



BYLAWS

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Appendix 1: Definitions

ARTICLE I: MEMBERSHIP

- Section 1.1: Student that are elected or appointed to positions are considered officers of the SGA.
- Section 1.2: All SGA officers must maintain a minimum 2.2 GPA while in office and must be in good standing with the University.
- Section 1.3: All SGA officers must be enrolled in the current semester while holding office during fall and spring of their term in office.

ARTICLE II: STANDING COMMITTEES

- Section 2.1: The Standing Committee chairs shall submit reports in writing to the Executive Vice President at the Executive Committee meetings.
- Section 2.2: The Standing Committee chairs and/or their designee shall give an oral report to the Senate at each Senate meetings.
- Section 2.3: The Executive Committee along with the Dean of Students will select one University faculty/staff member to serve as the SGA Advisor.
- Section 2.4: All Student Government Association committee and subcommittee meetings shall be open to all Senator and members of the University Community.
- Section 2.5: Members of any Selection Committee must excuse themselves from voting on any applicant or candidate if they have a social or personal relationship with that applicant or candidate.

ARTICLE III: ATTENDANCE

- Section 3.1: All Senate meetings shall be open to all members of the University community.
- Section 3.2: Attendance at all Senate meetings is mandatory.
- Section 3.3: All Senate meetings will start promptly at time designated by the President of the Senate.
- Section 3.4: Failure to answer both the first and/or last roll call shall constitute a tardy.
- Section 3.5: Two tardies will equal one absent.

- Section 3.6: A voting member of the Senate is automatically suspended (probation) from office by failing to attend two unexcused Senate meetings.
- A. The first unexcused absence will be a warning in the form of writing which will be provided by the Senate Clerk and signed by the President of the Senate.
 - B. If he/she fails to attend yet a second meeting, he/she is placed on probation. This officer is still required to attend all Senate meetings for the current semester, yet he/she is not allowed to vote or propose any new legislation.
 - C. The officer in question must submit a written appeal to the President of the Senate at least five days before the next scheduled Senate meeting. The President of the Senate must make the written appeal available to the Senate at least seventy (72) hours before the next Senate meeting. The Senate will hear the appeal at the Senate meeting and make the final decision on the status of the officer in question.

Section 3.7: If a voting member of the Senate fails to attend a meeting he/she automatically forfeits his/her voting rights on legislation introduced during his/her absence. If such legislation is tabled, he/she will still be unable to vote on that proposed legislation.

Section 3.8 A special meeting of the Senate can be called by either the President of the Senate or by a petition signed by 50% of the Senate. The Senate must be given 72 hours electronic noticed of said meeting.

ARTICLE IV: STIPENDS

Section 4.1: If an SGA executive officer fails to comply with the powers and responsibilities assigned in the Constitution, its Bylaws, and the Code of Ethics of the Student Government Association, their stipend shall be suspended indefinitely.

ARTICLE V: VACANCIES

Section 5.1: Before the nomination process begins for SGA office vacancies, the Senate must advertise the vacant position for at least five (5) days.

Section 5.2: Applications for all office positions must be submitted to President of the Student Government Association.

Section 5.3: The Student Government Association President shall be given five (5) days after publicity of a vacant position has expired to make a

recommendation to the Senate about the vacant office position.

Section 5.4: If the time given to the SGA President expires and the President has yet to make a recommendation to the Senate, the Senate shall make a decision on the candidates. A special meeting of the Senate may be called for this purpose.

ARTICLE VI: LEGISLATION

Section 6.1: All motions, with the exception of those pertaining to procedure and appointment shall be presented to the Senate in the form of a bill.

Section 6.2: All bills must be proposed during a Senate meeting.

