

BRANIFF GRADUATE STUDENT ASSOCIATION

UNIVERSITY OF DALLAS

BYLAWS

Article I, Purpose, Adoption, Amendment, and Interpretation of Bylaws, adopted September 24, 2009

Article II, Senate Meetings, adopted September 24, 2009; amended May 1, 2014

Article III, Committees, adopted October 7, 2009; amended September 9, 2010 and December 5, 2013

Article IV, Expenditures, adopted October 7, 2009

Article V, Elections, adopted February 3, 2010; amended April 9, 2010 and April 30, 2010

Article VI, Appointments, adopted April 9, 2010; amended April 30, 2010

Article VII, Removals, adopted April 30, 2010

I. Purpose, Adoption, Amendment, and Interpretation of Bylaws

A. The Braniff Graduate Student Association (“BGSA”) Bylaws are adopted to implement the BGSA Constitution.

B. A Bylaw shall be adopted by a majority vote of the Senators present at a meeting at which the Bylaw is introduced. A Bylaw shall be amended by approval of a two-thirds vote of the Senators present at a meeting at which the amendment is introduced. A Bylaw or a Bylaw amendment shall be adopted with immediate effect unless an effective date and time is otherwise specified.

C. A Bylaw shall be interpreted with reference to the Constitution and with the goal of conducting the business of the BGSA in an open, accountable, and businesslike manner. A dispute over the interpretation of a Bylaw shall be resolved upon approval of a motion at a meeting at which such resolution is required for the conduct of BGSA business.

II. Senate Meetings

A. Notice

1. Persons to be Notified. Notice of a Senate meeting shall be given to the Braniff Graduate Student Association membership; the Dean of the Braniff Graduate School of Liberal Arts; and the BGSA faculty adviser.

2. Contents

a. Notice of a Senate meeting shall be given at least three University class days before the meeting is held. The notice shall include at least the date and time of the meeting.

b. Notice of the location of the meeting shall be given at least one University class day before the meeting is held.

3. Method

a. Notice shall be given by email to addresses on an email list of BGSA members made available by the Dean of the Braniff Graduate School of Liberal Arts, the email to be sent to the email list either by a University employee at the request of a member of the Executive Board or by a member of the Executive Board.

b. Notice may be given by other reasonable means including publication of the time, date, and location of the meeting in the University News and posting flyers including the time, date, and location of the meeting in public places on the University campus, but such other means shall not replace notice by email as otherwise required.

B. Conduct of meetings.

1. To encourage BGSA member participation in BGSA business and discussion of BGSA business with relevant members of the University community, the Executive Board member chairing a meeting ("the chair") shall recognize for discussion of pending business a Senator; an Executive Board member; a BGSA member; the Dean of the Braniff Graduate School of Liberal Arts; the BGSA faculty adviser; and a non-BGSA member, except if a Senator objects, in which case the chair shall call for a motion to recognize the non-BGSA member.

2. The chair shall recognize a motion or a second only if made by a Senator.

3. Unless otherwise specified in the Constitution, the Bylaws, or the current edition of Robert's Rules of Order Newly Revised, approval of any motion shall require the approval of a simple majority of the Senators present.

C. Records of meetings.

1. The Secretary shall record the minutes of a Senate meeting; in the absence of the Secretary, a Senator or Executive Board member shall be designated for the occasion by the chair to perform the Secretary's duties.
2. The Secretary shall provide the minutes of a given meeting at the following meeting for review, correction as appropriate, and approval by the Senate.
3. The Secretary may publish minutes that have not yet been approved within a reasonable time after each meeting, such minutes to be clearly labeled as preliminary minutes, subject to correction and approval by the Senate.
4. The Secretary shall publish approved minutes within five University class days by sending the approved minutes to BGSA members or by sending notice that the approved minutes may be found at a particular location, according to the method of notice of meetings of these Bylaws.

D. Conduct at meetings.

1. Any BGSA Officer or Senator who is unable to attend a scheduled Senate meeting must make reasonable efforts to notify the President and Secretary of his or her impending absence.
2. If any BGSA Officer or Senator fails to arrive at a scheduled Senate Meeting before the opening gavel, or fails to attend a Senate Meeting for any reason, that member must read a formal, written apology to the Senate at its next meeting.
3. If any BGSA Officer or Senator fails to attend more than two meetings in a given semester, or fails to provide a formal apology for a previous absence, these lapses of the duties of office and of the requirements of the Bylaws may be considered grounds for pursuing removal proceedings against that member.

