Section 7.01 PETITIONS. It shall be the duty of the Student Supreme Court to determine the validity of all signatures on petitions. This shall be accomplished within fourteen (14) calendar days after the petition(s) is/are submitted to the Student Supreme Court.

- (a) Signatures found invalid shall not be counted for the final amount of signatures.
- (b) Petitions found to have an insufficient number of valid signatures will be rejected but may be resubmitted when sufficient signatures are obtained.

Section 7.02 The following criteria shall be used to determine the validity of signatures on all petitions to be submitted to the Student Supreme Court requiring action on the part of SGA:

- (a) The complete text of all signatures shall be attached to the petition at the time the petition is being presented for signatures.
- (b) The student's printed name and UTRGV student email shall accompany each signature on the petition.
- (c) All online petitions, in order to be valid, should collect signatures via the official SGA V-Link.
- (d) Signatures must be of currently enrolled UTRGV students.

Section 7.03 Petitions calling for constitutional amendments or referendums must be presented to the Student Supreme Court. If the required signatures are present and valid, the Student Supreme Court shall then refer the petition to the Office of the Dean of Students and ensure that the referendum is implemented in a timely manner.

Section 7.04 HEARINGS.

- (a) Defendants shall be notified of charges, person(s) who levied charges, time, place, and date at least fourteen (14) calendar days prior to the hearing; if he or she needs more time to prepare a defense, he or she may petition the Chief Justice.
- (b) Both sides shall have the right to cross-examine witnesses.
- (c) Both Defendant and Plaintiff may enter any documentary evidence, provided

opposing sides are given copies at least seven (7) calendar days prior to the beginning of the hearing. Any evidence presented after this deadline will not be admitted by the hearing body unless adequate proof is furnished that this evidence was not accessible in time to meet the deadline.

(d) Copies of transcripts or tapes of Student Supreme Court hearings will be provided for the defendant or the plaintiff at his or her expense.

(e) Plaintiff will present evidence first, followed by Defendant.

(f) Unless otherwise stated in the Constitution or these Bylaws, the Chief Justice of the Student Supreme Court shall reserve the right and authority to set any limits or deadlines for any process regarding hearings.

Article VIII. Amendments

Section 8.01 Amendments to these bylaws shall be passed as established in Article X of the UTRGV SGA Constitution.

Rules & Procedures of the Student Government Association

As SGA, we must abide by the laws that govern the Association.

CHAPTER 1: STUDENT SENATE

Article I. General Provisions

Section 1.01 All legislative powers and authorities shall be vested in the Legislative Branch of the Student Government Association in accordance to all provisions stated in UTRGV SGA governing documents.

Section 1.02 All Student Senators shall be required to attend all Student Senate meetings, meetings of committees to which they are appointed to, meetings of the SGA Advisory Council, any planned retreats of SGA, or any event as deemed mandatory by the SGA Advisory Council.

Section 1.03 DEFINITIONS. Unless otherwise specified in this document:

- (a) Member: Student senator or campus representative
- (b) Email: official student electronic mail as provided by the university
- (c) Unexcused absence: type of absence awarded to members that fail to attend a mandatory event and that fail to attain a valid excuse to their respective authority as outlined in the UTRGV SGA governing documents

Section 1.04 EX-OFFICIO MEMBERS OF THE STUDENT SENATE. Members of SGA that are not members of the SGA Legislative Branch shall be known as ex-officio members of the Student Senate. Ex-officio members of the Student Senate shall be notified of all meetings and actions of the Student Senate via email.

Section 1.05 RESIGNATIONS. Any member wishing to resign from his or her office shall be sent via email to the chair of the student senate and to the SGA president.

- (a) The chair of the senate shall notify all members within 24-hours.
- (b) Immediate action to find a replacement shall be taken in accordance with the provisions established in UTRGV SGA's governing documents.

Article II. Student Senate Meetings

Section 2.01 OFFICIAL MEETINGS OF THE STUDENT SENATE. Student Senate meetings shall be held at least every-other week during the Fall and Spring academic semesters, as published in the official University Academic Calendar.

Section 2.02 STUDENT SENATE MEETING. The chair of the student senate shall be responsible for publishing a list of tentative meeting dates, times, and locations on the official UTRGV SGA website.

Section 2.03 SPECIAL MEETINGS. The chair of the senate shall have the authority to call for special meetings given that prior notice of at least twenty-four (24) hours prior to the meeting is given.

- (a) Any senator, with written approval of at least two-thirds (2/3) of all sitting Student Senators, shall be able to call for a special meeting, and the same prior notice of twenty-four (24) hours shall be given in order for the meeting to be deemed mandatory.
- (b) In the case of special meetings, members have until the time the meeting starts to ask for an excused absence to their respective officer.

Section 2.04 Any member of the Legislative Branch that is mandated to attend all mandatory Student Senate meetings or events as per provisions in the SGA Governing Documents shall receive one-half (1/2) of an absence per every “call of the roll” missed without a proper excuse. Members that miss the call of the roll for coincidental events, or emergencies, shall be exempt from this clause.

Section 2.05 STUDENT SENATE MEETING AGENDA. The agenda for all official meetings of the Student Senate shall follow the following format:

- (a) Call to order
- (b) First call of the roll
- (c) Adoption of the minutes
- (d) Petition of the students
- (e) Special guests
- (f) Unfinished Business
- (g) New Business
- (h) SGA President’s Report
- (i) Advisors’ Report
- (j) Standing Committee Reports
- (k) Ad Hoc Committee Report
- (l) Comments & announcements
- (m) Second call of the roll
- (n) Adjournment

Section 2.06 CALL TO ORDER. The chair of the senate shall call the meeting to order at the time and place previously publicized at least seventy-two (72) hours in advance of the meeting. If the meeting is the first meeting of the sessions, the SGA president shall call the meeting to order, and immediately follow the procedures outlined in Chapter 3 of this document.

Section 2.07 FIRST CALL OF THE ROLL. The chair of the senate shall instruct the sergeant-at-arms (or designee) to call the roll of current Student Senate members.

- (a) If the meeting is the first meeting of a session, the SGA president, or designee, shall call the roll.
- (b) The sergeant-at-arms shall collaborate with the secretary of the Student Senate to ensure that the names of the members that were in attendance appears at the beginning of that meeting's minutes.

Section 2.08 ADOPTION OF THE MINUTES. The chair of the senate shall call for any possible amendments to the published minutes from the previous Student Senate meeting. In the case that no amendments have been presented or that all amendments proposed have been considered, the minutes shall automatically be approved.

- (a) If amendments are presented, the presenting member must provide an amendment in writing to the chair of the senate, who shall notify the membership of the amendment.
- (b) The secretary of the Student Senate shall determine the accuracy of the amendment, and shall have the final authority in accepting or denying the incorporation of the amendment.
- (c) Should the secretary accept the amendment, the official minutes shall be revised to reflect the amendment.

Section 2.09 PETITION OF THE STUDENTS. Any student may present a concern or project to the Student Senate.

- (a) Such item of concern shall be referred to one of the standing committees by the chair of the senate, to an ad-hoc committee to which the concern directly pertains, or to the executive officer that directly deals with the issue at hand.
- (b) Order of speaking shall be determined by the chair of the senate.
- (c) All speakers must abide by all rules of order and regulations as members of the Student Senate during regular business. The chair of the senate, aided by the sergeant-at-arms, shall be responsible of ensuring order is maintained at all times.

Section 2.10 SPECIAL GUESTS. The chair of the senate may arrange to invite guest speakers to advise, inform, and/or present to the Student Senate at his or her discretion.

- (a) Each guest presentation shall be limited to ten (10) minutes, with five (5) additional for questions or comments, unless a motion to allocate more time is passed.
- (b) The deadline to place guests on the agenda shall be seventy-two (72) hours before the beginning of the meeting.

Section 2.11 SGA PRESIDENT'S REPORT. The SGA president, or person designated by the president to

present on his or her behalf, shall be allowed to present at every meeting of the Student Senate a report of the activities of the Executive Branch. This section may include the reports of any members of the cabinet, including the vice presidents.

Section 2.12 ADVISOR'S REPORT. The SGA advisors shall be allowed to present at every Student Senate meeting any information they consider important for the Student Senate to be aware of.

Section 2.13 STANDING COMMITTEE REPORTS. The chairs of the standing committees (or delegate) shall present a report of activities of their committee that are of concern to the Student Senate. The following shall be the order in which they shall present:

- (a) Academic Affairs Standing Committee
- (b) Campus Life and Community Affairs Standing Committee
- (c) Financial Affairs Standing Committee
- (d) Internal Affairs Standing Committee

Section 2.14 AD-HOC COMMITTEE REPORTS. In the case that there are ad-hoc committees established by the Senate during the duration of the session, they shall present to the Student Senate at every meeting a report of their activities.

- (a) Ad-hoc committees shall be created when there is a special need for a body of student senators to review an issue to give a recommendation or plan of action to the Student Senate.
- (b) Ad-hoc committees shall have the same structure and rights as standing committees, with the exception that ad-hoc committees cannot act on behalf of the Student Senate unless a simple majority vote of the Student Senate approves the action of the committee.
- (c) The chair of the senate shall appoint the chairperson and members of ad-hoc committees no more than seven (7) days after its creation.
- (d) Ad-hoc committees can be established and disbanded with a simple majority vote of those members present and voting at any Student Senate meeting given that prior notice of at least seventy-two (72) hours is given prior to the start of the meeting in which the creation/disbanding of the committee will be discussed.

Section 2.15 UNFINISHED BUSINESS. During the section of unfinished business, all legislation referred to the floor of the Student Senate by its committees shall be entertained.

- (a) Legislation passed from committees shall be sent to the secretary of the Student Senate at least forty-eight (48) hours prior to the meeting-in-question to be added as unfinished business to the agenda.
- (b) Legislation shall be re-introduced for its second reading by the authors and chair of the committee which referred it back to the floor of the Student Senate for a vote.
- (c) Amendments to legislation presented on the floor of the Student Senate shall be presented to the chair of the senate. The presenting member must provide the amendment in writing to the chair of

the senate, who shall notify the membership of the amendment.

(d) All votes shall be taken publicly, and the results publicly and immediately announced in accordance to with UTRGV SGA governing documents.

Section 2.16 NEW BUSINESS. During this period, the authors and sponsors of the legislation shall read the legislation number, title, and introduce the legislation to the Student Senate. The authors and sponsors shall be available to answer questions regarding the legislation.

(a) The chair of the senate shall then refer the legislation to an appropriate committee of the Student Senate.

(b) Upon approval from the committee, the committee chair shall send via email an updated copy of the legislation to the officers of the Student Senate no later than eighty-four (84) hours prior to the meeting in question, as per UTRGV SGA governing documents.

Section 2.17 SECOND CALL OF THE ROLL. The chair of the senate shall instruct the sergeant-at-arms of the Student Senate to call the roll of the current membership for the second time.

Section 2.18 ADJOURNMENT. Members shall move to end the meeting by a simple majority vote.

Article III. Student Senate Leadership

Section 3.01 The following shall be known as the officers of the Student Senate:

- (a) The Chair of the Senate
- (b) The Secretary of the Senate
- (c) The Sergeant-at-Arms of the Senate
- (d) The Chairpersons of the Standing Committees

Section 3.02 THE CHAIR OF THE STUDENT SENATE. The chair of the senate shall serve as the highest-ranking officer in the legislative branch. Procedures for election of the chair of the senate can be found in Chapter 3 of this document.

Section 3.03 THE SECRETARY OF THE STUDENT SENATE. Shall be appointed by the chair of the senate as established in the UTRGV SGA governing documents, and is responsible for taking minutes at every Student Senate meeting and fulfilling other responsibilities as outlined in the UTRGV SGA governing documents.

Section 3.04 THE SERGEANT-AT-ARMS. Shall be appointed by the chair of the senate as established in the UTRGV SGA governing documents, and is responsible for maintaining a record of all attendance of the Student Senate.

Section 3.05 THE CHAIRPERSONS OF THE STANDING COMMITTEE. The chairpersons of the Standing Committees shall be responsible for leading the Standing Committees as

established in the SGA Governing Documents.

Article IV. Standing Committees of the Student Senate

Section 4.01 The Academic Affairs Standing Committee shall have responsibility, authority, and jurisdiction over the following matters:

- (a) Recommend policies to the university provost to enhance the quality of academics at UTRGV.
- (b) Maintain relations with the academic colleges and represent the interests of the student body in policies that affect academics at each college
- (c) Review all Student Senate legislation as assigned by the chair of the student senate.

Section 4.02 The Campus Life and Community Affairs Standing Committee shall have responsibility, authority, and jurisdiction over the following matters:

- (a) Promote unity among all UTRGV locations, and ensure students across all UTRGV campuses have a voice.
- (b) Research student concerns related to the Division of Student Success.
- (c) Research and report on student concerns to the university community and maintain the community informed about issues pertaining to the student body.
- (d) Review all Student Senate legislation as assigned by the chair of the student senate.

Section 4.03 The Financial Affairs Standing Committee shall have responsibility, authority, and jurisdiction over the following matters:

- (a) Preliminary approval of expenditure appropriation as recommended by the secretary of finance for student travel and student events.
- (b) Represent the interests of the Student Senate and of the student body with the university's department of finance and administration.
- (c) Review all Student Senate legislation as assigned by the chair of the student senate.
- (d) Meet regularly with members of the university administration to discuss the financial status of UTRGV.

Section 4.04 The Internal Affairs Standing Committee shall have responsibility, authority, and jurisdiction over the following matters:

- (a) Establishing and maintaining Student Senate relations with the Executive and Judicial branches and its officers.
- (b) Review all appointments by the SGA president.
- (c) Give preliminary approval to the SGA operating budget as presented by the SGA

president.

- (d) Approve all recommended monetary appropriations of the Student Senate pertaining to the Senatorial Budget.
- (e) Enforce the SGA dress code.
- (f) Mentor, train, and assist new members of the Legislative Branch.
- (g) Organize retreats, workshops, award incentives, recognition ceremonies, trainings, recreational activities, and programs for all members of SGA.
- (h) Review articles of impeachment as established in the SGA governing documents.
- (i) Give preliminary approval to all legislation pertaining to the SGA governing documents.

Section 4.05 Failure by an officer of a Student Senate Committee to meet his/her role and functions of their positions shall be basis for removal. The chair of the student senate reserves the right as per the SGA Governing Documents. However, the following statutes shall also apply when needed:

- (a) The Student Supreme Court, upon review of the performance of the officers of the Committees of the Student Senate, shall reserve the right to recommend the removal of any officer of a Committee of the Student Senate to the Student Senate.
- (b) The recommendation shall be in the agenda of the upcoming Student Senate meeting given that the recommendation is issued at least eighty-four (84) hours prior to the meeting in question.
- (c) The chair of the student senate shall be responsible to include recommendation for removal in the agenda of the corresponding meeting.
- (d) The officer in question, upon recommendation for removal by the Student Supreme Court, shall be effectively removed from his or her officer position (not from his or her senator position) with a simple majority vote of the Student Senators present and voting.

Article V. Legislation

Section 5.01 AUTHORIZING LEGISLATION. Any UTRGV student shall reserve the right to author legislation.

Section 5.02 FILING LEGISLATION. All legislation shall be filed with the chair of the senate by the sponsor.

- (a) Upon introduction of legislation, the chair of the student senate shall number the legislation.
- (b) A student senator that is listed under the legislation's authors shall not serve as the sponsor for the same legislation.

