

Student Association

CONGRESSIONAL BYLAWS

Chapter One: Authority and Establishment

1. The UCO Student Congress is hereby established by means of the UCO Student Association Constitution and UCO Student Association Statutes; as such the UCO Student Association Constitution and Statutes shall take priority over these Bylaws in such cases where the Bylaws conflict with said Governing Documents.

II. Amending these Bylaws is achievable by submitting and passing a Congressional Bill with the proper procedure as detailed herein. Such a bill must be recommended to the floor of the UCO Student Congress by a Congressional Committee or by the Congressional Leadership, and then said bill must be approved by the UCO Student Congress with a majority vote of those present and voting.

III. The Chair of the UCO Student Congress shall reasonably interpret these Bylaws in the event that some portion is ambiguous. Such a decision may be appealed by a two-thirds vote in the affirmative of those present and voting in a public meeting of the UCO Student Congress.

Chapter Two: Membership

1. Membership of the UCO Student Congress shall consist of both Active Members and Associate Members. Active Members may be either elected or appointed in accordance with the UCOSA Statutes and the procedures detailed herein. All members of the UCO Student Body who are neither an Active Member of the UCO Student Congress nor a member either the UCOSA Executive or Judicial Branches shall be considered Associate Members of the UCO Student Congress.
2. Each Active Member of the UCO Student Congress must attend every general meeting of the UCO Student Congress. The Secretary of the UCO Student Congress may excuse a member from no more than two meetings. Upon a fourth unexcused absence, legislation shall be drafted to expel said member, in accordance with procedure detailed herein. Should such a piece of legislation fail to pass, a new piece of legislation expelling said member shall be written and submitted after two more absences have been accrued.
3. No member may be counted present at any meeting of the general body of the UCO Student Congress until they have taken the Oath of Office during a general meeting UCO Student Congress. The Senator’s Oath of Office shall be as follows: “I, [name], do solemnly affirm to uphold the University of Central Oklahoma Student Association Constitution, Statutes, and Congressional Bylaws, and perform the responsibilities and duties required of me as stated therein.”
4. Each Active Member of the UCO Student Congress must fully participate in at least one Committee of the UCO Student Congress. Exceptions may be granted by the Chair of the UCO Student Congress in the event that it has been verified that a particular member is physically unable to attend any committee meeting due to some schedule conflict.
5. Active Members of the UCO Student Congress shall be referred to as Senator while the UCO Student Congress is in session.
6. In the case that a Senator has a grievance against another Senator, including Congressional Leadership, legislation shall be drafted, which outlines the grievances. This legislation must be passed through any committee, voted on and passed with a two-thirds vote of the UCO Student Congress. In the case of the legislation passing, the Senator with grievances will resign.
7. Members that resign from the UCO Student Congress may not return until the start of the following Legislative Session as defined in the UCOSA Statutes. Members that are expelled from the UCO Student Congress may not become an Active Member of the UCO Student Congress until the following Legislative Session comes to a close.

