

BYLAWS OF THE UNIVERSITY OF TENNESSEE SPACE INSTITUTE STUDENT GOVERNMENT ASSOCIATION

Adopted January 31, 2006

Amended March 22, 2017

ARTICLE I - STATUS OF OFFICIALS

1. The President, Vice-President, and Secretary/Treasurer, hereinafter referred to as the Executive Committee, shall be full-time students in good academic standing. Any change in this status shall require resignation within ten working days.
2. The Webmaster/Historian shall be a student in good academic standing. Members of the Executive Committee are prohibited from serving in this position. Any change in this this status shall require resignation within ten working days.
3. Members of the Senate shall be students in good academic standing. Any change in this status shall require resignation within ten working days.
4. The University of Tennessee Knoxville Graduate Student Senate representatives, hereinafter referred to as GSS representatives, may be any member of the Student Body in good academic standing, regardless of other positions held within the SGA.

ARTICLE II - SGA LIAISON

The Executive Director of UTSI shall appoint an administrator to serve as the official administrative liaison to the SGA.

ARTICLE III - DUTIES OF OFFICIALS

1. The President shall:
 - a. be the official representative of the Student Body;
 - b. supervise the workings of SGA and enforce the Constitution and Bylaws;
 - c. be responsible for calling Regular Student Body Meetings of the SGA, advertising the meeting date, time, and place, compiling meeting agendas, and running the meetings;
 - d. make appointments called for and according to the Constitution and Bylaws, should a vacancy of an official's seat occur, and serve in the official's seat until a replacement is appointed;
 - e. meet regularly with the Administration, including the Executive Director and the Administrative Liaison, and serve on any standing committees, both within the SGA and in other UTK/UTSI organizations;
 - f. manage and appropriate financial activity and inventory of all SGA recognized clubs;
 - g. be responsible for excusing absences of the other SGA Officials, as deemed appropriate, when an Official cannot properly perform their required duties;
 - h. actively seek out the opinion of the Student Body pertaining to SGA actions or undertakings.
2. The Vice-President shall:

- a. assist the President in the performance of his/her duties;
 - b. attend all meetings, barring an excused absence;
 - c. serve as the activities coordinator by holding official SGA social activities monthly;
 - d. actively seek out the opinion of the Student Body pertaining to SGA actions or undertakings.
3. The Secretary/Treasurer shall:
- a. assist the President and Vice-President in the performance of their duties;
 - b. attend all meetings, barring an excused absence;
 - c. keep accurate records of all meetings called by the President;
 - d. generate an operating budget to be presented at the April Regular Student Body Meeting;
 - e. keep accurate records of SGA financial activity;
 - f. keep accurate records of financial status of all SGA-recognized clubs;
 - g. maintain inventory of all SGA and recognized SGA club owned items;
 - h. be responsible for printing and distribution of agendas, minutes, financial reports and other appropriate materials;
 - i. actively seek out the opinion of the Student Body pertaining to SGA actions or undertakings.
4. The Webmaster/Historian shall:
- a. Actively maintain the official UTSI SGA webpage;
 - b. Actively maintain the SGA organization and club website;
 - c. Actively collect and provide access to archival material from all SGA meetings and events.
5. The Senators shall:
- a. assist the Executive Committee with the performance of their duties;
 - b. attend all meetings, barring excused absences;
 - c. actively seek out the opinion of the Student Body pertaining to SGA actions or undertakings.
6. The GSS representatives shall:
- a. attend all GSS meetings, barring an excused absence;
 - b. adhere to the GSS Constitution and Bylaws;
 - c. act as the official representative at the GSS for SGA their respective department;
 - d. actively seek out the opinion of the representative's department pertaining to SGA and GSS actions or undertakings.

ARTICLE IV - TERMS OF SERVICE

- 1. Terms of service for the SGA Officials will be from the May 1 to April 30 of the following year.

