

GEORGIA STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BYLAWS

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## Title I – THE LEGISLATIVE BRANCH

### Article 1 – Purpose

This Title is adopted by the Senate consistent with its Constitutional power to make all laws which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by the Constitution of the Student Government Association (SGA) or in any department or office thereof and in to specify the manner in which the Senate shall exercise its powers as the legislative body of the SGA (Constitution Article 5).

### Section 1 – Composition

- A. The officers of the Senate shall be those students duly elected or appointed to the Senate according to this Constitution, its Amendments and Bylaws.
- B. For the purpose of legislating at each of the campuses, there is a Campus Senate (presided over by the respective Speaker of the Senate) and a University-Wide Senate (presided over by the President of the SGA).
- C. The presiding officers of the Campus Senates and University-Wide Senate only vote in the case of a tie.
- D. If the SGA President is temporarily unable to preside over the University-Wide Senate, the President shall appoint a current Executive Vice President from the current existing Executive Vice Presidents to do so.
- E. In the absence of the Speaker of the Senate, the Speaker Pro Tempore shall forfeit their voting privileges to facilitate the Campus Senate meeting. The Speaker Pro Tempore fulfills the Campus Senate responsibility of the Speaker of the Senate until the return or replacement of the Speaker of the Senate.
- F. The Senate Speaker Pro Tempore shall be a Senator appointed and confirmed by a simple majority vote of the Senate and is a voting member of the Senate.
- G. All Senators shall have equal authority and equal vote as members of the Senate, except the Speaker or Speaker Pro Tempore, who shall vote only in the case of a tie.
- H. The University-Wide Senate has 46 seats which are apportioned to the campuses, colleges and schools based on the previous fall enrollment, with each campus, college or school having at least two senators.
- I. Each campus will designate the appropriate number of senators, based on the previous fall's enrollment, to serve on the University-Wide Senate. A senate position at the campus level does not guarantee a position on the University-Wide Senate.
- J. The Atlanta Campus Senate is comprised of the elected senators, senate clerk and appointed liaisons currently enrolled at the Atlanta campus.
  - a. Freshman, Transition and Transfer Liaisons are non-voting members of the Senate. They are responsible for attending all scheduled meetings and are encouraged to attend the standing committee meetings of the SGA.
  - b. The Speaker Pro Tempore chairs a committee of at least two senators who will review, and interview select applicants to make nominations for appointment to the Liaison positions to the Senate. The nominations require a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the Senate members present and takes effect immediately upon approval.
  - c. The Atlanta Campus Senate Clerk is an individual outside of the Senate appointed by the Speaker of the Senate as a non-voting member.
- K. The Perimeter Campus Senates are comprised of the elected Senators currently enrolled at the Perimeter Campuses and consist of the following members on each campus:
  - a. The elected Speaker of the Senate and six elected/appointed Senators who will serve as the representatives of all students of their respective campuses.
  - b. There shall be no more than seven voting representatives on the Senate.
- L. The Communications Director on each campus is an individual appointed by each Executive Vice President to serve as a non-voting member of their respective Senates. The Communications Director will serve at the pleasure of the respective campus' Executive Vice President.
  - a. For the Perimeter Campuses Senates, the Communications Director is responsible for tracking attendance, recording minutes and agendas of the Senate meetings, distributing any supportive materials to the Campus Senate. and producing the Campus Senate Journal to be published on the SGA's website.
  - b. For the Atlanta Campus, the Communications Director oversees the public relations and marketing efforts of the Atlanta campus and University-Wide SGA, and also reports to the President.

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- M. The Finance Director is an individual appointed by each Executive Vice President to serve as a non-voting member of the Senate, who is responsible for attending all scheduled meetings and providing budget updates to the Senate. The Finance Director will serve at the pleasure of the respective campus' Executive Vice President.
- N. The Parliamentarian is responsible for ensuring Senate procedures are conducted in accordance with the current edition of Robert's Rules of Order; maintaining decorum by removing unruly members and observers at the request of the Speaker of the Senate; carrying out the actions of enforcement of appropriate conduct at meetings and the Bylaws of the SGA.
  - a. The Parliamentarian is a non-voting member of the Senate and will serve at the pleasure of the Chief Justice.
  - b. For the Perimeter College Senates, the Finance Director will also serve as the Parliamentarian, a non-voting member of the Senate.
  - c. For the Atlanta Campus and University-Wide Senates, the SGA Judiciary (SGAJ) Associate Justices, will serve as the Parliamentarian, and shall provide the Senate updates on SGAJ activities and vice versa.

### Section 2 – Authority and Responsibilities

- A. The University-Wide Senate shall have the following powers:
  - a. To make laws which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by this Constitution in the SGA.
  - b. To approve University-Wide committees, commissions or boards as are needed to perform the functions of this SGA.
  - c. To make laws which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by this Constitution in the SGA.
  - d. The Senate shall have the authority to remove SGA Officers from the University-Wide Executive Committee following the procedures outlined in the Constitution and Bylaws.
- B. The University-Wide Senate shall have the following responsibilities:
  - a. Provide a voice for the student body in the academic, and institutional, and community affairs of the University.
  - b. Seek student feedback and recommend solutions to student issues.
  - c. Approve the establishment of university-wide ad hoc committees as needed to perform the functions of the SGA.
  - d. Establish rules and bylaws for internal operation.
  - e. Propose legislation on behalf of the University-Wide student body.
  - f. Advocate for student rights.
  - g. Approve appointments to fill University-Wide appointments.
  - h. Review reports from each University-Wide Senate Standing Committee and University Senate Standing Committee.
  - i. To call, when necessary, a special meeting of the University-Wide Senate upon written petition signed by a simple majority of the members of the University-Wide Senate.
- C. The Perimeter College Senates shall have the following powers:
  - a. To make laws specific to their campus which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by this Constitution in the SGA.
  - b. The authority to remove SGA Officers from the Campus Executive Committee following the procedures outlined in the Constitution and Bylaws.
  - c. To appoint its own Speaker Pro Tempore.
  - d. To discipline its own members by appropriate legislation.
  - e. To appoint members to all Perimeter College activity fee committees.
  - f. To review and recommend modifications to the Student Activity Fee Codes.
  - g. To confirm all appointments, i.e., non-elected officers, made by the Executive Vice President by a simple majority vote of members present.
- D. The Perimeter College Senates shall have the following responsibilities:
  - a. Provide a voice for the student body of the campus where they are located.
  - b. Seek student feedback and recommend solutions to student issues.
  - c. Approve the establishment of ad hoc committees as needed to perform the functions of SGA.
  - d. Propose legislation on behalf of the student body at their campus.
  - e. Advocate for student rights.
  - f. Approve appointments to fill campus vacancies.
  - g. Review reports from each Senate Standing Committee on their campus and the University Senate Standing Committee.

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- h. Review the expenditures and balance sheet of their Campus SGA.
  - i. To call, when necessary, a special meeting of the Senate upon written petition signed by a simple majority of the members of the campus Senate.
  - j. To be consulted in proposed stipend increases before their submission to the Student Activity Fee Committee.
- E. The Atlanta Senate shall have the following powers:
- a. To make laws specific to their campus which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by this Constitution in the SGA.
  - b. To approve and/or amend the budget of the SGA for their campus.
  - c. To approve committees, commissions or boards as are needed to perform the functions of SGA.
  - d. The authority to remove SGA officers following the procedures outlined in the Constitution and Bylaws.
- F. The Atlanta Senate shall have the following responsibilities:
- a. Provide a voice for the Atlanta Campus student body.
  - b. Seek student feedback and recommend solutions to student issues.
  - c. Approve the establishment of ad hoc committees as needed to perform the functions of SGA.
  - d. Propose legislation on behalf of the student body.
  - e. Advocate for student rights.
  - f. Approve appointments to fill Atlanta Campus vacancies.
  - g. Review the expenditures and balance sheet of the Atlanta Campus SGA.
  - h. Review reports from each Atlanta Senate Standing Committee and the University Senate Standing Committee.
  - i. To be consulted in proposed stipend increases before their submission to the Student Activity Fee Committee.
  - j. To call, when necessary, a special meeting of the Atlanta Senate upon written petition signed by a simple majority of the members of the Senate.

### Article 2 – Terms of Office

The following bylaws apply to each Georgia State University campus's senate.

#### Section 1 – Senators

- A. Senators elected during the annual elections held in the spring shall serve one-year terms commencing with the completion of Inauguration to be held in April or May and ending at the call to order of the Inauguration the following spring, or at such time as a duly elected Senator involved in a disputed election is eligible to serve.
- B. Senators who are elected or appointed after Inauguration shall serve from the meeting in which they are sworn in and will conclude the following spring at the call to order of the Inauguration.
- C. Senate members do not need to be enrolled during the summer term but are expected to attend all meetings and trainings as scheduled.
- D. The appointees of the duly elected President of the Georgia State University Student Bar Association shall automatically be the Liaisons/Senators for the College of Law. There is no election for these positions.
- E. The number of available seats for graduate and professional students will be proportional to their enrollment in their respective colleges or schools, which will be determined by enrollment numbers as of the fall semester previous to the election (minimum one seat per school or college).
  - a. If no graduate or professional candidates apply to be on the election ballot during the spring election cycle, the seats would remain vacant up until the first Senate meeting of the Fall semester.
  - b. Applications would be accepted from only graduate and professional candidates throughout the course of the summer to fill any vacant graduate and professional seats and would be filled according to the interview/appointment process as outlined in the SGA Bylaws.
  - c. After the first Atlanta SGA meeting of the fall semester, if seats designated for graduate and professional students are vacant, then any student regardless of academic level status from that particular college or school would be permitted to fill the vacancy for that school or college per the SGA bylaws procedure for filling mid-year vacancies.
  - d. Those graduate or professional students wishing to fill these positions must abide by all current regulations as set out by the bylaws.

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## Section 2 – Senate Leadership

- A. The Speaker Pro Tempore for each senate must be nominated at the fall retreat and elected and confirmed at the first meeting of the fall semester.
- B. Committee Chairs should be elected at the first meeting following Inauguration but can be elected at the fall retreat.
- C. Outgoing Committee Chairs must meet with their successors to review their transition files.
- D. The Senate Clerk must be appointed and confirmed (in person or electronically) prior to the fall retreat.

## Article 3 – Senators

- A. Responsibilities of Atlanta Campus Senators include, but are not limited to:
  - a. Attend regular Senate meetings.
  - b. Serve as a voting member of the Senate.
  - c. Serve on various Student Government Association Committees
- B. May serve on various University Senate Committees.
- C. Provide a voice for the student body in the academic and institutional affairs of the University.
- D. Meet at least once a semester with the administration of the School or College they are representing.
- E. Propose legislation on behalf of the student body.
- F. Seek student feedback and recommend solutions to student issues.
- G. Establish rules and bylaws for internal operations.
- H. Review the expenditures and balance sheet of Student Government Association.
- I. Review reports from each Senate Committee.
- J. Actively participate in Student Government Association activities and events (i.e., Feedback Forums).

## Article 4 – Officers of the Senate

### Section 1 – Speaker of the Senate

- A. Powers and Responsibilities of the Speaker of the Senate:
  - a. The Speaker shall preside over the campus senate as chairperson and shall only vote in the event of a tie.
  - b. The Speaker shall set the calendar of senate meetings and call special meetings of the senate when necessary.
  - c. The Speaker shall coordinate all campus senate committees.
  - d. The Speaker may serve on the Perimeter College Committee.
  - e. In the absence of both the Speaker and Speaker Pro Tempore, the following individual will take on the responsibilities of the Speaker: a Campus Standing Committee chair as designated by the Speaker, Speaker Pro Tempore, or EVP in both of their absences.
  - f. The Speaker shall assume the office of the EVP, if for any reason that office should become vacant, or when requested to serve in the EVP's absence.
  - g. The Speaker shall serve on the Campus Executive Committee.
  - h. The Speaker shall perform other such duties the EVP may assign in the administration of the Executive Committee.
  - i. The Speaker shall serve as ex-officio, non-voting member of each Senate standing committee.
  - j. The Speaker ensures that all legislation to be considered by the campus senate is in proper order and may direct legislation to be reviewed by a committee under the jurisdiction of the senate. If the Speaker so designates, the legislation must be reviewed by the designated committee prior to being brought before the senate.
  - k. To forward all legislation signed or unsigned by the EVP after the allotted time to the Communications Director.
  - l. Determine the validity of absences from campus senate meetings.
  - m. To provide transition resources to the next administration's SGA Speaker of the Senate to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - n. Plan and execute the SGA fall and spring retreats and training seminars with the EVPs and President.
  - o. The Atlanta Campus Speaker shall be required to maintain a minimum of 11 working hours per week, Monday through Friday, during their term. Hours shall be defined as follows:
    - i. Six hours in the office including regularly scheduled meetings with the campus advisor
    - ii. Five hours between all official meetings and events.
  - p. The Perimeter Campus Speakers must also:

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- i. Participate in the Student Activity Fee Budget and Special Request processes.
    - ii. Attend mandatory training events each semester as scheduled by SGA and/or the office of Student Life.
  - r. The Perimeter Campus Speakers shall be required to maintain a minimum of 5 working hours per week, Monday through Friday, during their terms. Hours shall be defined as follows:
    - i. Two hours in the office including regularly scheduled advisor meetings.
    - ii. Three hours between all official meetings and events.
- B. Additional requirements for Speakers of the Senate are defined below:
  - a. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence.
    - i. The Speaker is subject to all attendance policies and shall not be eligible for compensation for the duration of the Leave of Absence.
  - b. The Speaker of the Senate shall receive compensation for the position's duties during the term of office, the start date of which is the day of their inauguration. The SGA shall not initiate any increase or decrease in the Speaker's stipend during the current Speaker of the Senate's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction due to lack of performance, which is at the discretion of the EVP of that campus.

### Section 2 – Speaker Pro Tempore

- A. The Speaker Pro Tempore for each Senate and Committee Chairs must be nominated at the first meeting following Inauguration. However, they can be elected and confirmed either at the first meeting following Inauguration, the fall retreat, or the first meeting of the Fall semester.
- B. The Speaker Pro Tempore becomes the acting Speaker of the Senate only in the absence of the Speaker and until the return of the Speaker, whether during a Senate meeting or if the Speaker has a Leave of Absence.
- C. The Speaker Pro Tempore retains their Senatorial position and all duties and responsibilities assigned within.
- D. For the Atlanta Campus Senate, the Speaker Pro Tempore is responsible for the coordination and activities of the Freshman, Transition and Transfer Liaison representatives.
  - a. Liaison applications shall be available for at least two weeks at the beginning of the fall semester.
  - b. Liaisons will be appointed and approved each academic year.
  - c. Liaisons shall serve for only one academic year.
- E. The Atlanta Campus Speaker Pro Tempore shall be required to maintain a minimum of 6 working hours per week, Monday through Friday, during their term. Hours shall be defined as follows:
  - a. Three hours in the office including regularly scheduled meetings with the campus advisor.
  - b. Three hours between all official meetings and events.
- F. To provide transition resources for the next administration's Speaker Pro Tempore to include:
  - a. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
  - b. Recommendations for improvements

### Section 3 – Atlanta Senate Committee Chairs

- A. The Chairs of the Atlanta Senate Standing Committees shall be elected from the Senate, by the Senate members present. The elections will take place at the first Senate Session, which shall be held immediately following the Inauguration.
- B. All Atlanta Senate Committee Chairs will have the following responsibilities:
  - a. Serve as voting members of the Senate.
  - b. Hold regular committee meetings throughout the academic year, meeting no less than every two weeks.
  - c. Call special meetings of their committees as needed.
  - d. Establish written goals and budgets for their respective committees and send these to the Speaker and the Finance Director for approval.
  - e. Be responsible for the development and follow up of the legislation pertinent to their committee.
  - f. Report to and assist the Speaker of the Senate in carrying out their duties.
  - g. Each Committee Chair is required to submit either a printed, written, electronic, or oral report to the Speaker of the Senate at the Campus Executive Committee meetings. The reports shall include details on the work completed since the last meeting, an action plan for their committee and position, and other items related to the committee and position that are significant to the SGA.
  - h. Each Committee Chair is required to submit both a printed and an oral report to the Senate at all scheduled Senate meetings that will include work completed since the last meeting, a plan of action for their committee



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and position, and other items related to the committee and position that are significant to the SGA.

- i. To provide transition resources for the next administration's Senate Committee Chairs to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - j. The Committee Chairs shall be required to maintain a minimum of 10 working hours per week, Monday through Friday, during academic terms. Office hours shall be defined as hours during which the Committee Chair is available in the SGA Office. Working hours and requirements are defined as follows:
    - i. Five hours in the office including regularly scheduled meetings with the campus advisor.
    - ii. Five hours between all official meetings and events.
- C. The Committee Chairs shall, at stipulated times, receive compensation for their duties. The SGA shall not initiate any increase or decrease during the Chairs' terms of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the Speaker for lack of performance.

### **Section 3.1 – Powers, Duties, and Jurisdiction of the Academic Affairs Committee Chair**

- A. The Chair of the Academic Affairs Committee shall have the following responsibilities:
  - a. Provide direction and goals to the Standing Committee on Academic Affairs which includes:
    - i. Identify and investigate university-wide academic issues and draft and propose related legislation to the Senate.
    - ii. Ensure legislation passed by the Senate pertaining to academic affairs reaches the appropriate University Senate Committee.
  - b. Report on activities of the Standing Committee on Academic Affairs to the Speaker of the Senate and SGA Senate
  - c. Serve as the student representative on the University Senate Academic Affairs Committee.
  - d. Liaise with chartered academic student organizations and departments.
  - e. Meet once a week with the SGA Advisor during established office hours.
- B. Limits and Oversight
  - a. In no case shall the Academic Affairs Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
  - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

### **Section 3.2 – Powers, Duties, and Jurisdiction of the Student Engagement Committee Chair**

- A. The Student Engagement Committee Chair shall have the following responsibilities:
  - a. Provide direction and goals to the Standing Committee on Student Engagement which includes:
    - i. Identify and investigate university-wide issues pertaining to student life and create legislation to address these issues.
    - ii. Initiate and plan broad student engagement activities and events.
    - iii. Provide support to any student organizations as needed and assist student organizations with financial co-sponsorships as appropriate. The approval of financial co-sponsorships with other student organizations requires an affirmative two-thirds vote of Student Engagement Committee members present at that meeting.
  - b. Report on activities of the Standing Committee on Student Engagement to the Speaker of the Senate and SGA Senate.
  - c. Serve as the student representative on the University Senate Student Life Committee.
  - d. Liaise with registered student organizations.
  - e. Coordinate any SGA Homecoming Activities.
  - f. Meet once a week with the SGA Advisor during established office hours.
- B. Limits and Oversight
  - a. In no case shall the Student Engagement Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
  - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

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### Section 3.3 – Powers, Duties, and Jurisdiction of the Student Services Committee Chair

- A. The Student Services Committee Chair shall have the following responsibilities:
  - a. Provide direction and goals to the Standing Committee on Student Services which includes:
    - i. Identify and investigate university-wide issues pertaining to student services and create legislation to address such issues.
    - ii. Maintain communications with staff and administrators to address student service concerns.
  - b. Facilitate feedback from the student body regarding any University Services offered.
  - c. Meet once a week with the SGA Advisor during established office hours.
- B. Limits and Oversight
  - a. In no case shall the Student Services Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
  - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

### Section 3.4 – Powers, Duties, and Jurisdiction of the Government and Community Affairs Committee Chair

- A. The Government and Community Affairs committee chair shall have the following responsibilities:
  - a. Provide direction and goals to the Government and Community Affairs standing committee which includes:
    - i. Work with the Student Civic Engagement office to assist with campus voter registration drives.
    - i. Educate and inform students on government issues related to students.
    - ii. Build awareness about Government processes that affect student accessibility to higher education.
    - iii. Arrange meetings and events with state of Georgia Officials and outside community entities in coordination with the SGA President.
  - b. Meet with the Government and Community Affairs office and other necessary entities for updates on the Georgia legislature or federal legislature.
- B. Limits and Oversight
  - a. In no case shall the Government and Community Affairs standing committee, or its chair advocate a course of action to an effect contrary to SGA or University policy.
  - b. Oversight of the committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

