

**THE BYLAWS OF THE LEGISLATIVE BRANCH OF THE
WAKE FOREST UNIVERSITY STUDENT GOVERNMENT**

Article I. Officers of the Legislature

Section 1. Composition

The officers of the legislature shall be the Speaker of the House, Speaker Pro Tempore, Secretary, Treasurer, President, Chief of Staff, Parliamentarian, Historian, and the Chairpersons of the Standing Committees.

Section 2. Duties

The duties of the Speaker of the House, Secretary, Treasurer, President, Chief of Staff, and Committee Co-Chairs are as they appear in the Constitution. The duties of the remaining officers of the legislature are as follows:

1. **Speaker Pro Tempore:** The student shall perform the duties of the Speaker at the request of the Speaker of the House, in absence of the Speaker, or if the Speaker is removed from office during the interim until a Speaker is elected. The Speaker Pro Tempore shall be appointed by the Speaker from the membership of the Senate and approved by a two-thirds vote of the Senate.
2. **Parliamentarian:** The student shall make certain that the Bylaws are adhered to at all times and shall assist when needed in maintaining proper parliamentary law in legislative meetings. They shall further ensure that the Governing Documents are up to date after any alteration of said documents. The Parliamentarian shall review all pending legislation for grammatical errors and make such necessary adjustments in collaboration with the Speaker of the House. The position is appointed by the Speaker, is advisory, is allowed to speak at will, shall serve as a non-voting member of the Judiciary Committee unless they are elected or appointed, and is a non-voting member of the Senate unless they are elected or appointed.
3. **Historian:** The Historian is responsible for archiving and reviewing existing and created documents to ensure the longevity and actions of Student Government are preserved. The exact duties of the Historian are to be determined by the Speaker of the House in consultation with the other Executive Officers, but these duties should include updating the Student Government Z. Smith Reynolds Special Collections Archive and the Student Government Google Drive Archives and regularly updating the Speaker of the House and Secretary on their progress. The Historian is appointed by the Speaker of the House and upon appointment will become a non-voting member of the Senate unless also appointed or elected as a Senator. The Historian also serves as a non-voting member of the Public Relations committee.

Section 3. Student Trustee

The Student Trustee shall serve as a non-voting member of the Senate. The chair of the Executive Advisory Committees, while not members of the Senate, shall report their committees' progress at least once a semester or at the discretion of the executive being

advised. The Student Trustee shall not be counted for the purposes of establishing a quorum.

Section 4. Maintenance of Precedent

There shall be a record maintained by the Judiciary Co-Chairs, the Parliamentarian, and the Speaker of the House that shall list all Rulings of the Judiciary Committee in its oversight role, all formal Opinions of the Parliamentarian that the Parliamentarian thinks should be recorded, and all formal Rulings of the Speaker of the House that the Speaker thinks should be recorded. There shall be a physical copy of this record that the Speaker shall keep in the Student Government Office, and there shall be a Google Doc version that the Speaker, Judiciary Co-Chairs, and the Parliamentarian shall have access to at all times. This record itself shall be non-binding and shall not have Governing Document status. However, it may be used as a source of precedent when making decisions by the Speaker of the House, the Parliamentarian, and the Judiciary Committee. The record shall be made available to all members of the Student Government in a way to be determined by the Speaker.

Article II. Meetings of the Legislature

Section 1. Meeting Time

The Senate will meet weekly at 7:00 PM on Tuesdays. The Standing Committees will also meet weekly at a time designated by the committee itself between the meetings of the Senate, unless they have no business to transact. These meetings of the Senate will occur unless regularly scheduled meetings fall within a holiday or examination period. It is left to the discretion of the Speaker to cancel or reschedule/relocate meetings if circumstances prohibit the meeting of the Senate or the Committees at the regular time or at the designated location.

Section 2. Special Meetings

Special meetings may be called by the Speaker, or by the Speaker Pro Tempore in the absence of or with the permission of the Speaker.

