

# Student Association Saginaw Valley State University Bylaws

## Article I: Membership

### *Section 1: Presidential Duties*

- 1.1.1 The President shall serve as the primary voice of the students and shall act on the best interest and well being of the entire student body.
- 1.1.2 The President shall represent the students to the Board of Control.
- 1.1.3 The President shall represent the students on various administrative committees, or appoint a proxy.
- 1.1.4 The President shall maintain at least twenty (20) office hours per week throughout the fall and winter semesters, of which at least fifteen (15) shall be posted.
- 1.1.5 The President shall schedule regular meetings for the fall semester before the fall semester begins and for the winter semester before the winter semester begins.
- 1.1.6 The President shall follow all guidelines set by the Student Association Charter and all other approved documents.

### *Section 2: Representative Duties*

- 1.2.1 Each Representative shall represent the students to the best of his or her ability.
- 1.2.2 Each Representative, excluding committee chairs, shall sit on at least two (2) standing committees.
- 1.2.3 Each Representative shall maintain at least two (2) posted office hours per week throughout the fall and winter semesters. Committee chairs must maintain at least three (3) posted office hours per week throughout the fall and winter semesters.
- 1.2.4 Office hours for Representatives shall be between the hours of 8:00 a.m. and 8:00 p.m., Monday through Friday, unless otherwise approved by the Speaker.
- 1.2.5 Each Representative shall contact constituents on a regular basis. Constituent contact is meant to include things such as a mailing to constituents, an open discussion with constituents, (i.e. setting up tables in high traffic student areas, hosting forums to discuss recent legislation, etc), liaison with one's college, or any similar communication. An informal discussion with friends is not a form of constituent contact.
- 1.2.6 Each Representative shall carry out directives as assigned by the Speaker.

### *Section 3: Speaker of the House Duties*

- 1.3.1 The Speaker, once elected, shall forfeit his or her duties and privileges as Representative.
- 1.3.2 The Speaker shall serve as the primary source of communication within the Association.
- 1.3.3 The Speaker shall submit to each Student Association representative an agenda that is in compliance with the notice provision of the Bylaws in Section 3.6.1.
- 1.3.4 The Speaker shall maintain at least fifteen (15) office hours per week throughout the fall and winter semesters, of which at least ten (10) shall be posted.
- 1.3.5 The Speaker shall carry out directives assigned by the President and guidelines in the Charter.

### *Section 4: Parliamentarian Duties*

- 1.4.1 The Parliamentarian shall chair the Legislation and External Affairs Committee.
- 1.4.2 The Parliamentarian shall rule on all matters of procedure or other issues relevant to the business of the Association. When presented with a question of interpretation of the Bylaws or Charter, the Parliamentarian may prepare a written opinion explaining the text in

question. The opinion shall be the prevailing interpretation for the purpose of the administration of the Student Association until:

- a. The Student Association amends the text that was interpreted; or
  - b. Article V of the Charter is exercised and judicial review provides the final interpretation.
- 1.4.3 The Parliamentarian shall assist the Speaker with parliamentary procedure and meeting procedure.
  - 1.4.4 The Parliamentarian shall keep the time on all matters of business at all meetings.
  - 1.4.5 The Parliamentarian shall draft and approve a resolution template and present it to the Association by the first regular meeting of the fall semester.
  - 1.4.6 The Parliamentarian shall approve all proposed resolutions for content, form, and grammar to ensure no resolution contradicts the Charter, Bylaws, or previously established resolutions.
  - 1.4.7 The Parliamentarian shall review and make changes to the Bylaws for grammar, consistency, and conciseness purposes pursuant to Section 6.1.3 of the Bylaws.
  - 1.4.8 The Parliamentarian shall oversee all representation that occurs with local, state, and national organizations.
  - 1.4.9 The Parliamentarian shall oversee all representation that occurs with organizations of which Student Association is affiliated.
  - 1.4.10 The Parliamentarian shall oversee the affairs of organizations of which Student Association is affiliated and report these affairs to Student Association.
  - 1.4.11 The Parliamentarian shall oversee all lobbying trips.
  - 1.4.12 The Parliamentarian shall carry out directives as assigned by the Speaker and guidelines in the Charter.