### Section 4 – Atlanta Campus Senate Clerk

The Senate Clerk is a non-voting member of the Senate and shall have the following responsibilities:

- A. Recording detailed minutes and agendas of the Atlanta and University-Wide Senate meetings and working with the SGA Administrative Coordinator to post them on the SGA website within 72 hours of the meeting in which they are approved.
- B. Keeping an attendance record of the Atlanta and University-Wide Senate meetings, which should include any tardies and absences.
- C. Distributing any meeting related supportive materials to the Senate and Campus Executive Council.
- D. The meeting minutes from the prior Senate meeting must be distributed within at least three calendar days following the scheduled Senate meeting. The Speaker of the Senate appoints an individual outside of the Senate to serve as the Senate Clerk. The Senate Clerk will serve at the pleasure of the Speaker of the Senate.
- E. The Senate Clerk shall be required to maintain a minimum of 4 working hours per week, Monday through Friday, during academic terms. Office hours shall be defined as hours during which the Senate Clerk is available in the Atlanta campus SGA office. Working hours and requirements are defined as follows:
  - i. One hour in the office including meeting with the Speaker of the Senate or University-wide President as needed.
  - ii. Three hours between all official meetings of the Atlanta campus senate and/or the University-wide senate.
- F. To provide transition resources for the next administration's Senate Clerk to include:
  - a. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
  - b. Recommendations for improvements

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### Section 5 – Perimeter Senators/Committee Chairs

- A. The Chairs of the Perimeter College Senate Standing Committees shall be elected from the Senate, by the Senate members present. The elections will take place at the first Senate Session, which shall be held immediately following the Inauguration.
- B. All Perimeter Senators will have the following responsibilities:
  - a. Serve as voting members of the Senate.
  - b. Hold regular committee meetings throughout the academic year.
  - c. Call special meetings of their committees as needed.
  - d. Establish written goals and budgets for their respective committees and send these to the Speaker and the Finance Director for approval.
  - e. Be responsible for the development and follow up of the legislation pertinent to their committee.
  - f. Report to and assist the Speaker of the Senate in carrying out their duties.
  - g. Each Committee Chair is required to submit both electronic and printed reports to the Speaker of the Senate at the Campus Executive Committee meetings. The reports shall include details on the work completed since the last meeting, an action plan for their committee and position, and other items related to the committee and position that are significant to the SGA.
  - h. Each Committee Chair is required to submit both a printed and an oral report to the Senate at all scheduled Senate meetings that will include work completed since the last meeting, a plan of action for their committee and position, and other items related to the committee and position that are significant to the SGA.
  - i. To provide transition resources for the next administration's Senate committee chairs to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - j. The Committee Chairs shall be required to maintain a minimum of 3 working hours per week (in addition to regularly scheduled SGA meetings), Monday through Friday, during academic terms. Office hours shall be defined as hours during which the Committee Chair is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Committee Chairs shall not be eligible for compensation for the duration of the Leave of Absence and are subject to the Senate Attendance Policies.
  - k. All Perimeter Senators may serve as a representative of their campus on the Perimeter College Committee.
- C. Working hours and requirements are defined below.
  - a. Weekly advisor meetings during the senate chair's scheduled office hours.
  - b. Three hours shared between other official meetings and events.
- D. The Committee Chairs shall, at stipulated times, receive compensation for their duties. The SGA shall not initiate any increase or decrease during the Chairs' terms of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the Speaker for lack of performance.

### Article 5 – Committees of the Senates

#### Section 1 – Perimeter College Senate Committees

The provisions of this section, unless otherwise specified, shall apply to all standing and select committees of the Perimeter College Senates. The following committees will be recognized as SGA standing committees with the following duties and powers vested:

- A. Student Engagement Committee – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Foster student success by implementing goals to resolve student concerns on campus.
  - c. Construct, write, and present resolutions of support for SGA initiatives.
  - d. Create, administer, and compile student satisfaction surveys.
  - e. Host campus forums to probe and address student concerns.
  - f. Work to foster positive relationships between students, faculty, staff, and administration.
- B. Student Services Committee – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Serve on associated committees as assigned.

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- c. Promote teamwork by building positive relationships between student services administrators, students, and staff.
- d. Educate and build student awareness about student services policies and procedures.
- C. Academic Affairs Committee – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Serve on associated committees as assigned.
  - c. Work to build positive relationships with Academic Affairs faculty and staff.
  - d. Educate and build student awareness about academic policies and procedures.
  - e. Work to foster positive relationships between students, faculty, staff, and administration.
- D. Spirit and Sustainability Committee – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Coordinate opportunities for students to build school spirit and campus unity.
- E. Student Club and Organization Council – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Coordinate and preside over the Inter-Club Council (ICC) for SGA recognized student organizations.
  - c. Coordinate and host Council meetings with clubs and organizations.
  - d. Promote student success by providing opportunities for clubs and organizations to share event calendars.
  - e. Provide pertinent information to clubs and organizations.
  - f. Represent the interest of clubs and organizations to the Senate.
  - g. Track club and organization events and attendance.
  - h. Serve as referral agent to clubs and organizations.
  - i. Assist in the charter and renewal process of clubs and organizations.
- F. Government Affairs Committee – Chaired by a designated Senator
  - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
  - b. Coordinate campus voter registration drives in fall, spring, and summer semesters.
  - c. Educate and inform students on internal and external government issues relative to students.
  - d. Build awareness about governmental processes that affect student accessibility to higher education.

### Section 2 – Atlanta Campus Senate Committees

The provisions of this Article, unless otherwise specified, shall apply to all standing and select committees of the Atlanta Senate.

- A. No committee shall meet without at least 48 hours advance public notice.
- B. The chair of each committee shall notify the Speaker of the Senate immediately after the time and place for a committee meeting has been set or a meeting has been called.
- C. The committee chair and two committee members of any committee membership shall constitute a quorum, and no official action shall be taken upon any measure or recommendation in the absence of a quorum.

#### Section 2.1 – Powers, Composition, Structure, and Jurisdictions

- A. In order to assist the Atlanta Senate in all aspects of analysis, administration, and execution of legislation to be enacted, each standing committee shall review all legislation, when its subject matter is within the jurisdiction of that committee.
- B. The Speaker of the Senate nominates Senators as members of the standing committees with the advisement and consent of the Senate.
- C. A committee may, in its legislative review, amend legislation for the purpose of improving its appearance, presentation, and effect. The voting members of the standing committees of the SGA must be members of the Senate who are not on probation.
- D. Standing committees of the Senate shall be: Academic Affairs, Government and Community Affairs, Student Engagement and Student Services.
  - a. The Chairpersons for the Committees shall be elected from within the Atlanta Campus Senate
  - b. Vice Chairperson of each Standing Committee shall be appointed by the Chairperson of the appropriate committee. The Vice Chairperson shall perform the duties of the Chairperson in the Vice Chairperson's absence.
- E. Each member of the Senate shall be required to serve on one of the aforementioned Standing Committees, but not more than two of the aforementioned Standing Committees.
- F. Each committee may recruit and retain ex-officio members from outside the Senate.

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## Section 2.2 – Committee Responsibilities

Shall address the following and include but are not limited to:

- A. **Academic Affairs:** Faculty and course evaluations, degree program requirements and curriculum, academic standards, testing methods, academic advising and course selection, student access and success, student support services, academic policies and honor codes, University Libraries, Enrollment Services, other academic programs, services, and policies offered through the Georgia State University Division of Academic Affairs and Provost.
- B. **Student Engagement:** Student Engagement: Residence Life and Housing, Student Media, student organization involvement, leadership development, advising, student discipline, student health and wellness, students' rights and civil liberties, any other student programs, services, and policies offered through the Division of Student Success
- C. **Student Services:** Student Center, Parking and Transportation Services, University Information Technology, University Public Safety and Campus Police, Campus Services, budget and planning, Plant Operations and Facilities, and any other administrative programs, services, and policies offered through the Georgia State University Division of Administration and Finance.
- D. **Government and Community Affairs:** Civic Engagement activities, interactions with Georgia State Government and Community Affairs personnel, local and state representatives, and any other outside entity in concert with the SGA President.

## Section 3 – University-Wide Senate Committees

- A. The provisions of this Article, unless otherwise specified, shall apply to all standing and select committees of the University-wide Senate.
  - a. No committee shall meet without at least 48 hours advance public notice.
  - b. The chair of each committee shall notify the SGA President immediately after the time and place for a committee meeting has been set or a meeting has been called.
  - c. The committee chair and two committee members of any committee membership shall constitute a quorum, and no official action shall be taken upon any measure or recommendation in the absence of a quorum.

### Section 3.1 – Powers, Composition, Structure, and Jurisdictions

- A. The President nominates Senators as members of the standing or ad hoc committees with the advisement and consent of the Senate.
- B. In order to assist the University-wide Senate in all aspects of analysis, administration, and execution of legislation to be enacted, each standing committee shall review all legislation, when its subject matter is within the jurisdiction of that committee.
- C. A committee may, in its legislative review, amend legislation for the purpose of improving its appearance, presentation, and effect.
- D. The voting members of the standing or ad hoc committees of the SGA must be members of the University-wide Senate who are not on probation.
- E. Each committee may recruit and retain ex-officio members from outside the Senate.
- F. The committee should have at least one SGA representative per campus, however it can include more than one from any campus.
  - a. The Chairperson for a standing or ad hoc committee shall be elected from among the SGA officers of the committee.
  - b. A Vice Chairperson of each Standing Committee shall be appointed by the Chairperson of the appropriate committee. The Vice Chairperson shall perform the duties of the Chairperson in the Vice Chairperson's absence.
- G. Committees of the University-wide Senate shall be:
  - a. Bylaws Standing Committee
  - b. Safety Standing Committee
  - c. Any other ad-hoc committees appointed by the President.

### Section 3.2: Committee Responsibilities

Shall address the following and include but are not limited to:

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- A. **Bylaws Standing Committee:** Review, modify and complete legislation that modifies the bylaws as referred to the committee. Other legislation may be sent to the committee to assist in its passage or removal. Committee meetings shall occur on an “as needed” basis. The chair will be selected at the first university-wide senate meeting of the new administration from the officers and report to the SGA President. Officers that make up this committee should be from every campus.
- B. **Safety Committee:** Communicating with members of GSUPD and other resources to determine the best way for SGA to increase awareness of the safety resources that are available to the students on all our campuses, students concern about smoking, mental health, student mobility, self-defense awareness, fire safety in facilities, active shooter situations, among other student safety concerns. The committee may be further tasked with working with an ad-hoc Homeless Sub-Committee on combating the local homelessness issue. The chair will be selected at the first university-wide senate meeting of the new administration from the officers and report to the SGA President. Officers that make up this committee should be from every campus.

### Section 4 – College-Wide Committees

- A. **Perimeter College Committee:** The Perimeter College Committee shall be responsible for the planning and execution of several college-wide initiatives and issues that affect Perimeter College student's college-wide. There must be at least one representative from every Perimeter Senate for a vote to take place. No matter how many representatives from each campus attends, each campus will only receive one vote.
  - a. The Perimeter College Committee shall hear and vote on recipients of the Panther Wall of Fame awards.
  - b. A permanent co-chair may be selected by the committee to allow for consistency between meetings.
  - c. The SGA President shall always have a standing invitation to attend said meetings.
  - d. This Committee will meet at least once semesterly.

### Article 6 – Freshmen, Transfer and Transition Liaisons

The freshmen, transfer and transition liaisons are active volunteers within the Atlanta Campus SGA that serve the student body by participating in SGA activities and initiatives.

#### Section 1 – Selection

- A. Applications for Freshman, Transfer and Transition Liaisons will be available by the first day of classes each fall semester.
- A. The Speaker Pro Tempore is responsible for reviewing the applications and scheduling interviews with the top candidates based on their applications.
- B. The Speaker Pro Tempore and at least two other senators will conduct interviews and nominate six students for Freshman Liaison positions, three students for Transfer Liaison positions, and three students who have transitioned from a Perimeter College campus to the Atlanta campus for Transition Liaison positions at the next scheduled session of the Senate.
- C. The Senate must confirm the liaisons with a simple majority vote; confirmations can be made as a block vote.

#### Section 2 – Authority and Responsibility

- A. Serve as representatives of the freshmen, transfer, and transition communities respectively.
- B. Seek student feedback and recommend solutions to student issues.
- C. Provide a voice for freshmen, transfer, and transition students, and the collective student body.
- D. Advocate for student rights.
- E. Attend regular Senate meetings.
- F. Serve on a minimum of one standing committee.
- G. Write legislation with a student senator as a sponsor.
- H. The point system applies to all liaison positions.

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## Section 3 – Head Liaisons’ Authority and Responsibility

- A. Collaborate with their respective liaison members and constituents to produce a report submitted to the SGA Senate at regularly scheduled senate meetings.
- B. The reports shall seek to provide the senate with freshmen, transfer, and transition community consensus. The reports shall include comments, concerns, issues, and surveys specifically from those communities.
- C. The selection process of head liaisons will be as follows:
  - a. The head liaisons shall be nominated by any voting member of SGA or the respective liaisons.
  - b. The nominated liaisons, upon their acceptance of the nomination, shall then be voted on by the respective SGA liaison group.
- D. The nominated head liaisons shall be confirmed by a simple majority vote of the respective liaisons present.
- E. The head liaisons are to submit reports to the Speaker Pro Tempore no later than three calendar days prior to a regularly scheduled senate meeting. The reports are to be read by the respective liaisons.
- F. The failure to produce reports to the senate shall result in an administrative meeting with the Speaker Pro Tempore.
- G. The Speaker of the Senate may order special meetings with the Head Freshman, Transfer, and Transition Liaisons when necessary or in the absence of the Speaker Pro Tempore.

## Article 7 – Meetings

### Section 1 – Meeting Protocol

- A. Presiding Officers
  - i. University-Wide Senate
    - 1. The SGA President shall preside over the meeting.
    - 2. In the absence of the SGA president one of the EVPs may be designated to preside over the meeting.
  - ii. Campus Senates
    - 1. The Speaker of the Senate shall preside over the meeting.
    - 2. In the absence of the Speaker, the Speaker Pro Tempore will preside over the meeting.
    - 3. In the absence of the Speaker and Speaker Pro Tempore a Senate Committee Chair may be designated to preside over the meeting.
- B. The University-Wide Senate shall assemble to initiate its annual session by the fourth week of the Fall Semester.
- C. University-Wide Senate sessions commence after inauguration, at the summer retreat and held at least twice a semester on Thursdays at 7:15 p.m.
- D. The Perimeter Campus Senates shall convene at least biweekly during Fall and Spring Semesters. These sessions shall take place on Fridays at a regularly scheduled meeting time as determined and publicized by the Campus unless otherwise provided by law.
- E. The Atlanta Campus Senate shall convene at least biweekly during Fall and Spring Semesters. These sessions shall take place on Thursdays at 7:15 p.m. unless otherwise provided by law.
- F. All official Student Government Association meetings shall be open to the public. Such meetings shall be advertised at least 1 week in advance.
- G. The Student Government Association of Georgia State University recognizes the State of Georgia Open Meetings Act O.C.G.A -50-14, 1-6. Summary notes and minutes will be posted to the SGA website as directed by the Georgia Open Meetings Act Procedure Manual. All members and visitors shall adhere to appropriate parliamentary procedures during meetings.

### Section 2 – Quorum

- A. Quorum shall consist of at least 51 percent of the total current voting membership for the Campus Senate Meetings. Quorum shall consist of at least 51 percent of the total current voting members Atlanta Senate, and 51 percent of the total current voting members of the Perimeter College Senators for University Wide Senate Meetings. No official and binding votes can be taken at any session when a quorum is not present. The session may be called to order, the roll called, announcements made, and then the session shall recess or adjourn.
- B. If quorum has not been established at the start of a regularly scheduled meeting, the assembly may wait 15 minutes and then try again to establish quorum. During this period of wait the assembly can only entertain announcements,

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as no business shall be conducted. If quorum is not established at the second attempt, the assembly may be dismissed, and the minutes reflect failure to establish quorum, announcements, and attendance records.

- C. Any member of the Senate may request a determination of the presence of a quorum. Such request shall suspend all business and the only action at this point shall be a roll call to determine the presence of a quorum.
- D. Senators can participate virtually in University-Wide Senate meetings only if they have requested to do so at least 24 hours in advance of the meeting and been given access to the audio, video and voting technology by their campus's SGA advisor.
- E. Campus Senate meetings require senators to be physically present in order for their vote to count towards quorum.

### Section 3 – Voting Procedures

- A. All voting tallies shall be based on members present.
- B. No proxy or absentee votes will be allowed.
- C. Simple majority shall primarily determine the voting outcome unless otherwise specified.
- D. A “show of hands” will be the primary voting procedure, unless otherwise requested and adopted by the Senate. Voting by a “roll call” can be requested by a legislation’s author and/or sponsor upon introduction of the legislation
- E. All voting tally results shall be interpreted as “passed” or “failed” motions based on the number of Yea and Nay votes.
- F. Abstaining from a vote will count as a vote not cast and will not be calculated in determining the majority or 51% simple majority voting outcome.
- G. For motions that require a 51% simple majority vote, the tally will be calculated using only the votes cast for Yea and Nay.
- H. A 51% simple majority vote shall be required:
  - a. To adopt and/or amend all bills and/or resolutions.
  - b. To elect a Speaker of the Senate.
  - c. As required by Parliamentary Procedures.
- I. For voting on legislation, the following applies:
  - a. For bills and amendments to bills, the final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.
  - b. When a roll call vote is taken, the individual votes will be recorded in the minutes from that meeting and in the footer of the final legislation on record.”
- J. For motions that require a 75% majority vote, the tally will be calculated using only the votes cast for Yea and Nay.
- K. If a voting member of the Senate fails to attend a Senate meeting that Senator automatically forfeits their voting rights on legislation introduced during that meeting. If such legislation is tabled, the Senator will still be unable to vote on that proposed legislation in following meetings.

### Section 4 – Session Schedule

- A. The location for the University-Wide senate meetings will rotate in alphabetical order between Atlanta, Clarkston, Decatur, and Dunwoody campuses. The rotation will restart every administration.
- B. The location for University Wide retreats will rotate between Alpharetta and Newton and the second day of the retreat (if applicable) be held at a location designated by the University Wide Executive Committee.
- C. The rotation of University-Wide senate meetings will be published as part of the University Wide calendar once determined by the UEC.

### Section 5 – Special Sessions of the Senate

- A. University-Wide
  - a. A special session of the University-Wide Senate can be called by the President of the SGA. The Senate must be given seven days advanced electronic notice of said meeting.
  - b. The order of business for all such special session shall be determined by the President and matters for consideration shall be limited to those specified by the President.
  - c. Special sessions may also be called by a majority vote (either in person or electronically) of the University-Wide Senate. In such a case, the order of the agenda shall be set the same as for a regular meeting.
- B. Campus
  - a. A special meeting of a Campus Senate can be called by the EVP of the respective campus. The Campus Senate must be given 48 hours advanced electronic notice of said meeting.



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- b. The order of business for all such special meetings shall be determined by the Speaker of the Senate and matters for consideration shall be limited to those specified by the Speaker of the Senate.
- c. Special sessions of a Campus Senate may also be called by a majority vote (either in person or electronically) of the Campus Senate. The Campus Senate must be given 48 hours in advance electronic notice of said meeting. In such a case, the order of the agenda shall be set the same as for a regular meeting.