- (c) The chair of the senate shall forward legislation introduced to the chairperson of a Student Senate committee that, in accordance to the guidelines and responsibilities established in the SGA governing documents, could be better suited to review the legislation to recommend approval to the student senate as a whole.
- (d) A committee that reviews legislation shall make a decision regarding preliminary approval on all received legislation no later than fourteen (14) days after referral of the legislation to the committee by the chair of the senate.
- (e) The chair of a committee that reviews legislation shall return the assigned legislation to the chair of the senate with the decision of the committee along an executive summary of the legislation no later than seventy-two (72) hours after a decision by the committee is done.

Article VI. Debate, Voting, and Other Procedures for Student Senate Business

Section 6.01 DEBATE shall be open in all debatable motions. The structure of general debate shall be as follows:

- (a) It shall begin when the chair of the meeting calls for debate or discussion. If no members decides to speak, the chair of the meeting will call for debate or discussion two (2) additional times at five (5) second intervals.
- (b) There may be a debate-opening statement in favor of the motion by the senator that made the motion with a limit of four (4) minutes. That senator shall reserve the right to transfer the right to speak to another senator only before he or she makes any statement in support of the motion. Once a member starts a statement, the time is non-transferrable.
- (c) In case there is no opening statement in favor of the motion, and if there is someone against the motion, an opening-statement against the motion shall be allowed by the chair of the senate. The opening statement shall not exceed four-minutes under any circumstance.
- (d) After the opening statements, the debate shall limit to a “for”-“against” format. If, after someone has spoken “for”/“against” the motion, there is not another person that wishes to speak against that stance, debate shall end.
- (e) Someone that has spoken for more than two (2) times during a debate shall not be allowed to participate in the debate for that pertaining motion for the remaining of the debate. Opening statements fall within this criteria.
- (f) Debate for a single motion shall not exceed 30 minutes unless a motion is entertained to extend the limits of debate. No more than two debate-extending motions shall be entertained for each item of business during a singular meeting.

Section 6.02 VOTING. Votes shall be taken in one or more of the following ways:

- (a) Voice Vote (affirmative answer “aye”, negative answer “nay”)
- (b) Unanimous vote (asking if there are no objections)
- (c) A roll call vote of the student senators shall be ordered unless a majority of the members object, and the results shall be entered by the secretary onto the minutes of that Student Senate meeting.
- (d) Raise of hands.
- (e) A vote by ballot shall not be in order except in the cases of elections or appeals on removal of members.
- (f) Any voting member may request that his or her vote be entered on the minutes of the Student Senate meeting at which the vote takes place.
- (g) A single turn of debate aside from opening statements shall not surpass six (6) minutes unless a motion to extend the limits of debate per person has passed. No more than two individual debate-extending motions shall be entertained for each item of business.

Section 6.03 ONLINE VOTING. Any member with the authority to make a motion may approach the chair of the senate with a petition to call for one via email.

- (a) After a motion has been made and seconded, a forty-eight (48) hour time limit shall exist for members to cast their votes by the electronic medium established by the chair of the senate.
- (b) All online motions require a two-thirds (2/3) approval of all student senators to pass.
- (c) Student Senators that fail to vote within the time limit shall be charged with one-fourth (1/4) of a full absence.
- (d) A senator who fails to vote shall be allowed to send his/her excuse to the sergeant-at-arms before the next formal Student Senate meeting with the exception of emergencies.

Section 6.04 OBSERVERS. Observers shall be those students who are not members of the Legislative Branch or ex-officio members of the Student Senate.

- (a) In all meetings of the Student Senate or its Standing Committees, observers shall have the privilege of addressing such meetings when so allowed by the chair of that meeting. A time limit may be imposed.
- (b) Any person attending a meeting of the Student Senate or its Standing Committees, or that have been granted the privileged of addressing such a meeting, shall conform to, abide by, and be subject to all the rules, laws, and regulations, as adopted by the body for governing the conduct of its members and business.

Section 6.05 RECONSIDERATION. A motion to reconsider must be made by a member who voted with the prevailing side or abstain.

- (a) Motions to reconsider shall be in order only at any time during the meeting at which the vote to be reconsidered.

Article VII. Amendments

Section 7.01 All legislation pertaining to amendments to this document shall go to the Internal Affairs Standing Committee for review, as per the guidelines established for all other legislation in the SGA governing documents, before reaching the floor of the Student Senate.

Section 7.02 After the committee provides preliminary approval, the proposed amendment(s) shall then go to the floor of the Student Senate, and they shall pass with a simple majority approval of the Student Senators present and voting. Failure to reach preliminary approval or a simple majority approval of those student senators present and voting shall end the process of the amendment in question.

- (a) After approval by the Student Senate, the proposed amendment(s) shall then be passed on to the SGA President for approval or veto as per the channels established in the SGA Governing Documents.
- (b) If the president vetoes the amendment(s), the Student Senate shall reserve the authority to override the presidential veto with a two-thirds (2/3) vote of the student senators present and voting.

Section 7.03 No amendments to the amendment(s) shall occur to the version that receives preliminary approval from the Internal Affairs Standing Committee.

CHAPTER 2: EXECUTIVE BRANCH

Article VIII. Legislation

Section 8.01 All passed Student Senate legislation shall be presented to the SGA president within seven (7) calendar days after approval of the Student Senate.

Section 8.02 The president, or designees, shall work with the sponsors of the bill and appropriate university departments to enact certified legislation.

Section 8.03 The SGA president and campus vice presidents shall notify the chair of the student senate if they will not be able to attend any meeting of the Student Senate within three (3) days, with the exception of emergency situations.

Article IX. Procedures for Nominations and Appointments

Section 9.01 Openings in SGA that are filled by presidential appointment shall be publicized through the campus media, at least seven (7) business days, if needed, prior to the filing deadlines as set by the president.

Section 9.02 The following information shall be made available:

- (a) Positions available
- (b) How and where to apply
- (c) Deadline to apply
- (d) General information about the position(s)
- (e) Any other information as deemed necessary by the SGA president

Section 9.03 The Office of the Dean of Students shall assist the president in providing this information to the students.

Section 9.04 Any student wishing to file for consideration to an appointive position shall file an application on the official SGA V-Link page.

Section 9.05 The president shall review the applicants and make a nomination for appointment to the position and/or re-open the application process, as deemed appropriate by him or her.

Section 9.06 The nominations for appointment shall be submitted to the chair of the student senate, who shall forward them to the Internal Affairs Committee of the Student Senate for preliminary approval prior to being presented to the Student Senate.

CHAPTER 3: PROCEDURES TO ELECT THE CHAIR OF THE STUDENT SENATE

Section 9.07 All current Student Senators are eligible to be candidates for the position of chair of the senate.

Section 9.08 Any student senator shall be able to nominate any student senator. Self-nominations shall be allowed.

- (a) Members that wish to nominate someone other than yourself for chair of the senate, shall e-mail the SGA president and copy in that email the person he or she is nominating.
- (b) The person shall then reply to that email to the SGA president confirming their interest in being a candidate for the position, along with their 300 word personal statement, which is explained later in this Chapter.
- (c) If the person being nominated does not accept the nomination, that person must reply to the SGA president saying he or she is not interested in being a candidate.

Section 9.09 In order for a name to appear on the ballot, the candidate must e-mail the SGA president with interest in running for chair of the senate, and provide a statement no longer than 300 words in that same email.

- (a) Submitting a personal statements is not mandatory for candidacy, but it is highly recommended.

- (b) Statements will be read to the senate by the SGA president at the date of the meeting as the starting procedure.
- (c) Only statements submitted to the SGA president via e-mail at least 24 hours before the start of the meeting shall be presented and read to the senate.
- (d) Self-nominations will be accepted during the last 24 hours before the meeting, and the SGA president will call for any last second self-nominations before beginning the election process.
- (e) Senators that submit their names less than 24 hours prior to the beginning of the meeting shall retain all the rights of all other candidates with exception of having their name appearing on the ballot and having their bio read to the Student Senate.
- (f) Student Senators that submit their candidacies 24 hours before the end of the meeting, but that are not able to attend the meeting in person, shall appear on the ballot and have the following rights and responsibilities:
 - i. Bios of candidates that are not present at the meeting, but that meet the deadline requirements, just like for all candidates, shall be read to the Student Senate by the SGA president.
 - ii. Their speeches must be sent to the SGA president via e-mail before 12 hours before the beginning of the meeting.
 - 1. The speech will in turn be read to the Student Senate, with the time limit of five (5) minutes.
 - 2. If a speech is not received by the SGA president by the deadline stated above, the candidate shall lose the right to a speech, but retain all others.
 - 3. Votes of non-present candidates shall not count.
 - 4. Candidates that are present via webcast shall retain all rights of all other candidates
 - 5. Candidates that are present via webcast must follow all rules and procedures stated and outlined in this document and of the Student Senate meeting and Robert's Rules of Order.
- 2. The SGA president shall read the Constitutional duties of the chair of the senate before doing the last call for nominations.
 - a. The duties of the chair of the senate shall be displayed during the candidate speeches and during the debate.
 - b. Once the SGA president moves to begin the candidate speeches, no more nominations shall be allowed.
- 3. All eligible candidates, as deemed by the SGA Governing Documents, and these

guidelines will then be allowed no more than five (5) minutes to give a speech to the Student Senate.

- a. The content of the speech is left up to the discretion of the candidate.
 - b. The SGA president and/or vice presidents shall not assist any senator in the creation and/or development of his or her speech, or provide any feedback in any way, shape, or form.
 - c. The speech shall not criticize or have as a subject any other senator (s) that is/are running for chair of the senate (this does not include debate). The SGA president will rescind any remaining time of any candidate that violates this clause. A candidate in violation of this clause shall not be removed from candidacy.
 - d. All speeches and opinions expressed during the delivery of candidates' remarks and proposals shall maintain and protect the integrity of SGA as a whole and of the students we all represent. The SGA president shall have the authority and discretion to rescind the remaining time of any candidate that fails to meet these standards.
 - e. No candidate shall be allowed to be present at a room where any candidate speeches are being delivered other than his or her own.
 - f. No debate shall take place while a candidate is inside the room of the meeting.
 - g. The SGA president shall ensure that no candidate is inside the room at any time according to the guidelines established in this document.
 - i. If a candidate does not exit the room of the meeting upon signal by the SGA president, that candidate shall be disqualified immediately, and shall stay inside the room and retains his or her right to participate in the debate.
 - ii. Candidates shall reserve the right to drop out of the race at any time during any deliberation of the procedures outlined in this entire document.
 - h. The speech timer shall be displayed during the duration of the speech, and shall not stop for any reason other than a major emergency once the candidate begins to speak.
4. For every candidate there shall be 30 minutes added to the maximum time for debate with a maximum of one-hour of total debate.
- a. The SGA president shall be in charge of keeping the overall time for debate.
 - b. The student senators participating in debate can end debate at any time with a motion phrased “I move to end debate and proceed to voting”.
 - i. The motion shall be properly seconded by stating “I second”, or “second”
 - ii. All those in favor shall say “aye” when called upon.
 - iii. Those against shall say “nay” when called upon.

- iv. Those abstaining shall raise their hand when the SGA president calls for abstentions.
 - v. The motion shall pass with a vote of one (1) plus one-half (1/2) of the student senators present and voting, with the exception of the candidates.
 - c. If a motion to end debate passes, the candidates shall be asked to come back into the room to exercise their right to vote.
 - d. Any and all remarks and speeches made during debate shall be addressed to the SGA president.
5. The ballot will include only the names of those Student Senators that submitted their personal statements and interest to the SGA president via e-mail at least twenty-four (24) hours prior to the scheduled start of the meeting.
- a. All Student Senators present, candidates and non-candidates, shall be able to vote.
 - b. All votes shall be secret.
 - c. A write-in space will be provided in order to allow for Student Senators to vote for any candidate that announces his or her candidacy less than 24 hours before the scheduled start of the meeting.
 - d. Candidates that are present via webcast shall communicate their vote via text-message or e-mail to the SGA president.
 - i. The SGA president will in turn, with the supervision of the interim secretary, cast the votes in paper corresponding to the selection of those Student Senators that submitted their votes via text message.
 - ii. The SGA president and secretary shall not disclose, under any circumstance, the votes of those members that submitted their votes to any individual.
 - e. The SGA president shall be in charge of distributing all the ballots to those members eligible to vote.
 - f. The SGA president shall gather all votes and count out loud each vote.
 - g. The interim secretary shall keep a tally of the votes.
 - h. The interim secretary shall announce the results to the Student Senate as soon as he or she has the total count.
 - i. The order in the ballot shall be determined by alphabetical order of the last name of the candidates. The final option in the ballot will be the write-in space.
6. In order to be elected, a candidate must receive at least one more vote than one-half (1/2) of all the votes submitted by the Student Senators present and voting.
- a. If there are more than three (3) or more initial candidates, and none receive the

needed amount, the top two candidates with the most votes shall proceed to a final round of votes.

b. If two (2) or more candidates receive the same amount of votes for second place, the Senate shall decide, by the same previous method, who of those candidates shall advance to the final round of voting.

i. If three (3) candidates receive the same amount of votes in the initial round, the senate shall cast votes in the following manner to determine which two candidates advance to the run-off:

1. Candidate A vs Candidate B *senate votes between the two*

2. Candidate A vs Candidate C *senate votes between the two*

3. Candidate B vs Candidate C *senate votes between the two*

ii. The two (2) candidates with the most aggregate votes in total after this deliberation shall advance-on to the runoff election.

c. The winner of a runoff will be the candidate with one (1) more vote than one-half (1/2) of all votes submitted for that particular runoff election.

7. The content of these rules shall be read by the SGA president before the beginning of the process, and before making the last call for nominations.

A photograph of a classroom or study area where several students are working on laptops. In the foreground, a student with glasses and a grey t-shirt is seen from behind, looking at their screen. To their left, another student's hands are visible on a keyboard. On the right, a student is partially visible, also working on a laptop. The room has rows of desks and chairs, and bookshelves filled with books are visible in the background.

Legislation

WHAT IS LEGISLATION?

Legislation is a critical component that all members of the Student Government Association must understand.

There are two types of legislation under the SGA governmental structure: **Senate Bill** and **Resolution**.

By having legislation in place, we are able to better represent the voice of the Student Body.



A **Resolution** different from a Senate Bill can affect the entire UTRGV Community. The resolutions are intended to solve, from a student perspective, an issue that is affecting the student body as a whole. For example, if there is a need to have a green fee that pays for recycling bins, a resolution can be written wherein a few words says, we the students need to pay for ecological policies on campus. Again, a resolution is intended to solve big concerns. Not all problems require a resolution. For example, if a light bulb in a classroom is not working, a resolution is not needed.

A **Senate Bill** is a form of legislation that affects the internal procedures of SGA. A bill can last, just like a resolution, for an indefinite period time. A Senate Bill is a form of legislation intended to affect the current SGA as well as future ones.

THE LIFE OF LEGISLATION

Senate Bill or Resolution

Once the Senate Bill is written, the author must email a copy of the proposed bill to the Chair of the Senate so that it can be presented at the following Senate Meeting.

The Chair of the Senate must read the proposed bill, and once done reading, must decide to what standing committee the proposed bill should be sent for consideration. There shouldn't a discussion about the bill during this portion. Discussion occurs in committee.

If approved by committee, the proposed bill returns to the Senate Floor on the following Senate Meeting and it is considered under "Old Business."

If the proposed bill is approved, the bill is sent to the SGA President.