III. Committees

A. Scope of activities

1. The Senate may create a BGSA committee (“a committee”) to perform a task including but not limited to considering, investigating, reporting, and making a recommendation with regard to a specified subject.
2. A committee cannot be empowered by to take an action that is required by the Constitution or these Bylaws to be taken by the Senate, the Executive Board or one of its members, or the BGSA.

B. Types

1. A committee may be of one of the following types:
 - a. A standing committee, with a continuing existence during the term of the Executive Board during which it is created.
 - b. A special committee, with an existence during the performance of its assigned task, to last no longer than the term of the Executive Board during which it is created.
2. A committee shall be a special committee unless otherwise designated at its creation.

C. Membership

1. A committee shall be composed of an odd number of regular members.
2. A committee may include a Senator, an Executive Board member, a BGSA member, or a non-BGSA member as a regular committee member.
3. A committee shall include at least one IPS student and at least one Master’s student among its regular members if possible, unless the committee is appointed for a purpose related solely to either the IPS program or one or more of the Master’s programs, or unless all IPS or Masters students present have been offered the opportunity to serve in and have officially declined, in which case the committee may include among its student members only IPS students or only Master's students as appropriate.
4. The membership of a committee may be specified by the Senate to include or exclude BGSA members according to their fee-paying status. Unless otherwise specified, the membership of a committee may include non-fee-paying BGSA members.
5. The members of a committee may be appointed by the Senate or the President. Unless otherwise specified, the President shall appoint the members of the committee.

6. A vacancy shall be filled according to the method used to appoint the committee's membership at its creation.

D. Chairmanship

1. The committee chairman shall be responsible:

a. For the activities of the committee.

b. For communication from the Senate and the Executive Board to the committee and vice versa.

2. A committee chairman may be appointed from among the committee's regular members by the Senate or the President, or the committee may appoint its chairman from among its regular members. Unless otherwise specified, the President shall appoint the committee chairman.

3. A vacant chairmanship shall be filled according to the method originally used to appoint the committee chairman.

E. Activities

1. A committee shall be responsible for fulfilling its purpose without intervention by the Senate or the Executive Board.

2. A committee may hold any meeting required to fulfill its purpose without public notice or attendance, but it must reasonably schedule meetings and give reasonable notice of meetings to its regular and ex officio members so that all members may participate in the committee's business.

3. A committee shall take action only with the approval of a majority of its regular members.

4. A committee may hold any public meeting as it sees fit to fulfill its purpose, with the approval of the President. The President shall give notice of such a meeting in the manner required for Senate meetings by Bylaw II.A.

F. Reports

1. A committee shall present a report to the Senate according to terms set forth by the Senate when it is appointed, but in any case the committee shall present a report of its activities at least once within the last six weeks of the Executive Board term in which it is appointed or upon completion of its purpose, as appropriate.

2. The Senate may require presentation of a written report or an oral report with reasonable notice to the committee chairman.

3. The President may request a presentation of a written report or an oral report to the Senate with reasonable notice to the committee chairman.

4. A committee report shall be presented by the committee chair unless he declines, in which case the report shall be delivered by one or more regular committee members as designated by the committee.

5. A committee's reports to the Senate shall constitute the official record of its activities.

IV. Expenditures

A. Proposals

1. A proposal for an expenditure includes a proposal to reserve BGSA funds, a proposal for an obligation to disburse BGSA funds, and a proposal for a disbursement of BGSA funds.
2. A proposal to the Senate for an expenditure of BGSA funds shall identify:
 - a. The purpose for which the expenditure is proposed.
 - b. The person or entity to which the expenditure is proposed to be paid.
3. An Executive Board member or Senator who would benefit or appear to benefit from the proposed expenditure shall:
 - a. Declare his interest when the proposal is made to the Senate.
 - b. Refrain from chairing discussion of the proposal or from voting on the proposal, unless the Senate decides otherwise by majority vote of those Senators present and not interested or without the appearance of interest.
4. An Executive Board member or Senator who would benefit or appear to benefit from a proposed expenditure may participate in a discussion of the proposal.
5. A participant in a discussion of a proposal for an expenditure who would benefit or appear to benefit from the proposed expenditure shall declare his interest when recognized to speak for the first time.

B. Consideration of proposals

1. The Senate shall not break up a proposal for an expenditure to circumvent the requirements of the Constitution, III.D, for approval of expenditures of more than \$50.00.
2. A proposal for an expenditure shall be considered as one or more logical units, including but not limited to a proposal for compensation of an individual for spending on an item or group of items in support of a single program or event.
3. A proposal to reserve BGSA funds shall require the approval of the Senate according to the requirements for obligations to disburse and disbursements of the Constitution, III.D.
4. These Bylaws shall not be interpreted to preclude consideration of a proposal for an expenditure in a common-sense fashion designed to conduct BGSA affairs in an open, accountable, and businesslike manner.