### Section 6 – Atlanta Campus Feedback Forums

- A. For the purpose of facilitating communication between students and the representatives in the Atlanta Campus Senate, each Senator shall join the other members of their college’s Senate delegation, if any, in holding public feedback forums. The forums shall be held for at least two hours in duration at least once a semester and shall be held in an appropriate location.
- B. Head Senators are responsible for the scheduling and execution of their college’s feedback forums.
- C. The forums shall be publicized in an appropriate way to the college’s constituency at least seven days in advance.
- D. For each feedback forum of their college that a Senator does not attend, the Senator shall be assessed an absence. Excuses for feedback forum absences shall be requested and awarded in the same manner as for absences from Senate meetings.

### Section 7 – University Senate and Committee Appointments

Senators from the Perimeter and Atlanta campuses may be appointed by the SGA President to serve on the University Senate and its committees. Those committees and the number of appointments is as follows:

- A. University Senate – 7 (at least two must be graduate students and at least two must be Perimeter College students)
- B. Academic Programs – 2 students (one from PC)
- C. Admissions and Standards – 2 students (one from PC)
- D. Athletics – 4 students (one from PC)
- E. Budget – the SGA President and one other student (the “one other student” can be one of Perimeter College’s EVPs if the President is from Atlanta Campus, and it shall be the EVP from the Atlanta Campus if the President is from PC)
- F. Commencement – 3 students (one from PC)
- G. Cultural Diversity – 3 students (one from PC)
- H. Fiscal Advisory Committee to the President – the SGA President is the only student appointment.
- I. IS&T – 3 students (one from PC)
- J. Library – 3 students (one from PC)
- K. Planning & Development – 4 students (one from PC)
- L. Research – 1 student
- M. Student Discipline – 8 students (one student from the Atlanta campus Senate, one student from a Perimeter campus Senate, three students from the Atlanta campus SJB and three students from the Perimeter College SJB.
- N. Student Life – 15 students (five from PC, overall, five of which should also serve on University Senate)
- O. Sustainability – 3 students (one from PC)
- P. University Statutes and Senate Bylaws – 2 students (one from PC)

### Section 8 – Order of Business

- A. Atlanta Campus Senate  
The order of business for all regular meetings of the Atlanta Campus Senate shall be as follows:
  - I. Call to Order by the presiding officer.
  - II. Opening Call of the Roll / Determination of Quorum
  - III. Reading and approval of the minutes from the previous meeting
  - IV. Special reports
    - a. University Representatives wishing to address the Senate.
    - b. Student Forum (Students wishing to address the Senate)
  - V. Special Orders (Appointments/Charters)
    - a. The following types of legislation shall be automatically placed in this section:
      - i. Confirmation of appointments/nominations to the legislative branch
      - ii. Confirmation of appointments to the executive branch
      - iii. Bills of Impeachment

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- iv. Questions for a Referendum
- v. Executive Orders

- VI. Two-minute speeches by members of the Senate
- VII. Executive Cabinet Reports
  - a. Report of the Communications Director
  - b. Report of the Finance Director
  - c. Report of the Speaker of the Senate
- VIII. SGA Senate Committee Reports
  - a. Report of the Academic Affairs Committee Chair
  - b. Report of the Government and Community Affairs Committee Chair
  - c. Report of the Student Engagement Committee Chair
  - d. Report of the Student Services Committee Chair
  - e. Ad hoc Committee Reports
- IX. University Senate Committee Reports
- X. Advisor Report
- XI. Old Business
- XII. New Business
- XIII. Comments and announcements of the officers
- XIV. Executive Vice President's Report
- XV. Adjournment

### B. Perimeter Campus Senates

The order of business for all regular meetings of the Perimeter Campus Senates shall be as follows:

- I. Call to Order by the presiding officer
- II. Opening Call of the Roll/Determination of Quorum
- III. Reading and approval of the minutes from the previous meeting
- IV. Special reports
  - a. University Representatives wishing to address the Senate
  - b. Panther Activities Council
  - c. Student Forum (Students wishing to address the Senate)
- V. Special Orders (Appointments/Charters)
  - a. The following types of legislation shall be automatically placed in this section:
    - i. Confirmation of appointments/nominations to the legislative branch
    - ii. Confirmation of appointments to the executive branch
    - iii. Bills of Impeachment
    - iv. Questions for a Referendum
- VI. Executive Cabinet Reports
  - a. Report of the Communications Director
  - b. Report of the Finance Director
  - c. Report of the Speaker of the Senate
- VII. SGA Senate Committee Reports
  - a. Senator for Academic Affairs
  - b. Senator for Clubs and Organizations
  - c. Senator for Government and Community Affairs
  - d. Senator for Spirit
  - e. Senator for Student Engagement
  - f. Senator for Student Services
  - g. Ad hoc committee reports
- VIII. University Senate Committee Reports
- IX. Advisor Report
- X. Old Business
- XI. New Business
- XII. Comments and announcements of the officers

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- XIII. Executive Vice President's Report
- XIV. Closing Call of the Roll
- XV. Adjournment

- C. University-Wide Senate - The order of business for all regular meetings of the University-wide Senate shall be as follows:
- I. Call to Order by the presiding officer
  - II. Opening Call of the Roll / Determination of Quorum
  - III. Reading and approval of the minutes from the previous meeting
  - IV. Special reports
    - a. University Representatives wishing to address the Senate.
    - b. Student Forum – students wishing to address the Senate.
    - c. Two-minute reports by members of the Senate
  - V. Special Orders (Appointments/Charters)  
The following types of legislation shall be automatically placed in this section.
    - a. Confirmation of appointments/nominations to the legislative branch
    - b. Confirmation of appointments to the executive branch
    - c. Bills of Impeachment
    - d. Questions for a Referendum
  - VI. Executive Cabinet reports
    - a. Alpharetta Campus
    - b. Atlanta Campus
    - c. Clarkston Campus
    - d. Decatur Campus
    - e. Dunwoody Campus
    - f. Newton Campus
    - g. Communications Director
  - VII. Old Business
  - VIII. New Business
  - IX. Closing Remarks
    - a. Comments and announcements of the officers
    - b. Closing Call of the Roll
  - X. President's Report
  - XI. Adjournment

### Article 8 – Student Forum

Students shall have the right to address the Campus Senate or University-Wide Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.

- A. Students wishing to make a statement to a Campus Senate shall file the following information with the Speaker of the Senate no later than four instructional days before the meeting at which they plan to speak: local and email addresses, phone number, and a brief summation of the topic.
- B. Students wishing to make a statement to a University-Wide Senate shall file with the SGA President the following information no later than four instructional days before the meeting at which they plan to speak: local and email addresses, phone number, and a brief summation of topic.
- C. Students participating in the student forum shall have two minutes in which to speak and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks.
- D. The student forum portion of the SGA meeting shall immediately precede announcements and conclude upon the completion of comments by the final recognized student.
- E. Anyone who is not a member of the SGA Senate or President's Cabinet shall only speak during SGA meetings through the process of student forum, or if yielded the floor by a Senator or Senate Chairperson.

# GEORGIA STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BYLAWS

## Article 9 – Legislation

### Section 1 – University Bills

University Bills shall be passed by the University-Wide Senate when the matter of consideration involves action by areas or departments of the University other than the SGA in order to make, on behalf of the SGA, specific proposals which require approval of the President of Georgia State University.

- A. University Bills shall require a two-thirds majority vote by the University-Wide Senate members present.
- B. University Bills shall become law only when approved according to the following procedures:
  - a. Be presented to the President of the SGA and the President of the University.
    - i. Action by the SGA President
      - 1. The President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
      - 2. If the President of the SGA approves the legislation, they shall sign it and present it to the President of the University.
      - 3. If the President of the SGA disapproves the legislation, they shall return it to the Senate along with their written objections which shall be entered into the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the legislation, it shall be presented to the President of the University.
      - 4. If no action is taken by the President of the SGA within 15 class days, the legislation shall automatically be presented without their signature to the President of the University.
    - b. If the legislation advances it is forwarded to the President of the University.
      - i. Action by the University President
        - 1. If the President of the University approves the legislation, the President shall sign it and it shall become law.
        - 2. If the President of the University disapproves the legislation, the President shall return it to the Senate along with written objections which shall be entered into the Senate Journal.

### Section 2 – University-Wide Bills

- A. SGA University-Wide Bills shall be passed by the University-Wide Senate on matters within the authority of the University-Wide Senate and the SGA, including SGA laws and appropriations.
- B. SGA Campus Bills shall require a simple majority to enact new legislation and a two-thirds vote by the University-Wide Senate members present and voting for approval to remove existing legislation or discontinue existing SGA practices.
- C. SGA University-Wide Bills shall become law only when approved according to the following procedures:
  - a. Be presented within five class days to the President of the SGA.
  - b. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
  - c. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
  - d. If the SGA President disapproves the legislation, the President shall return it to the Senate along with written objections which shall be entered into the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
  - e. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the President's signature.

### Section 3 – University-Wide Resolutions

- A. University-Wide Opinion Resolutions (UWOR) shall be adopted by the University-Wide Senate when the senate wishes to make a declaration of opinion on a matter beyond the legislative jurisdiction of the body.
- B. University-Wide Policy Resolutions (UWPR) shall be adopted by the University-Wide Senate when the senate wishes to recommend to a specific office of the administration regarding University policy, procedure, or program.
- C. All University-Wide Resolutions require a simple majority vote by the University-Wide Senate members present and voting, and shall become official only when approved and according to the following procedures:
  - a. Be presented within five class days to the President of the SGA.
  - b. The SGA President must sign, not sign, veto, or line-item veto any resolution within one week of receipt.
  - c. If the SGA President approves the resolution, they shall sign it and it shall become law.

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- d. If the SGA President disapproves the resolution, they shall return it to the Senate along with their written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the resolution. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the resolution, it shall become official.
- e. If no action is taken by the President within 15 class days, the resolution shall automatically become official without their signature.

### Section 4 – Campus Bills for Atlanta

- A. Atlanta campus bills shall be passed by the Atlanta Senate on matters within the authority of the Atlanta Campus Senate and the SGA, including SGA laws and appropriations.
- B. Atlanta campus bills shall require a simple majority to enact new legislation and a two-thirds majority vote to remove existing legislation or SGA practices by the Atlanta Campus Senate members present and must be debated and ratified at an Atlanta Senate meeting.
- C. Atlanta campus bills shall become law only when approved according to the following procedures:
  - a. Be presented by the Atlanta Speaker of the Senate to the Atlanta EVP within five class days of passage by the Atlanta Senate.
  - b. The Atlanta EVP must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
  - c. If the Atlanta EVP approves the legislation, the EVP shall sign it and it shall become law.
  - d. If the Atlanta EVP disapproves the legislation, the EVP shall return it to the Atlanta Senate along with the EVP's written objections which shall be entered into the Senate Journal. The Atlanta Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
  - e. If no action is taken by the Atlanta EVP within 15 class days, the legislation shall automatically become law without the Atlanta EVP's signature.

### Section 5 – Campus Bills for Perimeter

- A. Perimeter campus bills shall be passed by the Perimeter Senators who serve on the University-Wide Senate on matters within the authority of the Perimeter Campus Senates and the SGA, including SGA laws and appropriations.
- B. Perimeter campus bills shall require a simple majority of the Perimeter Senators who serve on the University-Wide Senate to enact new legislation and a two-thirds majority vote to remove existing legislation or SGA practices by the Perimeter Campus Senate members present and must be debated and ratified at a University-Wide Senate meeting (with the Atlanta senators not eligible to vote).
- C. Perimeter campus bills shall become law only when approved according to the following procedures:
  - a. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
  - b. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
  - c. If the SGA President disapproves the legislation, the SGA President shall return it to the Senate along with the President's written objections which shall be entered into the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
  - d. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the SGA President's signature.

### Section 6 – Campus Resolutions

- A. **Campus Support Resolutions** shall be adopted by the University-Wide Senate when the senate wishes to make a declaration of opinion by the University-Wide Senate on a matter beyond the legislative jurisdiction of the body.
- B. **Campus Policy Resolutions** shall be adopted by the University-Wide Senate when the Senate wishes to recommend a specific plan of action to a specific office of the administration regarding University policy, procedure, or program.
- C. All campus resolutions shall require a simple majority vote by the Campus Senate members present, and shall become official only when approved and according to the following procedures:
  - a. Be presented within five class days to the EVP.
  - b. The EVP must sign, not sign, veto, or line-item veto any resolution within one week of receipt.
  - c. If the EVP approves the resolution, they shall sign it and it shall become law.
  - d. If the EVP disapproves the resolution, they shall return it to the Senate along with their written

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objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the resolution. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the resolution, it shall become official.

- e. If no action is taken by the EVP within 15 class days, the resolution shall automatically become official without their signature.

### Section 7 – Special Orders for Campus or University-Wide Legislation

- A. Special Orders shall be passed by either a campus or the University-Wide Senate on matters within the authority of that senate and the SGA, including SGA laws and appropriations.
- B. There are 5 types of Special Orders:
  - a. Confirmation of Legislative Branch (CL) – used to confirm members of the legislative branch,
  - b. Confirmation of Executive Branch (CX) - used to confirm members of the executive branch,
  - c. Formation of a Committee (FC) = used to form an ad hoc committee,
  - d. Bill of Impeachment (BI) - used to begin the impeachment process, and
  - e. Referendum Question (RQ) – used to request a question be placed on the Spring Election ballot
- C. Campus or University-wide Special Orders shall require a simple majority to enact new legislation.
- D. Campus Special Orders shall become law only when signed by the officer presiding over the meeting.
  - a. Be presented within five class days of the senate vote to the presiding officer of the meeting when the vote took place.
  - c. The presiding officer must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
  - c. If the presiding officer approves the legislation, they shall sign it and it shall become law.
  - d. If the presiding officer disapproves the legislation, they shall return it to the campus senate along with written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
  - e. If no action is taken by the presiding officer within 15 class days, the legislation shall automatically become law without the presiding officer’s signature.
- E. University-Wide Special Orders shall become law only when approved according to the following procedures:
  - a. Be presented within five class days of the university-wide senate vote to the SGA President.
  - b. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
  - c. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
  - d. If the SGA President disapproves the legislation, the SGA President shall return it to the university-wide senate along with written objections which shall be entered in the Senate Journal. The university-wide senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the university-wide senate present and voting agree to pass the legislation, it shall become law.
  - e. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the SGA President’s signature.

### Section 8 – Campus-Wide Executive Order

- A. Under the absence of any senators within a particular senate an executive order to appoint a senator or Speaker of the Senate may be submitted by the EVP to the campus executive committee for confirmation by a simple majority vote (which can be conducted via email).
- B. Campus-wide executive orders may only be used for the appointment of a speaker of the senate or senators within a campus.
- C. In the absence of a campus-wide executive committee the university-wide executive committee can confirm the appointment of a senator or speaker by simply majority vote (which can be conducted via email).
- D. Campus-wide executive orders may only become official when approved by the appropriate campus or university-wide executive committee and signed by the EVP.
  - I. The EVP must sign, not sign, veto, or defer at the time of request. If the EVP approves the legislation, they shall sign it and it shall become law.
  - II. If the EVP disapproves the legislation, they shall return it to the campus executive committee along with written objections which shall be entered in the Senate Journal.

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- III. If no action is taken by the presiding officer within 15 class days, the legislation shall automatically become law without the presiding officer's signature.

### Section 9 – University-Wide Executive Order

- A. Under the absence of any senators within a senate an Executive Order to appoint an executive vice president may be enacted under a special meeting of the University-Wide Executive Committee (which can be conducted by email).
- B. University-Wide Executive Orders may only be used for the appointment of an Executive Vice President on a campus without a senate.
- C. University Wide Executive Orders may only become official when approved by a simple majority vote of the university-wide executive committee and signed by the President.
  - I. The President must sign, not sign, veto, or defer at the time of request. If the President approves the legislation, they shall sign it and it shall become law.
  - II. If the President disapproves the legislation, they shall return it to the university-wide executive committee along with written objections which shall be entered in the Senate Journal.
  - III. If no action is taken by the presiding officer within 15 class days, the legislation shall automatically become law without the presiding officer's signature.

### Section 10 – Introduction of Legislation

- A. Any person or group can originate legislation (i.e. student, student organization, committee, etc.)
- B. All legislation shall be sponsored by at least one Senator.
- C. All legislation must be submitted electronically to the Speaker of the Senate no later than five instructional days prior to the next Senate meeting.
- D. All bills shall be titled, and the title shall be centered at the top of the first page.
- E. Campus Legislation
  - i. Shall be referenced with the number of the current administration which is the years since SGA was established in 1929 followed by a two (2) letter code for the type of legislation (and if a special order a dash and the code for the type of special order), followed by a dash and a campus designation code concluded by a dash and the two (2) digits that are consecutively numbered for legislation.
  - ii. Legislation Type Codes
    1. CB = Campus Bill
    2. CPR = Campus Policy Resolution
    3. CSR= Campus Support Resolution
    4. CSO= Campus Special Orders
      - a. CL = Confirmation of members of the legislative branch
      - b. CX = Confirmation of members of the executive branch
      - c. FC = Formation of an ad hoc committee
      - d. BI = Bill of Impeachment
      - e. RQ = Referendum Question
    5. CXO=Campus Executive Order (to be used to confirm a speaker or senator for a campus without a campus senate)
    6. Campus Designation codes
      - a. ALP = Alpharetta
      - b. ATL = Atlanta
      - c. CLK = Clarkston
      - d. DEC = Decatur
      - e. DUN = Dunwoody
      - f. NEW = Newton
      - g. PER = Perimeter
  - iii. Examples
    1. 88-CB-PER4-01: The first campus bill from a Perimeter College university-wide senator introduced at a university-wide senate meeting in 2017-18.
    2. 88-CB-ATL-01: The first campus bill from an Atlanta senator introduced at an Atlanta senate meeting.
    3. 88-CSO-CL-ALP-01: The first campus special order to confirm members of the legislative branch senate (senate or committee) introduced into the Alpharetta senate.

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4. 88-CSO-CX-DUN-01: The first campus special order to confirm members of the executive branch (appointed by the EVP or SGA President) introduced into the Dunwoody senate.
  5. 88-CSO-FC-DEC-03: The third campus special order to form an ad hoc committee introduced into the Decatur senate.
  6. 88-CSR-CLK-14: The fourteenth campus support resolution introduced in the Clarkston senate.
- F. University-Wide Legislation
- i. Shall be referenced with the number of the current administration which is the years since SGA was established in 1929 followed by a two (2) letter code for the type of legislation, concluded by a dash and the two (2) digits that are consecutively numbered for legislation.
    1. UB = University Bill (requires the signature of the University President)
    2. UWB = University-Wide Bill
    3. UWPR = University-Wide Policy Resolution
    4. UWSR = University- Wide Support Resolution
    5. USO = University- Wide Special Order
      - a. CL = Confirmation of members of legislative branch
      - b. CX = Confirmation of members of the executive branch
      - c. FC = Formation of an ad hoc committee
      - d. BI = Bill of Impeachment
      - e. RQ = Referendum Question
    6. UXO=University Wide Executive Order (to be used to confirm an executive vice president for a campus without a campus senate)
  - ii. Examples
    1. 88-UB-01: The first university bill introduced to the university-wide senate.
    2. 88-UWB-08: The eighth university-wide bill introduced to the university-wide senate.
    3. 88-USO-CL-01: The first university-wide special order introduced to the university-wide senate to confirm members of the legislative branch, i.e. university senate committee members appointed by SGA President.
    4. 88-UWPR-02: The second university-wide policy resolution introduced to the university-wide senate.
- G. Once the legislation is acted upon, it shall follow the procedure set forth in Title 1 Article 9 of these bylaws
- H. In the event that a piece of legislation has been divided, a unique number shall be assigned to the portion of the legislation divided out of the original legislation.
- I. Amendments to Legislation
- i. All amendments shall be referenced by a two (2) digit number, separated by a dash from the aforementioned legislation suffixes.
  - ii. In the event that the amendment has been made through a motion to “Amend Something Previously Adopted”, the letter ‘A’ shall be attached to the end of the amendment number.
  - iii. In the event that an amendment has been divided, a unique number shall be assigned to the portion of the amendment divided out of the original amendment.
- J. Procedures for Submitting Legislation for the Consideration of the Senate
- i. All legislation shall be submitted in the proper format, as determined by an Act of the Senate.
  - ii. The Atlanta Speaker of the Senate shall refer legislation to one of the following committees:
    1. Academic Affairs
    2. Communications
    3. Finance
    4. Student Engagement
    5. Student Services
    6. Ad Hoc
    7. Special orders will be placed directly on the agenda
  - iii. The Perimeter Speaker of the Senate shall refer legislation to one of the following committees:
    1. Academic Affairs
    2. Clubs and Organizations
    3. Governmental Relations
    4. Spirit and Sustainability
    5. Student Engagement
    6. Student Services



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7. Ad Hoc
8. Special orders will be placed directly on the agenda
- iv. All referred legislation shall be sent back to the Speaker either “favorably”, “with no bias” or “unfavorably” by the relevant Committee.
- v. All referred legislation shall be sent back to the Speaker before the bill submission deadline the Monday before the next Senate meeting.
- vi. When returning legislation to the Speaker with the committee’s opinion on the bill(s) in question, the committee may also request that the Speaker utilize their authority to set the agenda to postpone the second read of the bill, providing a rational basis exists for the request.
- vii. Should the referring committee request the delay of a bill’s second read, the Speaker shall confer with the primary and secondary authors of the bill to decide whether or not to grant the committee’s request.
- viii. Should the three-week period granted to committees to review legislation exceed the limit of the legislative session, bills shall be returned to the Speaker by committees prior to second read and the Speaker shall put them on the agenda prior to the close of the legislative session.
- ix. Upon final receipt, the Speaker of the Senate shall place the legislation on the Agenda.