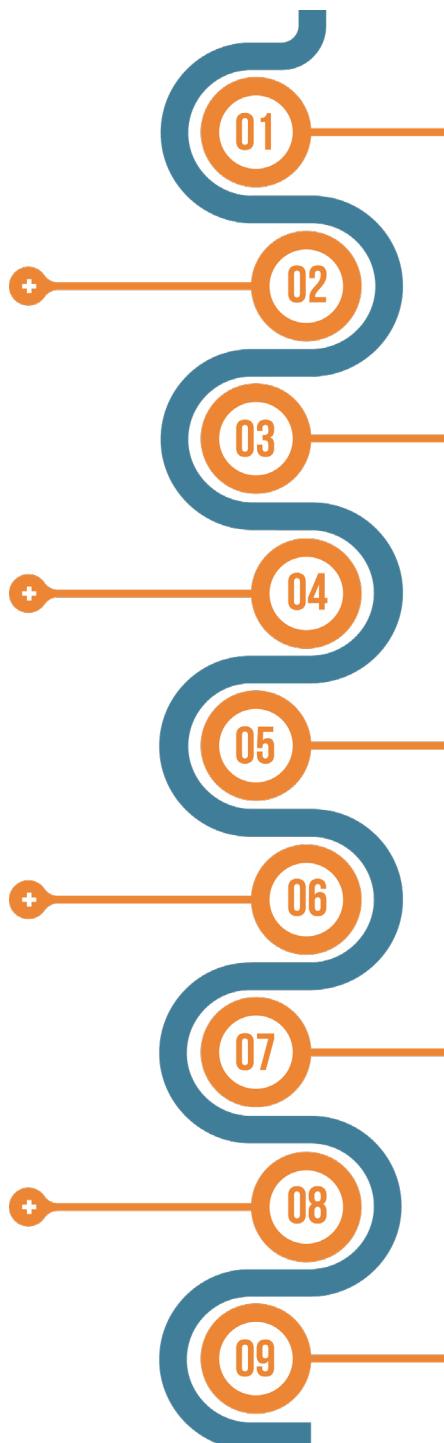
A Senate Bill must be authored and sponsored by a senator, or a Resolution must be authored by a UTRGV student and sponsored by a senator.

During the Senate Meeting, the Chair of the Senate places the proposed bill under 'New Business'

The standing committee reviews the legislation in their next committee meeting, and the committee is able to approve or deny the proposed bill.

The Chair of the Senate must read a second time the proposed legislation, and open the floor for any discussions.

If the proposed bill is approved and signed by the SGA President, it becomes officially a Senate Bill or Resolution of the Student Government Association.



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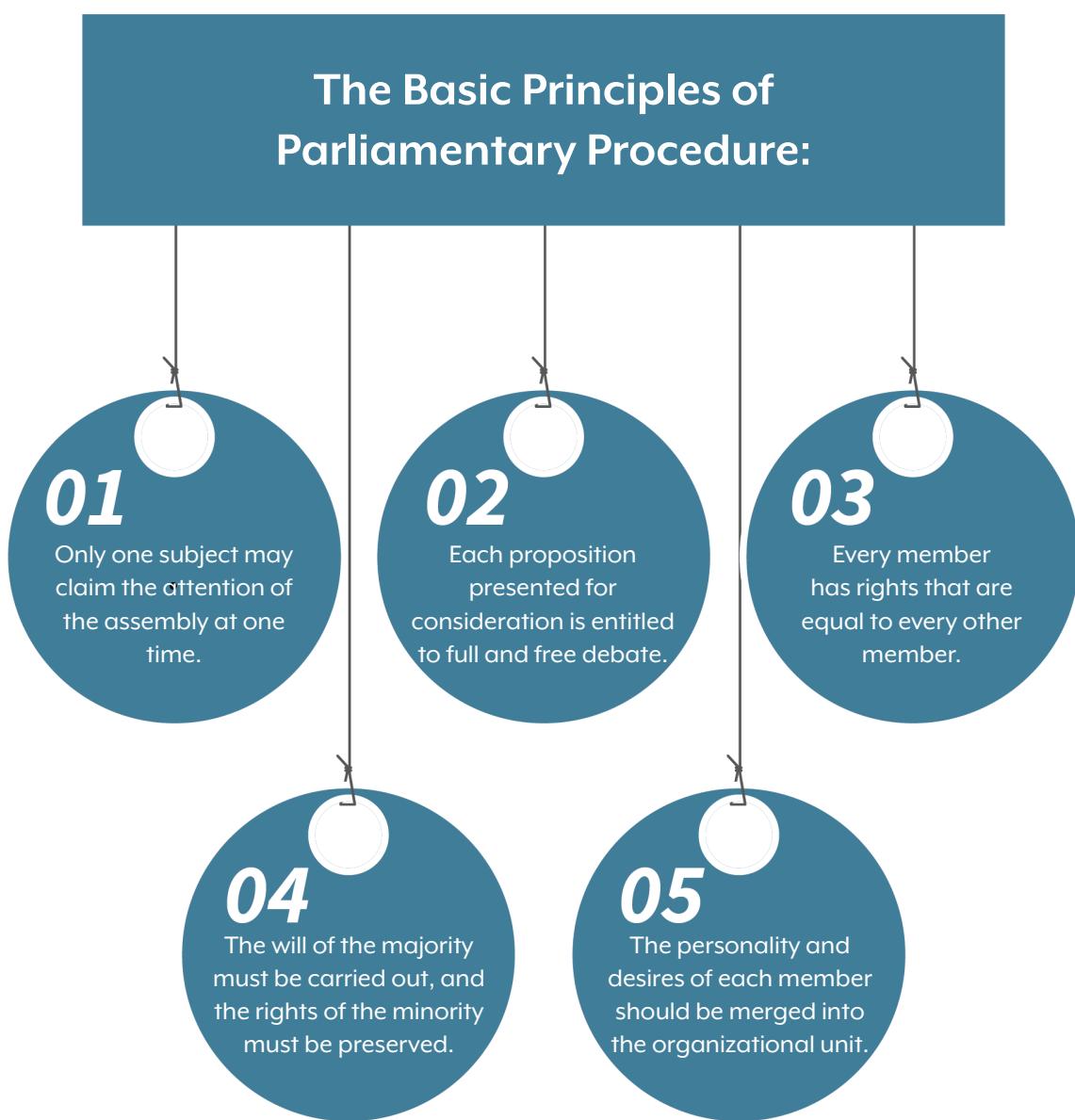


Student
Success

Parliamentary Procedure

WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary procedure is a simple principle. It is based largely on common sense and courtesy. It just seems technical due to the special vocabulary used. If the vocabulary is understood, the rules are easy.



WHAT ARE MOTIONS?



The proper way for an individual to propose that the group take a certain action is by making a motion. **Main Motions** usually arise questions or propositions before the assembly for consideration. Only one main motion can be considered at a given time by the assembly. Common motions are listed below:

Subsidiary Motions	Privileged Motions	Incidental Motions
Subsidiary Motions have for their object the modification or disposition of the main motion being considered. It is in order to propose them while the main motion is still before the assembly, and to vote on them before voting on the main motion.	Privileged Motions have no connection whatsoever with the main motion before the assembly, but are motions of such importance that they are entitled to immediate consideration. The main business before the house may be temporarily set aside to address a privileged motion.	Incidental Motions arise incidentally out of the business of the assembly, and have very common characteristics.

PROCESS FOR HANDLING A MOTION

1. A member rises and addresses the presiding officer. The officer should be addressed as Mr. or Madame President or Mr. or Madame Chairman.
 2. The member is recognized by the presiding officer. When a member has been recognized, the member is the only member entitled to present or discuss a motion.
 3. The member proposes a motion. The motion should begin "I move that" followed by a statement of proposal. It is not permissible to discuss the merits of the motion either prior to or immediately following the formal proposal of the motion.
 4. Another member seconds the motion. The member simply states "I second the motion." If nobody seconds the motion, the presiding officer may ask "Is there a second to the motion?" If there is none, he may declare "The motion is lost."
 5. The Presiding officer states the motion to the assembly. When a motion has been properly proposed and seconded, the chairperson repeats the motion to the assembly. It may then be spoken of as a "question," a "proposition," or a "measure."
 6. The assembly discusses or debates the motion. To speak, a member must obtain the floor in the same manner as when presenting a motion.
 - The presiding officer should show preference to the proposer of the motion.
 - A member who has not spoken has prior claim over one who has already spoken.
 - The presiding officer should alternate between proponents and opponents of the motion.
 - The presiding officer should recognize a member who seldom speaks in preference to one who frequently speaks.
- DISCUSSION MUST BE CONFINED TO THE QUESTION THAT IS "BEFORE THE ASSEMBLY."**
7. The presiding officer takes the vote on the motion. Before taking the vote, the chairman asks, "Is there further discussion?" or "Are you ready for the question?" The chairman proceeds to take the vote by announcing "All in favor of the motion (STATE THE MOTION) say 'aye.'" The chairman then says "Those opposed say, Nay."
 8. The presiding officer announces the results of the vote. The chairman announces the vote by saying "The motion is carried; therefore (STATE THE INTENT OF THE MOTION)." or if the vote is in the negative, the chairman states "The motion is lost."
 9. Another motion is then in order.

AMENDING A MOTION

The purpose of the Motion-to-amend is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members. The following are common methods of amending:

1. By addition or insertion to add something to the motion which it did not contain.
2. By eliminating or striking out to subtract or eliminate something from the original motion.
3. By substitution to eliminate something from the original motion and substitute something else in its place.

AN AMENDMENT MAY BE HOSTILE, BUT IT MUST BE GERMANE.

A hostile amendment is opposed to the spirit of the motion to which it is applied. To be germane, an amendment must have a direct bearing on the subject of the motion to which it is applied. An amendment may nullify the original motion, but if it relates to the same subject matter, it is germane.

TYPES OF AMENDMENTS:

1. **Amendment of the First Rank** - An amendment to the motion.
2. **Amendment of the Second Rank** - An amendment to an amendment, that modifies and relates directly

to the amendment, and NOT to the original motion.

NO AMENDMENT BEYOND THE SECOND RANK IS POSSIBLE.

If it is desired to amend two separate and unrelated parts of a motion, then it must be done with two amendments of the first rank. Until an amendment of the second rank is voted on no other amendment of the second rank is in order. Until the amendment of the first rank is voted upon, no other amendment of the first rank can be proposed.

ORDER OF VOTING ON AMENDMENTS:

Amendments are voted upon in inverse order of proposal.

1. Discussion is held and the vote is taken upon the amendment to the amendment.
2. Discussion is called for and the vote is taken upon the amendment to the motion.
3. When the vote on the amendment has been taken, discussion on the motion as amended is opened and when completed, a vote is taken upon the motion as amended.

ACTION FOR SPECIAL PURPOSES DURING SENATE MEETING



Kind of Motion	Objective	Effect
To lay on the table	Clears the floor for more urgent business	Delays action
To call for the previous question	Secures immediate vote on pending question	Ends debate
To limit or extend time for debate	Provides more or less time for discussion	Shortens discussion

Kind of Motion	Objective	Effect
To postpone definitely	Gives more time for information discussion	Delays action
To commit or refer	To enable more careful consideration	Delays action
To amend	To improve the motion	Changes the motion
To postpone indefinitely	To prevent a vote on the question	Suppresses the question
To raise a point of order	To call attention to violation of the rules	Keeps group using parliamentary procedure
To appeal from decision of chair	Determine the attitude of the group	Secures group ruling
To suspend the rules	To permit action not possible under the rules	Secures action prevented by the rules
To object to the consideration of a question	To prevent wasting time	Suppresses the motion
To divide the question	To secure ore careful consideration	Secures action
To call for a division	To determine the accuracy of a voice vote	Secures an accurate check of the vote
To nominate	To suggest names for office	Places names for consideration
To make a request growing out of pending business	To secure information or ask to be excused from duty	Provides information
To fix the time to adjourn	To have legal continuation of the meeting	Sets continuation time
To adjourn	To end the meeting	Adjourns the meeting
To take a recess	To secure an intermission of the meeting	Delays action
To raise a question of privilege	To correct undesirable conditions	Corrects undesirable conditions
To call for the order of the day	To secure adherence to order of business	Same as the objective
To take from the table	To continue the consideration of question	Continues consideration
To reconsider	To reconsider the question	Secures further consideration and another vote
To reconsider and have entered in the minutes	To reconsider the question at the next meeting	Secures further consideration and another vote
To rescind	To repeal action previously taken	Same as objective
To ratify	To approve previous action taken	Same as objective

ORDER OF PRECEDENCE MOTIONS AND SUMMARY OF GOVERNING RULES

Kind Of Motion	Interrupt Speaker?	Second Speaker?	Debatable?	Vote Required?	Motions That Apply
Privileged Motions					
To fix time to adjourn	No	Yes	Limited	Majority	Amend, reconsider
To adjourn (unqualified)	No	Yes	No	Majority	None
To take a recess	No	Yes	Limited	Majority	Amend
To rise to a question of privilege	Yes	No	No	Rules	All
To call for the orders of the day	Yes	No	No	None	None
Subsidiary motions					
To lay on the table	No	Yes	No	Majority	None
To call for the previous question	No	Yes	No	2/3	Reconsider
To limit, or extend limits of debate	No	Yes	Limited	2/3	Amend, reconsider
To postpone definitely	No	Yes	Limited	Majority	Amend, reconsider, previous question
To amend	No	Yes	Yes	Majority	Amend, reconsider, previous question
To postpone indefinitely	No	Yes	Yes	Majority	Limit debate, reconsider, previous question
Main Motions					
General main motions	No	Yes	Yes	Majority	All
To take from the table	No	Yes	Yes	Majority	None

Kind Of Motion	Interrupt Speaker?	Second Speaker?	Debatable?	Vote Required?	Motions That Apply
To reconsider	Yes	Yes	Yes	Majority	Limit debate, table, previous question, postpone definitely
To reconsider and enter in minutes	Yes	Yes	No	None	None
To rescind	No	Yes	Yes	2/3	All
To expunge	No	Yes	Yes	2/3	All
To adopt a resolution	No	Yes	Yes	Majority	All
To adjourn (qualified)	No	Yes	Limited	Majority	All
To create orders of the day (special)	No	Yes	Yes	2/3	All
To amend constitution etc.	No	Yes	Yes	2/3	All
<i>Incidental Motions</i>					
To suspend rules	No	Yes	No	2/3	None
To withdraw a motion	No	No	No	Majority	Reconsider
To read papers	No	Yes	No	Majority	Reconsider
To object to consideration	Yes	No	No	2/3	Reconsider
To rise to a point of order	Yes	No	No	Rules	None
To rise to parliamentary inquiry	Yes	No	No	None	None
To appeal from the decision of chair	Yes	Yes	Limited	Majority	All except amend
To call for a devision of the house	Yes	No	No	Majority	None
To call for a division of a question	No	Yes	No	Majority	Amend

ROBERT'S RULES OF ORDER



What is 'Robert's Rules of Order'?

Robert's Rules of Order is a set of guidelines that specify how to run a meeting efficiently and fair for everyone. All it really specifies is the basic motions for handling a meeting.

General Information

Quorum is the minimum number of voting members that must be present in order to host an official meeting to handle motions. Quorum according to the constitution and bylaws, for senate meetings and committee meetings, is

one-half plus one. For example: a Senate of 20, eleven Senators must be present in order meet quorum or established.

Hierarchy of Documents

Robert's Rules is meant to be overridden by organization's constitution, bylaws, and rules and procedures, aka any governing documents. Typically, if you have a question regarding the proper order of things, it is best to refer to the constitution and bylaws first, then rules and procedures, and finally Robert's Rules of Order.