*Section 5: Ombudsman Duties*

- 1.5.1 The Ombudsman shall chair the Student Concerns Committee.
- 1.5.2 The Ombudsman, with assistance from the committee, shall process and maintain records relating to any grievances filed by members of the student body.
- 1.5.3 The Ombudsman, with assistance from the committee, shall address student concerns, academic issues, diversity, leadership development, health and wellness issues, and community involvement.
- 1.5.4 The Ombudsman shall preside over the resolution of all grievances properly presented within the Association.
- 1.5.5 The Ombudsman shall serve as a source of information and support for members of the student body who are experiencing difficulties with the University.
- 1.5.6 The Ombudsman shall carry out directives assigned by the Speaker and guidelines in the Charter.

*Section 6: Organizational Development Director Duties*

- 1.6.1 The Organizational Development Director shall co-chair the Organizational Development Committee.
- 1.6.2 The Organizational Development Director, with assistance from the committee, shall foster communication between all registered student organizations (RSOs) and provide leadership and networking opportunities to RSOs.
- 1.6.3 The Organizational Development Director, with assistance from the committee, shall provide leadership opportunities for RSOs and students to further develop individuals and organizations.

- 1.6.4 The Organizational Development Director, with assistance from the committee, shall review and strive to positively improve University policies that benefit RSOs.
- 1.6.5 The Organizational Development Director shall assist RSOs in voicing RSO concerns to proper University officials when needed.
- 1.6.6 The Organizational Development Director shall carry out directives assigned by the Speaker.

*Section 7: Allocations Director Duties*

- 1.7.1 The Allocations Director shall co-chair the Organizational Development Committee.
- 1.7.2 The Allocations Director, with assistance from the Executive Assistant to the Association, shall administer all financial policies of allocations and scholarships as described in Article IV, Section 1, the Association, and the University.
- 1.7.3 The Allocations Director shall make available an Allocations meeting schedule that accommodates all allocation requests by the third week of each semester to all RSOs.
- 1.7.4 The Allocations Director shall work with the Public Information Officer to advertise allocations, scholarships, and other funding available through the Student Association.
- 1.7.5 The Allocations Director shall oversee all allocations and allocation processes.
- 1.7.6 The Allocations Director shall set allocation deadlines.
- 1.7.7 The Allocations Director shall carry out directives assigned by the Speaker.

*Section 8: Campus Events Director Duties*

- 1.8.1 The Campus Events Director shall chair the Campus Events Committee.
- 1.8.2 The Campus Events Director, with assistance from the committee, shall coordinate social and philanthropic events.
- 1.8.3 The Campus Events Director shall keep in regular communication with Student Life, Program Board, and other appropriate programming organizations.
- 1.8.4 The Campus Events Director shall carry out directives assigned by the Speaker.

*Section 9: Advisors*

- 1.9.1 The President of the University shall appoint the Faculty/Staff Advisor to the Student Association.
- 1.9.2 The President of the Association may appoint a Student Advisor.
- 1.9.3 Student Advisors shall be approved by a majority vote.
- 1.9.4 The Advisors shall encourage and serve as a resource to the members of the Association.
- 1.9.5 The Advisors shall help maintain University standards in all facets of the Association.

*Section 10: Hired Positions*

- 1.10.1 The President has the discretion to hire members of the student body as employees of the Association. All employees shall be enrolled in at least six credit hours in the fall and winter semesters.
- 1.10.2 The process for hiring an employee is as follows:
  - a. First week: to post the position for response.
  - b. Second week: to conduct interviews with all qualified applicants.
  - c. Third week: to decide on hiring and inform all applicants of the decision.
- 1.10.3 All hired positions and annual salaries shall be confirmed by a two-thirds vote.
- 1.10.4 All hired employees shall follow the approved job description and carry out directives assigned by the President.
- 1.10.5 The President may dismiss any person from a hired position with consultation from the Faculty/Staff Advisor.

- 1.10.6 The President shall report to the Association as to the reasons for the dismissal of an employee.

*Section 11: Presidential Cabinet*

- 1.11.1 The Presidential Cabinet consists of any positions that the President deems necessary to conduct business but not receive a salary.
- 1.11.2 The President has the power to appoint or remove members of his or her Cabinet.
- 1.11.3 The President shall notify the Association of appointments to and removals from his or her Cabinet at the next regular meeting.