### Section 11 – Formalities of Enactment

- A. The enacting clause of University Bills and SGA University-Wide Bills shall approximate the following form: “Be it enacted by the University-Wide Senate of the SGA of Georgia State University.”
- B. The enacting clause of Campus Bills and SGA Campus Bills shall approximate the following form: “Be it enacted by the \_\_\_\_\_ Campus Senate of the SGA of Georgia State University.”
- C. The resolving clause of SGA University-Wide Resolutions shall approximate the following form: “Be it resolved by the SGA of Georgia State University.”
- D. The resolving clause of SGA Campus Resolutions shall approximate the following form: “Be it resolved by the \_\_\_\_\_ Campus SGA of Georgia State University.”
- E. The resolving clause of Senate Resolutions shall approximate the following form:
- F. “Be it resolved by the Senate of the SGA of Georgia State University.”

### Article 10 – Student Bar Association Liaison Option

#### Section 1 – Selection

The College of Law Student Bar Association (SBA) shall nominate two of its members to serve as SBA representatives to the Atlanta Campus SGA Senate. By the first meeting of the Fall Semester each SBA representative must choose to either be a Senator or Liaison. This decision is binding for the remainder of the term. If an SBA representative elects to be an SGA Senator, the bylaws relating to senator responsibilities will apply.

#### Section 2 – Authority and Responsibility of College of Law Liaisons

College of Law liaisons are active volunteers within the Atlanta Campus SGA that serve the student body by participating in SGA.

- A. Serve as representatives of the College of Law community.
- B. Provide a voice for law student body.
- C. Only one liaison shall be required to attend regular Senate meetings and College of Law liaisons are each individually allowed no more than three absences from Senate meetings per semester; as long as one representative is present no absence will be given.
- D. Shall be non-voting members of the Senate.
- E. May propose legislation on behalf of the College of Law.
- F. May attend committee meetings.
- G. May produce reports on activities of the student organizations in the College of Law at Senate Meetings.

## **Title II: THE EXECUTIVE BRANCH**

### **Article 1 – The Student Body President and Executive Committee**

#### **Section 1 – Purpose**

This title is adopted by the Senate consistent with Article 5 of the SGA Constitution to expressly define the Executive Branch of the SGA.

#### **Section 2 – Composition**

- A. The University-Wide Executive Committee (UEC) shall be composed of the President, the Executive Vice Presidents for each campus (six), and the Atlanta Communications Director (non-voting) as outlined in the Constitution and Bylaws.
- B. The Campus Executive Committees (CEC) shall be composed of Executive Vice President, the Communication and Finance Directors, Speaker and the Speaker Pro Tempore (as a non-voting member), as outlined in the Constitution and Bylaws.
  - a. The Communications Director is an individual appointed by each Executive Vice President to serve as a voting member of the Executive Committee. The communications director will serve at the pleasure of the respective campus' Executive Vice President.
  - b. The Finance Director is an individual appointed by each Executive Vice President to serve as a non-voting member of the Senate, who is responsible for attending all scheduled meetings and providing budget updates to the Senate. The Finance Director will serve at the pleasure of the respective campus' Executive Vice President.
- C. For the Atlanta campus, the Senate Standing Committee Chairs also serve on the CEC as non-voting members.

#### **Section 2.1 – Authority and Responsibilities**

- A. The University-Wide Executive Committee shall:
  - a. Set the agenda for the University-Wide Senate Meeting.
  - b. Submit to the University-Wide Senate for approval nominations for the University-Wide Senate, University Senate Committees, and SGA Committees in the event the President fails to make nominations during the time allotted.
- B. The Campus Executive Committee shall:
  - a. Perform any additional duties and reasonable functions to continue the essential business of the SGA as may be specified in this Constitution, its Amendments and Bylaws.
  - b. Submit to the Campus Senate for approval nominations for vacancies on the Campus Executive Committee and Senate in the event the Executive Vice President fails to make nominations during the time allotted.

#### **Section 3 – Terms of Office**

- A. The President, Executive Vice Presidents (EVPs), and Speakers of the Senate shall serve a concurrent one-year term commencing with the completion of Inauguration to be held in April or May and ending at the call to order of the Inauguration the following spring or at such time as a duly elected President and EVP involved in a disputed election are eligible to serve.
- B. The Communications Directors and Finance Directors shall be appointed by their respective EVPs immediately after the spring semester election results are announced so that confirmation by the Senators can occur at the first senate sessions held immediately following the Inauguration.

#### **Section 4 – Powers, Composition, Structure and Jurisdiction of the Executive Committees**

- A. The University-Wide Executive Committee (UEC) shall be composed of the President, the EVPs for each campus, the Atlanta Campus Communications Director and the University-wide SGA Advisor (as ex-officio member).

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- B. The voting members of the Atlanta Campus Executive Committee (ACEC) shall be the EVP, the Communications and Finance Directors, and Speaker of the Senate. The non-voting members are the Chairs of the Academic Affairs, Student Engagement, and Student Services Committees, the Speaker Pro Tempore, the SGA Judiciary Justices, and the Atlanta Campus SGA Advisor (as ex-officio member). Any appointed member may be removed at will by the EVP, with majority consent of the Senate.
- C. Each Perimeter Campus Executive Committee (PCEC) shall be composed of the EVP, Speaker of the Senate, Communications Director, Finance Director, Chief Justice (non-voting), and the Perimeter Campus SGA Advisor (as ex-officio member). Any appointed member may be removed at will by the EVP, with majority consent of the Senate.
- D. The University-Wide Executive Committee (UEC)
  - a. Shall be the central coordinating committee for the SGA.
  - b. The President shall be required to call a meeting of the UEC at least twice a semester during both the fall and spring semesters.
    - i. The dates, times, and locations of the meetings shall be designated by the President and should be convenient for the members of the UEC.
    - ii. All UEC members shall attend all scheduled UEC meetings. The President may call an emergency meeting with seven days' notice.
    - iii. Members of the UEC shall be required to attend formal SGA training sessions.
  - c. Set the agenda for the University-Wide Senate Meeting.
  - d. Vote on SGA matters not requiring University-Wide Senate approval.
  - e. Maintain and regularly update a log of officer activities.
  - f. Ensure legislation passed by the University-Wide Senate meets original intent when implemented by the SGA or when discussed and drafted into University Policy at the respective University-Wide Senate Meeting.
  - g. Shall submit to the University-Wide Senate for approval nominations for the University Senate, University Senate Committees, and SGA Committees in the event the President fails to make nominations during the time allotted.
- E. The Campus Executive Committee (CEC) shall:
  - a. Be the coordinating committee of SGA for the specific campuses of Georgia State University.
  - b. Provide support to the execution of the SGA mission and goals.
  - c. Serve as an advisory body to the EVP.
  - d. Work to provide leadership and promote campus unity.
  - e. Execute assignments of the EVP assigned in the administration of the Executive Branch.
  - f. Submit area reports to the EVP at regularly scheduled CEC meetings.
  - g. The EVP shall be required to call a meeting of the CEC at least twice a month during the fall and spring semesters and at least monthly during the summer term.
    - i. The dates, times, and locations of the meetings shall be designated by the EVP and should be convenient for the Executive Committee. Meetings will be scheduled every semester based on the CEC members' class schedules.
    - ii. All CEC members shall attend all scheduled CEC meetings. The EVP may call an emergency meeting to take place during the week (Monday through Friday) with 48 hours' notice.
    - iii. Members of the CEC shall be required to attend formal SGA training sessions. Anyone approved by the CEC may attend a training session as a guest of the SGA.
  - h. Assist in the preparation of the Campus Senate meeting agenda.
  - i. Assist in the planning and implementation of SGA member workshops.
  - j. Vote on SGA matters not requiring Senate approval, which includes the allocation of the SGA budget with the exception of stipends and co-sponsorships.
  - k. Perform any additional duties and reasonable functions to continue the essential business of the SGA as specified in the SGA Constitution, its amendments, and these bylaws.
  - l. To prepare all laws of the Senate in cooperation with the EVP.
  - m. Ensure legislation passed by the Senate meets original intent when implemented by the SGA.
  - n. Shall submit to the Campus Senate for approval nominations for vacancies on the CEC and Senate in the event the EVP fails to make nominations during the time allotted.
  - o. When a member of the SGA who receives a stipend shall fail to perform their official duties, penalties may result in the suspension or reduction of full stipend amount. Such actions shall be considered upon the filing of a written complaint with the EVP alleging dereliction of duties. The suspension of stipend and removal from office shall be considered by the SGA Advisors.

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- F. Each Campus Executive Committee shall have the following sub-committees:
- a. Election Commission. For the Perimeter Campuses it is chaired by the Campus SGA Communications Director. For the Atlanta Campus an Election Commission Chair, Vice Chair for Logistics, and a Vice Chair for Marketing are nominated to the Senate for confirmation by a selection committee that includes a member of the Student Judicial Board, the head SGA Advisor, and the SGA Administrative Coordinator.
    - i. Members may include eligible SGA or non-SGA members appointed to serve on committee.
    - ii. Assist in the coordination of all election activities.
    - iii. Evaluate all election regulations.
    - iv. Assist in the advertisement of campus elections.
    - v. Promote student success through ensuring that election process fair and equitable.
  - b. Finance Committee – Chaired by the Campus SGA Finance Director
    - i. Committee members may include eligible SGA or non-SGA members who are appointed to serve on the committee.
    - ii. Assist the Finance Director in monitoring expenditures associated with campus budgets.
    - iii. Work with the Finance Director to prepare SGA budget reports.
    - iv. Serve on Campus Student Activity Fee budget related committees.
    - v. Assist in educating campus clubs and organizations about budgeting processes and the opportunity to increase financial accountability and awareness of student leaders and advisors.
    - vi. Serve as representatives for any subsidiary committee as deemed appropriate by the Finance Director.
    - vii. For the Atlanta campus, the committee ensures that the SGA follows all University financial policies, reviews petitions for co-sponsorship funding for student organizations (after approval by the Student Engagement Committee for fiscal soundness and forwarded to the SGA Advisor for funding authorization), approve new and late-registration student organization funding applications and works with the Student Center Manager of Business Services and the Dean of Student (DOS) Budget office.
  - c. Communications Committee – Chaired by the Campus SGA EVP for the Perimeter Campuses and the Communications Director for the Atlanta Campus.
    - i. Members may include eligible SGA or non-SGA members appointed to serve on committee.
    - ii. Work with departments, student organizations, and students to properly inform the Georgia State community of Student Government Association affairs through various media sources and surveys.
    - iii. Promote cultural vitality by coordinating external public relations efforts to communicate with the campus community.
    - iv. Foster teamwork by coordinating marketing efforts on behalf of SGA and its programs.
    - v. Review and approve all promotional material purchases.
    - vi. Evaluates the effectiveness of marketing efforts and modifies them to meet the needs of the student body.
    - vii. Utilize the latest marketing techniques to enhance the quality of communication about SGA.

### Section 5 – Powers, Duties, and Jurisdiction of the President

- A. The Executive Power shall be vested in the President of the SGA.
- B. The President shall have the following powers:
  - a. to veto university-wide legislation pursuant to a fundamental policy or principle of the SGA within 15 class days after the legislation passes the Senate.
  - b. with the advice and consent of the University-Wide Senate, to appoint representatives of the SGA to the University Senate and its standing committees.
  - c. To enter into agreements with agencies and organizations outside the university community by and with the consent of the university-wide senate and the proper university authorities.
- C. The President shall have the following duties:
  - a. To serve as the official representative of the student body in University matters.
  - b. To oversee the duties of the EVPs and assigns additional duties as necessary and proper to the members of the University-Wide Executive Committee.
  - c. To preside over any ad hoc committee responsible for amending the SGA Constitution
  - d. To set and chair the University-Wide Executive meetings at least twice a semester and votes only in case of a tie.
  - e. To order special meetings of the University-Wide Senate when necessary.

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- f. The President shall have the privilege in the absence of a campus senate to enact an "Executive Order" to appoint an EVP candidate to be confirmed by the remaining members of the university-wide executive committee members.
  - g. To serve on the University President's Fiscal Advisory Committee.
  - h. The opportunity and obligation to represent the students of Georgia State University at the Board of Regents Student Advisory Council meetings.
  - i. To provide transition resources for the next administration's President to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - j. Must visit each campus at least once a semester.
  - k. The President shall be required to maintain a minimum of 20 working hours per week during academic terms. Office hours shall be defined as hours during which the President is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The President shall not be eligible for compensation for the duration of the Leave of Absence.
  - l. Working hours and requirements are defined below:
    - i. Ten hours in the SGA office including regularly scheduled meetings with the university-wide advisor.
    - ii. Ten hours between all official meetings and events.
  - m. The University-Wide President, regardless of campus origin or residence, shall always have a standing invitation to attend the Perimeter College committee's meetings to provide insight.
- D. The President shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease of the President's stipend during the President's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA Advisor for lack of performance or nonfeasance.

### **Section 6 – Powers, Duties, and Jurisdiction of the Executive Vice President (EVP)**

- A. Atlanta Campus EVP
  - a. The EVP may assume the duties of the President in their extended absence, incapacitation, resignation, or removal from office.
  - b. Report to and assist the President.
  - c. Serve as Vice Chair of the Atlanta Campus Mandatory Fee Committee with the Vice President of Student Affairs serving as Chair.
  - d. Co-chair the Student Activity Fee Committee (SAFC) with the Dean of Students.
  - e. The EVP shall have the privilege in the absence of a campus senate to enact an "Executive Order" to appoint the first two senators (one of which who will also serve as speaker pro tempore) to be confirmed by the other members of the campus executive committee. In the absence of a campus executive committee, the members of the university-wide executive committee would be responsible for the confirmation.
  - f. The EVP, or their designate, shall prepare for the SAFC a request for funding of the SGA every year. In doing so the EVP, or their designate, shall work with the Atlanta Campus Finance Director to develop the budget for the SGA.
  - g. Administer and coordinate the duties of the Speaker of the Senate, Communications Director, and Finance Director in accordance with the SGA Constitution and Bylaws and the President's requests.
  - h. Serve on the Board of Regents Student Advisory Committee if the President is a Perimeter College student.
  - i. Inform the Campus Executive Committee of any member who has accumulated two absences.
  - j. Notify and remove Campus Executive Committee members who violate the attendance policy within 72 hours of the third and final infraction.
  - k. To provide transition resources for the next administration's EVP to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - l. The EVP shall be required to maintain a minimum of 18 working hours per week during academic terms. Office hours shall be defined as hours during which the EVP is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The EVP shall not be eligible for compensation for the duration of their Leave of Absence. Working hours and requirements are

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defined below:

- i. Ten hours in the office including regularly scheduled meetings with the campus advisor.
  - ii. Eight hours between all official meetings and events.
  - m. The EVP shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease of the EVP's stipend during the EVP's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA President for lack of performance.
- B. Perimeter Campus EVPs
- a. The EVPs may assume the duties of the President in their extended absence, incapacitation, resignation, or removal from office.
  - b. To execute the Constitution and the laws passed by the Campus Senate.
  - c. To make recommendations to the Campus Senate and provide the Campus Senate with information relevant to any such proposals.
  - d. To organize and preside over a CEC which shall be composed of the four elected SGA Executive Officers, the Chief Justice, and additional members they may appoint with the consent of a 51% simple majority vote of the Campus Senate. The EVP may remove an appointed member of the CEC at will, with majority consent of the Campus Senate.
  - e. Two of the EVPs will be selected (on a rotational basis) to Chair the Student Activity Fee Budget Committee (SAFBC), aka the Mandatory Fee Committee.
  - f. Serve or designate the Finance Director to serve as Chair (non-voting) of the CSAFBC. Under the supervision of the SGA Advisor appoints at least 4 students to the committee.
  - g. To attend all SGA University-Wide Senate, CEC, and Senate meetings.
  - h. To appoint committee chairpersons at the organizational session of the Senate. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
  - i. The EVP can serve on the Perimeter College Committee.
  - j. To appoint applicants to fill vacant Campus Senate positions. Such appointments must be confirmed by a 51% simple majority vote of the Campus Senate.
  - k. To call a special session of the Senate at any time deemed necessary for the interest of the student body. An advanced notice of two instructional days must be given for any special session.
  - l. To veto, line-item veto, sign, or not sign any legislation passed by the Senate and recommend alterations to such legislation as the EVP deems necessary.
  - m. The EVP shall serve or appoint two representatives from their campus to serve on the Perimeter College Committee.
  - n. To recommend to the SGA Advisor dates for the holding of SGA special elections or referendums when required, as hereinafter provided.
  - o. To perform such functions as authorized or requested by the administration of the College which may include serving on College committees and appointing student representatives for committee assignments or other designated assignments.
  - p. To organize temporary committees to perform any special function not specifically delegated in the Constitution or these Bylaws. The EVP may appoint members to committees, define the function of the committee, and terminate any committee formed by the authority of this Article.
  - q. Provide a mentorship to the newly elected EVP of their campus lasting a minimum of two weeks and not to exceed 31 calendar days.
  - r. To attend SGA sponsored events and functions.
  - s. To serve as an ex-officio member of all SGA committees.
  - t. Participate in a minimum of two meetings annually with all SGA EVPs in order to discuss intra-campus issues and to encourage programs that will enhance college-wide unity.
  - u. Attend mandatory training events each semester as scheduled by SGA and/or Office of Student Life.
  - v. May serve on the Student Advisory Council sponsored by the Board of Regents if elected from among the other Perimeter campus EVPs. In the case of a tie, the President will cast the deciding vote.
  - w. The EVP shall be required to maintain a minimum of 5 working hours per week during academic terms. Office hours shall be defined as hours during which the EVP is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The EVP shall not be eligible for compensation for the duration of their Leave of Absence.
  - x. Working hours and requirements are defined below:
    - i. Three hours in the office including regularly scheduled meetings with the campus advisor.

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- ii. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
- y. The EVP shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the EVP's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA President for lack of performance.

### Section 7 – Powers, Duties, and Jurisdiction of the Speaker of the Senate (Speaker)

The Speaker of the Atlanta Campus SGA shall have all the Powers, Duties and Jurisdiction as outlined in Title I Article 4 Section 1.