Chapter Three: Leadership

1. The Chair of the UCO Student Congress, the Vice Chair of the UCO Student Congress, and the Secretary of the UCO Student Congress shall be considered Congressional Leadership.
2. The Chair of Congress shall be the highest-ranking member of the UCO Student Congress.
	1. The Chair shall be referred to as Mister or Madame Speaker while Congress is in session.
	2. The Chair shall preside over all meetings of the UCO Student Congress.
	3. The Chair shall have the authority to appoint and remove voting members of committees.
	4. The Chair shall appropriately decide which committee shall see any piece of new legislation and shall ensure that appropriately submitted legislation is sent to the committee within one week.
	5. The Chair shall assemble the Congressional agenda and ensure that it is available to all members of the UCO Student Body at least one business day before the start of any general meeting of the UCO Student Congress.
	6. The Chair shall ensure that the UCOSA Constitution, UCOSA Statutes, and UCO Student Congress Bylaws are both accurate and available to all members of the UCO Student Body.
	7. The Chair shall keep and maintain all passed legislation and ensure that said legislation is available to all members of the UCO Student Body.
	8. The Chair shall conduct a minimum of ten office hours each week.
	9. In the event that there is a vacancy of the Office of the Chair of the UCO Student Congress, the Vice Chair of the UCO Student Congress shall assume said position and the Office of the Vice Chair of the UCO Student Congress shall become vacant.
3. The Vice Chair of Congress shall be the second-highest ranking member of the UCO Student Congress.
	1. The Vice Chair shall be referred to as Mister or Madam Speaker Pro-Tempore while Congress is in session.
	2. The Vice Chair shall preside over any meeting of the UCO Student Congress in which the Chair of the UCO Student Congress is not present.
	3. The Vice Chair shall organize and direct an annual leadership retreat.
	4. The Vice Chair shall send legislation to recipients specified therein within one ~~(1)~~ week.
	5. The Vice Chair shall organize and direct the Freshman Assembly
	6. The Vice Chair shall be responsible for community outreach, examples include tabling on campus, creating polls on student interests and directing the Public Relations Committee to maintain the UCOSA Social Media accounts.
	7. The Vice Chair shall conduct a minimum of ten office hours a week.
	8. In the event that there is a vacancy of the Office of the Vice Chair of the UCO Student Congress, the Secretary of the UCO Student Congress shall assume said position and the Office of the Secretary shall become vacant.
4. The Secretary of Congress shall be the third-highest member of the UCO Student Congress.
	1. The Secretary shall be referred to as Mister or Madame Secretary while Congress is in session.
	2. The Secretary shall preside over any meeting of the UCO Student Congress in which both the Chair of the UCO Student Congress and the Vice Chair of the UCO Student Congress are not present.
	3. The Secretary shall be responsible for all records of the UCO Student Congress not otherwise specified herein.
	4. The Secretary shall record accurate minutes at all meetings of the UCO Student Congress and shall ensure that such minutes are made available to all members of the UCO Student Body.
	5. The Secretary shall be responsible for the recording and reading of all legislative amendments made on the floor of the UCO Student Congress.
	6. The Secretary shall be responsible for taking and recording all roll call votes of the UCO Student Congress.
	7. The Secretary shall keep an accurate record of all Active Members of the UCO Student Congress, their emails, the seats that they hold, and the committees that they are members of. This record shall be made public to all members of the UCO Student Body.
	8. The Secretary shall keep an accurate record of all votes on legislation cast by individual members of the UCO Student Congress. Said record shall be made public to all members of the UCO Student Body.
	9. The Secretary shall keep an accurate record of all absences that Active Members have accrued both for meetings of the Congress and for meetings of their assigned Committees. Said record shall be made public to all members of the UCO Student Body.
	10. The Secretary shall conduct a minimum of ten office hours each week.
	11. In the event that there is a vacancy of the Office of the Secretary of the UCO Student Congress, the Chair of the Accountability, Reform, and Transparency Committee shall assume said position and the Office of the Chair of the Accountability, Reform, and Transparency Committee shall become vacant.
5. In the event that one or more members of the Congressional Leadership are absent during a meeting, the following members shall temporarily assume vacant positions in an order as specified below.

Chapter Four: Appointments and Elections

1. Active Members of the UCO Student Congress shall be elected during election times as specified in the UCOSA Constitution and UCOSA Statutes.
2. If there are vacancies in any of the Congressional Seats representing Academic Colleges and Residential Situations during non-election times, Congressional Leadership shall facilitate appointments to the Congress. A member of the Congressional Leadership shall author a Congressional Resolution specifying the nature of the appointment. Such a resolution must pass the Congress with a majority vote in order to go into effect.
3. Nominations for the Chair, Vice Chair, and Secretary of the UCO Student Congress shall take place during the second-to-last general meeting of the UCO Student Congress for the current legislature. Only those who are currently or were at one time Active Members of the UCOSA Executive, Legislative, or Judicial Branches may be nominated to serve as a member of the Congressional Leadership. Only currently Active Members of the UCO Student Congress may nominate a member to serve as a member of the Congressional Leadership. Nominations shall take the form of a motion that shall require no second or vote. Nominations shall close at the end of the second-to-last general meeting of the UCO Student Congress for the current legislature.
4. Elections for the Chair, Vice Chair, and Secretary of the UCO Student Congress shall take place during the last general meeting of the UCO Student Congress. Should there be only one nominee, said nominee shall assume the position in question by acclamation. The procedure for elections shall be as follows.
	1. The election process for the Chair of the UCO Student Congress shall take place first, followed by the election process for the Vice Chair of the UCO Student Congress, followed by the election process for the Secretary of the UCO Student Congress.
	2. The nominees shall speak in ascending order by last name. Should nominees have the same last name, said nominees shall go in ascending order by first name. Nominees shall have five minutes each to speak, followed by ten minutes for questions. Time allocated for questioning may not be extended under any circumstance.
	3. After all nominees for the particular position have spoken and have been questioned, all nominees shall be asked to leave the room. No person shall be forced to leave the room and the chambers shall not be sealed. A roll call vote of all Active Members present shall be held, and the person with the most votes shall assume the office in question at the close of the current legislature. The Chair of the UCO Student Congress shall abstain from such a vote unless otherwise stated herein.
	4. In the event that there exists a tie, any nominee receiving a lesser number of votes shall be removed from the race and votes shall be recast. In the event that there is no nominee receiving a lesser number of votes, the Chair of the UCO Student Congress shall vote to break the tie.
5. If there is no quorum during the last regularly scheduled meeting, the current and present congressional members shall decide the outcome of the Congressional Leadership by the procedures stated herein.