2. The Webmaster/Historian's term of service shall last 16 months running from May 1 to August 31st of the following year

ARTICLE V - ELECTIONS AND SELECTION OF SGA OFFICIALS

1. No later than after the March Regular Student Body Meeting, an election committee shall be formed. The election committee shall be comprised of one Executive Committee member and two members of the Senate who shall be nominated and agreed upon by the Executive Committee and Senate. Additional SGA members may serve on the election committee at the discretion of the President. Any student may be nominated by any other student to serve on the election committee.
2. The election committee shall:
 - a. entertain nominations for all elected positions for a time period of no less than one week;
 - b. advertise elections and hold elections within two weeks of the end of the nomination period;
 - c. schedule voting times and place;
 - d. supervise elections;
 - e. provide a confidential ballot, vote, and tally system.
3. An election for the members of the Executive Committee shall be held prior to the April Regular Student Body Meeting. Executive Committee members are selected by majority vote of SGA membership.
4. Two elections for members of the Senate shall be held prior to the May Regular Student Body Meeting. Senate members are selected by majority vote of SGA membership.
 - a. The Senate shall consist of seven members. One Senator will be nominated from each major of Aerospace Engineering, Mechanical Engineering, Biomedical Engineering, Industrial Engineering and Physics. These nominations should be conducted concurrently and within their departments. The nomination and election periods should each consist of one week and take place prior to the Senator at Large election.
 - b. One Senator at Large and one Incoming Student Senator shall also be nominated.
 - c. The Senator at Large position will represent campus life as a whole. The nomination and election periods should each consist of one week and take place after the major senator election. Senator nominees for their major that were not elected are automatically nominated for the Senator at Large position. The Senator at Large nominee that receives the third most votes will fill any vacancy in a specific major senator seat and serve as second alternate senator should that vacancy be filled.
 - d. The Senate position reserved for an incoming student will hereinafter be referred to as the Incoming Student Senator.
5. An election for the Incoming Student Senator shall occur at the October Regular Student Body Meeting. Seven members shall be selected in the April Senate election. The Senate nominee who finishes with the second most votes in the Senator at Large election shall serve as the first alternate Senate member. The first alternate Senate member will serve as a Senator until the incoming student position is filled and will resume duties as a Senator should a vacancy occur in the Senate. The Incoming Student Senator shall be an SGA member and have entered the school during the summer or fall semester of the current calendar

year. Interested individuals shall be given the opportunity to speak for their candidacy at the October Regular Student Body Meeting. The election committee for the Incoming Student Senator election shall be the Executive Committee. It is the President's responsibility to advertise that a vote will be held at this meeting one week in advance of the vote. The Incoming Student Senator shall be selected by a majority vote of all in attendance at the October Regular Student Body Meeting. Should no incoming student run for a seat in the Senate, the alternate shall assume the position.

6. A separate election for the Webmaster/Historian position shall be held concurrently to the Senate elections. The Webmaster/Historian will be selected by majority vote of the SGA membership. There is no requirement in which the Webmaster/Historian shall also be an elected member of the Senate. Due to the nature of this position a significant transfer of information and materials may be required. As such, the Webmaster/Historian will serve a 16 month term of service. Each year a new Webmaster/Historian will be elected while the previous Webmaster/Historian is still serving his/her term. Both the newly elected and incumbent Webmaster/Historian shall serve in this position during the overlap of their terms and share duties. The primary reason for the overlap in terms is to allot the appropriate amount of time to transfer all the archived SGA materials that the previous Webmaster/Historian has collected.
7. An individual may serve as an elected official only if he/she has the ability to perform the duties for the desired as outlined in Article III.

ARTICLE VI - VACANCIES

1. In the case of a vacancy in the office of the President, the Vice-President shall assume office.
2. In the case of a vacancy in the office of the Vice-President, Secretary/Treasurer, or Webmaster/Historian, the President shall make an appointment subject to a quorum vote at a Regular Student Body Meeting. All SGA members present at this meeting may vote. The President is responsible for announcing this vote to the SGA membership at least one week in advance of the meeting.
3. In case of a vacancy in the Senate, the alternate Senator, as determined from the Senate election, shall assume the vacant position. Should no alternate be available, the President shall make an appointment subject to quorum vote at a Regular Student Body Meeting. All SGA members present at this meeting may vote. The President is responsible for announcing this vote to the SGA membership at least one week in advance of the meeting.