### Section 8 – Powers, Duties, and Jurisdiction of the Communications Director

- A. Qualifications for appointment (at all campuses)
  - a. Applicants must have accumulated 12 semester credit hours at Georgia State University.
  - b. Minimum cumulative GPA of 2.75 at the time of appointment and 2.5 to maintain position.
- B. The Atlanta Campus Communications Director shall have the following responsibilities:
  - a. Oversees the public relations and marketing efforts of the Atlanta Campus and University-Wide SGA.
  - b. Provide direction and goals to the Standing Committee on Public Relations which includes:
    - i. Overseeing all activities regarding SGA public relations (providing students with the information they need to be aware of and participate in all of the programs, resources, and initiatives of the SGA).
    - ii. Act as a coordinating committee within the SGA to aid all other committees in the dissemination of information.
    - iii. Maintain communications with all media groups in the University and/or local media.
    - iv. Actively promote a positive image of the SGA throughout the University and greater Atlanta community.
    - v. Inform the student body of enacted legislation and information concerning SGA activities and programs.
    - vi. Manage the imaging and branding of SGA.
    - vii. Inform the student body on SGA activities and projects including, but not limited to, town halls.
    - viii. Develop ways for the SGA to collaborate and engage with student organizations and University departments.
  - c. Serve on the University-Wide Executive Committee.
  - d. Report on activities of the Standing Committee on Public Relations to the EVP and SGA Senate.
  - e. With the approval of the Finance Director and the SGA Advisor order promotional items and coordinate promotional events.
  - f. Coordinate the publication of the Fall and Spring semester with the Perimeter Communications Directors to report on SGA's efforts and accomplishments.
  - g. Assist Senate members in promoting their constituent meetings.
  - h. Maintain and oversee all SGA social media accounts.
  - i. Meet twice a month with the Student Center's Digital Media Specialist and with the SGA Advisor on the alternate weeks.
  - j. Perform other duties as assigned or prescribed by the EVP.
  - k. To provide transition resources for the next administration's Communications Director to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - l. The Communications Director shall be required to maintain a minimum of 15 working hours per week (Monday through Friday) during their terms. Office hours shall be defined as hours during which the Communications Director is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Communications Director shall not be eligible for compensation for the duration of their Leave of Absence. Working hours and requirements are defined below:
    - i. Seven hours in the office including regularly scheduled meetings with the campus advisor.
    - ii. Eight hours between all official meetings and events
  - m. The Communications Director shall receive compensation for their duties during their appointed term of office. The SGA shall not initiate any increase or decrease during the Communication Director's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the EVP for lack of performance.
- C. The Perimeter Campus Communications Directors shall have the following responsibilities:
  - a. To serve as the corresponding and recording Secretary for the Student Government Association, Campus

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Executive Committee (CEC), Campus Senate, and Campus Special Request Committee as directed by the EVP or Advisor.

- b. To file and manage an accurate and permanent record of the minutes of the meetings of the CEC and Campus Senate.
- c. It shall be the responsibility of the Communications Director on each Perimeter Campus:
  - i. To keep an attendance record of the SGA Senate which should include any tardies and absences.
- d. To keep and make available to the CEC a permanent record of the constitution and constitutional amendments passed by the Campus Senate or any other constitutionally appropriate officer.
- e. To forward all legislation passed by the Senate, and signed by its Chairperson, to the EVP within two instructional days after passage.
- f. To perform such other duties the EVP may assign in the administration of the Executive Committee.
- g. To post all agendas, summary notes, and approved minutes on the SGA website.
- h. Distribute copies of the minutes of all SGA meetings to SGA members, the SGA Advisor and designated bulletin boards.
- i. Maintain a record of all resolutions and the voting records to be available to the public.
- j. Attend SGA sponsored events and functions.
- k. Attend all SGA Senate and CEC meetings.
- l. Attend mandatory training events each semester as scheduled by SGA and/or the office of Student Life.
- m. Work a minimum of five office hours per week in the SGA office during each semester.
- n. Keep the official record of SGA office hours, meeting attendance, and initiatives.
- o. Coordinate and submit SGA Mid-Year and End-of-Year Reports to the office of Student Life.
- p. Uphold the Constitution and all ordinances of the SGA.
- q. Participate in the Perimeter College Student Activity Fee Budget and Special Request processes. Ensure that all legislative matters be delivered to the Campus Senate.
- r. Serve as the Election Commission Chair, assisting the SGA Advisor or their designee, with the planning and coordination of all student election activities.
- s. To provide transition resources for the next administration's Communications Directors to include:
  - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
  - ii. Recommendations for improvements
- t. The Communications Director shall be required to maintain a minimum of 5 working hours per week during their terms. Office hours shall be defined as hours during which the Communications Director is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Communications Director shall not be eligible for compensation for the duration of their Leave of Absence. Working hours and requirements are defined below:
  - i. Three hours in the office including regularly scheduled meetings with the campus advisor.
  - ii. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
- u. The Communications Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Communication Director's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of their EVP for lack of performance.
- v. The Communications Director may serve on the Perimeter College Committee as a representative of their campus senate.

### D. Limits and Oversight

- a. In no case shall the Communications Committee nor the Communications Director advocate a course of action to an effect contrary to SGA policy.
- b. Oversight of the Committee may be exercised by the EVP, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the President or Senate regarding its improvement.

## Section 9 – Powers, Duties, and Jurisdiction of the Finance Director

- A. Qualifications for appointment (at all campuses)
  - a. Applicants must have accumulated 12 semester credit hours at Georgia State University.
  - b. Minimum cumulative GPA of 2.75 at the time of appointment and 2.5 to maintain their position.



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- B. The Finance Director at the Atlanta Campus shall have the following responsibilities:
- a. Provide direction and goals to the Standing Committee on Budget and Finance which include:
    - i. Ensuring the SGA follows University financial policies.
    - ii. Preparing the SGA Budget in accordance with Title III of this Code.
    - iii. Be responsible for the establishment, monitoring, and maintenance of budgeted category accounts.
    - iv. The Budget and Finance Committee will review and approve financial co-sponsorships for fiscal soundness following approval by the Student Engagement Committee, and then forward their recommendations to their EVP for approval.
  - b. Report on activities of the Standing Committee on Budget & Finance to the Speaker of the Senate and Campus Senate.
  - c. Prepare and deliver a monthly financial report to the Campus Senate and publish it on the SGA website. The report should detail all financial activity since the last report. All discrepancies must be researched and resolved and reported to the Senate with the next financial activities report.
  - d. Serve as the student representative on Committees of the University Senate as outlined in the University Statutes and Bylaws and SGA Bylaws.
  - e. Serve as the chair of the Student Activity Fee subcommittee to support funding allocations for new student organizations or organizations who missed the fee application deadline in the previous funding cycle. This committee shall meet three times per calendar year and should be composed of at least five but not more than seven student representatives.
  - f. Approve all expenditures in accordance with the SGA Bylaws.
  - g. Sign all University business forms that are forwarded to the Student Center and Dean of Students Business Offices.
  - h. Perform other duties as assigned or prescribed by the EVP.
  - i. Each year prepare a request for funding of the SGA for the Student Activity Fee Committee.
  - j. Meet once a week with the SGA Administrative Coordinator to review expenditure actuals.
  - k. To provide transition resources for the next administration's Communications Director to include:
    - i. Transition materials – important contact information, calendar or tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - l. The Finance Director shall be required to maintain a minimum of 8 working hours per week during their terms. Office hours shall be defined as hours during which the Finance Director is available at the SGA office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Finance Director shall not be eligible for compensation for the duration of their Leave of Absence. Working hours and requirements are defined below:
    - i. Four hours in the office including regularly scheduled meetings with the campus advisor.
    - ii. Four hours between all official meetings and events
  - m. The Finance Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Finance Director's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of their EVP for lack of performance.
- C. The Finance Directors at the Perimeter Campuses shall have the following responsibilities:
- a. To serve on the Student Activity Budget Committee as defined in the Student Activity Fee Codes.
  - b. Participate in the Student Activity Fee Budget process as defined in the Student Activity Fee Codes.
  - c. May serve as Chair (non-voting) of the Campus Student Activity Fee Budget Committee (CSAFBC) and under the supervision of the SGA Advisor appoints at least four students to the committee.
  - d. Preside over the Campus Special Requests committee meetings as directed by the EVP and SGA Advisor.
  - e. Assist in all Campus Student Activity Fee Trainings.
  - f. Keep Official SGA Records of all financial transactions, budgets, and reconciliations of the SGA account(s).
  - g. To prepare and submit an itemized financial report to the Campus Senate at the end of each semester. Each itemized financial report must be presented on or before the first Senate meeting of the next semester, and shall include a starting balance, an itemized list of income and expenses, and the closing balance in the general journal for that time period.
  - h. To serve on the Campus Executive Committee.
  - i. To serve as Parliamentarian for the Campus Senate Meetings, President's Cabinet, and other committees as assigned.
  - j. Provide parliamentarian workshops each semester for SGA.

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- k. To perform other such duties the EVP may assign in the administration of the Executive Branch.
  - l. To provide transition resources for the next administration's Finance Directors to include:
    - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc.
    - ii. Recommendations for improvements
  - m. Assist in the Coordination of the Student Activity Fee Campus Budget hearings for clubs and organizations, committees, and departments, and maintain records of income and expenditures.
  - n. Attend SGA sponsored events and functions.
  - o. Co-coordinate and Chair all campus budget hearings and meetings.
  - p. Attend all SGA Senate and Campus Executive Committee meetings.
  - q. Attend mandatory training events each semester as scheduled by SGA and/or the Office of Student Life.
  - r. Must work a minimum of five office hours per week in the SGA office during each semester.
  - s. Uphold the Constitution and all ordinances of the SGA.
  - t. Report expenditures at SGA Meetings on all financial affairs on a bi-weekly basis.
  - u. Shall meet with the SGA Advisor monthly to discuss the budget.
  - v. The Finance Director shall be required to maintain a minimum of 5 working hours per week during their terms. Office hours shall be defined as hours during which the Finance Director is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Finance Director shall not be eligible for compensation for the duration of their Leave of Absence. Working hours and requirements are defined below:
    - i. Three hours in the office including regularly scheduled meetings with the campus advisor.
    - ii. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
  - w. The Finance Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Finance Director's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of their EVP for lack of performance.
  - x. The Finance Director may serve on the Perimeter College Committee as a representative of their campus senate.
- D. Limits and Oversight
- a. In no case shall the Budget & Finance Standing Committee or the Finance Director advocate a course of action to an effect contrary to SGA or University policy.
  - b. Oversight of the Committee may be exercised by the EVP, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the President or Senate regarding its improvement.

### **Article 2 – Authority and Responsibilities of Atlanta Campus Student Assistants**

- A. If deemed necessary by the Executive Committee of the Atlanta Campus, the SGA can create or eliminate student assistant positions; these positions are paid out of the Atlanta Campus SGA budget.
- B. The SGA Administrative Coordinator and the Atlanta Campus advisor conducts the necessary interviews for the position(s) and makes the selection(s).
- C. Student Assistants are employees of the SGA and are not considered SGA Officers.
- D. Current SGA Officers that are compensated by SGA for their role may not be hired as Student Assistants during their term of office.
- E. Student Assistants report to the SGA Administrative Coordinator.
- F. A Student Assistant may be fired; employment termination will be at the discretion of the SGA Administrative Coordinator and the Atlanta campus advisor.

## **Title III: JUDICIAL BRANCH**

### **Article 1 – Composition**

- A. SGA Judiciary shall consist of no more than 5 Justices.

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- B. The Student Bar Association, or any other democratically elected body approved by the University- Wide Senate (2/3), shall have the power to interview and recommend candidates to be appointed by the University-Wide President and confirmed by the University-Wide Senate.
- C. Student Justices confirmed by the University-Wide Senate may serve on the SGA Judiciary for the entire duration of their enrollment, as defined by the Student Code of Conduct, at Georgia State University.

### **Article 2 – Eligibility and Terms of Service**

- A. To be eligible to serve as a Justice from the Atlanta Campus, a student must:
  - a. Undergraduate students must have completed thirty semester hours to be eligible for appointment and once in office shall serve until they graduate, unless they resign or are removed.
  - b. Graduate students must have completed fifteen hours to be eligible for appointment and once in office shall serve until they graduate, unless they resign or are removed.
  - c. Be enrolled with a minimum of six credits as an undergraduate or three credits as a graduate student during fall and spring semesters.
  - d. Must have and maintain a minimum cumulative GPA of 2.5 or higher.
- B. To be eligible to serve as a Justice from the Perimeter College Campuses, a student must:
  - a. Be currently enrolled at the Perimeter College Campus of appointment.
  - b. Have completed a minimum of twelve credit hours.
  - c. Must have and maintain a minimum cumulative GPA of 2.5 (inclusive of Learning Support Courses).
- C. Members must have good standing, academically and judicially, with the University.
- D. In upholding checks and balances within the organization, no student may hold office concurrently on the SGAJ and any other branch of the SGA.

### **Article 3 – Authority and Responsibility of the SJB**

- A. The SGAJ shall have the authority to interpret the meaning and intent of this Constitution, its Amendments and the Bylaws of the SGA.
- B. The SGAJ shall hear all appeals of Election Commission decisions and to affirm or reverse such decisions.

### **Article 4 – Chief Justice, Associate Chief Justice, and Student Justices**

- A. Chief Justice:
  - a. The Chief Justice shall serve as spokesperson for the SGAJ.
  - b. The Chief Justice shall organize and preside over regular meetings of the SGAJ.
  - c. The Chief Justice shall organize campus wide recruiting process for new Associate Justices.
  - d. The Chief Justice shall preside over the impeachment hearings of any SGA Senate.
- B. Associate Justices:
  - a. The Associate Justices shall serve on SGAJ and other committees as designated by the Chief Justice.
  - b. The Associate Justices shall arrange their schedule to assure attendance of mandatory meetings, and all scheduled hearing proceedings.
  - c. The Associate Justices shall be familiar with the resources required to perform position duties (i.e., SGA Constitution, SGA Bylaws, etc.).
  - d. The Associate Justices shall ensure a fair and impartial deliberation on cases presented at the hearing.
  - e. The Associate Justices must provide a written notice of resignation from the SGAJ to the Chief Justice.

### **Article 5 – Chief, Associate Chief, and Student Justice Removal or Resignation from Position:**

- A. Failure to adequately meet and fulfill position responsibilities may result in removal from position.
- B. Any Justice may be removed from a position through the impeachment process defined by SGA bylaws.

## Title IV: ATTENDANCE POLICY

### Article 1 – Attendance

- A. Each Senator shall be required to attend all meetings of their Campus Senate as well as the University-Wide Senate, as appointed by their respective EVPs and those Senate committees on which that Senator serves, including any University Senate and University-Wide Senate Committee meetings.
- B. Each Executive Member shall be required to attend all meetings of their Campus and Executive Committees, Campus Senate as well as the University-Wide Senate, as appointed by their respective EVPs and those Senate committees on which that Senator serves, including any University Senate and University-Wide Senate Committee meetings.
- C. All Campus Senate meetings will start promptly at the time designated by the Speaker of the Senate.
- D. All University-Wide Senate meetings will start promptly at the time designated by the SGA President.
- E. All SGA officers (Senators and Executive Members) shall not be tardy to regularly scheduled SGA meetings.
  - a. An automatic excused absence shall be granted to an officer whose absence is the result of SGA-sponsored business, provided they submit a request for an excused absence in writing three business days prior to the meeting. A Senator shall submit the request to the Speaker of the Senate, and an Executive Board member shall submit the request to their respective Campus EVP or the President.
- F. All SGA officers shall be required to attend an SGA Orientation and Photoshoot to be held in conjunction with Inauguration.
  - a. Officers may be excused from the Orientation only for emergency reasons with approval of their respective EVP.
  - b. The penalty for absences for the Orientation shall be two Senate absences against the Senator's record for the upcoming fall semester.
  - c. The SGA President and/or President's Cabinet shall enforce any penalty.
- G. All SGA officers shall be required to attend an SGA Training Retreat to be held during the summer.
  - a. Officers may be excused from the Training Retreat only for documented severe illness, family trauma, or other extreme circumstances that must be identified in writing within 24 hours of the retreat with approval of the University-Wide Executive Committee.
  - b. The penalty for absences for Senators during the Training Retreat shall be two Senate absences against the officer's record for the upcoming fall semester.
  - c. The SGA President and/or University-Wide Executive Committee shall enforce any penalty.

### Article 2 – University-wide Senate Attendance via Webex

- A. SGA Officers may request access to a Webex portal in a central meeting room on a Georgia State University campus so that they have the option of attending. This request must be submitted at least 72 hours in advance and approved by the respective Speaker of the Senate and made with the consent of the SGA President.
- B. The only members of the University-Wide Senate able to participate via Webex outside of a central meeting room on a Georgia State University campus are those who are dually enrolled and who have also made a request as stated above.

### Article 3 – Absences from Meetings

- A. If a voting member of the Senate fails to attend a Senate meeting that Senator automatically forfeits their voting rights on legislation introduced during that meeting. If such legislation is tabled, the Senator will still be unable to vote on that proposed legislation in following meetings.
- B. Excused absences shall be defined as documented severe illness, family trauma, extreme circumstances, unplanned documented work schedule conflict, or unanticipated documented academic obligations that must be identified in writing within 24 hours of the meeting. All other absences shall be considered unexcused.
- C. It shall be the responsibility of the Communications Director on each Perimeter Campus and the Senate Clerk for the Atlanta Campus:
  - a. To keep an attendance record of the SGA Senate which should include any tardies and absences.
- D. It shall be the responsibility of each officer:
  - a. To keep up with their personal point total.
  - b. To make sure the SGA office on their campus has their correct address, email, and contact number.
  - c. To submit, when necessary, a written excuse to the Speaker of the Senate no later than 24 hours after an absence. If the Speaker does not receive an excuse within 24 hours of the absence, the absence will automatically be counted as unexcused.

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- d. To send a written letter of resignation if the officer resigns.
- E. Extended Absences:
  - a. Those officers who must miss more than three scheduled meetings because of severe illness, family trauma, or other extreme circumstances must write the SGA Advisor on that campus to notify them of their situation as soon as they are aware of the forthcoming absences.
  - b. Permission for extended absences may be given to officers whose extended absence meets the criteria outlined above; it is not automatically approved.

### Article 4 – Summer Expectations

Student leaders are encouraged to commit the time needed to fulfill all the responsibilities for their respective positions. There are different expectations for positions that are stipended through the summer. All hours worked should occur on the SGA officer's campus, unless communicated and approved in advance with their advisor. Minimum hourly expectations are as follows.