*Section 12: Elections*

- 1.12.1 Elections shall be conducted during the winter semester before the Monday after exam week.
- 1.12.2 The twenty candidates receiving the most votes shall be elected Representative.
- 1.12.3 The term of office of the Representatives shall begin on the first Monday at 12:00am after exam week of winter semester and end on the first Sunday at 11:59pm after exam week of winter semester of the following year.
- 1.12.4 Students may run for the positions of President and Representative simultaneously; if a student is elected to both positions, then the student shall concede all votes for Representative and the twenty-first candidate for Representative shall take office.
- 1.12.5 During the fall semester, additional Representatives shall be appointed by the Student Association during a regular meeting as follows:
- a. The positions will be posted immediately in the fall semester and shall be due no soon than the fourth week of the semester.
  - b. Appointed representatives shall take office immediately and their terms shall expire on the first Sunday after exam week of winter semester.
  - c. Two positions shall be reserved for students that were not enrolled in a course or courses at Saginaw Valley State University during the previous winter semester.
  - d. One additional position shall be reserved but not limited to an international student. For this purpose, an international student is defined to be a student with citizenship in a country other than the United States.
  - e. Additional positions will be reserved for students that meet the qualifications under Article III of the Charter.

*Section 13: Chair Selection*

- 1.13.1 All chair positions shall be posted for ten (10) days whereby students are permitted to submit applications for chair positions.
- 1.13.2 At the conclusion of ten (10) days, the President and the Speaker shall setup interviews for the chair positions with candidates at their discretion.
- 1.13.3 The President and the Speaker shall select a student for each chair position.
- 1.13.4 Each chair position shall be confirmed by a majority vote.
- 1.13.5 In the event a candidate is not confirmed, the President and Speaker shall select a different candidate to be confirmed by majority vote.
- 1.13.6 In the event a candidate who is not a member of the Association is confirmed, the chair shall assume all responsibilities of Representative pursuant to the Charter and Bylaws.

**Article II: Committees**

*Section 1: Legislation and External Affairs*

- 2.1.1 Suggestions for resolutions may be submitted and presented to the Legislation and External Affairs Committee for discussion and/or review.

- 2.1.2 The Legislation and External Affairs Committee may review the Bylaws and suggest amendments.
- 2.1.3 The Legislation and External Affairs Committee shall provide Saginaw Valley State University students with an awareness of local, state, and national political issues and affairs; specifically those issues and affairs which affect or concern them.
- 2.1.4 The Legislation and External Affairs Committee shall represent Saginaw Valley State University students at local, state, and national organizations that affect or concern them.
- 2.1.5 The Legislation and External Affairs Committee shall represent and carry out the duties of organizations of which Student Association is affiliated.
- 2.1.6 The Legislation and External Affairs Committee shall monitor the progress of legislative items at the local, state, and national level that affect or concern Saginaw Valley State University students.
- 2.1.7 The Legislation and External Affairs Committee shall coordinate at least one lobbying trip to the Michigan Capital each academic year.
- 2.1.8 The Legislation and External Affairs Committee shall provide members of the student body an avenue to be involved in local, state, and national political systems.
- 2.1.9 The Legislation and External Affairs Committee shall meet at least once per month per semester in the fall and winter semesters.

*Section 2: Student Concerns*

- 2.2.1 The Student Concerns Committee shall serve as the board to hear and resolve any student issues brought forth and ensure that each student is heard.
- 2.2.2 The Student Concerns Committee shall meet at least once per month per semester in the fall and winter semesters.
- 2.2.3 The Student Concerns Committee shall utilize all available resources to gather student input and concerns.
- 2.2.4 The Student Concerns Committee shall provide information to the student body about various University resources.
- 2.2.5 The Student Concerns Committee shall promote academic integrity, the Student Honor Code, leadership development, diversity, and health and wellness.

*Section 3: Organizational Development*

- 2.3.1 The Organizational Development Committee shall serve as a liaison and advisory board for the students and organizations in the process of receiving funds from the Association.
- 2.3.2 The Organizational Development Committee shall provide financial information of monies available and evaluate those organizations/students requesting allocations or scholarships.
- 2.3.3 The Organizational Development Committee shall meet as needed to accommodate all allocation requests per the meeting schedule set by the Allocations Director as described in Section 1.7.3.
- 2.3.4 The Organizational Development Committee shall take into consideration all financial requests with respect to the current Student Association budget.
- 2.3.5 The Organizational Development Committee shall provide opportunities for networking and community building, while serving as an informational resource and a recruitment tool for registered student organizations (RSOs).

*Section 4: Campus Events*

- 2.4.1 The Campus Events Committee shall provide students with opportunities for involvement through programming.
- 2.4.2 The Campus Events Committee shall meet at least once per month per semester in the fall and winter semesters.
- 2.4.3 The Campus Events Committee shall implement campus events.