ARTICLE VII - REMOVAL OF OFFICIALS

1. After the second unexcused absence of any SGA official from regular proceedings, that member shall give a statement at the next Regular Student Body Meeting their indicating willingness or unwillingness to continue in his/her position. After the third unexcused absence the SGA official shall vacate their position.
2. Any student citing grounds for dismissal may report the charges to the SGA administrative liaison and an Executive Committee member. The SGA liaison will review the charges and determine if the charge is an impeachable offense, as described in Article VII of the Constitution. If the charges are founded, the liaison will initiate the hearing procedures described below.
3. In all cases, the official shall have the right to be heard and offer defense or justification in a private meeting with the SGA liaison, Senate, and Executive Committee within two weeks of the original report an impeachable offense. The accused has the right to invite witnesses to this hearing. The

purpose of this hearing is to determine if sufficient evidence exists to proceed with removal of the official. All members present shall here testimony from the accused, accuser, and all witnesses present. A vote by the SGA Senate by secret ballot is required immediately following the hearing. A quorum is required to move forward to trial. The SGA Liaison shall tabulate the vote and report the results to the Executive Committee.

4. If the initial voting deems there is sufficient evidence to move forward, the case against the accused will be presented at the next Regular Student Body Meeting. The accused will be given a chance to publicly defend himself/herself against the reported charges. Testimony will again be heard by the accused, the accuser, and all witnesses. At the trial, another vote by the SGA Senate, Executive Committee, and SGA Liaison by secret ballot will occur. A quorum vote is required for removal. The SGA Liaison shall tabulate the vote and report the results to the Executive Committee.
5. The SGA reserves the right to temporarily suspend the official during arbitration. The arbitration period starts at the first report of the charge and extends until a final decision has been reached by the SGA.

ARTICLE VIII - VOTING

1. The voting body shall be composed of the elected Senators, unless otherwise specified.
2. All votes must be completed within two business days following the initiation of a vote. All votes that are not received shall be counted as a vote in the negative on a proposed motion.
3. All SGA members may make a proposal on an issue that requires SGA voting at a Regular Student Body Meeting. In order for a vote to occur, a motion to vote must be made and seconded by members of the Senate.
4. A vote that has come to motion shall be run by the highest ranking member of the Executive Committee in attendance at the Regular Student Body Meeting. A vote that has passed has received a quorum of the votes in the affirmative.
5. The President shall contact any Senator not present at a Regular Student Body Meeting where a vote was held and procure the missing Senator(s) response to the vote that has come to motion within the two business day voting window. The President shall inform the Secretary/Treasurer of the voting results of the not present Senator(s) for the purposes of accurate record keeping.
6. A Senator has the right to abstain from a vote that has come to motion. A Senator who abstains will not cast their vote and will not be tallied in the affirmative or the negative.
7. The Secretary/Treasurer shall keep an accurate record of the Senators who motioned for and seconded a motion for a vote and shall keep an accurate record of the results of each vote that has come to motion, including abstentions.
8. Issues concerning the student body requiring immediate attention may be proposed to the President with the support of two Senators at any time. The President shall contact the Senators and procure their voting responses within the two business day window and disclose the results to the Secretary/Treasurer for recording keeping. The results of the vote shall be disclosed to the entire SGA membership at the next scheduled Regular Student Body Meeting.