Just remember:

- i. Constitution
- ii. Bylaws
- iii. Rules and Procedures
- iv. Robert's Rules

Making Requests

Does not require addressing the chair, can simply stand up and state the motion/any of the following:

Parliamentary Inquiry

This is the most useful motion if you are new to any study of parliamentary procedure. “Parliamentary Inquiry” is a request to the chair or another presiding officer of how to do something according to the Governing Documents or, if not specified there, Robert’s Rules of Order.

Point of Information

It is as simple as a request for information. It allows for a question directed at a speaker to allow further details that were not previously provided.

Question of Privilege

It is a request for something to be done. For example, “may the presenter please speak up so the people in the back may hear” or “may the door be closed to lighten any outside noise.” This is usually temporary and regarding the location.

Call for the orders of the day

It is used to ask to go over the agenda. Commonly used when someone gets off-topic to remind

them why we are here. It can be used at any time, even if someone else is speaking.

Changing when a motion will be handled

Postpone to a certain time (definitely)

It is used to set a specific time at which the motion must be handled. For example, “I move that we postpone the pending main motion until the next senate meeting,” or “I move that we postpone the pending main motion until 3:30 p.m. today”.

Postpone Indefinitely

It is used to postpone a motion to an unknown time. Commonly used to virtually kill a motion, however, the motion can technically be brought back to the table.

Lay on the Table

It is used to temporarily set aside a motion to handle a more pressing matter. Similar to postpone indefinitely, as the motion would not fall under unfinished business, however, if a motion stays on the table until the end of a legislative session and the session ends, the motion will ultimately die. A motion on the table must be taken from the table at a later time.

Debate

Basic Flow of Debate

Good Debate Starters / Appropriate Debate

Appropriate Debate is anything

that will be affected or affected the pending motion. You must be recognized by the chair before speaking. A few good debate starters are “The assembly should note...” or “I speak in favor/opposition of this motion because...”.

Direct ALL Debate to the Chair

The debate should never be directed at a single person or group of people. We are not here to call anyone out, only do what is best for the students.

Point of Order

Point of Order occurs whenever an error in parliamentary procedure is made by either a member of by the chair. More common errors are failing to attain the floor, or speaking out of turn, and misuse of a motion, for example, saying point of order when you mean point of information.

Finish Debate/Previous Question

If the debate gets repetitive as in every speaker is saying the nearly same thing or debate has gone on longer than believed it should have, you can call for previous question. Previous question closes the floor to all debate and amendments assuming it has passed.

Extend/Limit debate (Time/Turns)

Every speaker has a default of two debate turns per motion as specified in rules and procedures. If you feel that people might have too much to say or need to be heard from more, you can extend or limit debate in terms turns or time. Limiting time means that each speaker’s turn shall have a maximum of the specified

time. Limiting turns means that each speaker may speak, or be recognized by the chair for debate, a maximum of specified turns.

Basic Senate Meeting Flow

The typical agenda will look like the following:

I. Call to Order & Opening Ceremonies

Starts the meeting and a quick pledge to the flags

II. First Call of Roll

Moment to determine official attendance as well as if quorum (see above) is met.

III. Reading and Approval of the Minutes

Minutes from the previous meeting should be reviewed ahead of time and any corrections should be made at this time before moving to a vote.

IV. Petition of the Students

Assuming there are students attending the meeting outside of SGA, this is the moment to hear any concerns so they made be handled through a committee.

V. Special Guests

VI. Unfinished Business

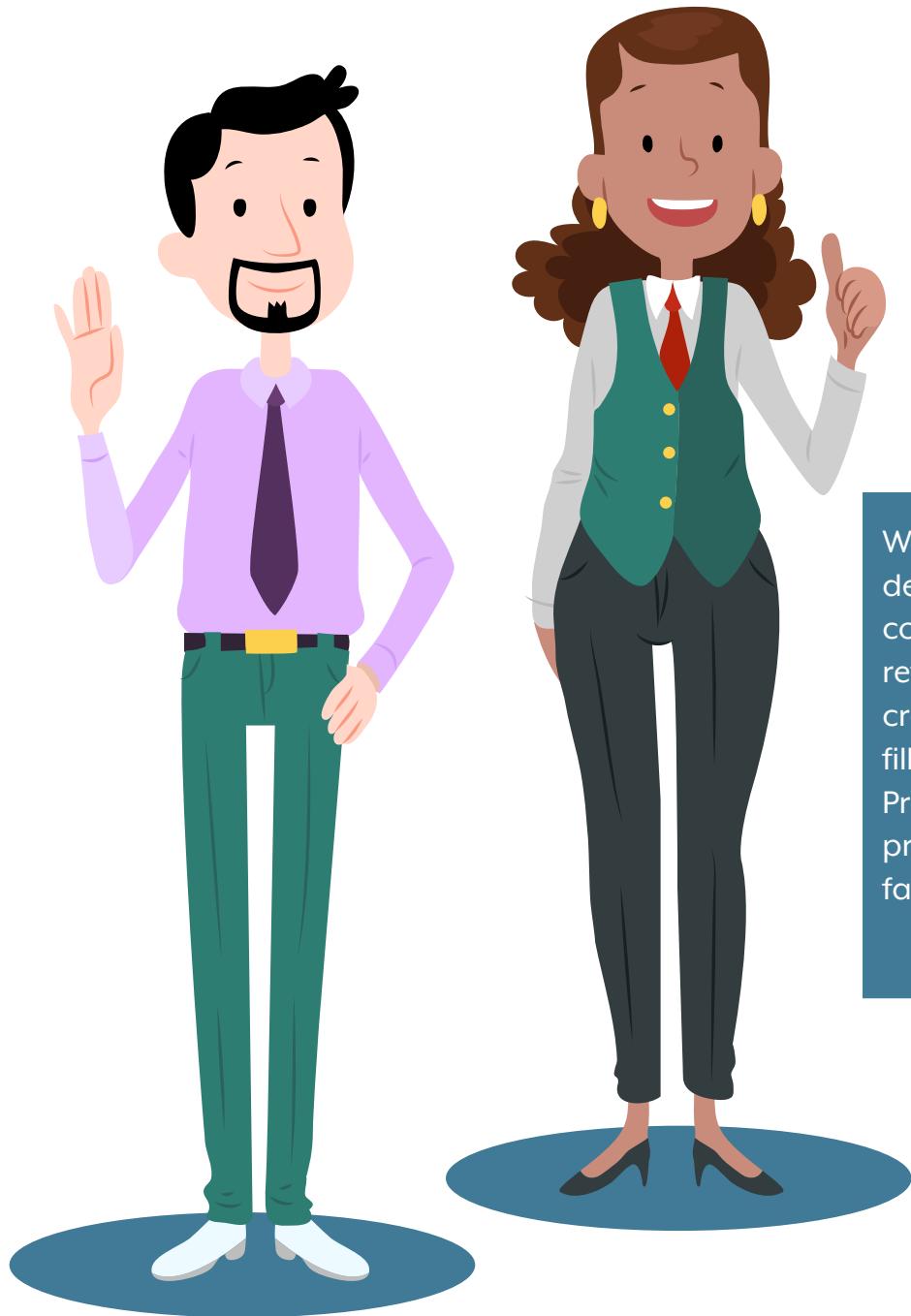
This is the first section when parliamentary procedure will come into play. Unfinished business would be any motion referred to committee coming back to the table and any postponed motion until the next

meeting.	XIV. Adjournment
VII. New Business	A call for a motion to adjourn.
New business must be sent to the officers of the Senate ahead of time which could include nearly anything from constitutional amendments to new legislation.	
VIII. President's Report	
Report from the SGA president regarding any changes happening for the executive cabinet as well as any appointments to SGA.	
IX. Advisor's Report	
Report from one of the SGA advisors for anything that may be coming to affect SGA soon.	
X. Standing Committee Reports	
An update from each of the committee's discussing what they are currently working on or planning. Typically given by the chair or secretary of the committee.	
XI. Ad Hoc Committee Report	
New business must be sent to the officers of the Senate ahead of time which could include nearly anything from constitutional amendments to new legislation.	
XII. Comments & Announcements	
Anything that was not necessary for a new motion but needs be brought to the Senate's attention.	
XIII. Second Call of the Roll	
Refer to the first call of the roll.	



Professionalism

THE IMPORTANCE OF BEING PROFESSIONAL



When an individual demonstrates loyalty, and commit to their word, it will reflect in their environment creating a strong relationship filled with respect. Professionalism is the key principle of honesty, equality, fairness, and integrity.

HOW TO BE PROFESSIONAL ON SOCIAL MEDIA



Always remember that you are representing SGA. You must practice self-policing. Things that interest you personally may not be something you should share on a professional account. Maintaining your professional appearance may mean ignoring the most recent celebrity scandal that shows up on your news feed.

Guard your reputation. It's important to reiterate this vital point! It may be beneficial to have separate accounts for personal and professional use. Use the many platforms that are available and decide on which ones you have an easier time maintaining a professional tone.

Watch your language. Take the time to double-check spelling, and use proper grammar to build credibility. It pays to edit comments and posts before clicking the share button.

Monitor your privacy. Learn about privacy settings and set them accordingly. Untag yourself from others' posts if you notice something inappropriate.

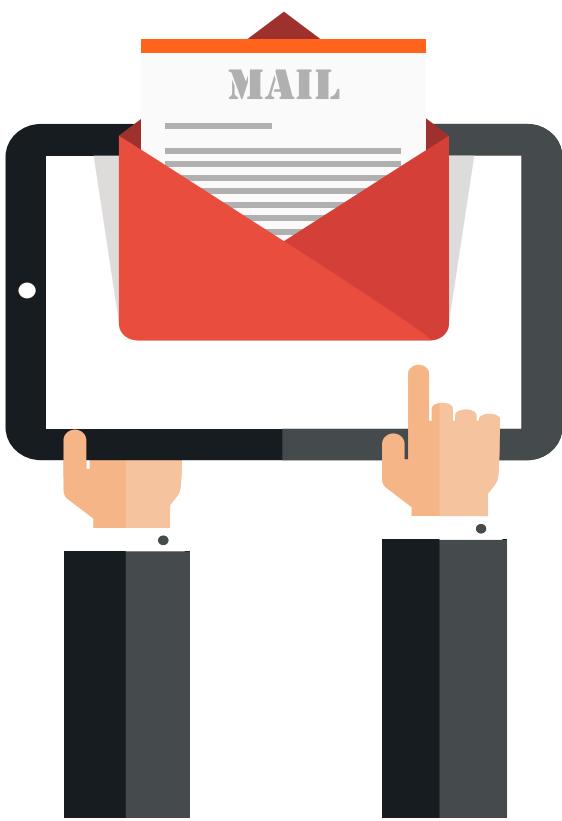
Keep work comments positive. Regardless of the platform you frequent, negative comments about work are simply inappropriate and can harm your professional reputation.

Determine how you want to be perceived on Facebook, Twitter, and all social media outlets. Like it or not, your communication becomes a strong part of your overall image. Recognize this as an opportunity to set yourself apart as a person with integrity.

You are what you tweet or post. People make judgments based on what they see, every post matters. Read through your stream and ensure it reflects your character.

Take your online presence seriously. Social media is a phenomenal way to connect, build a community of like-minded friends and stay current on what's going on in the world. Use it wisely and you will reap the benefits. Abuse it, or disregard its importance, and you will eventually face the consequences.

HOW TO BE PROFESSIONAL ON EMAILS



Do have a clear subject line. Most of us have to compete with the hundreds of emails clogging our inbox every day, so the clearer your subject line, the more likely your message will be read. For example, if you're sending a proposal to someone, be specific and write, "The Fitch Proposal Is Attached."

Don't forget your signature. Every email should include a signature that tells the recipient who you are and how to contact you. Set it up to automatically appear at the end of each email. Include all of your contact details so the recipient doesn't have to look up your address, email or phone number.

Do use a professional salutation. Using "Hey," "Yo," or "Hiya" isn't professional, no matter how well you know the recipient. Use "Hi" or "Hello" instead. To be more formal, use "Dear (insert name)." Using the person's name in the salutation -- "Hello Robert" -- is quite appropriate, but remember not to shorten a person's name unless you're given permission to do so.

Don't use humor. Humor does not translate well via email. What you think is funny has a good chance of being misinterpreted by the other party, or taken as sarcasm, without the accompanying vocal tone and facial expressions. When in doubt, leave humor out of business communications.

Do proofread your message. Don't be surprised if you're judged by the way you compose an email. For example, if your email is littered with misspelled words and grammatical errors, you may be perceived as sloppy, careless, or even uneducated. Check your spelling, grammar, and message before hitting send.

Don't assume the recipient knows what you are talking about. Create your message as a stand-alone note, even if it is in response to a chain of emails. This means no "one-liners." Include the subject and any references to previous emails, research or conversations. It can be frustrating and time-consuming to

Ms. Magda,

I hope you are doing well.

This year, I will be the Chair of the Internal Affairs Committee within SGA, and one of my responsibilities is to help plan the trainings and retreats for the organization.

One of the events that we are planning is our SGA Summer Training, and we are going to be needed money from one of our accounts.

Attached you will find a Reservation Agreement from Housing in Brownsville that needs to be signed by Ms. Delma. You will notice that we are missing billing information. Also, keep in mind that the total amount might change because of the number of beds might change also, since we are in the process of appointing new members into SGA.

In the case of that happening, I will send you a new Reservation Agreement with the exact number of beds and total amount.

If you have any questions, feel free to contact me at any time.

Thank you,



Ernesto Farias
Senator-at-Large Brownsville
Internal Affairs Standing Committee Chair
Student Government Association
(956) 665-2517
ernesto.farias01@UTRGV.edu

Brownsville • Edinburg



look back at the chain to brush up on the context. Your recipient may have hundreds of emails coming in each day and likely won't remember the chain of events leading up to your email.

Do reply to all emails. Give timely and polite replies to each legitimate email addressed to you. Even if you do not have an answer at the moment, take a second to write a response letting the sender know you received their email. Inform the sender if their email was sent to the wrong recipient, too.

Don't shoot from the lip. Never send an angry email, or give a quick, flip response. Give your message some thoughtful consideration before sending it. If you feel angry, put your message into the "drafts" folder, and review it again later when you are calmer and

have time to formulate an appropriate response.

Do keep private material confidential. It is far too easy to share emails, even inadvertently. If you have to share highly personal or confidential information, do so in person or over the phone. Ask for permission before posting sensitive material either in the body of the email or in an attachment.

Don't overuse exclamation points. Exclamation points and other indications of excitement such as emoticons, abbreviations like LOL, and all CAPITALS do not translate well into business communications. Leave them off unless you know the recipient extremely well. It's also not professional to use a string of exclamation points!

WHY IS IT IMPORTANT TO KNOW ABOUT PUBLIC SPEAKING?

It is important to provide the information to your audience **as clear as possible.**



Slow Down

Most people who are known for their clear, professional speaking voice are slow talkers. They take their time. They let each word sink in and resonate with the listener.

I'm not suggesting that you adopt an Eeyore-level pace but slowing your words down will often instantly make people tune in to what you're saying.

Smile

It may initially feel fake, but smiling when you're speaking puts an instant face-lift to your voice and tone. This is especially important when you are speaking

over the phone or on a Skype call.
Businesspeople at a business meeting, seminar or conference

You don't need to grin like a maniac during the whole conversation but try to sprinkle in a few natural smiles throughout your sentences and see if it doesn't make your listener start to smile too.

Like, Um, Ah, No

Using filler words like these makes you sound unsure, inarticulate, even unintelligent. Heck, if you Um and Ah your way through your speech, your listener may even peg you as shifty and dishonest.

Make a effort to not say these words. Even if it means a few awkward pauses here and there.

Don't Fear the Pause

Pausing is not dead-airing. Letting a few seconds elapse when you normally would have jammed in an um or ah is not the end of the world. In fact, it can help your listener sit up and take notice. It will make the words “around” each pause sound better thought out and weighty.

Segue with Class

There are times you are going to need to pivot from one thought to another. You're going to want to transition seamlessly from one topic to the next. Choose those pivot points with care. Using terms like “Let's move on” and “Another aspect we can explore” are elegant ways to transition. “Anyhoo” and “So anyway” are not.

Size Matters

Before you go off on a multi-syllabic word fest, make sure that there aren't just as accurate (but much less bloated) words available. For instance, I can't think of one instance where “utilize” adds anything to a sentence, when “use” would work just as well.

Same with juxtapose/compare and betwixt/between. Using fancier words won't make you sound smarter, they'll just make you sound pretentious.

Be Sure

Be sure (dead sure) you know what a word means before you throw it out there. Entire reality shows have been built on malapropisms (misusing a word) and

George W. Bush was relentlessly mocked for using words incorrectly.

I promise you: you don't have a photogenic memory and there are no pigments of the imagination. So if you aren't 100% sure you know the meaning of a word or common phrase, don't risk it. Don't say it.

De-slang

There is no way no one is going to take you seriously if you speak sloppy, slangy speak. Even if you are trying to be folksy, real or ironic, don't do it. People may not understand that you are using a slang term ironically and they may judge you to be uneducated and inarticulate.

Play it safe by removing all the ain'ts and yo's and hey-man's when you are speaking professionally.

Learn how to manage tough situations.

It is illogical to think that everything in SGA will be joyful and rosy. There will be some times where feelings are going to be hurt, where stress is going to build up, and where you will need to make hard decisions. For example, two senators can be best friends outside SGA and mortal nemesis in the SGA Senate. Two of the most beautiful (and perhaps useful) skills you will learn in SGA are emotional intelligence and management skills. You will learn that you can actually control your emotions and decide what action/word/motion is in your best interest without hurting your (or someone's else) psyche. You will learn that the best way to deal with stress is by becoming a good organizer; that usually helps avoid it.

THE IMPORTANCE OF PROFESSIONAL ATTIRE



Like it or not, the way you dress in the workplace can have a huge impact on your career. It can be tricky to determine what is acceptable and what's not. With that in mind, we have come up with a guide that covers some basic do's and don'ts of office attire.

Why is it Important?

Dressing for success isn't just about looking nice to those around you; how you dress can help, or hinder, the way people perceive you in the workplace. Presenting a polished, professional image at work gives your co-workers and clients a lasting first impression and instantly boosts your professional credibility.

These first impressions apply to your social media presence, too. It's important that your profile picture sends the right message to colleagues, clients and anyone else who might see it. Try to use a professional picture and keep the photos from your weekend in SPI for you and your friends.

HOW TO DRESS: BUSINESS PROFESSIONAL

LADIES



Do Wear ...

- Business suits
- **Skirts:** the length should hit just above the knee or below
- **Slacks:** neatly pressed, nothing too tight
- **Blouses:** Dressy styles or button-down shirts paired with a cardigan
- **Dresses:** worn alone, or with a suit jacket or blazer
- **Shoes:** closed-toe, polished, scuff-free
- **Jewelry:** tasteful, not overdone

Don't Wear ...

- Anything that is not modest
- Blouses that are sleeveless or low-cut
- Casual khaki pants (neutral or khaki-colored dress slacks are OK)
- Open-toed or overly casual shoes, or those with extremely high heels

Do wear ...

- Button-up dress shirt (always well-pressed)
- Neck-tie of the appropriate length (tie should touch the top of your belt)
- Tasteful suit jacket
- Dress slacks (clean and pressed)
- Polished dress shoes

Don't wear ...

- Short-sleeve button-up shirts with a tie
- Casual pants (cargos, Dockers)
- Casual leather shoes
- Wrinkled or soiled clothing
- White socks

MEN



HOW TO DRESS: BUSINESS CASUAL

LADIES



Do Wear ...

- Casual pants, including cropped pants and caprices that hit around mid-calf
- Skirts and dresses in more casual styles in an appropriate length
- Button-up shirts, blouses or sweaters
- Open-toed shoes, including dress sandals

Don't Wear ...

- T-shirts
- Jeans, including colored styles
- Shorts, even longer styles that hit right at the knee
- Beach wear or street wear shoes, like flip-flops or sneakers
- Casual sun-dresses (a light cardigan or jacket over a sleeveless piece is an easy fix)

MEN



Do Wear ...

- Button-up or polo-style dress shirts
- Casual pants (clean and neatly pressed)
- Sweaters
- Casual (and clean) leather shoes

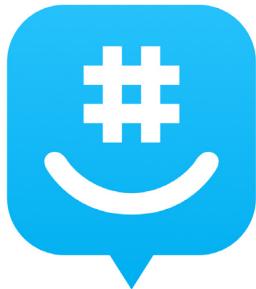
Don't Wear ...

- T-shirts
- Jeans or cargo pants
- Tennis shoes or sandals
- Soiled or wrinkled clothes
- Pants without a belt
- Untucked shirts

A group of four young people are standing together at a baseball stadium. From left to right: a man in a white baseball cap and dark jacket; a woman in a purple t-shirt with a large 'L' logo; a girl in a grey t-shirt with a 'V' logo; and a man in a blue t-shirt that says 'WE ARE RGV HOMECOMING 2016'. They are all smiling and looking towards the camera. In the background, there are stadium lights and a few spectators in the stands.

Social Channels

GROUPME



GroupMe is our main source of communication within the SGA. The web application can either be launched on mobile via downloaded application or PC via web browser.

The mobile application can be downloaded on the Apple App Store or Google Play Store. The website is web.groupme.com.

How do I start a group in GroupMe?

1. Select the start a new chat icon.
2. Select **Start Group**, then choose the new group name and group avatar.
3. To add members, type their name, number or email or scroll through your current GroupMe contacts.
4. Select **Done** (or the **blue check mark**) at the bottom right corner to create your group.vavvvv

Group Me Etiquette

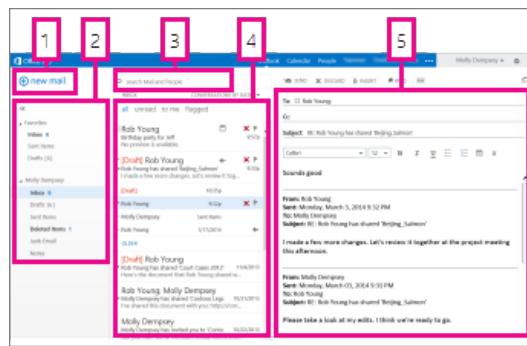
In SGA, members will be in at least 2 or more GroupMe conversations which range from committee chats, college senators chats, the official SGA chats...The GroupMe conversation that every member is included in will be called something along the lines of "UTRGV SGA (year)." This chat will also include SGA advisors so it is important to conduct yourself in a certain manner so that you don't seem unprofessional. Here are some tips:

- No foul language
- Late night messages are discouraged
- Ongoing messages that are intended for certain people should probably be sent in a direct or separate group chat
- If a message seems timely it is a good idea to like to message which indicates to the sender that you've read it/acknowledged it.
- Excessive abbreviations are discouraged.

MAIL IN OUTLOOK ON THE WEB

What You'll See in Mail

When you open Mail, you get a quick view of your standard and any custom folders, a list of received messages, and a reading pane that lets you instantly review the content of any message you choose.



Block	Description	Action(s)
1	Messages	Create a new message by choosing + new mail .
2	Folders list	The list includes the folders in your mailbox. It may include other folders, such as Favorites and Archive folders. <ul style="list-style-type: none">Choose Expand to show the Folders list, or choose Collapse to hide it.In the Folders list, choose Show to expand a list, or choose Hide to collapse a list.
3	Search box	In the Search mail and people box, type what you want to search for. For example, type the name of a person you want to find messages from, or enter text that you want to search for to find a particular message.
4	Messages list	Messages in the current folder are listed.
5	Reading pane	The conversation or message that you chose appears in the reading pane. You can respond to any message in the conversation by using Reply , Reply all , or Forward at the top of the message.

Messages

To create a new message

1. Choose  **new mail** above the Folders list. A new message form opens in the reading pane.
2. Type the *email address* in the **To** or **Cc** box.
3. Type a *subject*.
4. Type the *message* you want to send.
5. When your message is ready to go, choose **Send** .

As you create a new email message (or respond to an existing one), Outlook on the web for business automatically saves it in your Drafts folder. This default action is useful, particularly if a situation arises that requires you to suspend creation of a new message. You can finish composing message when you choose.

To finish a draft message

1. Choose **Drafts** in the Folders list.
2. Choose the message you were working on to see it in the reading pane.
Do one of the following:
Choose **Continue editing**  if you want to change the message before sending it or choose **Discard**  if you've decided not to send the message.
3. Choose **Send** .

Add an attachment, picture, or signature to a message

To add an attachment to a message

Choose **Insert**  **> Attachment** at the top of the message form and browse to the file you want to attach.

To embed a picture in a message

You can embed a picture in a message so that it appears without the recipient having to open it.

Choose **Insert**  **> Pictures inline**, and browse to the picture you want to add to your message.

To attach a message to a new message

1. In the list view, choose the message you want to attach and press **Ctrl+C** to copy it.
2. Open a new message, or reply or forward an existing one.

- With the new message open in the reading pane, press Ctrl+V to attach the message you copied.

To add an existing signature

You can choose to manually add your signature or to automatically add it to all messages or to individual messages.

Choose **Insert**  > **Your signature**.

CALENDAR IN OUTLOOK ON THE WEB

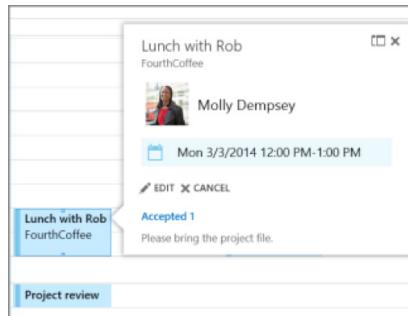
What you'll see in Calendar

After your Inbox, the calendar is probably where you'll spend the most time when using Outlook Web App. You can view your calendar four different ways: **Day**, **Work week**, **Week**, and **Month**.

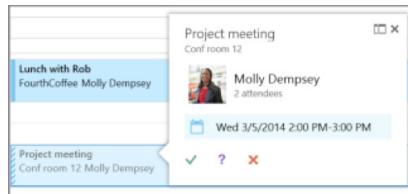
Quickly view event details

You can choose any event in your calendar to see a quick view of that event.

An event that you create shows you as the creator and includes a link to edit or delete the event.



A meeting that you've been invited to shows the organizer and includes links to respond to the invitation. If the organizer includes an online meeting invitation, you'll see a link to join the meeting.



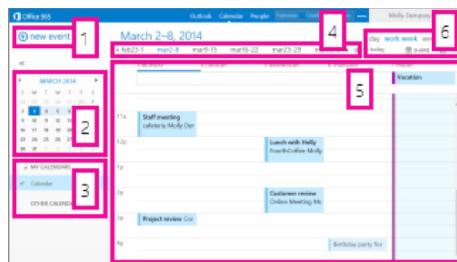
Day view

The day view is most useful if you have a busy schedule, or if you want to view multiple schedules side by side. The controls remain the same, only the view has changed.

Week view

Week is the default view when you first visit your calendar in Outlook Web App. You can

change the default to **Day**, **Work week**, or **Month** by using the options in the upper-right corner.



1. New event. An event can be an appointment, a meeting, or an all-day event. Choose **+ new event** to create a new event.
2. Calendar. Use the calendar in the folder pane on the left to go from one date to another. Shading indicates the period you're currently viewing, and darker shading marks the current date.
3. My calendars. You can view more than one calendar at a time. Under My calendars you can create other calendars, such as a calendar to use for a specific project or to track personal appointments. You also can add other people's calendars and select which to display. If you select multiple calendars to display, they're merged into a single view and each calendar is given a different color.
4. Day nav bar. You can use this area to go from one day to another. Choose any date to jump to that date. Or use the arrows at either end to see the dates before or after those displayed.
5. Main pane. Calendars are displayed in the main pane. To create a new appointment, double-click an open time slot on the day you want.
6. View options. Choose the view you want, and share or print your calendar.

Month view

The month view can appear very crowded. To make it more usable, there's an agenda displayed for the selected day:



1. Current date. Darker shading shows the current date.
2. Month. Lighter shading shows the selected month.
3. Day. Shading shows the selected day and the number in the lower-right corner for each day shows how many non-displayed items there are. Double-click or double-tap an item to open it. You can create a new event for any date by double-clicking or double-tapping in an open time slot for that date.

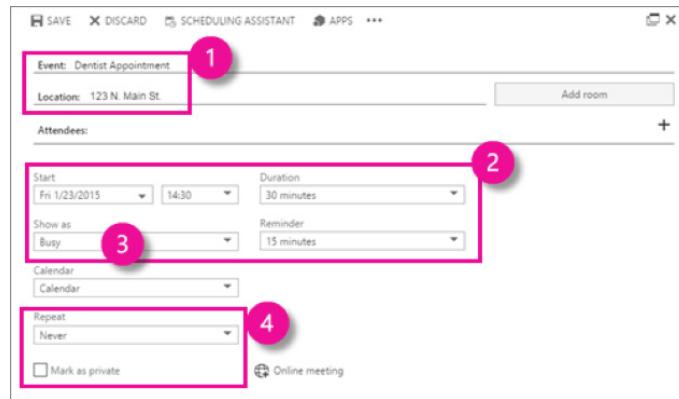
4. All-day event. A shaded item highlights an all day event..
5. Agenda. The agenda for the selected day. You can create a new item on the current date by double-clicking or double-tapping an open time slot in the agenda.

Create a calendar item

To create a new appointment or meeting request in any view, choose **+ new event** or double-click (or double-tap) an open time slot on the day you want.

Create an appointment

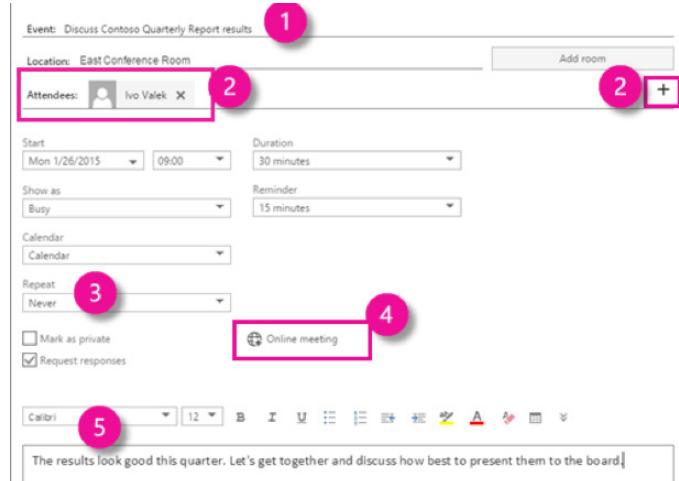
1. Choose and add a title and location.
2. Choose a start time and duration, and adjust the time of the reminder notification if you need to.
3. In the **Show as** list, choose how you want the appointment to appear on your calendar: **Free**, **Working elsewhere**, **Tentative**, **Busy**, or **Away**.
4. (Optional) You can make this a recurring appointment and you can mark the appointment as private.
5. Choose **Save** when you're done.