*Section 5: Ad-Hoc*

- 2.5.1 Ad-hoc committees shall, when specifically charged to do so by the President and/or the Association, conduct studies, make recommendations to the Association, and act in an advisory capacity, but shall not take action on behalf of the Association.
- 2.5.2 The President may create ad-hoc committees.
- 2.5.3 A Representative may propose to create an ad-hoc committee in a resolution.
- 2.5.4 The resolution shall outline the purpose of the ad-hoc committee, who is eligible to serve on the ad-hoc committee, and who shall chair the ad-hoc committee.

**Article III: Meetings**

*Section 1: Parliamentary Authority*

- 3.1.1 The parliamentary Authority shall be based on Robert's Rules of Order, Newly Revised in all cases in which it is not inconsistent with statute, the Charter, or the Bylaws, or the Standing Rules of Order.

*Section 2: Presiding Officer*

- 3.2.1 In the event the Speaker, Parliamentarian, and Ombudsman, are absent, any member, except the President, shall be designated by a plurality of those present to preside.
- 3.2.2 The presiding officer shall remain unbiased during discussion.

*Section 3: Regular Meetings*

- 3.3.1 The Student Association shall hold regular meetings in the fall and winter semesters on a date, time, and place determined by the President.
- 3.3.2 All regular meetings shall be conducted in public.

*Section 4: Special Meetings*

- 3.4.1 Special meetings may be called by the President or the Speaker or one-fourth of the Representatives provided there is compliance with the notice provision of the Bylaws in Section 3.4.2.
- 3.4.2 Notice of a special meeting shall contain the date, time, and place of such special meeting. A notice of any special meeting shall be posted at least 72 hours before said special meeting. A copy of said notice shall be served upon each member of the Association.
- 3.4.3 All special meetings shall be conducted in public.

*Section 5: Executive Session*

- 3.5.1 The Association may, by means of a majority roll call vote, meet in closed session, one closed to the public, for the following purposes:
  - a. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a Representative or employee, if the named person or any member of the Association requests a closed hearing
  - b. to review or discuss specific contents of an application for employment or appointment if the candidate requests that the application remain confidential

- c. to discuss the appointment of a candidate(s) to an office position; the candidate(s) in question shall not be present during discussion
- 3.5.2 In keeping with the confidential nature of closed sessions, no member of the Association, including employees permitted to be present, shall disclose the content of discussions that take place during such sessions.
- 3.5.3 Nonmembers of the Association may be invited to attend, but they are not entitled to attend.
- 3.5.4 Nonmembers of the Association permitted to be present are honor-bound not to divulge anything that occurred.

#### *Section 6: Agenda*

- 3.6.1 The Speaker shall prepare and submit to each Student Association member an agenda at least 72 hours prior to each regular meeting and each special meeting.
- 3.6.2 The agenda shall list the various matter to come before the Association and shall serve as a guide for the order of procedure for the meeting. Representatives may include items on the agenda upon concurrence of the Speaker.
- 3.6.3 The Association shall transact business according to the agenda prepared by the Speaker and submitted to all Student Association members in advance of the meeting.
- 3.6.4 The order of business may be altered and items added at any meeting at any time by a majority vote of the members present.

#### *Section 7: Voting*

- 3.7.1 Discussion on all motions shall be limited to ten (10) minutes. Discussion on subsidiary motions shall not count against the time allowed to main motions. Time may be extended in increments of ten (10) minutes.
- 3.7.2 For all actions requiring a roll vote, the vote of each member shall be recorded. Proxy voting shall not be permitted.
- 3.7.3 Roll shall be called in rotating order.
- 3.7.4 No act shall be valid unless approved at a meeting of the Association by a majority vote, unless otherwise specified in the Charter, Bylaws, or Robert's Rules of Order, Newly Revised, of the members present and voting.
- 3.7.5 Representatives may abstain only with valid reason. The validity of the reason shall be deemed by the presiding officer.
- 3.7.6 Abstaining shall be deemed to acquiesce in the action taken by the majority. In situations in which there is a tie vote and the abstention represents the deciding vote, the Speaker shall cast a vote to determine the issue.
- 3.7.7 Failure to vote constitutes a breach of the Representative's duty.
- 3.7.8 Any Representative absent for any portion of discussion on an item of business at a meeting will be ineligible to vote on that item.