Section 6.3: All elected and appointed members of the Senate shall have the power to introduce legislation. Legislation initiatives, including proposed amendments to the Constitution of the Student Government Association and these By-Laws, shall be referred to as a “bill.” Bills that are proposed during a specific term of office shall be designated by the last two digits of the calendar year and then consecutively numbered (i.e. 03-01, 03-02). Bills that are passed shall supersede any relevant legislation that has been previously passed, by the Senate and shall be binding unto subsequent administration.

Section 6.4: A bill that is to be proposed to the Senate must be submitted to the Senate Clerk and the President of the Senate no later than three (3) days prior to the announced Senate meeting. Each bill should contain the title of the bill, the text of the bill, the name(s) of the author(s) of the bill, and any supporting material to the bill.

Section 6.5: Once a bill has been received and confirmed by the Senate Clerk and the President of the Senate, the author may arrange to have the bill introduced at the next scheduled meeting. A bill, at this time, may only be introduced to the Senate for debate. The bill is then held for the next meeting, at which it may be voted upon.

Section 6.6: In case of an emergency, the President of the Senate may allow a bill to be voted on via e-mail. The votes shall be sent to the Senate Clerk and President of the Senate. It is at the discretion of the President of the Senate to decide what constitutes an emergency.

Section 6.7: All bills that pass the Senate must be signed by the President within seven (7) working days. If the President of the Student Government Association does not sign the bill within the allotted time, it automatically passes. If the President vetoes the bill, it shall be returned to the Senate at its next

regular meeting, with the President's objections included separately in writing. The President must also notify, in writing, the President of the Senate and the bill's author within forty-eight (48) hours after taking action of a veto. Failure to make such notification renders the veto null and void.

Section 6.8: When the Senate receives a vetoed bill, a motion to reconsider the bill must be made from within the Senate. The President and the author(s) of the bill may address the Senate only during a debate. The Senate may debate and make amendments to the entire bill or segments therein. If the original motion to reconsider the vetoed bill fails, the bill cannot be debated, and the veto is upheld.

Section 6.9: After the debate has ended on the reconsidered bill, including all new amendments, a vote is to be taken. By two-thirds (2/3) affirmative vote of the Senate, the bill passes and the veto is overridden. The bill then becomes effective without the President's signature, and complete any of the legislative procedures called for in the Bylaws. If the bill fails, the veto is upheld.

ARTICLE VII: SENATE CLERK

Section 7.1: There shall be a Clerk of the Senate who shall be appointed by the President of the Senate, from outside the membership of the SGA Senate.

Section 7.2: The Senate Clerk will be responsible for recording, organizing minutes and agendas of the Senate meetings, and distributing any supportive materials to all the Senators. The Senate Clerk must make available, Senate meeting minutes at least five (5) days prior to the next Senate meeting.

Section 7.3: The Senate Clerk will keep up with attendance of each SGA officer at all Senate meetings.

ARTICLE VIII: PARLIMENTARIAN

Section 8.1: There shall be a Parliamentarian of the Senate who shall be appointed by the President of the Senate from outside the membership of the Senate.

Section 8.2: The Parliamentarian will be responsible for conducting proper Senate procedures and maintaining decorum.

Section 8.3: The Parliamentarian will be responsible for establishing orderly and efficient Senate procedures and will supplement his/her decisions with the

present edition of Robert's Rule of Order.

ARTICLE IX: ELECTIONS CODE

Section 9.1: Authority

- A. A standing select Elections committee shall be formed as stated in the Constitution and will be in charge of all election proceedings including establishing campaign guidelines for candidates and shall be responsible for resolving any conflict that might arise.
- B. The SGA Elections Committee shall set the election dates and deadlines and the committee will also be responsible for addressing all complaints in campaigning and/or election results.
- C. The advisor of SGA shall serve as the advisor to the Elections Committee.