- A. President (12-month stipend) - For May thru July must respond to emails within 2 business days, log 40 hours of work per month (with no more than 20 hours logged in a week) to include leading a monthly university-wide executive committee via Webex meeting, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order). If interested, the President may also attend the National Campus Leadership Council's Presidential Leadership Summit.
- B. Atlanta positions
  - a. EVP - For May thru July must respond to emails within 2 business days, log 36 hours of work per month (with no more than 18 hours logged in a week) to include attending a monthly university-wide executive committee and campus executive committee meeting via Webex, must be able to attend the NACA SGE and the BOR SAC meeting (if the President is not an Atlanta campus student or is not able to attend) and if not able, is responsible for finding a designee (in succession order), work with Speakers of the Senate and president to prepare for August training.
  - b. Speaker - For May thru July must respond to emails within 2 business days, log 22 hours of work per month (with no more than 11 hours logged per week to include attending a monthly campus executive committee meeting via Webex, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order), work with EVPs and President to prepare for August training.
  - c. Communications Director - For May thru July must respond to emails within 2 business days, log 30 hours of work per month (with no more than 15 hours logged in a week) to include attending monthly university-wide executive committee meeting and campus executive committee meetings (via Webex if not during business hours), must be able to attend the NACA SGE conference and if not able, is responsible for finding a designee (in succession order).
  - d. Finance Director – Does not have minimum hourly obligations in the months of May, June. For July must respond to emails within 2 business days, log 16 hours of work per month (with no more than 8 hours logged per week) to include attending a monthly campus executive committee via Webex unless during business hours.
  - e. Committee Chairs
    - i. Student Engagement Committee Chair - Does not have minimum hourly obligations in the month of May. For June thru July must respond to emails within 2 business days, log 20 hours of work per month (with no more than 10 hours logged per week) to include attending monthly campus executive committee meetings via Webex if not during business hours, leading Student Engagement Committee meetings as needed to respond to co-sponsorship requests.
    - ii. Academic Affairs Committee Chair - Does not have minimum hourly obligations in the months of May, June or July.
    - iii. Student Services Committee Chair - Does not have minimum hourly obligations in the months of May, June or July.
    - iv. Speaker Pro Tempore - Does not have minimum hourly obligations in the months of May, June or July.
    - v. Senators: Members of the Vacancy committee and Student Engagement committee are expected to be available to attend meetings as needed over the summer.
- C. Perimeter positions

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- A. All Perimeter positions: For May thru July must respond to emails within 2 business days, attend continued campus training opportunities as scheduled or assigned by advisor.
- B. EVPs - Log 40 hours of work per month (with no more than 20 hours logged in a week), must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order), work with the Speakers of the Senate and President to prepare for August training. If interested, the president may also attend the National Campus Leadership Council's Presidential Leadership Summit
- C. Communications Directors - Log 8 hours of work per month to include attending a monthly campus executive committee and assisting with recruitment efforts.
- D. Finance Directors - Log 8 hours of work per month to include attending a monthly campus executive committee and assisting with recruitment efforts
- E. Speakers - Log 8 hours of work per month, must be able to attend the NACA SG East, work with EVPs and president to prepare for August training and assisting with recruitment efforts.
- F. Senators/Committee Chairs - Log 4 hour of work per month to include attending an advisor meeting at least once a month and assisting with recruitment efforts.

### Article 5 – Point System

“Nonfeasance” shall be defined as the failure of any official, elected or appointed, to perform the duties, responsibilities, or functions of office. Nonfeasance can result in automatic termination.

- A. A point system is used to determine when termination must be initiated.
  - a. 25 points: Termination process begins.
  - b. Point accumulations will not reset for the duration of the officer's terms
- B. Points are assigned for the following:
  - a. 1 point: Non-Response by communicated deadline (Each additional business day late adds 1 point per day until completed.)
  - b. 1 point: Unexcused missed office hours (per hour)
  - c. 1 point: Unexcused absences (see C below) from campus or university-wide trainings or retreats (per hour)
  - d. 1 point: Late for meetings or events (After 15 minutes you are considered late) or leaves a meeting prior to closing roll
  - e. 3 points: Unexcused absence (see C below) from a committee meeting of the university senate
  - f. 5 points: Missed one-on-one with advisor (when required)
  - g. 5 points: Missed submission deadline (including, but not limited to the examples below) Each additional day late adds 1 point per day until completed.
    - i. Reports not submitted when due.
    - ii. Committee meeting minutes (standing and ad hoc) not submitted when due.
    - iii. Meeting agendas not distributed one week prior to Senate meetings.
    - iv. Meeting agendas not distributed 3 days prior to executive committee meetings.
    - v. Minutes not sent for review to speaker, evp, or president (depending on the type of meeting held) and campus or university-wide advisor within 3 business days of the meeting.
  - h. 5 points: Unexcused absence (see C below) from a scheduled university-wide senate meeting or executive committee meeting (UEC or CEC)
  - i. 7 points: Unexcused absence (see C below) from scheduled campus meeting.
  - j. 10 points w/ written warning: Unexcused absence from external trainings or conferences (i.e. Student Advisory Council, National Association of Campus Activities SG East, American Student Government Association) (2<sup>nd</sup> infraction, immediate dismissal from position)
    - i. *Note: Depending on cancellation date, student is also subject to reimbursing their portion of entire cost of the trip/training.*
  - k. 15 points: not fulfilling duties of position as outlined in bylaws (as indicated in written referral)
- C. Unexcused absences are any absences that are not approved by the individual designated in Title IV: Attendance Policy, Article 3: Absences of the bylaws.
- D. Each time an SGA officer accumulates points, they will receive documentation regarding their point total. Individuals who wish to appeal an assignment of points must do so by requesting in writing an in-person meeting with the individual who assigned the points and the appropriate SGA executive officer within three business days of receipt of the document. The meeting must occur within five business days of receipt of the written request. The SGA advisor makes the final decision as to whether the points were properly assigned within three business days of the meeting.

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- E. If an SGA officer obtains a different position within SGA, during that same administration, and leaves their current position for the new one, the points they accumulated in their previous position will carry over until the end of their term in their new position.”
- F. “If an SGA officer is serving in concurrent roles within SGA, such as being an SGA officer and on the Election Commission, the points from either position will be counted towards a cumulative point total. If that officer is terminated via the point system, they will subsequently be terminated from both positions.
- G. If an act of nonfeasance by an SGA officer is discovered, the appropriate officer will have 7 business days from the date the violation occurred to assign points.

### **Title V: FISCAL POLICIES AND PROCEDURES**

#### **Article 1 – General Provisions**

##### **Section 1 – Name and Purpose**

- A. This Title shall be known, and may be cited, as the SGA “Fiscal Policies and Procedures.”
- B. The purpose of this title is to specify the manner in which fiscal policies of the SGA shall be carried out.

#### **Article 2 – Budget Development and Procedure**

##### **Section 1 – The Student Government Association Budgets**

- A. The SGA budgets for the next fiscal year will be developed by the respective campus Budget and Finance Committees and will be submitted to their Campus Senates by their first meeting in January of each year; each fiscal year shall start on July 1 and end on June 30.
- B. The SGA Campus Senates shall pass a budget allocation bill no later than October 1 of each fiscal year. The budget bill will give executive authority to spend funds up to and including the day in which a budget bill becomes law.
- C. Upon the bill becoming law, the budgets shall be effective until June 30.
- D. Allocation of summer funding will follow the recommendation of prior administration until a new allocation bill is passed.

#### **Article 3 – Fiscal Procedures**

##### **Section 1 – Donations**

In accordance with Student Activity Fee Policies, no donations of SGA funds can be made to any charities, churches/places of worship, or non-profit organizations.

##### **Section 2 – Submittal Procedures**

- A. All requests for expenditures must be made in writing to the Finance Director describing the nature of the request at least two weeks in advance.
- B. The Finance Director shall make a report of all purchases at the next scheduled Campus Senate meeting.
- C. All requests over \$2,500 must include at least two bids for the services performed or products provided unless being provided by the University or state contract.
- D. All requests as stated above must be thoroughly reviewed by the Budget and Finance Standing Committee. The committee shall not have to approve or disapprove the above-mentioned purchases.

### **Title VI: CODE OF IMPEACHMENT**

#### **Article 1 – General Provisions**

##### **Section 1 – Definitions**

- A. Impeachment for nonfeasance and malfeasance shall be defined as proceedings against an elected or appointed

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official of the SGA for nonfeasance or malfeasance of office by the presentation of written charges entitled “SGA Bill of Impeachment.”

- B. “Nonfeasance” shall be defined as the failure of any official, elected or appointed, to perform the duties, responsibilities, or functions of office.
- C. “Malfeasance” shall be defined as the improper (as described by the Code of Ethics) or unlawful conduct by any official, elected or appointed, in the performance of the duties, responsibilities or functions of the office which violates trust inherent in the office.
- D. A Bill of Impeachment shall consist of a written statement describing the charges and a petition signed by at least 50% of the respective campus’ Senators.
- E. The Committee of Investigation shall be defined as the 2 SGA Associate Justices, and the EVP (unless the EVP is facing impeachment, in which case the President will serve on the committee), who will serve as a non-voting member.
- F. Double jeopardy shall be defined as the defense procedure which forbids a defendant from being tried on the same (or similar) charges after having been legitimately acquitted of said charges.

### Section 2 – General Impeachment Procedures

- A. Any elected official can bring charges of Impeachment for malfeasance against any SGA Officer by submitting a Special Order of Impeachment to the Campus Senate, the Chief Justice, and the President of SGA.
- B. The Chief Justice shall call and preside over an impeachment hearing of the respective Campus Senate no earlier than 10 business days and no later than 25 business days from the date of receipt of the Special Order of Impeachment by the Chief Justice.
- C. The Campus Senate shall have the power to remove from office any officer of the SGA on the grounds of malfeasance. This removal may be enacted by a two-thirds affirmative vote of the Senate members present and shall be effective for the remainder of their enrollment at Georgia State University.
- D. Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold and enjoy an office of honor, trust, or profit under the current or future SGA.

### Article 2 – Initiation and Notification of Impeachment Charges

- A. Any elected or appointed officer can bring charges of impeachment for malfeasance against any SGA officer by submitting a Special Order to form a Committee of Investigation (as defined in Article 1, Section 1E) the Campus Senate, Chief Justice, and the SGA President.
- B. If, after deliberation the Committee of Investigation’s opinion is favorable to the accused, it shall prepare a written statement exonerating the accused. The statement shall require no action by the Senate and shall be final and conclusive. The committee shall enter upon the Special Order of Impeachment the words “NO SPECIAL ORDER.”
- C. If after deliberation the Committee of Investigation finds probable cause, it shall report its finding on a Special Order of Impeachment to the Speaker of the Senate for that campus. The Special Order of Impeachment shall be placed on the respective campus’s Senate agenda as a Special Order and shall be deliberated on within two regularly scheduled Senate meetings. If the charges of impeachment are for the President, the Atlanta Campus EVP shall place the Special Order of Impeachment on the University-Wide Senate’s agenda as a Special Order and shall be deliberated on at the next regularly scheduled University-Wide Senate meeting.
- D. The presiding officer shall notify the accused of the Special Order of Impeachment at least 10 class days prior to the designated Senate meeting, at which time the Senate shall decide on the matter. A certified letter, return receipt request, oral communication, or two public notices in the campus newspaper and/or the Senate Journal will be deemed proper notification by the presiding officer. The notification shall include the following information:
  - a. The date, time, and place of the appointed Senate Meeting.
  - b. The right of the accused to a preliminary hearing with the Committee of Investigation, prior to the impeachment proceedings at the Senate meeting, to discover extenuating circumstances.
  - c. The right to the presence of counsel, during the preliminary hearings.
  - d. The right of the accused to view the testimony of any witness after such testimony.
  - e. The right of the accused to any evidence or testimony acquired by the Committee of Investigation favorable to the case of the accused.
  - f. The accused shall have the right, during the preliminary hearing, to petition the Committee of Investigation for an extension by which the proceedings should be begin for not more than seven days, including weekends and holidays.



### Article 3 – Impeachment Trial Procedure

- A. The Chief Justice, or an Associate Justice selected by the Chief Justice if they are unavailable shall serve as the presiding officer during the impeachment trial.
- B. The trial will begin with the reading of the SGA Special Order of Impeachment by the presiding officer.
- C. The Committee of Investigation shall then report their findings to the Senate.
  - a. Two Associate Justices, and the EVP (unless the EVP is facing impeachment, in which case the President will serve on the committee), who will serve as a non-voting member.
- D. After both the Bill of Impeachment and the Committee of Investigation reports have been read, the accused shall be given an opportunity to rebut the evidence presented.
- E. Upon presentation of all information concerning the original Special Order of Impeachment, the Senate will be given sufficient time to deliberate on its contents and merits before making a motion to vote. The Senate will then move to a Vote of Impeachment, which requires a two-thirds affirmative vote of the Senate members present.
- F. Provided the Special Order of Impeachment is upheld, the accused may appeal to the Chief Justice, with the Chief Justice presiding over the review of the Committee of Investigation to determine if further investigation is warranted in order to provide a decision.
- G. Provided the Special Order of Impeachment fails, the accused shall retain all the rights and privileges of the office to which they were elected or appointed, and the SGA shall not place the accused in double jeopardy.

## Title VII: VACANCIES

### Article 1 – Vacancies in the Senate

- A. Vacancies in the SGA must be advertised and applications for positions made available for at least seven days before nominations are made.
- B. Applications will be accepted at all times of the year via Panther Involvement Network (P.I.N) at pin.gsu.edu.
- C. No personnel action will be taken on applications received between the deadline date for Spring ballot candidates and the conclusion of the Spring ballot election process.

### Section 1 – Unfilled Positions

Positions that had no candidates apply to run for election are not considered vacancies and the process to fill those position are addressed in the Election Code.

### Section 2 – Nomination Process for Atlanta Vacancies

- A. Formation of Vacancy Committee
  - a. A vacancy committee made up of at least three (3) legislative officers will be formed for the remainder of the academic year by the Speaker of the Senate through an appointment process during the first Atlanta campus meeting of the term of office.
  - b. Appointments to the vacancy committee are determined based on interest from the members of the senate and the committee will only meet to fill vacant positions.
  - c. The vacancy committee must make recommendations to the Speaker of the Senate regarding the candidates they have interviewed, from which the Speaker will nominate a candidate to be presented to Senate for confirmation.
  - d. Once senators are appointed to the vacancy committee by the Speaker of the Senate, their appointment to the vacancy committee is for the remainder of their SGA office term.
  - e. In the case of a vacancy within the committee, the Speaker of the Senate is responsible for appointing a senator to fill a vacancy in the committee.
- B. The Speaker of the Senate has sole discretion on which candidate they submit to the Senate for a confirmation vote.
- C. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- D. The Speaker Pro Tempore has seven days after the application for a vacant position has closed to recommend a nomination to the Senate. If the Speaker Pro Tempore fails to meet the nomination time requirement, the Campus Executive Committee will nominate a candidate.
- E. Rejection of a Speaker Pro Tempore’s nominee, within the given time period, shall reset the time allocated in this clause.

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- F. If a Campus Senate vacancy shall remain open beyond two consecutive regular meetings of the Senate, and the Speaker Pro Tempore fails to nominate an eligible candidate for the vacant position, the Speaker of the Senate shall have the power to nominate an eligible candidate for the vacant position.

### Section 3 – Nomination Process for Perimeter Vacancies

- A. Formation of a Vacancy Committee
  - a. A vacancy committee made up of at least two (2) SGA officers from that campus (with the SGA President as an acceptable alternate will be formed by the Speaker of the Senate or the SGA Advisor for the remainder of the academic year through an appointment process as needed.
  - b. Appointments to the vacancy committee are determined based on interest from SGA officers and the committee will only meet to fill vacant positions.
  - c. The vacancy committee must make recommendations to the Speaker of the Senate, or the EVP regarding the candidates they have interviewed, from which the Speaker will nominate a candidate to be presented to Senate for confirmation.
  - d. If the Speaker of the Senate and EVP positions are vacant the vacancy committee's recommendation are final.
  - e. In the case of a vacancy within the committee, the Speaker of the Senate, EVP or SGA President is responsible for appointing an SGA officer to fill a vacancy in the committee.
  - f. In the event of an entire campus executive committee being vacant, the SGA President shall appoint and confirm position(s) as needed.
- B. The Speaker of the Senate has sole discretion on which candidate they submit to the Senate for a confirmation vote.
  - a. If the Speaker of the Senate is vacant, the vacancy committee has sole discretion on which candidate they submit to the Senate.
  - b. If there are less than 3 Senators, the vacancy committee submits their nomination to the SGA President.
- C. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- D. The Speaker of the Senate has seven days after the application for a vacant position has closed to recommend a nomination to the Senate. If the Speaker of the Senate fails to meet the nomination time requirement, the Campus Executive Committee will nominate a candidate.
- E. Rejection of a Speaker of the Senator's nominee, within the given time period, shall reset the time allocated in this clause.
- F. If a Campus Senate vacancy shall remain open beyond two consecutive regular meetings of the Senate, and the Speaker of the Senate fails to nominate an eligible candidate for the vacant position, the Speaker Pro-Tempore shall have the power to nominate an eligible candidate for the vacant position.

### Section 4 – Speaker of the Senate

- A. If the Speaker of the Senate position is vacated, the Speaker Pro Tempore automatically becomes the Speaker of the Senate until the end of their term and a new Speaker Pro Tempore is elected from within the Campus Senate.
- B. A vacancy is created in the college or school that the Speaker Pro Tempore was elected to represent.
- C. C. A new Speaker Pro Tempore is elected from within the campus senate.

### Section 5 – Speaker Pro Tempore

- A. In the event that the Speaker Pro Tempore position becomes vacant Senators can nominate another Senator or themselves to fill the position.
- B. The Campus Senate should vote on the nominations by the first Senate meeting following the day the position is vacated, or one week, whichever is longer.
- C. The Senator who receives the most votes will become the Speaker Pro Tempore.

### Section 6 – University Senate Vacancy

- A. The President appoints candidates to fill vacancies in University Senate Committees.
- B. The President has seven days after the publicity of a vacant position has expired to make the appointment.
- C. If the appointment time requirement is not met by the President, the Executive Committee will appoint a candidate.

### **Section 7 – Senate Committee Chair Vacancies (Atlanta Campus Only)**

- A. If a Senate Committee Chair position becomes vacant Senators can nominate another Senator or themselves to fill the position.
- B. The Atlanta Senate should vote on the nominations by the first Senate meeting following the day the position is vacated, or one weeks whichever is longer.
- C. The Senator who receives the most votes will become the Committee Chair.

### **Section 8 – Senate Clerk Vacancy (Atlanta Campus Only)**

- A. If the Senate Clerk position becomes vacant, the Speaker of the Senate and Atlanta SGA Advisor will screen candidates and conduct interviews to determine the candidate who will be nominated to fill the position.
- B. The Atlanta Senate must confirm the nomination of the Senate Clerk appointee by a simple majority.

## **Article 2 – Vacancies in the Executive Committee**

### **Section 1 – President**

- A. If the SGA President is no longer able to serve, a special meeting of the University-Wide Senate will be called by the Chief Justice to nominate and elect a new President from among the EVPs.
- B. The voting members of the University-Wide Senate for such a meeting will be evenly divided among the Perimeter and Atlanta Campus Senators.
- C. In order to achieve balance, the names of Atlanta Campus Senator will be randomly chosen, and those Senators shall be able to vote. Any Senator can nominate an EVP and any EVP can self-nominate.

### **Section 2 – Executive Vice Presidents**

- A. In the case of a vacancy in the position of the EVP, the EVP's office shall devolve on the Speaker of the Senate for the remainder of the EVP's term at the campus at which the EVP is a registered student.
- B. Then, the Legislative Branch shall follow the vacancy filling process as outlined in its Bylaws.

### **Section 3 – Finance and Communications Directors**

- A. Vacancies in the SGA must be advertised and applications for positions available for at least seven days before nominations are made.
- B. Applications must be submitted in Panther Involvement Network (P.I.N.)
- C. No action will be taken on applications received between the deadline date for Spring ballot candidates and the conclusion of the Spring ballot election process.
- D. The Speaker of the Senate, the Speaker Pro Tempore and at least one other Senator chosen by the Speaker Pro Tempore shall form a Senate confirmation committee to interview the most qualified candidates prior to forwarding a prioritized list of candidates to the EVP.
- E. The EVP has sole discretion on which candidate they submit to the Senate for a confirmation vote.
- F. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- G. The EVPs have seven days after the application for a vacant Campus Executive Committee position has closed to recommend a nomination to the Senate. If the nomination time requirement is not met by the EVP, the respective Executive Committee will nominate a candidate.

## **Title VIII: ELECTION CODE**

### **Article 1 – General Provisions**

#### **Section 1 – Purpose**

The Election Code is hereby adopted by the University-Wide Senate to fulfill the Constitutional responsibility of the Senate “to prescribe the manner of holding elections” and “to judge the elections and qualifications of Election Officials.”

#### **Section 2 – Accountability to the Election Code**

- A. All candidates and their staff, along with all volunteers, shall be responsible for knowing and abiding by the contents of this document. Any questions concerning this document shall be addressed directly to the University-Wide Election Commission.