Chapter Five: Meetings

1. Parliamentary Procedure in the form of the newest version of Robert’s Rules of Order shall be used throughout general meetings of the UCO Student Congress.
2. The Chair of the UCO Student Congress shall ensure that all meetings of the UCO Student Congress are scheduled appropriately. During the Fall Session of the UCO Student Congress, general meetings shall be scheduled each Monday during which school is in session, starting with the third Monday and ending with the third-to-last Monday of the Fall Academic Semester. During the Spring Session of the UCO Student Congress, general meetings shall be scheduled each Monday during which school is in session, starting with the Monday after Martin Luther King Jr. Day and ending with the third-to-last Monday of the Fall Academic Semester.
3. Quorum shall be defined as a majority of all Active Members of the UCO Student Congress that have taken the Oath of Office during some general meeting. A quorum must be established for any business to take place~~.~~ unless otherwise specified within the UCOSA Constitution, Statutes, or Bylaws.
4. The Congressional agenda shall include the Call to Order, Special Orders (if necessary), Unfinished Business (if necessary), Items to be Considered (if necessary), New Business, Committee Reports, and Adjournment.
	1. During the Call to Order, quorum shall be confirmed, and the Pledge of Allegiance shall take place. The Flag of the United States of America shall be place in the chamber in accordance with proper decorum.
	2. During Special Orders, distinguished speakers, scheduled votes of no confidence, scheduled elections, and other business normally unforeseen shall take place.
	3. During Unfinished Business, business previously tabled or legislation that requires an override vote may be seen.
	4. During Items to be Considered, legislation that has been recommended DO PASS or NO RECOMMENDATION by committee shall be seen by the UCO Student Congress.
	5. During New Business, new items may be moved to the floor.
	6. During Committee Reports, representatives from each committee may speak to the body.
	7. During time for Adjournment, members may move to adjourn. Such a motion requires a second and either a vote or unanimous consent.
5. Vote of No Confidence
	1. During the last meeting of the Fall Session, a mandatory Vote of No Confidence shall be held for the Chair of the UCO Student Congress, followed by the Vice Chair of the UCO Student Congress, followed by the Secretary of the UCO Student Congress.
	2. All other Votes of No Confidence can be initiated by a motion from the Congressional floor.
	3. The Chair of the Accountability, Reform, and Transparency Committee shall preside for the duration of the Congressional Leadership Vote of No Confidence. Any other Vote of No Confidence shall be conducted by the UCO Congress Chair or by succession as stated herein.
	4. The Congress shall immediately go into an executive session and the chamber shall be sealed, and thus no minutes shall be recorded until the Congress exits the executive session.
	5. The member in question shall have five minutes to speak on his or her own behalf. Afterwards, the floor shall be opened for questions for exactly ten minutes.
	6. After questioning, the member shall be escorted from the chamber, and the chamber shall be resealed. An Active Member may call for debate, in which case debate shall be held for ten minutes. The prepotency shall be awarded five minutes for debate, and the opponency shall be awarded five minutes for debate.
	7. After the time for debate has expired, the chamber shall be unsealed and the Congress shall exit executive session so as to hold a vote.
	8. A two-thirds vote in the affirmative of those present and voting shall remove the member from office. If the member happens to be a Committee Chair or Leadership Assistant, they shall still hold their elected or appointed seat. If such a vote passes, the position shall become vacant immediately, and such a vacancy shall be filled in accordance with procedures defined herein.
6. Emergency Meetings may be called by a unanimous vote of the Chair of the UCO Student Congress, Vice Chair of the UCO Student Congress, and Secretary of the UCO Student Congress. Business may be conducted without a quorum in such instances. Under every circumstance the UCO Student Congress must confirm such actions in a three-fourths vote during the next general meeting during Special Orders.