Section 9.2: Specific Responsibilities

- A. Develop a timeline for elections.
- B. Compose an application for interested candidates.
- C. Develop an elections budget.
- D. Making all room reservations for elections events.
- E. Develop campaign rules and guidelines and agreements.
- F. Plan and facilitate inauguration for elected officers.
- G. Publicize elections.
- H. Work in conjunction with Advisors to establish WebCT ballot.
- I. Work to maintain fair and impartial elections.
- J. Plan a candidate debate.
- K. Develop a "get out and vote" campaign.
- L. Revise SGA Code of Ethics.
- M. Suggests modifications to the SGA constitution pertaining to the elections committee.
- N. Work in conjunction with the executive committee (VP of Public Relation and VP of Finance).
- O. Maintain and organized binder of elections.
 - 1. Publicity
 - 2. Timeline
 - 3. Correspondence
 - 4. Contacts
 - 5. Improvements for next year
 - 6. Proposed elections time line for next year.
- P. Seek advice from advisors in all aspects of elections—spending money, WebCT, use of media, buying food, grade checks, judicial checks, etc.
- Q. Maintain confidentiality pertaining to all elections meetings and other privileged information
- R. Meet weekly with the SGA Advisors, Elections Chair, and Elections

Committee.

- S. Maintain accurate records of all candidates.
 - 1. Application
 - 2. Agreements
 - 3. Correspondence
- T. Other duties as assigned by the President of SGA, the Senate, other Executive Committee members, and the SGA Advisors.

Section 9.2: Oath of Office

- A. All Student Government Association officers shall be required to take the oath of office and sign the Code of Ethics. The oath of office shall be as follows:

I, (name) do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve, protect, and enforce the Constitution of the Student Government Association of Georgia State University.

- B. The oath of office shall be administered by the Chief Justice of the Student Judicial Board. The Chief Justice may assign this duty to a Justice if he/she is unable to perform this duty.

ARTICLE X: IMPEACHMENT

Section 10.1: Any member of the Senate can bring charges of impeachment against any officer of the SGA. The charges must be written and copies must be given to the President of the Senate and the President of the SGA. A copy of the charges must also be given to the officer in question. These written documents must be filed with the Senate Clerk at least five (5) days before any Senate action is taken. The President of the Senate shall present the case to the Senate. All parties involved in the case shall have an opportunity to present themselves to the Senate.

Section 10.2: The Senate will excuse all parties directly and indirectly involved with the case and the Senate will privately discuss the case. The Senate decides the case by secret ballot with a two-thirds (2/3) affirmative vote.

Section 10.3: Any party dissatisfied with the Senate's decision may appeal to the Student Judicial Board.

ARTICLE XI: AMENDMENTS TO BYLAWS

Section 11.1: Amendment (s) to these Bylaws shall be announced and the text of said amendment (s) circulated at any regular meeting of the Senate. Action on said amendment (s) shall be taken up at the next meeting of the Senate. An affirmative vote of two-thirds (2/3) of the members present and voting is required to amend these Bylaws.

Definitions: As used in this text, unless otherwise specified.

- A. **“Conflict” or “Conflict of Interests”:** refers to a situation in which regard for a private interest or dual interest tends to lead to a disregard of a public duty or interest.
- B. **“Student Government officer or Employee”:** means any officer or employee of Student Government whether elected or appointed, including but not limited to, any executive, legislative, or judicial officer, and any person participating as a special master, juror, or judge in performing governmental function.
- C. **“Reasonable time”:** means during scheduled office hours, if hours as scheduled and within no more than twenty-four (24) hours.
- D. **“Majority” and Two-Thirds” Votes:** A majority vote shall be fifty percent plus one of the Student Senate members present and voting. A two-thirds vote of Student Senate shall be no less than two-thirds of Student Senate members present and voting.
- E. **“Malfeasance”:** wrongdoing or misconduct by a public official.
- F. **“Nonfeasance”:** failure to do what ought to be done.
- G. **“Affirmative”:** favoring or supporting a proposition or motion.
- H. **“Days”:** unless otherwise noted, the use of “day” in these bylaws shall mean.