### **Article 2 – The Election Commission**

#### **Section 1 – General**

- A. The SGA has established a University-Wide Election Commission which sets the dates, activities, guidelines, and deadlines regarding the election and has the authority to preside over all areas of the election process for all campuses.
- B. This commission will address all election complaints and may make corresponding decisions at its discretion.
- C. The University-Wide Election Commission reserves the right to have a meeting to review submitted complaints and evidence to decide whether further action is needed.
- D. Appeals to decisions made by the University-Wide Election Commission shall be made to the designated judiciary to adjudicate.
- E. All Election Commissioners and Vice Chairs shall participate as members of the Election Commission.

#### **Section 2 – Election Commission Qualifications and Appointments**

- A. The University Wide Election Commission shall be composed of four Election Commissioners, one of whom is the Chief Election Commissioner, a Vice Chair for Marketing, and a Vice chair for Logistics, with at least one of the Election Commissioners coming from a Perimeter Campus and vice versa. The Election Commission is advised by at least 2 of the SGA Advisors.
- B. The University-Wide Election Commission Members will be selected using the following process: a. Interviewed and selected by the SGA Election Commission Selection team, and a representative from the designated judiciary and confirmed by the University-Wide Senate by a two-thirds vote. Members shall be chosen based on experience, integrity, impartiality, and good judgment
- C. The SGA Election Commission Selection team shall be composed of at least three current SGA officers, who are not members of the Election Commission or plan to run on the ballot in the election that year.
- D. Election commission member expectations and commission vacancies:
  - a. Election Commission Members and volunteers are not eligible to run in the Spring Elections that concur with their Election Commission term or be affiliated with a student political party.
  - b. Any vacancies within the Election Commission shall be appointed by the SGA Election Commission Selection team and confirmed by the University-Wide Senate via a majority (51% vote).
  - c. If the Chief Election Commissioner position becomes vacant, one of the remaining three Election Commissioners will be selected by the Election Commission Selection team and assume the duties of the Chief Election Commissioner.
  - d. If the Senate does not fill one of the commission positions before the start of the election process, the U-Wide Executive Committee will then be authorized and required to fill any unassigned positions within two weeks and shall be authorized to fill these positions without the approval of the Student Senate.
  - e. The point system applies to all Election Commission positions.
- E. Members of the designated judiciary are not permitted to serve on any Election Commission.

### Section 3 – Roles and Responsibilities of the Chief Election Commissioner

- a. The primary responsibility of the Chief Election Commissioner shall be to execute the provisions of the Student Government Constitution relative to elections and all other provisions of this Code. If a question exists regarding their authority, the Chief Election Commissioner shall petition the designated judiciary in writing to answer a question pertaining to their power. Any such petitions should be recorded and submitted to the University-Wide Senate within one week. Serve as the administrative head of the election process and to have charge over all volunteers working within and alongside their commission.
- b. Remain impartial to any candidates or parties participating in the election.
- c. Administer and set provisions for special elections, where provided for in the Bylaws, or SGA Constitution.
- d. Organize all necessary materials and coordinate all personnel for the efficient and prompt execution of the General Election, and all other SGA elections provided for in this code.
- e. Ask the Election Commission Advisor, when necessary, for advisory opinions on election code procedures and policy.
- f. Work with the SGA Advisor or their delegate to ensure the correct online posting of ballots, proposed constitutional amendments and any other official publications of the Commission.
- g. The University-Wide Election Commission shall also ensure that proposed constitutional amendments will contain in their entirety the proposed changes and the existing sections of the Constitution and certify elections and campaign materials as prescribed in the Election Code.
- h. The Chief Election Commissioner shall prepare a University-Wide Election Journal to be submitted at the end of their term. This journal must give an accurate and detailed description of events and must be submitted to the SGA University-Wide President and ATL Communications Director before the end of finals during spring semester. The journal should include: all complaints and responses to complaints, election results, and any results from the designated judiciary, ideas for upcoming commissions on improving the election process, a draft calendar of events, and any other pertinent information. A copy of the University-Wide Election Journal shall be published online and viewable by the public.
- i. The authority to expend such funds as appropriated to the Election Commissions use must receive written consent from the Student Activity Fee Business Manager before using funds.
- j. After final approval by the University-Wide Election Commission, an official list of all the qualified candidates will be made available to the public.
- k. The Chief Election Commissioner is responsible for making sure the topics to be discussed at the Mandatory Candidate Seminar shall include but are not limited to the following: Election Rules & Regulations, University Policy relating to the election, Election Schedule, Structure and Functions of the SGA, and the duties and responsibilities of the elected officers of the SGA.
- l. All dates established for elections must be submitted to the Senate, not for approval, but notification purposes.
- m. The Chief Election Commissioner shall have sole discretion over sanctions given to candidates after a campaign violation is submitted and an investigation concludes. The Chief Election Commissioner must seek advice from at least two other members of the University-Wide Election Commission, but the decision is still up to the Chief Election Commissioner.

### Section 4 – Roles and Responsibilities of the Campus Election Commission Chairs

- A. The primary responsibility of the Election Commissioners shall be to execute the provisions of the SGA Constitution relative to campus elections and all other provisions of this Code. If a question exists regarding their authority, the Chief Election Commissioner shall petition the designated judiciary in writing to answer a question pertaining to their power. Any such petitions should be recorded and submitted to the University-Wide Senate within one week.
- B. The Election Commissioners' responsibilities include, but are not limited to:
  - a. Serve as the administrative heads of the six campus election processes and to have charge over all personnel/volunteers working within and alongside their commission.
  - b. Remain impartial to any candidates or parties participating in the election.
  - c. Administer and set provisions for special elections, where provided for in the Election Code, Bylaws, or Student Government Constitution.
  - d. Organize all necessary materials and coordinate all personnel for the efficient and prompt execution of the campuses' General Election.
  - e. Ask the SGA Advisor, when necessary, for advisory opinions on election code procedures and policy.
  - f. Work with the SGA Advisor or their delegate to ensure the correct online posting of ballots, proposed constitutional amendments and any other official publications of the Commission.

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- g. The Commission shall also ensure that proposed constitutional amendments will contain in their entirety the proposed changes and the existing sections of the Constitution, certify elections and campaign materials as prescribed in the Election Code.
- h. The Election Commissioners shall assist the Chief Election Commissioner in preparing the University-Wide Election Journal to be submitted at the end of their term. This journal must give an accurate and detailed description of events and must be submitted to the SGA University-Wide Advisor before the end of finals during spring semester. The journal should include: all complaints and responses to complaints, election results, and any results from the designated judiciary, ideas for upcoming commissions on improving the election process, a draft calendar of events, and any other pertinent information. A copy of the Election Journal shall be published online and viewable by the public.
- i. The authority to expend such funds as appropriated to the Election Commissions use must receive written consent from the Student Activity Fee Business Manager before using funds.
- j. After final approval by the University-Wide Election Commission, an official list of all the qualified candidates will be made available to the public.
- k. After final approval by the Election Commission, an official list of all the qualified candidates will be made available to the public.

### Section 5 – Role and Responsibilities of the Election Commission Vice Chairs

- A. There will be a separate Vice Chair for Marketing and a Vice Chair for Logistics.
  - a. The Vice Chair for Marketing shall be responsible for advertising and public relations on all campuses. Their goal shall be to encourage qualified individuals to run for office, increase election turnout, make the election known and visible to the student body, advertise election related activities such as debates or other public forums, and coordinate with the administration to ensure the success of the election. They are responsible for monitoring all social media platforms of candidates on all campuses. Social Media platforms include but are not limited to Instagram, Facebook, LinkedIn, GroupMe, Twitter, Snapchat, Tik Tok. All election materials and advertisements (including social media groups) must receive approval by the Vice Chair for Marketing prior to distribution.
  - b. The Vice Chair for Logistics shall be responsible for assisting in the planning and execution of debates, reserving rooms for election commission events, and ensuring the organization and execution of a successful election. They are also responsible for auditing the candidates' campaign finance documentation.

### Section 6 – Oath of Office

- A. The head of the designated judiciary or designee shall administer the oath of office to the incoming members of the Commission. The oath must be taken before the commencement of each member's respective duties.
- B. The Oath of Office states: "I, (name), do solemnly 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, By-Laws and the Election Code of the SGA at Georgia State University."

### Section 7 – Removal from Office

- A. The Chief Election Commissioner shall have the right to suspend, with proper cause, any member of the Commission from their duties. If the designated judiciary concurs with the suspension the student will be removed from their position. Proper cause is defined here as improperly influencing the election, breaching the Bylaws and/or Constitution.
  - a. In the case of removal of any of the members of the election commission, the SGA Election Commission Selection team will take applications from members, volunteers and interested students for no more than 24 hours after the removal of an Election Commission member. Based on those applications, and their record as members and participants, they will select a new member of the Election Commission who shall not receive standing until confirmed by the University-Wide Senate via a two-thirds vote.
- B. Chief Election Commissioner
  - a. The SGA Election Commission Selection team shall have the right to suspend, with proper cause, the Chief Election Commissioner from their duties. If the designated judiciary concurs with the suspension the student will be removed from their position. Proper cause is defined here as improperly influencing the election, breaching the Bylaws and/or Constitution.

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- b. In the case of removal of the Chief Election Commissioner, the SGA Election Commission Selection team will accept applications from the Election Commissioners for no more than 24 hours after the removal of the Chief Election Commissioner. Based on those applications, and their record as an Election Commissioner, they will select a new Chief Election Commissioner.

### Article 3 – Candidates and Parties

#### Section 1 – Candidate Qualifications

##### A. General

- a. Eligible candidates must have submitted an application by a date and time to be determined by the SGA Advisor. Candidates who do not meet the following requirements will not be listed on the election ballot:
  - i. President - Must have earned a minimum of 12 credit hours and be attempting to earn or have already earned 12 additional credit hours totaling to 24 or more earned credit hours by the end of the Spring Semester in which they are running. Must have a cumulative Georgia State University GPA of 3.0 or higher to run for office and must maintain a cumulative Georgia State University GPA of 2.75 or higher in subsequent semesters to retain the position.
  - ii. EVP and Speaker of the Senate - Must have earned a minimum of 12 credit hours and be attempting to earn or have already earned 12 additional credit hours totaling to 24 or more earned credit hours by the end of the Spring Semester in which they are running. Must have a cumulative Georgia State University GPA of 2.75 or higher to run for office and must maintain a cumulative Georgia State University GPA of 2.5 or higher in subsequent semesters to retain the position.
  - iii. Senator – Must be attempting to complete or have already completed 6 credits by the end of Spring term in which they are running with a minimum cumulative Georgia State University GPA of 2.5 and 2.2 to retain position.
  - iv. For Perimeter College positions, Learning Support courses may be calculated into the Senator’s cumulative GPA. All manual Learning Support grades calculations will be verified by Enrollment and Registration Services.
- b. All candidates and appointments must plan to be enrolled a minimum of
  - i. Six hours (undergraduate). Online credit hours do not count toward this total.
  - ii. For Perimeter students - they shall serve on the campus where a majority of their classes are held. To serve as an officer of the SGA, they must be enrolled in a minimum of six credit hours at the campus where the office is held for the duration of the term of office, excluding summer semesters. If there are any discrepancies in reference to qualifications, the SGA Advisor for that campus will render a final decision.
  - iii. Three hours (graduate) during fall and spring semesters.
- c. All candidates must also meet the minimum qualifications for student leader positions as outlined in Section J, *Student Leadership Positions*, found on page 50 in the Student Code of Conduct. The entire code of conduct can be found online at [codeofconduct.gsu.edu](http://codeofconduct.gsu.edu)
- d. Candidates must sign the code of ethics and follow all election guidelines.
- e. Candidates must be aware that if elected they will not be able to be employed in a work study funded position during the term in which they will receive their SGA stipend. They may choose to forego the SGA stipend (not paid from SGA) in order to maintain their work study funded position.
- f. Candidates may only seek election for one office and cannot change positions once an application for office is submitted and confirmed.
- g. No student shall hold more than one elected SGA position at a time.
- h. Candidates must attend one of the mandatory candidate orientations unless they submit proof of an academic or work conflict prior to the first scheduled orientation session. Failure to submit this information to the Election Commission Chair before the first candidate orientation session will result in automatic disqualification.
- i. Presidential and campus specific candidates must attend the scheduled debate(s) and remain for the entire debate unless they submit proof of an academic or work conflict to the Election Commissioner at least one week prior to their scheduled debate. Failure to submit this information to the Chief Election Commissioner before the first candidate orientation session will result in automatic disqualification. The only exception to this would be documented severe illness, family trauma, or other extreme circumstances that must be identified in writing within 24 hours of the scheduled debate to the Election Commissioner.

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- j. No member of the Election Commission, election volunteers, or member of the SGA Judiciary may be a candidate for elective office. Commission members and other election personnel who have taken the oath of office, and subsequently resigned or were removed from office, may not become candidates for elective office in the election for which they were appointed or hired.
  - k. For any senator position (representing one academic area), all candidates must be enrolled at the time of filing in the college that they are seeking to represent. A candidate must be majoring in a subject that falls under the domain of that college.
  - l. The candidate must intend to serve at least two (2) full academic semesters; for Perimeter campus students, a minimum of summer and fall is required; for Atlanta campus students, a minimum of fall and spring is required.
  - m. If a senator elects to transfer out of the college or school that they are representing, they must relinquish their senator position when their transfer is complete as determined by the Registrar.
  - n. If a Senator elects to transfer out of the College or School that they are representing, they must relinquish their Senator position when their transfer is complete as determined by the Registrar.
  - o. Any student who is dismissed based on the points system from Student Government Association is not eligible to hold a stipend position in Student Government Association until the next administration. **(This change does not take effect until the 91<sup>st</sup> administration.)**
- D. Qualifications for Senate Leadership on the Atlanta Campus
- a. Candidates running for Speaker Pro Tempore, Head Senator, and the Chairs of the following committees: Academic Affairs, Student Engagement and Student Services, are Senators who are nominated or self-nominated following the election period.
  - b. Elections to fill each position are conducted by the Senate and will take place during the first session of Senate after Inauguration.
  - c. Candidates running for a Senate Leadership position must have a cumulative Georgia State University GPA of 2.75 or higher at the time of election and maintain at least a 2.5 minimum cumulative GPA to retain the position.
- E. Qualifications for Senate Leadership on the Perimeter Campuses
- a. Candidates running for Speaker Pro Tempore, are Senators who are nominated or self-nominated following the election period.
  - b. Elections to fill the position are conducted by the Senate and will take place during the first session of Senate after Inauguration.
  - c. Candidates running for Speaker Pro Tempore must have a cumulative Georgia State University GPA of 2.75 or higher at the time of election and maintain at least a 2.5 minimum cumulative GPA to maintain the position.

### Section 2 – Responsibilities of a Candidate

- a. "Candidate" shall be defined as a student who has completed and turned in the necessary documents and meets the following stipulations - currently enrolled at Georgia State University, in good academic standing, and has provided confirmation of college major and graduation date. The SGA Advisors are responsible for verifying each candidate meets baseline requirements set forth in this document. All candidates are held accountable to the provisions of this code, SGA Constitution and Bylaws, and all other University policies. However, the burden of proof of violation must always entail a mens rea component, meaning accusers must prove a candidate or party knowingly or purposely set out to breach the laws herein, and that they had the intention or knowledge of wrongdoing that constitutes part of a violation.
- b. Candidates will be held responsible for any activities by their supporters that are in violation of the provisions of this code, if evidence supports that a candidate had actual or constructive knowledge of illicit activities and/or authorized or acquiesced in such activities. The burden of proof entails a mens rea requirement as defined in the previous section. "Supporter" shall be defined as any person or persons with whom the active candidate was working or campaigning alongside. This provision shall not extend to unassociated third parties working on the candidate's behalf. The burden of proof shall rest with the accuser to prove "association of the parties" beyond all reasonable doubt.
- c. Candidates who are members of a Party are held individually accountable to the provisions of this code, although parties as a whole may be penalized for violation of this code.
- d. All candidates must attend an Election Code Orientation. At the time of filing, each candidate will be informed of the time and location of the seminar specific to their position. The Election Commission Chairs shall be



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wholly responsible for the organization and execution of these seminars on their respective campuses, with the Chief Election Commissioner responsible for the Presidential Election Code Orientation.

- e. Failure to attend the Mandatory Election Code Orientation specific to the position applied for will result in the disqualification of the candidate, unless the absence is requested by the candidate and approved by the Commission no later than twenty-four (24) hours before the meeting has occurred.
- f. Candidates are required to provide a list of all campaign staff that assists them with their campaign in any capacity. Campaign staff includes, but is not limited to, Campaign Managers, Assistants, Consultants, or Marketing Managers or personnel serving similar functions.
- g. Candidates must provide their Campus Election Commissioner access to any and all of their group text messaging platforms (i.e. GroupMe) for their campaign and other campaigning needs.

### Section 3 – Candidate Seminars

- A. Candidate seminars will be announced prior to the application submission deadline.
- B. All candidates are encouraged to attend a seminar to learn more about the available positions, the qualifications required to be a candidate or to apply for an appointed position.
- C. Candidate seminars shall explain, formally, the intricacies of election activities. These specifics include, but are not limited to, candidate responsibilities, affiliate responsibilities, campaign practices, and party information.

### Section 4 – Qualifications of a Party

1. A party is defined as an affiliation of candidates who group together to organize campaigning for an election.
2. Candidates shall not be listed on more than one party ticket.
3. Candidates for President cannot be listed on any party ticket.
4. There are only two potential types of party tickets:
  - a. Candidates for EVP or Speaker may run on a party ticket, but they cannot include candidates for Senator. Candidates for EVP and Speaker from multiple campuses can run on the same party ticket if they will appear on the same ballot.
  - b. Candidates for Senator may run on a ticket, but they cannot include candidates for EVP and/or Speaker.

### Section 5 – Responsibilities of a Party

1. Individuals within and comprising parties shall each be subject to the responsibilities of candidates enumerated in Section 2(B).
2. Parties must account for the total amount of expenditures of the candidates who are affiliated with them.
3. Parties as a whole or in part may be held responsible to infractions of this code.
4. Parties must register the party name, candidates, staff and party volunteers with the Election Commission before engaging in any campaign practices.
5. Party names must be substantially different from other names that have been previously submitted.

### Section 6 – Filing for Positions

- A. In the General Election, each candidate must file for one position only. All subsequent filings must be considered void unless the second application amends the first application before the filing deadline.
- B. All student candidates must submit their applications via the Student Government Elections portal on the Panther Involvement Network.

## Article 4 – Campaigning Practices

### Section 1 – Definition of Campaigning

- A. Campaigning is defined as “any activity by a candidate or party that is intended or likely to encourage or discourage a voter to cast a vote, or to affect how a student votes.”
- B. Campaigning includes, but is not limited to: verbal and/or electronic solicitation of votes and the following:
  - a. Distributing campaign materials other than private distribution to immediate campaign staff and candidates.
  - b. Announcing or discussing potential candidacy and/or party name in print, broadcast, public forum, or any other media.

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- c. Seeking endorsement (including financial contributions) or voter support for a campaign at an official meeting of a registered student organization.
- d. Posting any campaign materials.
- e. Wearing apparel, buttons, stickers, and/or similar items explicitly reflecting an affiliation with a candidate or party.
- C. All campaign material, including social media websites, are subject to certification and approval by the Election Commission.
- D. The determination of campaigning and campaign materials is at the discretion of the Election Commission.
- E. Campaigning does not include reporting by media outlets of any referendum, petition, recall, or constitutional amendment.