Create a meeting request

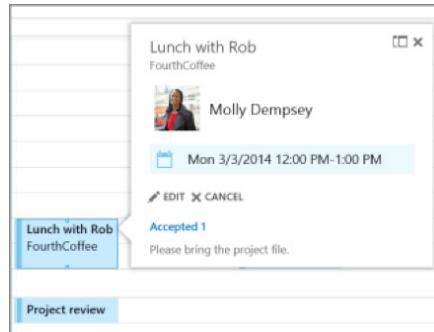
A meeting is a calendar event that you send to other people. You create a meeting the same way you do an appointment, but you invite attendees and may add a resource such as a conference room.

1. Choose **+ new event** and add a title and location. Choose a start time and duration, and adjust the time of the reminder notification if you need to.
2. Choose **Add attendees** (**+ New**) and choose the people you want to invite from your contacts list.
3. (Optional) You can make this a recurring meeting by choosing



an option in the **Repeat** list.

4. If your organization has Lync, select **Online meeting** to insert a meeting link and other online details.
5. Add a message for the meeting participants, and then choose **Send** to send the invitation.



Modify or delete a calendar event

Modifying or deleting meetings or appointments are done in similar way.

Modify a calendar event

1. Select the event on your calendar to bring up the event callout and select **Edit**.
2. For an appointment, make changes to the event on the Details page and choose **Save**. For a meeting request, choose **Send**.

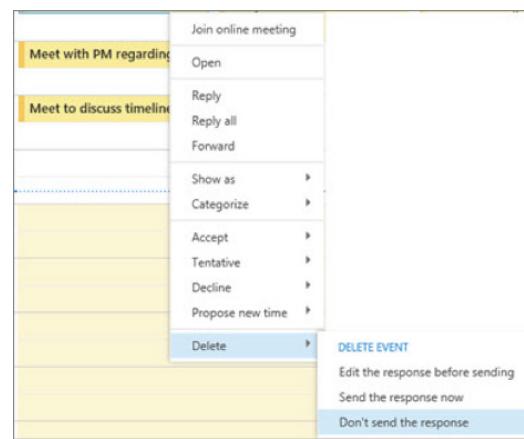
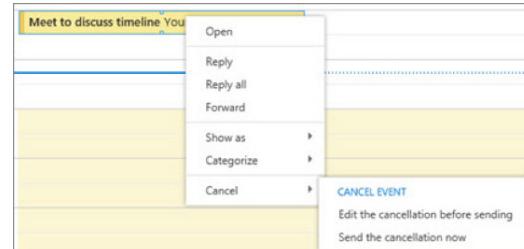
Delete a calendar event

Select the event on your calendar to bring up the event callout and select **Delete**.

For an appointment, select **Delete** on the confirmation message that appears.

For a meeting that you set up, right-click the item, select **Cancel**. If you want to add a note to the cancellation message being sent out to attendees, select **Edit the cancellation before sending**. To just cancel the meeting, select **Send cancellation now**.

For a meeting you are invited to, right-click the item, select **Delete**, and then select the appropriate option depending on whether you want to include a message along with declining the meeting, send the response without a message, or not send a response at all.

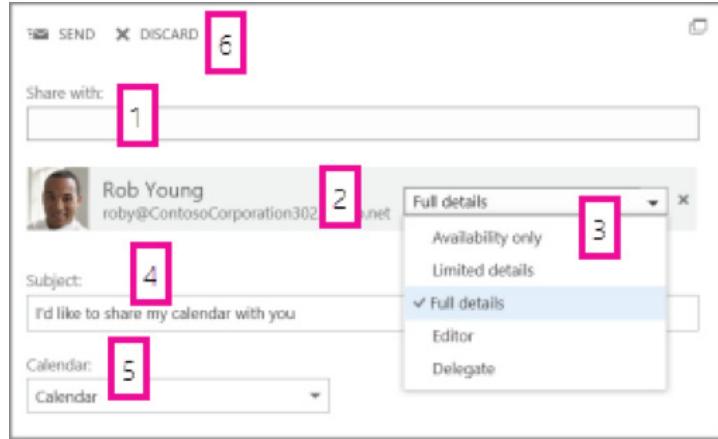


Share your calendar

You can easily share your calendar with other people in your organization. Start by choosing **Share** at the top of the calendar window.

Follow these steps to complete the sharing invitation:

1. Share with. Type the name of the person you want to share your calendar with in the **Share with** box. Outlook Web App automatically searches in the address book for the name you typed.
2. Contact. After the person is found, they're automatically added to the list of people to share the calendar with. You can add as many people as you want.
3. Share access options. Choose how much information you want to share. **Full details** lets the person see all the information about events—except those marked as Private—on your calendar. **Limited details** show the subject and location. **Availability only** shows only that you have an event at a particular time, but no other details are provided. Private events always show as busy.



You can give people inside your organization permission to edit your calendar by selecting **Editor**. To give someone permission to send and respond to meeting requests on your behalf, select **Delegate**.

4. Subject. You can edit the subject if you like.
5. Calendar. If you have more than one calendar, choose which you want to share. Most people share their default calendar (named Calendar), but you can share any calendar that's part of your mailbox.
6. After you've added everyone you want to share with and what level of access you want them to have, choose **Send** to share the invitation, or choose **Discard** to cancel.

SEND AN EMAIL THROUGH LISTSERV



When you are trying to send an email to everyone in SGA, the only thing you have to do is:

1. Choose new mail above the Folders list. A new message form opens in the reading pane.
2. Do one of the following to add a recipient:
3. Type the **sga@listserv.utrgv.edu** in the To or Cc box.
4. Type a subject.
5. Type the message you want to send.
6. When your message is ready to go, choose **Send** .
7. The message will take a couple of minutes until you get a copy of your email in your inbox.

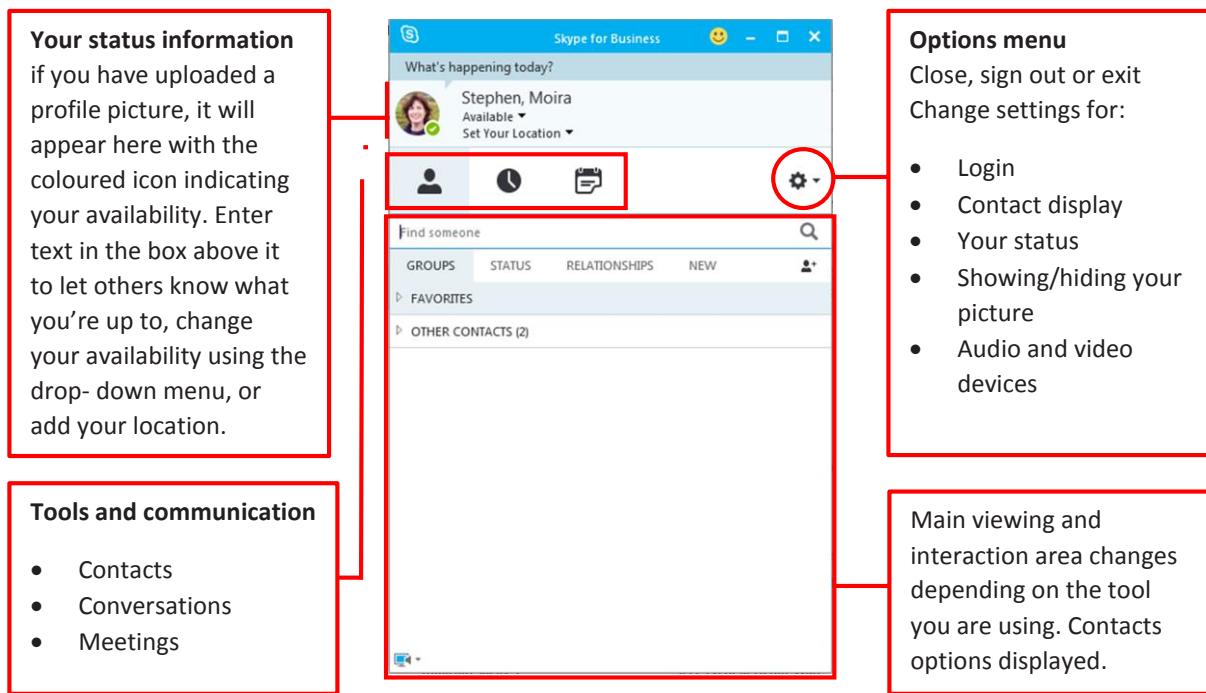
NOTE:
FOR NET ETIQUETTE,
PLEASE REFER TO PAGE 70 OF THIS HANDBOOK.

SKYPE FOR BUSINESS

Skype for Business basics

The main Skype for Business window

When you open Skype for Business, the main Skype for Business window will appear:



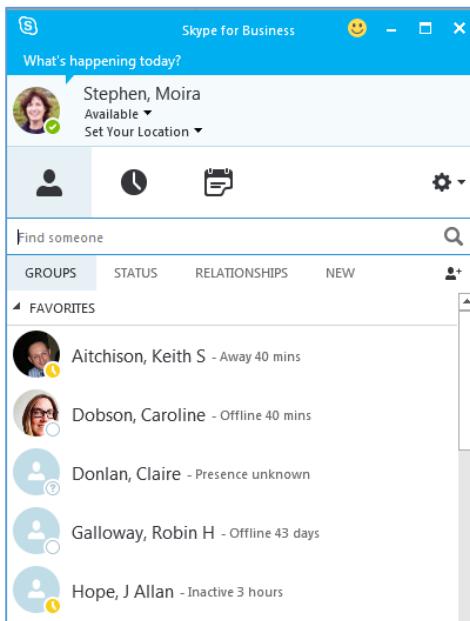
Adding a profile picture

If you have uploaded a profile picture to Office 365 through the main portal, it will automatically carry through to Skype for Business.

To upload or edit your picture from within Skype for Business:

1. Click **Options** (cog icon) on the Skype for Business main window
2. Choose **Tools > Options**
3. In the Skype for Business Options window, select **My Picture** from the left-hand panel
4. Click the **Edit or Remove Picture** button to upload an image. Office 365 will open.
5. **Browse** to select your picture file, then click **Save** at the bottom right of the screen
 - You will be returned to the Skype for Business Options window
6. Ensure that the **Show my picture** radio button is selected
7. Click **OK**

Displaying your availability: Presence



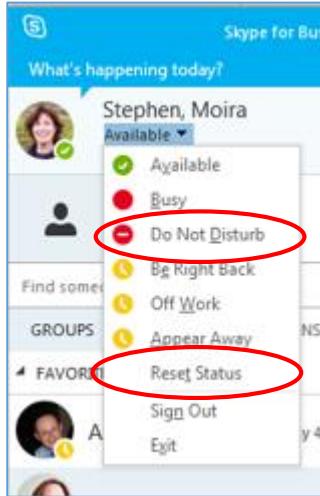
A user's availability is indicated by the coloured icon beside their profile picture. This availability status is known as your **presence** and will indicate a status such as Available, Busy, Away, Do Not Disturb, etc. Your presence indicator will effect which communication options are available.

Presence is only indicated for those with the Skype for Business client running, otherwise it will show as Offline (uncoloured). Indicators are based on your Outlook calendar information, but update according to both your calendar and your activity.

For instance, if you are available at your desk but don't use your mouse or keypad for a period of time (the default is 5 minutes, but this can be changed – **Options> Tools> Options> Status**), Skype for Business automatically changes your presence indicator from green to an inactive yellow icon. Using your keyboard or mouse returns your status to available.

You can also manually change your availability by:

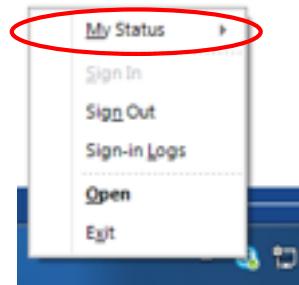
Using the drop-down status menu in the Skype for Business window



Hovering over the large icon on the task bar



Right-clicking the small icon on taskbar



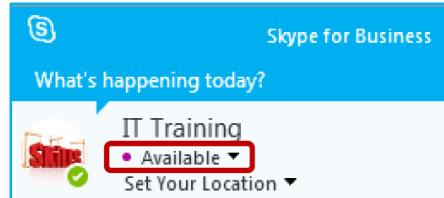
Manual status settings override all automatic changes.

- To return to automatic settings, select **Reset Status** from the Status drop-down menu.

Guide to status icons

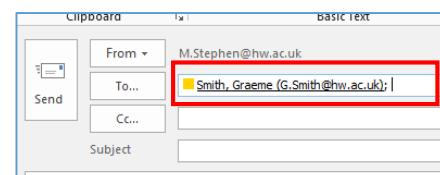
	Available *	Online and available
	Be Right Back **	Away from your computer briefly
	Away *, **	Logged on, but have been away from computer for a period of time.
	Off Work**	Not working or not available
	Busy *, **	Hard at work and shouldn't be interrupted
	In a call *	In a Skype for Business call (two-party call)
	In a meeting *	In a meeting (using Skype for Business or Outlook)
	In a conference call *	In a Skype for Business conference call (Skype meeting with audio)
	Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
	Presenting *	Giving a presentation
	Out of the office	Set to OOF in your Outlook calendar
	Offline *	Not signed in
	Unknown	Presence can't be detected
		* Set automatically for you based on your keyboard activity or Outlook calendar.
		** You can set your presence to this anytime you want.

If your Outlook calendar is set to Out-of-Office, but your Skype presence is set to *Available* (for instance, when you are working from home), there would be a purple dot displayed beside the status, as shown below



As Skype for Business is integrated with Outlook, you will automatically see the availability of colleagues when you communicate with them by email.

When you add a name to the address field in a new email you will also see their presence status displayed beside the name.

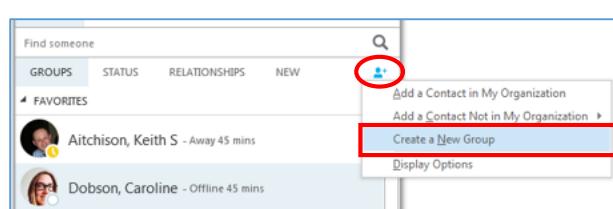


Contacts

When you first start using Skype for Business, it is worth investing some time setting up contacts and groups so that you can easily communicate with people that you frequently interact with.

Creating a group

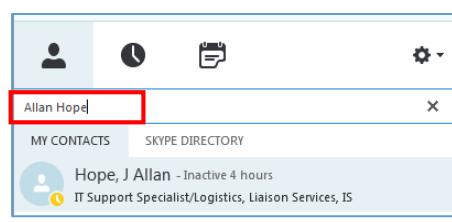
1. In the main Skype for Business window, click the **Add a Contact**
2. Choose **Create a New Group**
 - Alternatively, right-click any group name in your contacts list (e.g. Other Contacts), and then click Create New Group
3. A New Group box will appear. **Rename** it by overwriting the text so that the new name is meaningful to you
4. Your group has been created, and you can start adding contacts to it



Finding and adding contacts

From the University Directory

1. In the main Skype for Business window start typing the name in the search box.
2. A list of matching people from your Contacts will appear
3. Right-click on the required name and select **Add to Contacts List**, which then gives options of adding to a specific group.



You can also add contacts from the **Add a Contact** icon, then choose **Add a Contact in My Organisation**

From the Skype Directory

You can also add contacts worldwide from Skype.

Type either the person's name or (if you know it) their Skype name in the search field, but this time selecting the **Skype Directory** tab.

A list of Skype users will appear. Add them to your Contacts in the same way as you add local contacts.