ARTICLE IX - BUDGET AND FINANCE

1. SGA Budget

- a. An operating budget for the next fiscal year shall be presented to the SGA no later than the April Regular Student Body Meeting and will be subject to approval by a quorum vote of the Senate.
- b. The operating budget will determine SGA officer salaries and outline the cost of regular SGA operation, including: SGA meetings, SGA networking weekends, SGA monthly activities and SGA supplies.
- c. Any changes to the SGA operating budget shall be voted on by the Senate prior to the next SGA year, beginning on May 1st when elected officials take their new offices. This vote shall require a quorum vote to pass and shall not take effect until the new UTSI Fiscal Year Begins.
- d. The UTSI fiscal year is determined by the UTSI Business office. It shall be the responsibility of the Executive Committee to meet with the Business Manager of UTSI to inform the SGA of the dates of the UTSI fiscal year. It shall also be the responsibility of the Executive Committee to defend and justify the SGA operating budget.
- e. The approved SGA operating budget shall become the official budget for the SGA for the given UTSI fiscal once the new UTSI fiscal year begins.
- f. An end of year report should be compiled and presented to the SGA by the SGA Secretary/Treasurer at the end of each fiscal year. This report should include an overall summary of all SGA expenditures, and a record of all SGA expenses.

2. Expenditures

- a. All purchases made using SGA funds require appropriate approval. Any member of the SGA may request to make a purchase using SGA funds. This must be made as a motion from a Senator which must also be seconded. A vote will then be held in which a quorum vote of the Senate is required for funds to be allocated in order to make the purchase.
- b. *SGA Form 1* will establish purchasing procedures and should be revised annually with the SGA Liaison.
- c. All purchases must be made by the end of the UTSI fiscal year in which the purchase was approved and in accordance with *SGA Form 1*.
- d. Allocated SGA funds for approved purchases may be revoked at any time if funds allocated funds were not entirely used or no longer needed. A motion and second is required from any SGA member to set this process in motion. A quorum vote of the Senate is required before the allocated funds are revoked.
- e. A record or copy of receipt for any expenditure of SGA funds must be supplied to the Secretary/Treasurer. Any person or club responsible for any inappropriate or unauthorized expenditures will be held accountable for those funds.

ARTICLE X - CAMPUS CLUBS

1. Club statuses as defined by the SGA are as follows:

- a. Active clubs are in good standing with the SGA's bylaws and constitution as well as being in accordance with their approved Official Club Application *SGA Form #2*.
- b. Inactive clubs are in good standing with the SGA's bylaws and constitution but are not in accordance with their approved SGA club forms. Inactive clubs may become active by demonstrating that they are in accordance with their Official Club Application *SGA Form #2*. The following actions will

occur if a club is deemed inactive:

- i. All club members will be informed of the clubs change in status;
 - ii. The clubs budget will be frozen, but remain allocated to the club until the inactive status is resolved;
 - iii. Club inventories will remain allocated to the club;
 - iv. Inactive clubs may become active by demonstrating that they are in accordance with their approved SGA club forms
- c. Defunct clubs are clubs that are not in good standing with the SGA's bylaws or constitution. The following actions will occur if a club is deemed defunct:
- i. The club president and vice-president will be informed of the defunct status by the SGA president. Either club officer may appeal the status change at the next regular SGA monthly meeting. A quorum vote by the SGA Senate is required to reactivate the club;
 - ii. The club will have 30 days upon notification to return the club inventory to the SGA president;
 - iii. The SGA president will re-assign stewardship of the club's inventory. Items may be reassigned to the SGA as a whole or to individual clubs;
 - iv. The club's budget will be made available for reallocation by the SGA.

2. Clubs must apply for official SGA recognition:

- a. New clubs may apply for official SGA recognition at any time during the academic year by submitting *SGA Forms #2 and #3*.
- b. Existing SGA-recognized clubs must apply for renewal each year before the June SGA meeting by submitting *SGA Forms #2 and #3*. Existing clubs that choose not to re-apply for recognition or have been deemed inactive by the June SGA meeting shall be considered defunct.
- c. The SGA Senate will vote on whether or not to recognize the club or organization. A quorum vote is required for club recognition.

