The following will form the basis of the by-laws for SGA Student Council:

I. Pro-temp (when and if applicable) 1st 2nd

II. The meeting held by SGA Student Council should adhere to the following decorum:

[ ] Public Announcements should be posted for the entire semester with REMINDER flyers going out at least two weeks in advance.

[ ] Posting of minutes on SGA Bulletin Board should be done once officially accepted.

[ ] The length of time before the Pro-tempo convenes meetings in Vice President’s absence.

[ ] The length of time before a meeting is canceled due to lack of quorum.

[ ] The length of time prior to Council meetings that agenda items must be submitted to the Vice President.

[ ] The length of time prior to a Council meeting that the agenda should be distributed to members. This should be done via E-mail or through direct pick up from the SGA Office.

III. Matters for Student Council Consideration
All requests for funds from SGA or any other matter for consideration should be in writing and addressed to the Student Council in care of the Vice President. Request For Funding Applications are available at the Student Activities Office. Mail can be left with the student mail clerk to be placed in SGA’s mailbox. The Vice President will then be responsible for making the copies to distribute with the agenda. Applicants will be notified of the scheduled meeting.

IV. Process for handling requisitions in the absence of an SGA Officer
Executive and Council members indisposed for more than five regular working days must forward a contact telephone and facsimile number to the Student Activities Supervisor and Vice President. Checks will then be processed based on initial contact. Distribution of checks, however, will not take place until the required officer returns to sign the document or an acceptable alternate arrangement is made.

The above SGA Student Council By-laws was considered and by simple majority approved

_____________________________  _____________________________
SGA Secretary              Date

_____________________________  _____________________________
Vice-President     Date

_____________________________  _____________________________
Student Activities Supervisor    Date