V. Elections

A. Election plans

1. An election plan required by the Constitution shall include at least:

a. A deadline for receiving a candidacy statement or petition in terms of a time and date; an individual recipient, such as the Secretary; and a place for receiving the candidacy statement or petition, such as the BGSA mailbox in the Haggard Student Center.

b. A rule or rules for the format and order for names and other identifying information to appear on a ballot to fill a BGSA office.

c. The polling location or locations for the election and the dates and time periods during which each polling location shall be open.

d. A statement of candidacy for the office or offices to be filled, for use by candidates in the election.

e. A ballot format in which one or more candidates' names and other identifying information shall be entered and in which one or more ballot measures (such as a proposed constitutional amendment) shall be displayed, as appropriate.

2. The election plan shall be subject to revision and approval by the Senate.

3. The deadline for a candidacy statements or a petition, the individual recipient and the place for receiving a candidacy statements or a petition, and the polling locations and the polling location dates and times shall be noticed to the BGSA membership by the means specified in these Bylaws for meeting notices no more than five University days after the election plan is approved by the Senate.

B. Statements of candidacy

1. The statement of candidacy shall include at least:

a. A statement of intent to stand as a candidate for a specified BGSA office in a specified election.

b. A statement that the candidate has read the BGSA Constitution and that he or she believes that he or she will meet the requirements of BGSA membership at the beginning of the term of office for which he or she is standing.

c. A statement that the candidate understands that he or she must promptly pay the Braniff graduate student fee billed during the term of office for which he or she is standing; that the candidate understands that opting out of the Braniff graduate student

fee during the term of office will render him or her ineligible to hold office; and that, if elected, the candidate agrees to allow the Dean of the Braniff School of Liberal Arts to disclose to the Executive Board and the Senate his or her fee-paying status.

d. The deadline in terms of time and date, location, and recipient for submittal of the candidacy statement.

e. A blank in which the candidate shall indicate the form in which he or she wishes his or her name to appear on the ballot.

f. A blank in which the candidate shall indicate the Braniff degree program in which he or she is enrolled.

g. A blank in which the candidate shall indicate his or her telephone or email contact information.

h. A blank in which the candidate shall sign the candidacy statement.

i. A blank in which the candidate shall date his or her signature.

j. A blank in which the designated recipient shall record the date and time of receipt of the candidacy statement.

2. The statement of candidacy shall be subject to revision and approval by the Senate.

3. The designated recipient in an election plan shall promptly confirm receipt of a statement of candidacy by email or writing to the submitting candidate.

C. Petitions

1. A petition shall include, on the same sheet of paper (using the front and back if necessary), at least:

a. The proposed ballot measure, such as a proposed constitutional amendment.

b. Blanks for BGSA members' signatures; other indentifying information, such as a signer's Braniff degree program; and the date of the signer's signature.

2. A petition may be presented to a member of the Executive Board or to the designated recipient in an election plan. A petition shall be accepted if it substantially conforms to the requirements of this Bylaw.

3. The person to whom a petition is presented shall promptly notify the President and, if applicable, the designated recipient in an election plan, by email or writing.

D. Ballots

1. The ballot format and the ballot shall include at least:

a. Identification of the BGSA office to be filled by the election and identification of any other ballot measure (such as a proposed constitutional amendment), as appropriate.

b. A candidate's name and other identifying information and any other ballot measure.

c. An instruction as to how a voter shall indicate his preference among the candidates and ballot measures on the ballot, such as an "X" in a blank adjacent to a candidate's name.

2. The ballot format shall be subject to revision and approval by the Senate; the ballot shall conform to the ballot format approved by the Senate.

E. Polling locations

1. A polling location shall be operated by a BGSA member who is not a candidate in the election being conducted.

2. A voter shall sign a roster of voters when he or she is provided a ballot.

3. Completed ballots shall be deposited in an envelope. Between polling periods, the ballot envelope shall be maintained in the care of the person who operated the previous polling location, the person who is to operate an immediately subsequent polling location, or the Secretary, as long as that person is not on the ballot.

F. Counting ballots and determining election results

1. At the conclusion of the election, the ballot envelope or envelopes and the voter roster or rosters shall be delivered to the Secretary, or to another Executive Board member or Senator who is not on the ballot, who shall count the ballots and determine the results. The ballot counter may be assisted by a BGSA member who is not on the ballot.