3. The appointment of officers will be carried out by each club. At all times the clubs shall have identified a president and a vice-president to the SGA; the president and vice-president must be UTSI students. The club president will be responsible for maintaining the operation of the club, attending the SGA monthly meeting, and maintaining stewardship over club inventory. The club vice-president shall assume the role of president, if the current president is unable to serve. The SGA executive committee must be notified by the club of any changes to club leadership. If the club does not identify leadership within 30 days of the vacancy the club will be deemed inactive.

4. Clubs are required to report activities monthly at each regular SGA student body meeting. Reports may be given by the club president or a representative assigned by the club president. Clubs that fail to have a representative report for two consecutive meetings will be deemed inactive.

5. Clubs must hold the number of meetings specified in their approved Official Club Application *SGA Form #2*. These meetings shall be well publicized and open for any UTSI student to attend. Failure to hold the specified number of meetings per semester will result in the club being deemed inactive.

6. Any special expenditure, not covered in an active club's annual budget, must be voted upon by the SGA to receive approval, before the expenditure may occur. Clubs are not required to obtain approval to spend their requested budgets. Budgets are approved at the time of application or renewal with the understanding that a club is allowed to spend their budget as deemed fit. Purchases made with a club's budget still require report of the expenditure to the Secretary/Treasurer.
7. All non-student participants in clubs shall be responsible for paying their own expenses.
8. Clubs shall seek reimbursement for SGA approved expenditures through the current reimbursement procedure.
9. The SGA at any time may revoke the official recognition and/or withdraw allotments of a club acting outside the realm of its stated purpose, the constitution and by-laws of the SGA, or in violation of UTSI rules. Revocation of recognition and/or withdrawal of allotments requires a quorum vote of the SGA Senate, at which time the club will be allowed to defend its action prior to vote. The SGA President shall notify the club in question's president and vice-president one week in advance of the vote to be had. If official SGA recognition is withdrawn, the club will be declared defunct. SGA recognized clubs will be responsible for a club web page on the official UTSI website. All materials necessary for maintaining the website must be provided to the UTSI webmaster by the clubs yearly, as part of the application for recognition process.
10. SGA recognized clubs are free to operate as they choose, provided they follow the rules listed in the SGA Constitution and Bylaws.

ARTICLE XI - INVENTORY

1. The SGA shall maintain an inventory of all SGA owned items, defined as items purchased with SGA funds, with a consistent numbering and labeling system in which the following items are recorded:
 - a. the item steward and contact information;
 - b. the item location;
 - c. the item quantity;
 - d. the item identifier;
 - e. all other pertinent information.
2. The steward of an item shall be responsible for the item and take appropriate actions should an item become lost, stolen, damaged, or neglected.
3. All inventory items that belong to a particular club, being items purchased with the budget granted to the club by the SGA, shall be placed in the stewardship of this club. The SGA President shall be the steward of all other unclaimed items that were purchased with SGA funds and may pass stewardship of said items to other individuals and clubs as deemed necessary and fit.
4. Electronic and hard copies of the Official Club Inventory, *SGA Form #3*, shall be maintained by the Secretary/Treasurer and shall be accessible to the entire SGA membership. A hard copy of the entire inventory shall be posted in a central location on the UTSI campus.
5. Inventory items with an estimated cost greater than \$100 shall be consistently marked following the current labeling system of the SGA. Items with an estimated cost less than \$100 may be marked in any manner at the discretion of the current

steward of the item. Consumable items shall be excluded from the SGA inventory. A minimum marking using the letters "SGA" are at least required for all non-consumable items with an estimated cost less than \$100.

6. Items of the SGA inventory may be relinquished to another organization within the UTSI community or individual at any time. In order for the item to be relinquished by the SGA, a quorum vote of the Senate is required. If the vote has passed the item will be removed from the SGA inventory and the steward of the item is released from their responsibilities over the item.

ARTICLE XII - ADOPTION

These Bylaws shall become effective upon its acceptance by unanimous vote of the Executive Committee and Senate.