A Procedural Amendment

This is a procedural amendment to revise Rules and Procedures, comprising Article III, Section 1, Sub-section 1, in regards to the requirements for Legislative Instruments and their respective formatting.

Whereas, formatting has been a consistent issue with recent legislation, and as it is in the interest of providing ease of filing and recordkeeping for those clerks and secretaries of the legislature and court, we find it beneficial to clearly outline the requirements of all legislative instruments formatting,

Whereas, as a professional representation of student government in written form, consistency in written record at a formatting level is beneficial to Student Government’s professionalism overall,

Whereas, in accordance with this amendment to Rules and Procedures of the University of New Orleans Student Government, responsibility falls upon the Presiding Officer to better ensure the aforementioned claims of efficient recordkeeping, thus fostering greater participation amongst the executive positions of the Secretary of State and Vice President, as well as the Senate Historian,

Whereas, reviewing past documents of Student Government legislature provides instances of haphazard, inconsistent legislative formatting, which acts to the detriment of the comparison of current and past legislation, and fosters a sense of inconsistency within Student Government as a whole.

Whereas, providing a designated organizational point of contact fosters greater communication between Student Government and student organizations on campus, thus facilitating greater efficiency in fulfilling Student Government’s purpose as a benefactor for student involvement on campus,

Whereas, difficulty in acquiring Service Hour records from organizations has created discrepancies in providing funding allotted to those organizations.

BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT THAT:

I. THE FOLLOWING ADDITIONS WILL BE MADE TO ARTICLE III, SECTION 1, SUB-SECTION 1 OF RULES AND PROCEDURES:

“D. To the right and approximately centered between the word “author” and the words “number of pages,” will be the label “Organization Contact:” which will list any available contact information of the Organization’s advisor, or an otherwise designated point of contact within the organization requesting action on behalf of Student Government.

E. At the top-right of all legislative instruments there shall be three lines, in descending order, that are aligned by their first letter, labeled respectively: “Referred To:”, “Date Filed:”, and “Number of Pages Total:”. It is further required that these three aforementioned portions of the bill be completed prior to the bill’s addition to the docket.”
Senate Action: Pass

Vote: 17 yes | 0 no | 3 abst.

PRESIDING OFFICER'S SIGNATURE

DATE

11/05/14

SG President's Action:

DATE

11/05/14

SG PRESIDENT'S SIGNATURE

VETO OVERRIDE

Senate Action on Veto: ____________________________

Vote: ____________________________

PRESIDING OFFICER'S SIGNATURE

DATE
Rules and Procedures

of the

Student Government Senate

of the

University of New Orleans

BE IT ENACTED BY THE UNIVERSITY OF NEW ORLEANS STUDENT GOVERNMENT SENATE THAT:

The following articles shall be within Rules and Procedures to better guide the actions of the Senate,

As considered for revision by the senate on this day, October 28th, 2014
Article III – Legislative Instruments

Section 1 – Guidelines for Legislative Instruments:

Any individual, group, organization, or department requesting funding from SG must abide by the guidelines set forth in this section. Any organization not adhering to these guidelines may be found in contempt of the Senate. Failure to abide by these guidelines shall result in action that could include, but is not limited to, loss of the current funds awarded and/or loss of the privilege of requesting funds from SG in the future.

Any person requesting funding from SG must be a currently registered student carrying a minimum of 6 credit hours and have an overall GPA of at least a 2.0. Any group or organization requesting funding from SG must be registered with the Office of Campus Activities and be in good standing with SG and the University of New Orleans.

All legislative instruments must be submitted on electronic disk along with a hard copy; the hard copy must be time stamped and initialed by one of the following persons: the SG Clerk, an SG office employee, an SG Executive Officer, or an SG Advisor; or the legislative instrument may be submitted as an attachment via email sent to the SG Vice President.

Legislation requesting academic travel funding shall be referred to the Academic Travel Fund Program as established in the SG Constitution. Legislation requesting funding for technical resource purposes shall be referred to the Strategic Technology Planning and Implementation Group. Any item other than official SG sanctioned events funded as a line item on the budget shall not be allowed to receive funding for the same event through the Senate within the same fiscal year unless other recommendations are included in the budget by the Student Budget Committee. Requests must be presented in the form of a bill and must pass by two-thirds (2/3) of the Senators present and voting.

Any donations, discounts, or additional funds an individual, group, organization, or department receives must be reported to the Student Government Treasurer upon receipt of said funds, or upon knowledge of receipt of said funds, whichever comes first. Any event or function that involves attendance or entrance fees must also involve the use of ticket sales or receipts. If any guest is exempt from this fee, a log must be kept with the guest’s name and signature. The SG Treasurer, or a representative appointed by the SG Treasurer, will reserve the right to attend any event or function in which revenues are collected, keeping a detailed account of the amount collected. Any profit, relative to the percentage given by SG, up to the original amount requested, as well as any unused funds shall revert back to SG no later than one month after the event has occurred. Failure to comply with these requirements will result in a forfeiture of all encumbered funds and possible further action.
A current Senator must sponsor all legislative instruments, with the exception of the SG Budget, in order to be introduced for consideration. All legislative instruments must be filed two business days prior to the Senate meeting in which the matter will be introduced so that they will be included on the agenda. If the sponsor has become ineligible to sponsor the instrument after it has been introduced to the Senate, but before a final vote has been taken on the instrument, the author is responsible for finding a sponsor for the instrument within twenty-four (24) hours of the first meeting following the ineligibility of the sponsor. If a sponsor is not found, the legislative instrument will be removed from Senate business.

Any legislative instrument that is presented to SG to be placed on the agenda (SG Senate) shall be placed on the agenda by the President of the Senate. All legislative instruments must have the following:

1. At the top of the document,
   a. In the upper left-hand corner a space or a line for the document number, which the SG Vice President will fill in.
   b. Separated by a space, below the “document number,” the label “Author:” followed by the author(s)’s name and contact information (email address and/or phone number).
   c. Below “Author,” the label “Sponsor:” followed by the sponsor(s)’s name(s) and contact information (email address and/or phone number).
   d. To the right and approximately centered between the word “author” and the words “number of pages,” will be the label “Organization Contact:” which will list any available contact information of the Organization’s advisor, or an otherwise designated point of contact within the organization requesting action on behalf of Student Government.
   e. At the top-right of all legislative instruments there shall be three lines, in descending order, that are aligned by their first letter, labeled respectively: “Referred To:”, “Date Filed:”, and “Number of Pages Total:”. It is further required that these three aforementioned portions of the bill be completed prior to the bill’s addition to the docket.

2. A line shall separate the top of the document from the title. The title shall be one of the following types of legislative instruments: