

**THE UNIVERSITY OF SOUTHWESTERN LOUISIANA  
STEP COUNCIL  
BY-LAWS**

Amended August 24, 1999

**ARTICLE 1: Membership**

Section 1: Eligibility of STEP Council membership

Membership to the council shall follow the instructions set forth by the Official Copy of the Student Technology Enhancement Program.

Section 2: Qualification of the Chair

The chairman shall be an administrative member of the council.

Section 3: Absences and Removal

A member may be removed by a majority vote of the quorum of the remaining STEP council members if he/she missed two (2) consecutive meetings or more than three (3) total meetings per fiscal year.

Section 4: Vacancies

In the event of the inability to hold the position as chair, the Chairman shall be succeeded by the President of the Student Government Association.

Section 5: Chairperson of the Council

A. Duties

1. To open the session at the time at which the assembly is to meet by taking the chair and calling the meeting to order.
2. To announce the business before the assembly in the order in which it is to be acted upon; to state and put to vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the results of the vote.
3. To restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order.
4. To authenticate by signature, when necessary, all of the acts, orders, and proceedings of the assembly, and in general to represent and stand for the assembly, declaring its will, and in all things obeying its commands.
5. To appoint the chairpersons and committee members when deemed necessary.
6. Shall serve as the liaison between the Council and the administration.
7. Shall have no vote in the event of a tie.

Section 6: Student Government Association President

A. Duties

1. Shall serve as the liaison between the Council and the student body.
2. Shall evaluate and review the STEP account.

Section 7: Student Government Association Secretary

A. Duties

1. Shall take the minutes of every meeting.
2. Shall provide minutes via email one week after the meeting.

**ARTICLE 2: Meetings**

Section 1:

All meetings of the Council are closed except when a two-thirds (2/3) vote of the Council deems it necessary to go into a public session. Guests are allowed admittance with a two-thirds (2/3) vote of the Council.

Section 2:

Meeting times shall be determined at the beginning of each semester. Meetings are to be held at least once a month.

Section 3: Quorum

A quorum of the Council shall consist of the fifty- percent plus one of those Council seats filled.

Section 4: Parliamentary Authority

All meetings of the STEP Council shall be conducted according to parliamentary laws as set forth by Robert's Rules of Order, Revised Edition, unless otherwise stipulated.

**ARTICLE 3: Amending the By-laws**

A two-thirds vote of the membership, including the Chair, shall be necessary to amend the By-laws of the STEP Council.