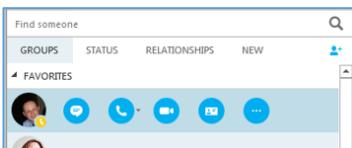
Controlling Privacy Relationships

This setting controls the connectivity and the type of information that can be viewed by your contacts. If you want to view or change the privacy relationship with a contact, right-click the contact's listing, and then click **Change Privacy Relationship**. You may also use this setting to block a contact.

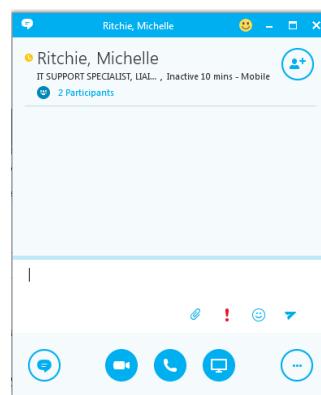
Communicating with your contacts

To communicate with a contact, use one of the following methods to access the communication tools, then select the option you want to use (e.g. instant message, video call, etc).

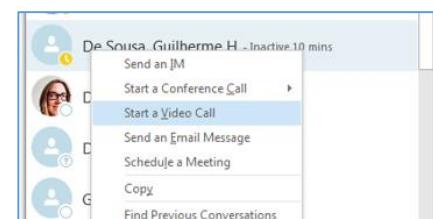
Hover your mouse over their picture in the contacts list:



Double-click anywhere on their contact listing:



Right-click their contact listing:

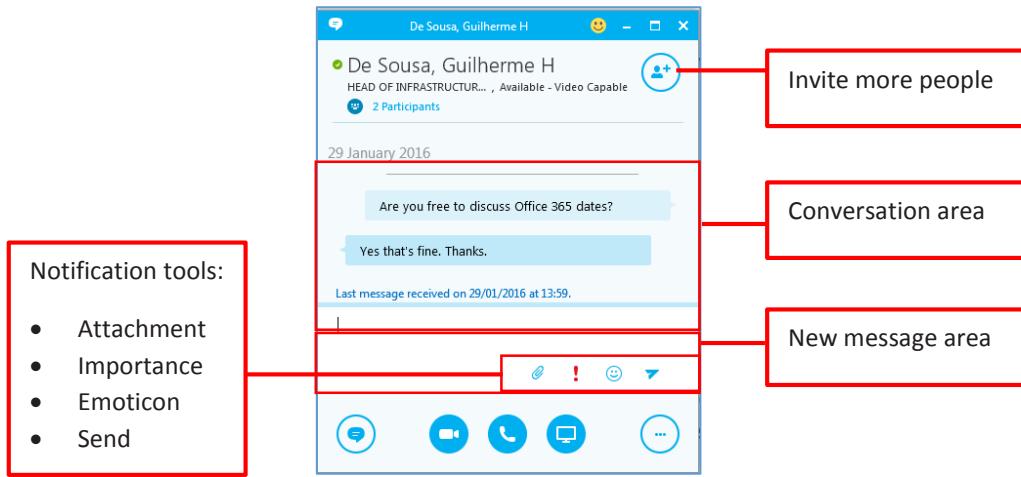


Instant messaging (IM)

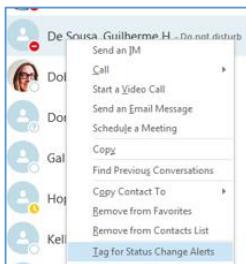
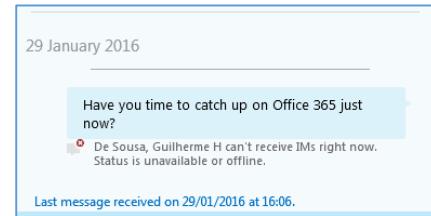
Instant messaging (IM) allows you to communicate with people in real time, and at a moment's notice. It is less formal than email, and faster than a phone call. You can have an IM conversation with one or many people, send pictures and files or add audio or video.

Starting an IM conversation with one person

1. Locate the person you want to send an instant message to
 2. Display the communication options for that person using one of the methods above
 3. Choose the instant messaging icon
 - A conversation window will appear
 4. Type your message at bottom of the conversation window
 5. Press the return key or click the send icon (>)
-
- Your conversation appears at the top of the conversation window.
 - You can use the **Notification** tools to add an attachment, emoticon, or mark the message as important.



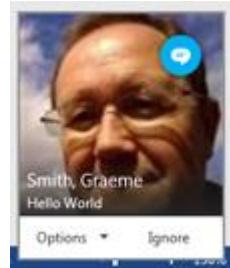
- If a person's status is set to **Do Not Disturb**, your message will not be sent.
- To get a notification when someone's status returns to *Available* you can tag the contact (**Right-click** on their contact name and select **Tag for Status Change Alerts**). When they are next available you will get a pop-up notification on screen, allowing you the option to make contact and un-tag them.



Responding to an IM alert

When someone starts a new IM conversation with you, an alert pops up on your screen.

- To see the message, click anywhere on the photo area to accept it. The IM conversation window will open to display the message.
- To reject the message, click Ignore. The message goes to your Outlook Inbox.



If you do not want to receive new IM alerts, set your presence status to **Do Not Disturb**. You can do this using the **Options** menu on the alert box or see *Displaying your availability: Presence*.

Holding an IM conversation with more than one person

If you have already started an IM conversation, you can add others to it by

- **Dragging** their picture from your **contacts list** into the conversation window or, if they are not in your list
- Clicking the **Invite More People** button at the top of the conversation window to display the directory

If you want to start a new IM conversation with a group that you have already set up

1. **Right-click** the group name in your contacts list
2. Click **Send an Instant Message** to start the conversation.

Your message will go to all group members.

2. Hold the **Ctrl** key while you **click** each contact.
When you have selected all the required contacts
3. Right-click and select **Send an IM** to start a multi-way conversation.

Sending a file or image using IM

To send a file or image from an IM conversation, you can:

- Drag-and-drop a saved file into the text input area
- Attachment it using the  notification tool in the message window
- Copy and paste a saved file or image from an Office program into the text input area

Making an audio or video call

If you have a microphone, a headset (or speakers) and a webcam attached to your computer, you can use Skype for Business to make and receive audio and video calls.

Skype for Business automatically detects your audio and video devices, but before making an audio or video call you should check that they are set up correctly. To do this:

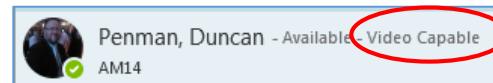
1. Click the **Options** menu () in the main Skype for Business window
2. Choose **Tools > Audio (or Video) Device Settings**

To make a call

1. Locate your contact in Skype for Business,
2. Click the **Audio or Video** icon.



Contacts who have a webcam set up, and so can accept video calls, have **Video Capable** on their contact details.



When you call a contact, an alert pops up on their screen.

To accept the call they can click anywhere in the photo area of the pop-up (or they can choose to reject the call).

Once in progress, you can control the call by putting it on hold, muting your audio, switching between audio devices, and changing the way the video appears on screen.



To end the call, close the window or click the **End call** button.

Recording Audio and Video conversations

When you record a Skype for Business meeting, you capture audio, video, instant messaging (IM), screen sharing, PowerPoint slides, whiteboard activity, and polling. Any of the presenters can record a meeting and save it on their computer. Click the **Options** button  to start and manage recordings.

For more information on making recordings see [recording conversations](#).

For more information on scheduling Skype for Business meetings and how to present content, see [Skype for Business meetings](#)

Conversation History

Skype for Business conversations are saved by default.

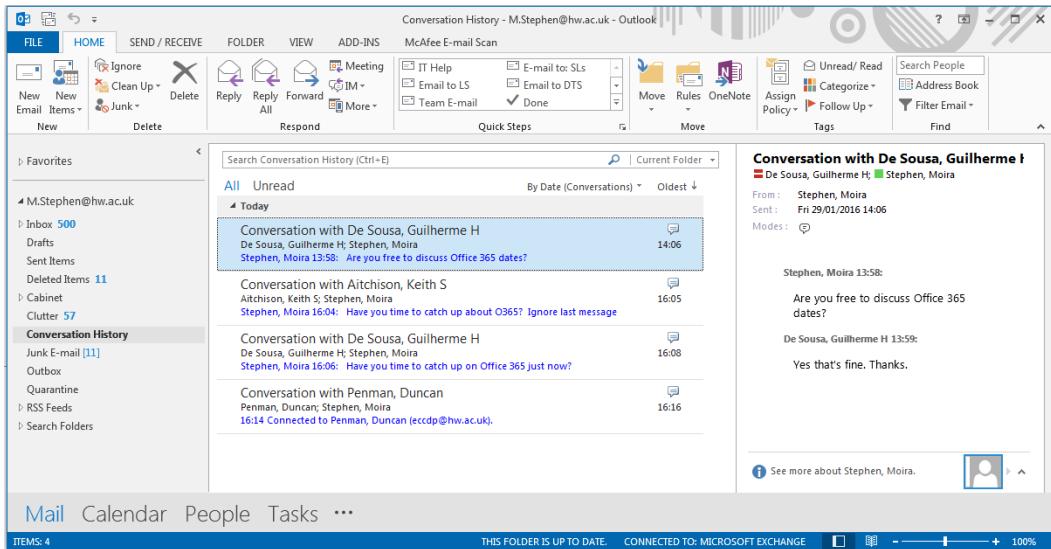
To view Conversations:

- In the main Skype for Business window click on the **Conversation** tab. All conversations will be listed with the most recent on top; double click on one to open and view a conversation.



OR

- In Outlook, Skype for Business conversations are saved in a folder labelled **Conversation History**.



Unimportant conversations may be deleted.

You can stop saving conversations by disabling the option (**Options**  > **Tools**>**Options** >**Personal**).

Skype for Business meetings

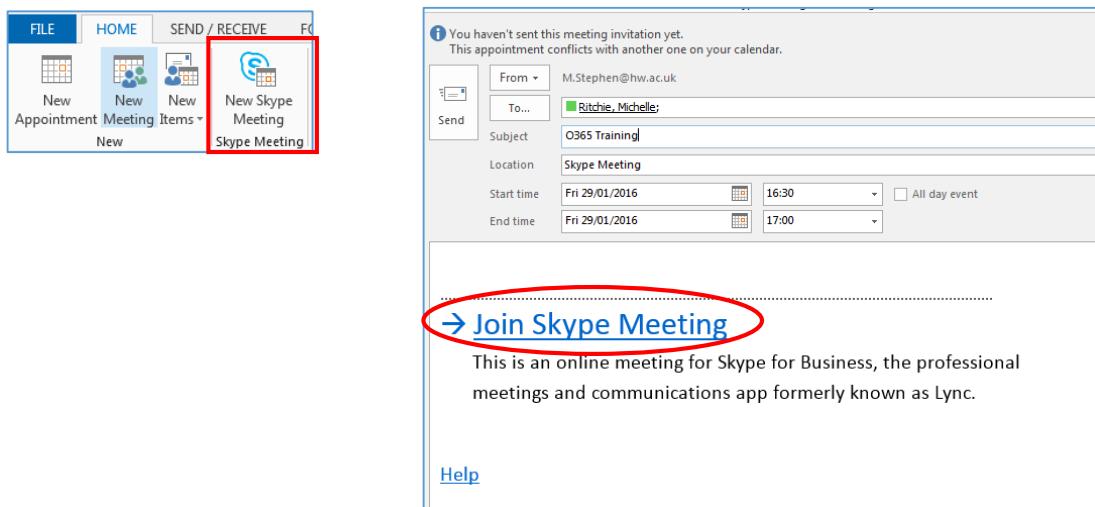
The meeting feature gives you the capability to collaborate by making presentations online and sharing desktops, programs, files and a whiteboard between meeting participants.

Scheduling a meeting

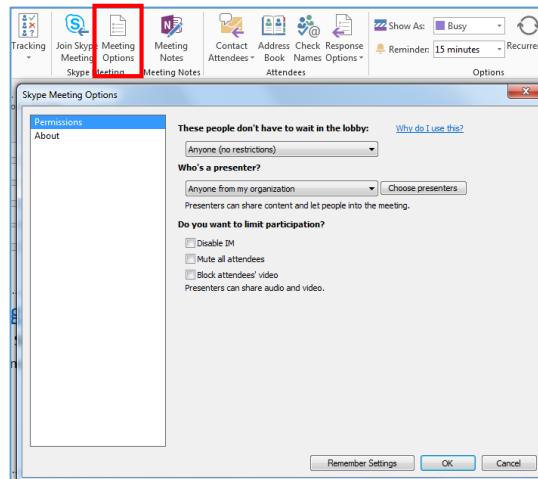
If you use the Outlook desktop client or Outlook 365 online, you can use Skype for Business Meeting to schedule a single or recurring online meeting similar to the way you use Outlook to schedule regular meetings. To initiate an online meeting request in the desktop client

1. Start as you would normally by going to your Outlook calendar
2. Click the **New Skype Meeting** button on the ribbon and in the meeting request window
3. Enter the attendee and date/time data as for a standard meeting

A link is automatically added to your meeting request that invitees can click to join the conversation.



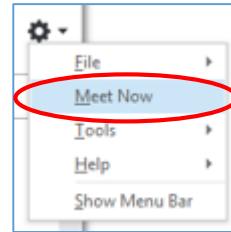
With the meeting request created, you then have access to the **Meeting Options** button on the ribbon where you can set preferences and permissions.



Starting an unscheduled meeting

For spontaneous meetings, the **Meet Now** feature in Skype for Business allows you to hold impromptu meetings without the need to schedule in Outlook.

- In the Skype for Business window, go to the **Options** menu (cog icon ) and select **Meet Now**
- A meeting conversation window will open and you will be able to invite participants using the Invite button 



Sharing your desktop and other content

You can share content with colleagues either from the messaging conversation window or during a meeting. This presentable content can include your computer desktop, a single program file or a PowerPoint slideshow. You can also share a virtual whiteboard, conduct polls and hold a Q&A session.

NOTE:

When you share your desktop, everyone participating can see your entire desktop including notifications. If you have confidential information or documents that you don't want people to see, close them or use program sharing instead.

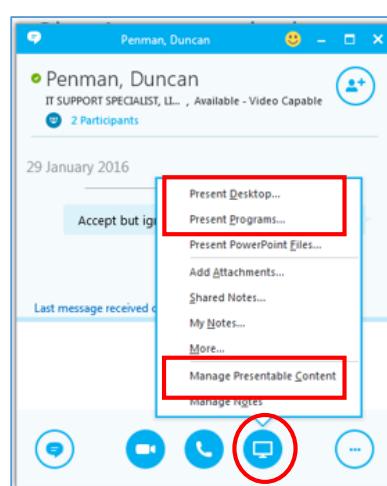
Start sharing

- Start sharing by first **establishing a connection** to your contacts by starting an IM conversation, audio/video call or a meeting
- To share your screen, click the **Present** icon from within a conversation or meeting window 

From the content options menu:

- Click **Present Desktop** to show the entire contents of your desktop (if, for instance you are working with multiple programs). If you have a dual-monitor setup, you can choose to select all monitors, the primary monitor only, or the secondary monitor.
or
- Click **Present Programs** and double-click the program window you want to share (the program for sharing must already be open)
- Click **More...** to access other presentable content items such as *Whiteboard* and *Polling*

When you share a program file or desktop, the window will have a yellow border and a **Now Presenting** tab will display on your desktop.



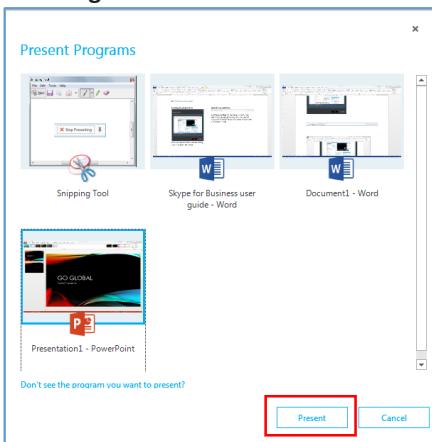
Your presence status will also automatically change to *Presentation*, and will thus restrict other Skype for Business alerts appearing.

Your participants will receive an alert to notify them that you are sharing content. Once they click *Accept*, the shared content will appear in a window on their screen.

Initially, only the person who started presenting can control the content. You can however allow any participant to share control. You can take back full control at any time. See [Allowing participants to control content](#)

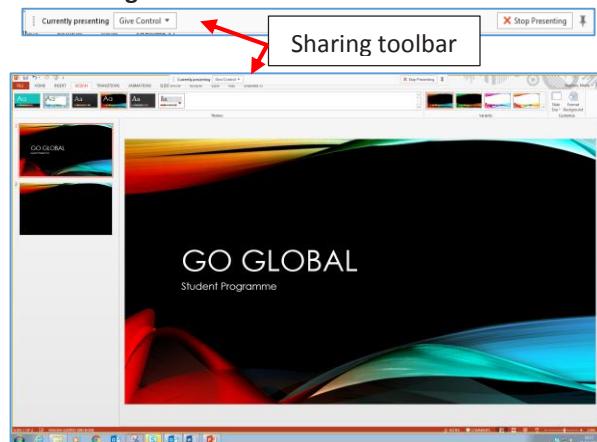
What the presenter sees:

Initiating the content share



Click the **Present** button to send a sharing request to your participants.

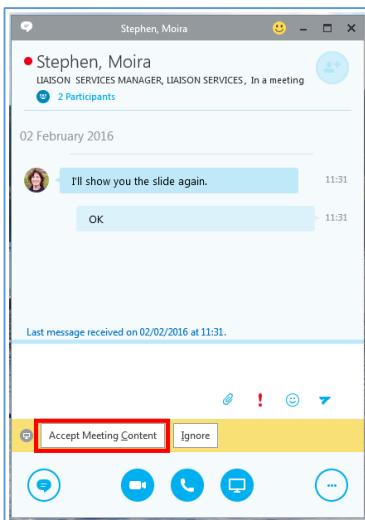
With sharing established



The **Sharing toolbar** for sharing control with other participants appears at the top. The yellow border around the desktop indicates the extent of what other participants can see.

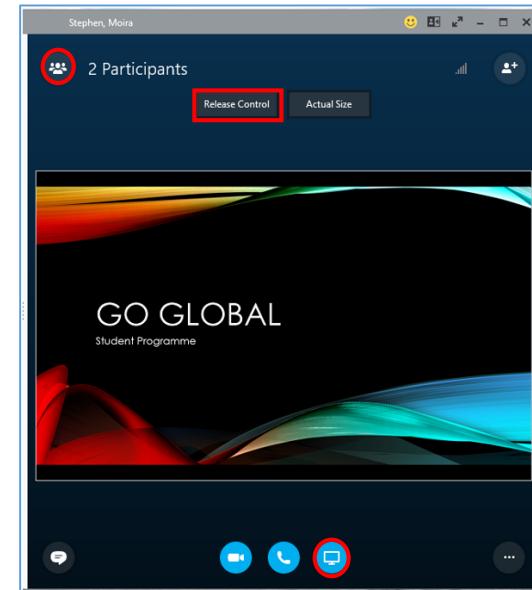
What the participant sees:

An invite to share alert appears either on the desktop or, if open, in the message window.



Click **Accept** or on the picture area in the desktop alert.

The participant will see this **sharing stage**, where they can click buttons to **request/release** control or other options such as inviting more participants or sharing their own content.

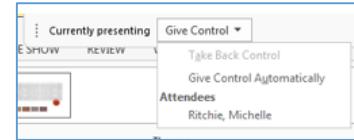


To stop sharing the content, close the stage window.

Allowing participants to control content

On the Sharing toolbar at the top of the presenter's screen, use any of these options:

- Click **Give Control** to share control of your desktop or programs with the specific participants. (**Control Automatically** gives access to anyone automatically who requests control of your desktop; recommended only for small meetings)
 - To revoke control rights, select **Take Back Control**. Alternatively, hit the **Ctrl + Alt + Space**
- Click **Stop Presenting** when you are done sharing your screen.
- Click the **pin** to hide the toolbar and have more space. To unhide the toolbar, move the mouse to the top of the screen.



If the attendee *requests* control the presenter will see the following prompt in the Sharing toolbar.



Exiting Skype for Business

When you have finished using Skype for Business, you can

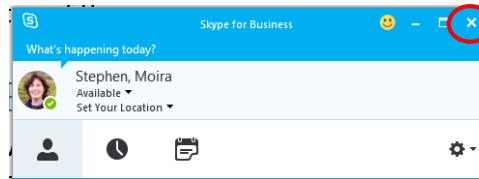
- Close** the Skype for Business window
- Sign out** of your session
- Exit** from the program

The differences are summarised here:

Option	Is Skype for Business running?	Can others see your status?
Close	Yes	Yes
Sign out	Yes	No
Exit	No	No

Closing the Skype for Business window

You can close the Skype for Business window by clicking the X in its upper-right corner. Although the window closes, your session continues to run, so others can still see your availability status and you still receive alerts.



The Skype for Business icons on your taskbar will appear as they do when you have the Skype for Business window open, indicating your presence status. Re-open the Skype for Business window at any time by clicking the large icon in the program section of the taskbar.



Sign out

Sign out closes your Skype for Business session, but continues to run Skype for Business in the background, making it easier to sign in again when you're ready. The Sign out option is available from your status dropdown in the main Skype for Business window or by right-clicking the small icon in the system tray at the end of the taskbar. Once you have signed out in this way, others cannot see your status or interact with you.

- When signed out, the Skype for Business presence indicator displayed on the taskbar/system tray is a red cross



Exit

Exit closes your Skype for Business session and stops Skype for Business running on your computer.

Both icons will disappear from the taskbar/system status tray at the bottom of your screen.

A photograph of three students at a school event. On the left, a girl holds a tall, colorful, sequined trophy. In the center, another girl gives a peace sign. On the right, a boy in a cowboy hat holds two large, colorful inflatables. They are all wearing t-shirts with "WE ARE URGW" and "HOMECOMING 2016" printed on them.

Useful Information

THE CREATION OF THE SGA SEAL

The SGA Seal was designed by Raul Martinez, Secretary of Communications, and approved by Denisse Molina-Castro, SGA President 2016-2017, on the 1st of April in 2016.

The vision was to reflect the Edinburg and Brownsville campuses together in unity. As seen from center, the Edinburg University Center is on the left while the Brownsville Student Union stands on the right.

The seal is to be used **only** for official business within the SGA. The seal is, in all purpose, a signature of the SGA. Where ever the seal is posted, it states SGA is a holder or shareholder of the event/document.

In previous administrations, the seal has been used as the official mark of our student government. SGA polo shirts have been designed, promotional items have been stamped, and events have been advertised with the seal. In addition, the seal has been used as the official SGA email signature.

The seal has seven formats- navy blue, orange, green, 74% black, black, and mod-black. Foremost, the colors have been chosen to accommodate UTRGV colors. The variety of colors are meant to contrast background colors. Note that the images are PNG and are transparent. The SGA Seals are located in the SGA Sharepoint.



THE OFFICIAL COLORS OF THE SGA SEAL



Orange



Navy Blue



Green



74% Black

THE OFFICIAL COLORS OF THE SGA SEAL



Black

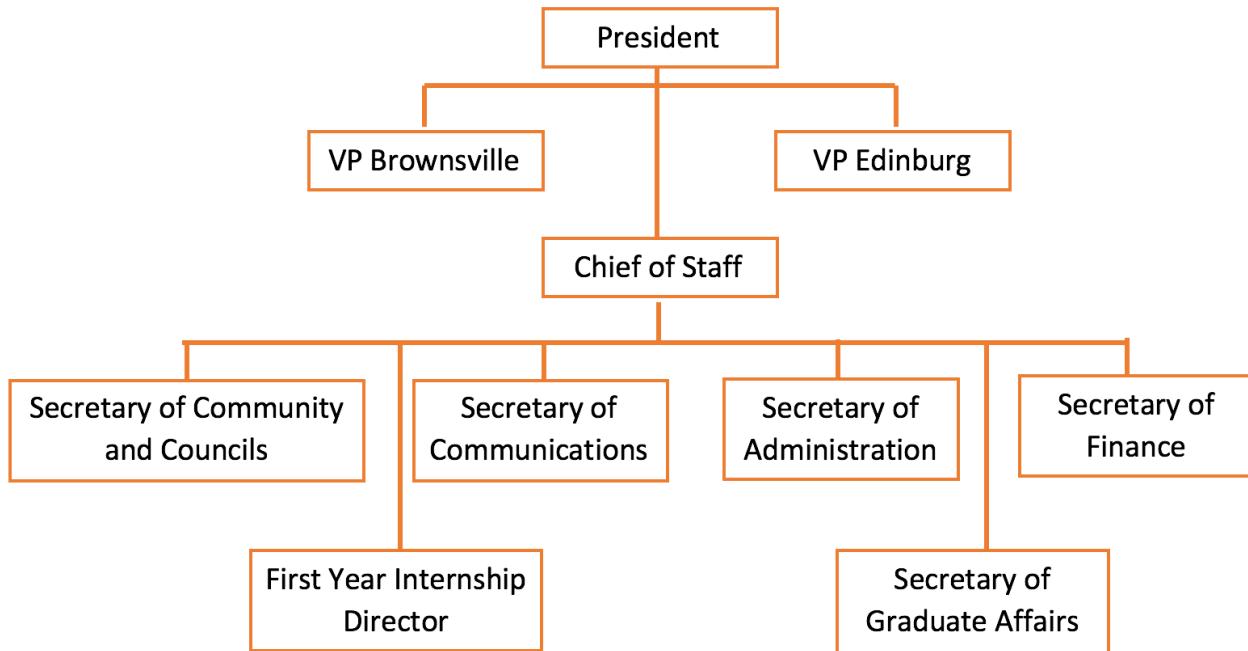


White



Mod-Black

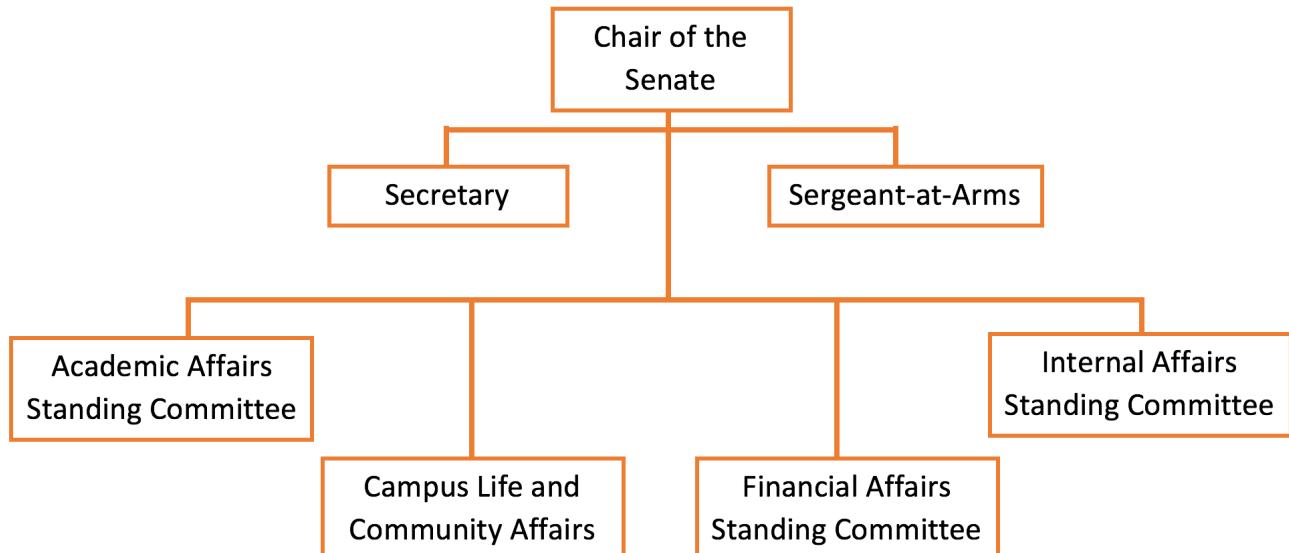
Executive Branch



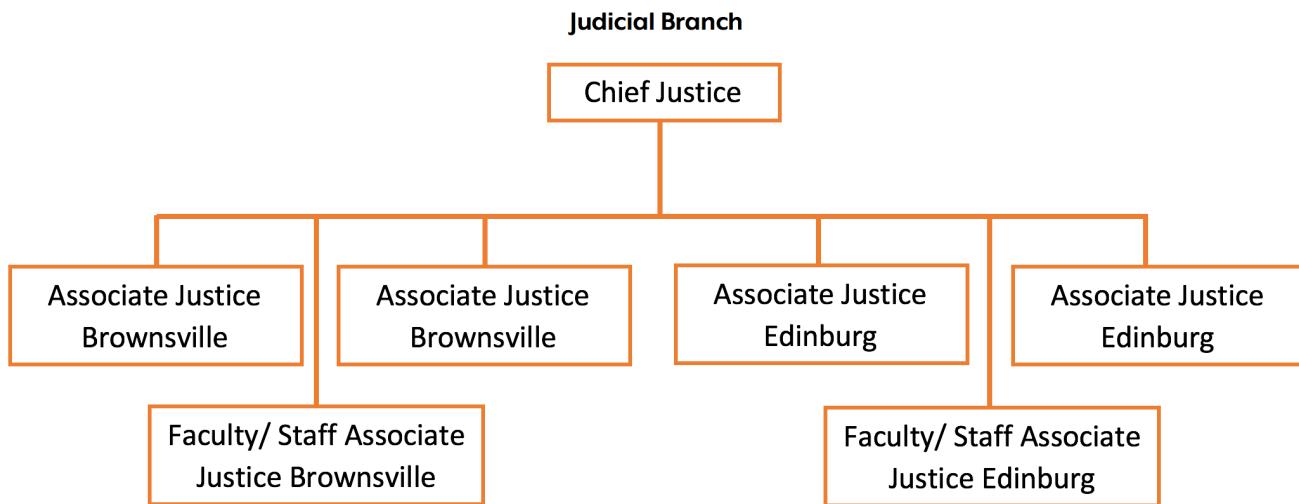
*The President, as well as the VPs, can appoint Executive Aids from the Student Body to aid in the performance of executive duties

* The FYI Director has the discretion to appoint an Assistant Director to aid in the performance of duties.

Legislative Branch



*All senators are entitled to be a member of a Senate committee except for the Chair of the Senate



*The term for student members of the Judicial Branch shall be from the time of appointment until competition of degree for which they are enrolled at the time of appointment.

* The term for faculty/staff of the Judicial Branch shall be for 3 years from the time of appointment.



Name
Title
Student Government Association
(956) 665-2517 email@UTRGV.edu
Brownsville • Edinburg
  

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NOTE: The Official SGA e-mail signature template can be found in the SGA SharePoint.

THE OFFICIAL SGA SOCIAL MEDIA OUTLETS



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