#### *Section 8: Public Participation*

- 3.8.1 The Student Association recognizes the value of student comment on Student Association issues and the importance of allowing members of the student body to express themselves on Student Association matters.
- 3.8.2 Any person or group wishing to place an item on the agenda shall register their intent with the Speaker no later than seven (7) days prior to the meeting and include the following:
  - a. name of the participant(s);
  - b. group/organization affiliation, if and when appropriate; and
  - c. topic to be addressed.
- 3.8.3 Any such requests shall be subject to the approval of the Speaker.
- 3.8.4 The Student Association welcomes public participation in the discussion of agenda topics under Unfinished Business and New Business.

- 3.8.5 To permit fair and orderly public expression, the Student Association shall provide a period for public participation at every open meeting of the Student Association and publish rules to govern such participation in Student Association meetings.
- 3.8.6 The presiding officer of each meeting at which public participation is permitted shall administer the rules of the Student Association for its conduct.
- 3.8.7 The presiding officer shall be guided by the following rules:
- a. Public participation shall be permitted as indicated on the agenda.
  - b. Anyone having a legitimate interest in the actions of the Student Association may participate during the public portion of a meeting.
  - c. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name and group/organization affiliation, if and when appropriate.
  - d. Each statement made by a participant shall be limited to five (5) minutes duration.
  - e. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
  - f. Participants shall direct all comments to the presiding officer and not to staff or other participants. No person may address or question Student Association members individually.
  - g. The portion of the meeting during which public participation is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Student Association.
  - h. The presiding officer may:
    - i. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
    - ii. request an individual to leave the meeting when that person does not observe reasonable decorum;
    - iii. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

#### **Article IV: Creation of Vacancies**

##### *Section 1: Creation of Officer Vacancies*

- 4.1.1 Officers who wish to resign shall submit a letter of resignation to the Association that lists the reasons for resignation.
- 4.1.2 Officers shall be defined as the Speaker of the House and the chairs of all standing committees.
- 4.1.3 Grounds for removal include, but are not limited to, misfeasance, malfeasance, and nonfeasance.
- 4.1.4 In the event a member or members of the Association wish(es) to remove an officer, the charges shall be given to the officer, the Speaker, the President, the Staff Advisor(s), and the Student Advisor(s) at least seven (7) days prior to a regular meeting whereby a Representative may move to remove an officer.
- 4.1.5 The charges shall be read by one or more of the complainants and then the officer in question shall present his or her response.
- 4.1.6 The Representatives shall have a clarification period to ask questions to the complainant(s), and then a clarification period to ask questions to the officer in question.
- 4.1.7 Immediately following the clarification period without discussion, there shall be a secret ballot vote. The options are yes, to remove the officer; no, to not remove the officer; or abstain.
- 4.1.8 An officer shall be removed by a majority vote for dismissal.
- 4.1.9 In the event an officer is removed, he or she will be automatically removed from his or her office.

- 4.1.10 In the event an officer is removed, he or she forfeits all titles and duties of the position and retains his or her duties as a Representative.

*Section 2: Replacement of Officers*

- 4.2.1 At the next regular Association meeting, any vacated officer position, with the exception of the Presidency, shall be filled pursuant to Article I, Section 17 of the Bylaws.
- 4.2.2 In the event the Presidency is vacated then the Speaker shall succeed to the Presidency and a new Speaker will be elected out of the representatives in office at the time of succession.

*Section 3: Creation of Representative Vacancies*

- 4.3.1 Representatives who wish to resign shall submit a letter of resignation to the Association that lists reasons for resignation.
- 4.3.2 A Representative shall be brought up on review by the Association if the following discrepancies occur:
- a. Two unexcused regular meeting absences per year.
  - b. Four excused regular meeting absences per year.
  - c. Three unexcused committee meeting absences. The committee chair shall determine validity of excuses, per year.
  - d. Failure to perform the duties of office.
  - e. Failure to comply with repeated requests from members of the Association.
  - f. Violate the secrecy of an executive session.
  - g. Repeatedly fails to vote on propositions brought before the Association.
  - h. Abuse of the powers of office.
  - i. Actions which are not considered in the best interests of the Student Association, the student body, and/or the University.
- 4.3.3 The Speaker shall have a motion in the agenda under New Business at the next regular meeting to discuss the review of the Representative.
- 4.3.4 The Speaker shall explain the discrepancy, the Representative in question will respond for no longer than five minutes, and then the Representatives shall have a clarification period to ask questions that shall last no longer than ten minutes.
- 4.3.5 A Representative shall be removed by a three-fourths vote for dismissal by a secret ballot vote.