Section 3. Extracurricular Attendance

Each Senator shall be required to attend a minimum of two (2) extracurricular events per academic semester which are neither Senate nor Committee meetings that Student Government co-sponsors or registers for as an organization. The Executive Board, at their discretion, may allow events that Student Government is not co-sponsoring or registered for to count as extracurricular events for the purposes of this section.

Section 4. Attendance Signatures

After participating in an extracurricular event as outlined above, each Senator shall submit to the Secretary within three business days of the conclusion of the event a Student Government attendance form. The name of the event as well as the role

undertaken shall be specified on the attendance form. Bound by the Honor Code, the document must contain the signature of the individual senator as well as the signature of either (1) a member of the Executive Board or (2) one of the two co-chairs of the committee hosting the event. The Secretary shall have the authority to suspend the signature requirements and employ a Google Form, or a similar method, for the purposes of this section.

Section 5. Absence

If any of the requirements above are not met within one semester, the Senator shall be required to meet with both the Secretary and Speaker of the House prior to the next Senate meeting, in which they will be subject to removal if it is deemed that they did not have exceptional circumstances that would otherwise keep them from performing their duties. The Secretary and Speaker of the House, in conjunction with the Senator facing possible removal, may extend the deadline to meet if they deem it necessary.

Article III. Speaking Before the Legislature

Section 1.

Only Student Government officers, members of the Senate, Organization Presidents, and the Staff Adviser are entitled to speak during a meeting. Executive Advisory Committee chairpersons and the Parliamentarian (unless they are members of the Senate) must confine their comments to their particular area of endeavor.

Section 2.

Any person may have the floor with a two-thirds vote of the Senate to suspend the rules or by general consent of the Senate.

Article IV. Voting

Section 1.

Only elected and appointed members of the Senate may be able to vote.

Section 2.

A Senator must be present to have that Senator's vote counted. In the event that circumstances require the Speaker to call a virtual meeting of the legislature, a senator may be considered present for voting purposes if they are in attendance for the whole of a virtual meeting. Similarly, the Speaker may also instruct the Chairpersons of Standing Committees to hold their meetings virtually if conditions do not permit an in-person meeting. In such a case, Committee members may be considered present for the purposes of voting if they are in attendance for the entirety of a virtual meeting.

Section 3.

The officers of the legislature are non-voting except the Speaker who may vote only in the case of a tie, and except officers who are also members of the Legislature (such as is the case for the Speaker Pro-Tempore, the Committee Chairs, and can be the case for the Parliamentarian).

Section 4.

The voting record of each Senator on all measures and matters, excluding amendments on legislation brought to the floor and motions of parliamentary procedure, shall be recorded by the Secretary and made available to the Co-Chairs of the Public Relations Committee within one week after adjournment of the Senate meeting in which the vote occurs. The Public Relations Committee shall have one week to publish the voting records after receiving them from the Secretary. The voting records of all sessions shall be removed from that website every four years on May 30th or at the request of a graduating student. The removal of voting records shall be done by the incumbent Co-Chairs of the Public Relations Committee of the Student Government.

Section 5.

Members of Standing Committees may vote on matters before their Committees if: (1) the Committee has a quorum based on the number of its members physically present in a mutually acceptable and sanctioned meeting area or (2) the members who are not physically present, if the meeting is held in person, are voice-called or video-called for the entirety of the meeting.

Article V. Rules of Order

Section 1.

Robert's Rules of Order shall be the official source of information when questions occur during the meeting except when it comes to conflict with the bylaws. The Speaker of the House, after speaking with the Parliamentarian, shall have the power to designate an official version of Robert's Rules of Order to be used by the Senate.

Section 2.

The Speaker may discontinue the use of Robert's Rules of Order at the Speaker's discretion when it facilitates the handling of business so as to make the meeting more informal. One voting member can call for return to Robert's Rules of Order at any time during the meeting.