Chapter Six: Committees

1. The Committees of the UCO Student Congress shall hereby be established by the UCOSA Statutes.
2. A majority of all Active Members of the UCO Student Congress assigned to a particular committee shall constitute the minimum number of Active Members, Associate Members, or Ex-Officio Members required to be present in order for business to be conducted.
3. Each of the Committees of the UCO Student Congress shall have a Chair and Vice Chair.
	1. Each Committee Chair shall be appointed by a two-thirds vote of the Chair of the UCO Student Congress, the Vice Chair of the UCO Student Congress, and the Secretary of the UCO Student Congress. The Committee Chairs shall preside over their respective committees, shall act as the chief officer of said committee, and shall ensure that each committee acts in accordance with the rules of the UCOSA. Furthermore, the Chair of each Committee shall create committee agendas and forward said agendas and any committee minutes to the Secretary of the UCO Student Congress.
	2. Each Committee Chair shall choose a Vice Chair from the members of their respective committees. The Committee Vice Chair shall record the minutes of each committee meeting and submit them to the Chair of said committee.
	3. Committee Chairs and Vice Chairs are required to be Active Members of the UCO Student Congress.
	4. In the absence of a Committee Chair during the week of any regularly scheduled UCO Student Congress meeting, the Vice Chair of the Committee shall assume the obligations of an absent Committee Chair. If a Chair of a Committee is absent from three, non-consecutive, meetings legislation will be filed against the Committee Chair. This legislation shall outline the removal of the Chair from their position as Chair and require a two-thirds vote.
4. Committee Member Ethics:
	1. Should any member of the Ways and Means Committee be involved in or in close relation to anyone involved in an organization that is requesting funds, the senator shall recuse themselves from the meeting.
	2. Should the Chair believe that a senator may not be able to participate without bias in the specific discussion and vote, the Chair can propose that the senator should be removed from the discussion and vote, with a two-thirds vote from the Committee.
	3. Should the Chair be unable to participate without bias; the Chair shall recuse themselves and the Vice Chair will lead the meeting in their stead. Should both the Vice Chair and the Chair be unable to participate without bias, the remaining Committee members shall elect a chair for the specific discussion and vote.

Chapter Seven: Legislation

1. All legislation shall be sent to the Chair of the UCO Student Congress before it originates in committee, except for Financial Resolutions originating in the Ways and Means Committee, and member expulsions authored by Congressional Leadership or the Accountability, Reform, and Transparency Committee.
2. Committees must recommend legislation one of three ways.
	1. A recommendation of DO PASS shall indicate that the committee responsible for the recommendation has the opinion that said legislation should pass the UCO Student Congress. Legislation bearing the recommendation of DO PASS shall see the floor of the UCO Student Congress.
	2. A recommendation of NO RECOMMENDATION shall indicate that the committee responsible for the recommendation has no official opinion on whether or not the legislation in question should pass the UCO Student Congress. Legislation bearing the recommendation of NO RECOMMENDATION shall see the floor of the UCO Student Congress.
	3. A recommendation of DO FAIL shall indicate that the committee responsible for the recommendation has the opinion that said legislation should not pass the UCO Student Congress. Legislation bearing the recommendation of DO FAIL shall not be seen on the floor of the UCO Student Congress.
3. Legislation that has been recommended DO PASS or NO RECOMMENDATION in proper form shall be placed on the agenda by the Chair of the UCO Student Congress within one week, unless all authors of a particular piece of legislation submit a written or electronic note requesting otherwise.
4. Legislation must bear the names of those who are authors and those who are sponsors. Any student or entity of the UCO Student Body may author a piece of legislation, but only Active Members of the UCO Student Congress may sponsor a piece of legislation. Only authors may speak on the floor of the UCO Student Congress to defend their legislation. An Active Member must either be the author of or the sponsor of a piece of legislation.
5. Unless otherwise specified by the UCOSA Constitution, UCOSA Statutes, or elsewhere in the UCO Student Congress Bylaws, all legislation shall require a majority vote in the affirmative of those voting and present in order to be considered “passed” or “approved” by the UCO Student Congress.
6. Legislation requiring the approval of the President of the UCOSA shall be forwarded to them if such a piece of legislation appropriately passes the UCO Student Congress.
7. Legislation requiring a vote of the UCO Student Body shall be forwarded to the Chair of the UCOSA Election Commission if such a piece of legislation appropriately passes the UCO Student Congress.
8. Financial Resolutions passed by the Ways and Means committee providing for Sponsorship Funding shall be bifurcated between organizations, providing funds to no more than one organization per financial resolution.



Amended \_\_\_\_\_\_\_ \_\_, 2020

Chair Izzi Barry, Chair of the University of Central Oklahoma Student Congress