*Section 4: Replacement of Representatives*

- 4.4.1 At the time of resignation or removal, at the discretion of the Association, the position shall be posted for ten business days and applications shall be received from interested members of the student body.
- 4.4.2 A closed roundtable of the current members of the Association shall narrow the applicants down to three candidates.
- 4.4.3 Those three candidates shall present at the next regular meeting in an election following rules set by the Parliamentarian and Robert's Rules of Order.
- 4.4.4 A replacement shall be elected through a secret ballot vote.
- 4.4.5 This replacement process shall take place within 20 business days.

**Article V: Budget**

*Section 1: Allocations/Scholarships*

- 5.1.1 The Organizational Development Committee shall not approve any allocation requests dated past the current Association's fiscal year. Requests will be held over for review until the incoming Allocations Committee takes office

- 5.1.2 All allocations requests will go to the Association unless any of the following circumstances exist:
- a. The allocation request is less than \$1,500.01 and unanimously approved at an Organizational Development Committee meeting properly called and attended by a quorum.
    1. Quorum is defined as a minimum of five representatives in attendance.
    2. All Representatives have full voting rights at all Allocations meetings.
    3. If a Representative abstains from voting in committee, the request will go to the Association.
  - b. An allocation request is unanimously denied by the Organizational Development Committee.
- 5.1.3 The Organizational Development Committee shall not approve any individual scholarship or organization allocation in which:
- a. The money will be used for a fundraiser in which the individual or organization makes a profit. The money the individual or organization makes from the event should cover his/hers/its costs.
  - b. The money will be given away to a charity in his/hers/its name.
  - c. The money will be used for the purchase of alcohol.
  - d. The money will be used for the purchase of gas.
  - e. The money will be given to a political candidate, at any government level.
- 5.1.4 Any individual or organization denied an allocation or scholarship will have ten business days to file a written grievance with the Student Association President.
- 5.1.5 Upon receipt of the written grievance, the President shall review the statements and either let the decision of the Association stand, or resubmit the allocation to the Association.
- 5.1.6 In the event of a presidential resubmission, the allocation request shall be returned to the Association for reconsideration. The Association shall follow the standard allocation procedure, except the Allocations Director's report will be replaced with a President's report explaining the reason for the reconsideration.
- 5.1.7 All allocations or scholarships that go to the Association require a two-thirds vote.
- 5.1.8 Pursuant to Article II, Section 7 of the Charter, the President's power to veto specific financial allocations includes allocations passed in committee. In the event of a President veto, the Association may overrule the veto by a three-fourths vote.

### *Section 2: Spending*

- 5.2.1 Once the Annual Budget is approved, each section is outlined to the limit of spending.
- 5.2.2 The expenditure of funds will be under the authorization of the Officers.
- 5.2.3 Expenditures not specifically provided for in the annual budget shall be approved in the following manner:
- a. \$0.01 - \$150.00 requires authorization from the President.
  - b. \$150.01 - \$300.00 requires authorization from the President, Speaker, and Executive Assistant to the Association.
  - c. \$300.01 and up requires a two-thirds vote.

### *Section 3: Contents of Budget*

- 5.3.1 The Budget shall contain, but is not limited to, the following items each year:
- a. All salaries for paid positions, including FICA.
  - b. All scholarships and allocations.
  - c. Sections for each committee.
  - d. General Assembly.
  - e. Reserve.
- 5.3.2 Each item shall have a line item number and amount for the entire year.

- 5.3.3 Wages, either salary or hourly, will be the highest amount that the Association will pay for that person for the entire year.

*Section 4: Approval/Adjustment of Budget*

- 5.4.1 The Budget shall be approved by a two-thirds vote before the beginning of the fall semester.  
5.4.2 Adjustments to the Budget require a two-thirds vote.

**Article VI: Amendments and Adoption**

*Section 1: Amendments*

- 6.1.1 Proposed amendments to the Bylaws shall follow the guidelines for resolutions as described in Section 1.4.4 and Section 3.6.4 of the Bylaws.  
6.1.2 Amendments to the Bylaws require a two-thirds vote.  
6.1.3 The Parliamentarian, with approval from the President and the Speaker, may make changes to the Bylaws for grammar, consistency, and conciseness purposes without approval from the Association.  
a. Any such changes will be immediately adopted into the Bylaws.  
b. The Parliamentarian shall notify the Association of any such changes within 14 days.  
c. Any such changes may be amended as described in Section 6.1.1.

*Section 2: Term of Operation*

- 6.2.1 These Bylaws remain in effect until rescinded or amended.