Article VI. Presentations of Bills & Resolutions

Section 1. Presentation of Legislation

Barring a two-thirds vote in the Senate, a bill or resolution must be presented to one of the Standing Committees for approval prior to its being introduced on the floor.

Alternatively, a bill or resolution may be introduced by an Executive Officer of the Student Government and bypass a Standing Committee for consideration by the Senate.

Section 2. Prior Notification

Before a bill or resolution can be presented on the floor, a copy must be presented to the Speaker, and each Senator must receive a copy prior to the vote on the bill or resolution.

Section 3. Reading the Legislation

The bill or resolution must be read in its entirety upon being presented on the floor.

Section 4. Consideration by Senate

Any bill may be considered in a meeting in which it is presented without Standing Committee approval if a suspension is called for and two-thirds of the Legislature agree. After it has been seconded, suspension for the purpose of immediate consideration will be debatable.

Section 5. Formatting of Bills and Resolutions

The Speaker, the Judiciary Co-Chairs, and the Parliamentarian shall be responsible for determining the format of Bills and Resolution.

Article VII. Committee Reports

Section 1.

Committee Co-Chairs or any other member of their respective committee may give a Committee Report of initiatives undertaken by that committee and its members.

Section 2.

All functioning committees may give reports.

Article VIII. Order of Business

Section 1. Order of Business

The Senate's order of business shall consist of:

1. Call to Order
2. Roll Call
3. Executive Reports
4. Committee Reports
5. Senator Reports
6. New Business
7. Constituent Concerns
8. Announcements
9. Adjournment

Section 2. Altering the Order of Business

The order of business may be altered by a two-thirds vote of the Senate. The Speaker of the House may alter a General Assembly of the Student Senate's order of business prior to the convening of that General Assembly of the Student Senate.

Article IX. Quorum

A quorum of the Senate shall consist of one-half of the voting membership of the Senate plus one. A quorum of a committee shall consist of one-half of the voting membership of the committee plus one. Members of the Senate on academic leave shall not be counted for the purposes of a quorum.

Article X. Appointments

Executive Advisory Committee appointments shall be handled in the same manner as a resolution. A two-thirds vote of the Legislature is required for approval of an appointment. The appointee may be present for the appointment bill if the appointee is also a member/officer of the Legislature.

Article XI. Expulsion from the Legislature

Section 1.

Each member of the Senate will be allocated three excused absences and two unexcused absences from the Senate's general assembly, committee meetings, or a combination of both, per semester. Excuses for Senate absences must be submitted to the Secretary within twenty-four hours following the absence. If either limit on absences is surpassed, the Senator is required to meet with both the Secretary and Speaker of the House prior to the next Student Government obligation where they will be subject to removal if it is deemed that they did not have exceptional circumstances that would otherwise keep them from performing their duties. The Secretary and Speaker of the House, in conjunction with the Senator facing possible removal, may extend the deadline to meet if they deem it necessary.

Section 2.

An approved excused absence is constituted by, but not limited to, an illness with documentation, a family emergency or death, a recurring academic conflict, job interviews with documentation, or legal obligations, such as a court date or jury duty.

Article XII. Payment of Salaries to Officers

The salaries of the Student Government executive officers shall be paid out of the refrigerator revenues. The salaries shall be as follows: \$1,700 for the President, and \$1,200 each for the Speaker of the House, Secretary, and Treasurer and \$850 for the Chief of Staff, and are subject to future change. The respective salaries are to be paid to the officers in equal quarterly installments. The payments are to be made before the final exam periods and at midterms.

Article XIII. Amendment of the Bylaws

A two-thirds vote of the Legislature shall be necessary to amend these Bylaws.

Article XIV. Order of Interpretation

Whenever there is a contradiction between any two or three Governing Documents which cannot be resolved by reasonably interpreting them in light of each other, the Constitution shall override the provisions of the Statutes and the Bylaws and the Statutes shall override the provisions of the Bylaws. This interpretative instruction may only be altered or amended by a simultaneous amendment of this provision in all three Governing Documents by a two-thirds roll call vote.