2. Votes for a write-in candidate shall be counted, but a write-in candidate who wins an election shall not serve unless qualified and unless he or she signs a Statement of Understanding that includes the points included in the Statement of Candidacy.

3. The ballots, voter rosters, and ballot counting results shall be delivered to the President as soon as practicable after the ballots are counted.

G. Breaking ties and announcement of election results

1. The election results shall be announced at a Senate meeting held on the final day of an election after the last polling place has closed and after the ballots have been counted.
2. A tie shall be broken by the voluntary withdrawal of a candidate or by a secret ballot of all BGSA members present at the meeting at which the election results are announced.
3. The election results shall be announced by the President by email to all BGSA members and by a notice in the University news as soon as practicable after the meeting at which the election results are announced.

VI. Appointments

A. Call for applications

1. When the President becomes aware of a vacancy or an impending vacancy in the Senate, the President shall inform the BGSA membership of the vacancy and call for applications to fill the vacancy.
2. The call for applications shall give BGSA members at least three days to submit applications when this is practicable, but in every case the President shall act to fill vacancies or impending vacancies to maintain continuously the ability of the Senate to convene a quorum to conduct business.
3. The call for applications shall specify the status of the vacancy or impending vacancy to be filled (i.e., IPS or master's) and shall inform the BGSA membership that preference will be given to applicants with that status.
4. If there are no applicants by the deadline, the President may at his or her discretion extend the deadline or solicit individual BGSA members to submit late applications, or both extend the deadline and solicit late applications.

B. Consideration of applications

1. The President shall give preference to applicants of the same status as the departing Senator holding the seat to be filled.
2. The President shall inform the Senate of all applications received and of the status of the applicants.
3. The President shall inform the Senate of his or her appointment from among the applicants to fill each vacancy or impending vacancy.

C. Filling vacancies and impending vacancies

1. The Senate shall confirm an appointee for each vacancy or impending vacancy by a majority vote of the Senators present.
2. If an appointee is not confirmed by the Senate, the President shall submit another appointment to the Senate as soon as practicable.
3. The Senate shall designate the particular date and time upon which a confirmed appointee shall assume his or her duties as a Senator.

VII. Removals

A. Initiating a removal proceeding

1. A Senator or a member of the Executive Board may initiate a removal proceeding against any other Senator or member of the Executive board. The person initiating the removal proceeding must submit a written notice of the removal proceeding to the President, or if the President is the subject of the removal proceeding, to the Treasurer.
2. A removal proceeding may be initiated against a Senator or a member of the Executive Board by a petition signed by fifteen BGSA members. The petitioners must present their petition to the President, or if the President is the subject of the removal proceeding, to the Treasurer.

B. Continued service of the subject of a removal proceeding

1. The Senator or Executive Board member who is the subject of a removal proceeding shall continue in his or her office throughout the removal proceeding, until the Senate votes on the merits of the removal proceeding, but shall observe the restrictions on the performance of his or her duties specified in this Bylaw.
2. The Senator or Executive Board member who is the subject of a removal proceeding may voluntarily withdraw from his or her duties without relinquishing his or her office until the Senate votes on the merits of the removal proceeding, unless such withdrawal would prevent the Senate from conducting normal, timely BGSA business.

C. Notice

1. The subject of a removal proceeding shall be informed, of the initiated removal proceeding by the President, or, if the President is the subject of the removal proceeding, by the Treasurer in writing, in person. If after reasonable efforts, such notification has not been made, the notice shall be made via the email address on file with the University.
2. The notice to the subject of the removal proceeding shall be made at least three University days before the removal proceeding is submitted to the Senate in an open meeting for consideration for the first time. The notice shall include a copy of the BGSA Constitution and a copy of this Bylaw governing removals.
3. The BGSA membership shall be informed of the removal proceeding by the means specified in these Bylaws for meeting notices in the notice for the meeting at which the removal proceeding is to be submitted to the Senate for consideration. Such notice shall include specifically that a removal proceeding is among the business to be conducted at the meeting along with identification of the subject of the removal proceeding.
4. Any subsequent meeting separate from the meeting at which the removal proceeding is submitted to the Senate for the first time, shall be noticed to the subject of the removal

proceeding and the BGSA membership by the means specified in these Bylaws for meeting notices. Such notice shall include specifically that a removal proceeding is among the business to be conducted at the meeting along with identification of the subject of the removal proceeding.

D. Approving a removal proceeding

1. A removal proceeding initiated by a Senator or an executive Board member must be approved, with a quorum of five Senators and the approval of two-thirds majority of Senators present, after which the removal proceeding shall be considered by the Senate.
2. A removal proceeding initiated by a petition of BGSA members shall be considered by the Senate without the approval of the removal proceeding by the Senate being required.

E. Considering a removal proceeding

1. The President shall chair any Senate meeting or portion of a Senate meeting in which a removal proceeding is being considered unless the President is the subject of the removal proceeding, in which case the Treasurer shall chair the meeting or meeting portion.
2. A person in favor of the removal being considered shall submit to the Senate at the Senate meeting at which the removal proceeding is being considered, in writing for the Senate's public records, the reason or reasons for which the Senator or Executive Board member is to be removed. More than one person may submit such reason or reasons.
3. The subject of the removal proceeding shall reply verbally to the submitted reason or reasons for removal at the meeting at which the reason or reasons are submitted. Such a person may request up to two University days to submit a reply in writing for the Senate's public records. Such written reply shall be submitted to the President, or, if the President is the subject of the removal proceeding, to the Treasurer. Such written reply shall be timely distributed to the Senate and the Executive Board by the President, or by the Treasurer if the President is the subject of the removal proceeding.
4. On the basis of the reason or reasons for removal and the reply or replies, the Senate shall decide, with a quorum of five Senators and the approval of two-thirds majority of Senators present, whether:
 - a. To reject the removal proceeding;
 - b. To request more information in writing from either the person or persons initiating the removal proceeding or the subject of the removal proceeding, in which case the requested additional information shall be handled in a way that is fair to both the initiator(s) and the subject; or
 - c. To debate the merits of the removal proceeding.

5. If the Senate decides to debate the merits of the removal proceeding:
 - a. The debate shall take place only if a quorum of five Senators is present;
 - b. The President shall chair the debate, or if the President is the subject of the removal proceeding, the Treasurer shall chair the debate; and
 - c. The debate shall be limited to fifteen minutes in favor of removal and fifteen minutes against removal. Only BGSA members, Senators, or Executive Board members shall be recognized to participate in the debate. The last person to be recognized in such debate shall be the subject of the removal proceeding.
6. The Senate shall vote within 15 minutes of the end of the debate on the merits of the removal proceeding, with the quorum and majority required by the BGSA Constitution.

F. Carrying out a removal

1. If the Senate votes to approve the removal, the removal has immediate effect.
2. The decision of the Senate shall be final, with no appeal of the decision to any BGSA institution or reconsideration of the decision by the Senate.
3. The removal shall be noticed to the removed Senator or Executive Board member and to the BGSA membership within one University day after the effective date of the removal by the means specified in these Bylaws for meeting notices.
4. The removed Senator or Executive Board member shall return within three University days after the effective date of the removal all property of the BGSA in his or her possession, including BGSA records, to the President, or, if the President has been removed, to the Treasurer.

G. Optional restrictions

1. A removal may also result in restrictions on the removed person's holding office after his or her removal and on the removed person's benefiting individually from a BGSA program such as a conference stipend.
2. A restriction must be proposed in writing at the same meeting at which the removal is approved.
3. A restriction may be debated at the meeting at which it is proposed or at a later meeting.
4. Each restriction must be approved individually by the Senate, with a quorum of five Senators and the approval of two-thirds majority of Senators present.

H. Records of the removal proceeding

1. All written reasons for the removal proceeding and written replies by the subject of the removal proceeding shall be included in the minutes of the appropriate Senate meetings.
2. The record of the Senate vote on the merits of the removal proceeding shall be included in the minutes of the appropriate Senate meeting.

I. Amendment and interpretation of this Bylaw governing removals

1. This Bylaw governing removals, that is, Bylaw VII, shall be amended as otherwise specified in these Bylaws generally, except that this Bylaw governing removals as of the date of an initiation of a removal proceeding shall govern that removal proceeding from initiation through all subsequent stages; an amendment of this Bylaw governing removals shall apply only for removal proceedings initiated after the amendments are approved.
2. Notwithstanding the inapplicability of an amendment to this Bylaw governing removals to removal proceedings initiated before the amendment's approval, this Bylaw governing removals is to be interpreted in a common-sense fashion designed to conduct BGSA affairs in an open, accountable, and businesslike manner, with at least the following to be considered during a removal proceeding:
 - a. The need to conduct a removal proceeding efficiently and as quickly as is practicable while being fair to both an initiator and a subject of the removal proceeding.
 - b. The need to conduct normal BGSA business in a timely manner while conducting a removal proceeding.