### Section 2 – Rules and Regulations

- A. Candidates may not begin campaigning or raising funds to campaign until they are verified for eligibility, nor before the campaign start date as determined by the Election Commission. This verification will be determined by the SGA Advisor, who will notify all candidates in writing of their eligibility prior to the Candidate Orientation.
- B. All candidates must campaign and promote the SGA Elections in a positive manner while creating awareness in the candidate's platform. Negative campaigning or "mudslinging" is not appropriate through any media (including but not limited to: posters, stickers, email, social media, etc.). Issues may be discussed candidly, but personal attacks on candidates are not tolerated. Candidates should be mindful of their potential liability in making statements that may not be able to be fully supported with factual evidence; the statements could be considered slander.
- C. Polling locations
  - a. Candidates, or others acting on behalf of candidates, are not allowed to campaign within 10 feet of the designated Election Commission administered polling locations or SGA Office once elections begin.
  - b. There will be one designated on-site polling location on each Perimeter campus and four on the Atlanta campus.
  - c. These locations will have at least one computer available for online voting. Candidates must be sure that neither they, nor their campaign party, or others acting on behalf of candidates, do not campaign within the 10 feet of the specified location.
  - d. Only voters may bring campaign materials into prohibited campaigning areas for the sole purpose of voting, provided that they do not seek to distract or influence others who may be voting.
- D. Vote solicitation by candidates, or others acting on behalf of candidates, during the voting period may not occur within 50 feet of all campus residence halls.
- E. Candidates cannot campaign on the fourth floor of Student Center West on the Atlanta campus.
- F. Candidates, or others acting on behalf of candidates, may contact the leader of any student organization chartered with the University for the purpose of requesting to speak at that organization's meeting or to seek its endorsement.
- G. Candidates, or others acting on behalf of candidates, may not interfere or otherwise inhibit the campaign of any other candidates.
- H. Campaigning may not interfere with the normal operations of the campus, therefore campaigning during classes is not appropriate, unless a candidate has express permission from the presiding professor.
- I. The following methods of campaigning are strictly prohibited:
  - a. Any form of aircraft, including drones
  - b. Loudspeakers, sirens, or other noisemakers
  - c. Decorating any car without the express consent of the owner
  - d. Any method that violates university or state policy concerning mass e-mail, including sending potential voters unsolicited electronic messages at any time
  - e. Any method that interferes with a person using a voting apparatus, or setting up any polling location
  - f. Door to door campaigning in residence halls
  - g. Campaigning in any of the campus libraries

### Section 3 – Approved Materials

- A. Campaign materials shall be defined as "any supplies used by a candidate or candidate's staff, which have the primary purpose of furthering the candidate's likelihood of being elected."
- B. Candidates may promote their candidacy by distributing handbills, buttons, and business cards directly to students or through other creative means that are appropriate for a college campus environment. Before executing any questionable or unusual marketing techniques please consult the SGA Advisor on a Perimeter campus, and the Election Commission Vice Chair for Marketing.
- C. All literature posters, advertisements, websites (including social media groups), or other election materials that will be used or distributed during the campaign must receive certification by the Vice Chair of Marketing prior to

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distribution. A sample of each piece of election material must be provided via the Panther Involvement Network form to the Commission prior to use.

- a. Handbills or other campaign literature distributed or posted in classrooms must receive pre-approval by the Election Commission and written consent of the faculty member responsible for the area.
- b. All campaign material must be submitted for approval at least 24 hours before posting to be considered for certification.
- c. Candidates and Parties must be completely transparent and public in their social networking and web site development and must register all aliases with the Election Commission as part of the Candidate/Party campaign materials approval process.
- d. Campaign materials may only be displayed during the specific dates of the campaign period as defined by the Election Commission.
- e. Printed campaign materials
  - i. Must be submitted to the Office of Student Life for Perimeter Campuses, and the Student Center Event Management Office (305 Student Center East) for the Atlanta campus to be physically stamped before distribution.
  - ii. May not exceed the dimensions of 8 ½" x 11" for the Perimeter Campuses.
  - iii. May not exceed the dimensions of 24" x 36" for the Atlanta campus.
  - iv. Candidates may have a maximum of one banner displayed per campus at any one time during the campaign period. Banners must comply with regulations as defined by university size, posting/hanging, and procedural standards.
  - v. Banner Space must be requested through the Office of Student Life on each Perimeter campus and the Student Center Event Management Office for the Atlanta campus through any chartered student organization excluding the SGA.
- f. Candidates wishing to distribute printed materials on the Perimeter Campuses must submit them to the respective Offices of Student Life for posting. Candidates are not allowed to post their own materials on the Perimeter Campuses.
- g. Campaign materials that are distributed and/or posted on the Atlanta campus must comply with Section M, the *Campus Speech, Distribution and Posting Policy* on p. 59 in the Student Code of Conduct. The entire code of conduct can be found online at [codeofconduct.gsu.edu](http://codeofconduct.gsu.edu)
  - i. Candidates may have a maximum number of 30 hanging or posted campaign materials per building referencing an individual. If students are running with a party, the limit for parties are a maximum of 30 hanging or posted campaign materials per building referencing that ticket. A building is defined as both internal and external portions of all facilities, edifices, and property owned, leased or rented by or in conjunction with Georgia State University.
  - ii. *Example: Jane Doe is running with the GSU Cares Party and hangs up 30 flyers with her name on it but not her ticket. Her ticket can hang up to 30 flyers, but they may not reference her name, as she has already hung 30 flyers in that building with her name referenced. If she takes one of her flyers down, she may then be referenced by name on one of the Party's flyers in that building. Also, if she chooses to reference her ticket on her individual flyers, those flyers will count toward the GSU Cares Party's overall flyers allotted per building.*
- h. Individual Candidates or Tickets may not cover more than half of a bulletin board, wall, or area with campaign materials.
- i. Campaign materials may not be placed in classrooms, laboratories, computer laboratories, residential areas, retail dining areas, elevators, escalators, libraries, entrances and exits to buildings, and/or other locations exempted by the Dean of Students.
  - i. All campaign materials to be distributed in Atlanta Campus Housing must be approved by the Housing Office. It is the responsibility of candidates to deliver materials to the Housing Office that will be displayed at any of the residential housing facilities. This also includes the Housing Office's permission to distribute any campaign material. Campaign materials may only be placed in public area posting boards and not on individual floors or under apartment/room doors. Window displays that can be viewed from the exterior or attached directly or indirectly of any building are not permitted.
  - ii. All campaign materials must be removed at the end of the campaign period as determined by the Election Commission. It is the candidate's responsibility to ensure that campaign materials are removed within three days of the prescribed deadline.

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- j. Persons and organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the cost of removal and any damage to University property.
- k. Campaigning is only allowed in university buildings during normal business hours of operation. Neither candidates nor their campaign workers may access buildings for the purpose of campaigning at any other time.
- l. The SGA may not be used by any candidates to book any room, table, banner, or flyer space, as the Student Government must remain an impartial party throughout the Election Period.
- m. Campaign materials may not be placed on vehicles without express approval from the vehicle owner.
- n. No campaign materials may be attached directly or indirectly to glass surfaces, light poles, telephone poles, or building windows, walls, or on the exterior of any campus or public buildings.
- o. No chalk, ground signs, or stickers of any kind may be used on buildings.
- p. Candidates or campaign workers may not tear down, cover, or deface another candidate's campaign materials or the candidate's character in any manner. This includes but is not limited to: derogatory or verbally abusive videos, written materials, internet postings, or other campaign outlets. Candidates will be held responsible and required to make restitution for any damage to another candidate's campaign materials by the candidate, party, or person affiliated with either. The determination of responsibility is at the discretion of the Election Commission.
- q. Candidates should maintain good taste in all campaign materials and displays. Slander and obscene language will not be permitted.
- r. University officials reserve the right to limit and restrict the hanging or display of campaign materials.
- s. Candidates or campaign workers may not send unsolicited campaign materials by U.S. mail or electronic mail to individual students. Campaign materials may not be mailed to housing residents. Mail and email may only be sent to chartered student organizations, as determined by the Office of Student Involvement. Candidates may not utilize university academic or student services resources (listservs, class bulletin and/or message boards, discussion groups, iCollege, etc.) to promote their candidacy.
- t. Candidates or campaign workers may not force or pressure individuals to vote in their favor.

### Article 5 – Endorsements

- 1. Candidates must register by documentation all endorsements with the Election Commission prior to any public announcements of the endorsement.
- 2. Any chartered student organization at Georgia State University may publicly endorse any candidate and/or party for office providing that the organization is not on any type of probationary or provisional status with the University and has prior approval of the candidate or party being endorsed.
- 3. Endorsements by chartered student organizations require a simple majority vote of the membership.
- 4. Endorsements by University Departments and University-Sponsored Student Organizations are not allowed.
- 5. Any individual organization or business outside of the University may be allowed to endorse a candidate or party ticket.
- 6. Current SGA members can not endorse candidates other than themselves or their party ticket.

### Article 6 – Campaign Ethics

- 1. Election Commissioners and members of the SGA Judiciary may neither campaign nor verbalize their support for a particular candidate, candidates, or parties.
- 2. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with SGA documents and the Student Code of Conduct.
- 3. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including, but not limited to, damaging campaign materials.
- 4. No person shall offer anything tangible or intangible of value or make any physical, emotional, or verbal threats to any voter to affect the student's vote. The term "anything tangible of value" is up to the discretion of the SGA Judiciary.

### Article 7 – Voting

#### Section 1 – Voter Eligibility

- 1. Each member of the Student Body, as defined by the SGA Constitution, shall be entitled to vote in each race for which the SGA Constitution, Bylaws, and/or other applicable rules entitles a student to vote.

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2. An eligible voter must agree to the Georgia State computer use policy and the Student Code of Conduct in order to access the voting application upon login.

### Section 2 – Election Dates

- A. Voting will be held Monday - Thursday of the voting week, at times previously determined by the Election Commission.
- B. The Chief Election Commissioner shall be wholly responsible for determining the time of elections.

### Article 8 – Polling Stations and Locations

1. The definition of an official polling station is one that is administered by the Election Commission.
2. The Chief Election Commissioner shall make public through the SGA website and The Signal the locations of each Election Commission administered polling location three class days prior to any election.

### Article 9 – Ballots

1. If there are anticipated vacancies which will exist at the conclusion of the election due to a shortage of candidates for any position, applications will be accepted via Panther Involvement Network, but no action will be taken on them until the conclusion of the Spring ballot election.
2. All ballots shall be cast electronically.
3. When only one candidate is seeking a position, their name will still appear on the ballot, however, they will automatically be elected to their position.
4. All other candidate's names on the ballot will be categorized by the position to be sought and then appear in alphabetical order by first name.
5. The Election Commission will post the sample ballot for the purpose of correcting errors the day after the end date for the online mandatory candidate training by 5 p.m. If a candidate does not appeal any error on the sample ballot by 5 p.m. on the following day, the candidate loses their right to contest this issue.
6. The sample ballot will not be used for any voting. It will only be used for a candidate to verify that their name has been properly recorded for the election process and for other administrative purposes as needed by the Election Commission.
7. The Election Commission will post the final ballot for any election at least five class days prior to the election and shall post a copy to the SGA website as well as submit a copy of the final ballot to The Signal for publishing.
8. If a candidate withdraws from an election or is disqualified following the establishment of the online ballot, but no sooner than four days prior to the start of voting, their name will be replaced by "withdrawn" on all ballots. The Election Commission shall notify the appropriate University personnel administering the online ballot system regarding the withdrawal or disqualification of candidates prior to the start of voting.
9. Candidates with pending sanctions that would cause disqualification by the Election Commission will remain on the ballot unless the SJB has upheld the sanctions prior to 5 p.m. the day before voting begins in either the general or run-off election.
10. Any Constitutional Amendments and/or referendums shall be placed at the end of the ballot.

### Article 10 – Election Results

- A. Executive Races
  - a. The winners of the races for executive positions (President, EVP, and Speaker) shall be determined by a majority of the first-choice votes for each position.
  - b. A candidate must receive a majority of the first-choice votes to be declared the winner of the race.
  - c. If no complaints or appeals are registered with the campus's Election Commission within 24 hours of the closure of the voting polls, all election results shall be deemed final.
  - d. An appointment process will be deemed appropriate to fill vacant positions, if either, no one applied to be on the ballot for a particular position or after elections, seats are available. The Speaker of the Senate from the incoming SGA administration on their respective campus will have the authority to appoint eligible students to vacant senator positions with confirmation from their Campus Senate. If there are vacancies on a campus without a Speaker, the incoming EVP or President, if there is no EVP for a particular campus will have the authority to appoint eligible students with the confirmation of their respective Senate. If that campus does not have a functioning Senate, the University-wide Executive Committee will be responsible for confirmation

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- e. In the occurrence of a vacancy between the end of the annual election process and the inauguration proceedings, the Election Commission Chairs will contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
  - f. In the case of vacancies that occur after the inauguration proceedings but before the first Senate meeting in the Fall semester, the Speaker of the Senate for the respective campus with a vacancy has the authority to contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
  - g. In the case of graduate student position vacancies that occur after the first senate meeting of the fall semester, the Speaker of the Senate for the Atlanta campus has the authority to contact the undergraduate student on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
- B. Senate Races
- a. Atlanta Campus: Candidates running for a college or school seat shall run in conjunction with all other candidates within their college or school. The candidates who receive a majority of the first-choice votes shall be seated into each available seat within their respective college or school. (Ex: If there are five seats available within a college and ten students run, the top five students who received the most first choice votes shall be seated).
  - b. Perimeter Campuses: Candidates running for a Senator position shall run in conjunction with all other Senate candidates from their campus. The six candidates who receive a majority of the first-choice votes on their campus shall be declared the winners.”
- C. General
- a. If a candidate is disqualified after the ballot is finalized, any vote cast for that candidate will still be tallied in the total votes used to determine the percentage majority.
  - b. If no complaints or appeals are registered with the campus’s Election Commission within 24 hours of the closure of the voting polls, all election results shall be deemed final.
  - c. An appointment process will be deemed appropriate to fill vacant positions, if after elections, seats are available. The EVPs have the authority to appoint eligible students to vacant positions with confirmation from their Campus Senate.
  - d. In the occurrence of a vacancy between the end of the annual election process and the inauguration proceedings, the Election Commission Chair for each individual campus will contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
  - e. In the case of vacancies that occur after the inauguration proceedings but before the first Senate meeting in the Fall semester, the Speaker of the Senate for the respective campus with a vacancy has the authority to contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
  - f. In the case of graduate student position vacancies that occur after the first senate meeting of the fall semester, the Speaker of the Senate for the Atlanta campus has the authority to contact the undergraduate student on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
- D. Ranked Choice Voting (RCV)
- a. For the purposes of this section, the following definitions shall apply:
    - i. "Ranked Choice Voting" means a method of casting and tabulating votes that simulates the ballot counts that would occur if all voters participated in a series of runoff elections with one candidate eliminated after each round of counting. In elections using the Ranked Choice Voting method, voters may rank the candidates in order of preference.
    - ii. "Advancing candidate" means a candidate who has not been eliminated.

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- iii. "Continuing ballot" means a ballot that is not an exhausted ballot.
- iv. "Exhausted ballot" means a ballot on which there are no choices marked other than choices for eliminated candidates.
- b. For Executive and Senate Races, the ballots shall be counted by the method of ranked choice voting, prescribed herein:
  - i. The initial round of counting shall be a count of the first choices marked on each ballot. If any candidate receives a majority of the first choices, that candidate shall be declared the winner, pending ratification.
  - ii. If no candidate receives a majority of first choices, there shall be a second round of counting. The last-place candidate shall be eliminated, and all the continuing ballots shall be recounted. Each continuing ballot shall be counted as one vote for that ballot's highest ranked advancing candidate.
  - iii. If no candidate receives a majority at the second round of counting, there shall be a third round of counting, continuing in the manner prescribed above.
  - iv. The process of eliminating the last-place candidates and recounting all the continuing ballots shall continue until one candidate receives a majority of the votes in a round. The candidate who receives a majority of the votes in a round shall be declared the winner, pending ratification.
  - v. When a ballot does not list a preference for any given round, it shall not be counted in that round or any subsequent round.
  - vi. If there are not sufficient second and lower choices for any candidate to receive a majority, the candidate with the highest number of votes shall be declared the winner, pending ratification.
  - vii. When a ballot becomes an exhausted ballot, it shall not be counted in that round or any subsequent round.

### Article 11 – Campaign Finance

#### Section 1 – Expenditures

1. Candidates for campus-based positions shall not make expenditures totaling more than three hundred dollars (\$300.00).
2. Candidates for the President position shall not make expenditures totaling more than five hundred dollars (\$500.00).
3. Party expenditures cannot exceed the total of the individual campaigns of its members.

#### Section 2 – Financial Disclosure

1. Each candidate for office is required to keep accurate and up-to-date records of all campaign receipts and expenditures.
2. Each candidate's financial records shall display the name and monetary amount of each expenditure. Donated items shall be reported at market value and will be included toward the totals.
3. The Election Commission shall require each candidate to file a weekly Financial Disclosure Statement from the beginning of the campaigning period until two class days after the validation of the election results. The candidates may file their financial records after their purchased service to ensure records are filed the week after the purchased services are completed.
4. These reports shall be public record after a 24hour review period. Candidates must sign their reports and certify that they are accurate and complete.
5. No candidate or authorized agent shall knowingly falsify any entry on a Financial Disclosure Statement or in the candidate's financial records associated with the campaign.
6. Candidates sharing benefits of joint receipts or expenditures shall declare them in the appropriate portions of the Financial Disclosure Statement. Each candidate jointly benefiting from receipts or expenditures shall claim an equal share.
7. Any non-Georgia State University organization or entity that is politically affiliated, is strictly prohibited from contributing financially or with in-kind services to any candidate's or party's campaign.

### Article 12 – Violations

#### Section 1 – Complaints and Reporting

1. All campaigning and election complaints must be submitted in writing within 24 hours of the close of elections via the Elections section of the SGA website: [sga.gsu.edu](http://sga.gsu.edu).
2. Such complaints must be filed based on violations that were clearly intended by the person who is being accused and the burden of a preponderance of evidence shall always rest with the investigation party.

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3. Any Georgia State University student, faculty, or staff member may file a complaint subject to the restrictions enumerated above.
4. Complaints may only be discussed between the parties involved, witnesses, the appropriate Election Commission, and its Advisor.
5. The appropriate Election Commission will then investigate said complaint and decide its merit. The Election Commission must review the complaint carefully to determine validity before proceeding. The Election Commission must submit written documentation of review to the Election Commission Advisor no more than two business days after they receive the complaint.
6. The Election Commission shall make a decision pertaining to the merit of the complaint, and provide substantive reasoning based on the Election Rules & Regulations, SGA Constitution, Bylaws, Student Code of Conduct, and/or any other University policies.
7. If the complaint is deemed legitimate, the Election Commission Chair shall promptly notify the candidate(s)/individuals against whom the complaint has been filed, and then the Chair shall call a meeting with the Election Commission to conduct separate hearings with the candidate(s) against whom the complaint has been filed, and if necessary, the individual(s) who filed the complaint.
8. Results of the complaint will be determined within 24 hours of the hearing if deemed necessary and prior to the announcements of the results.
9. Any filed complaints will be made available to the public upon request to the Election Commission Chair after they are filed and decisions regarding the legitimacy of complaints have been made.
10. Appeals to Election Commission decisions shall be made to the SGA Judiciary.

### Section 2 – Classification of Violations and Penalties

- A. The following list shall never be construed to be an exhaustive list of all violations, and the Chief Election Commissioner may bring charges before the court according to their best judgement.
- B. Violations are classified as follows:

<p><b>Class A Violations (Major Offenses)</b> Any violation of the Student Code of Conduct and/or local, state, and/or federal laws; Election Fraud (knowingly participating in deceptive campaign activities, " defined as the unauthorized tampering, altering, or abuse of the voting process; falsified campaign documents; identity theft).</p> <p>Deliberately defacing, altering, or destroying the campaign material of another candidate without that candidate’s explicit written permission.</p>	<p><b>Class A Penalties</b> Disqualification and automatic referral to the appropriate Dean of Student’s office.</p>
<p><b>Class B Violations</b> The obstruction of the Election Commission in the discharge of their official duties; exceeding campaign spending limits; failure to appear before the Election Commission for trial and/or SJB for hearings.</p> <p>Using defamation (spoken or written) to disparage another candidate.</p> <p>Two Class B violations shall constitute a Class A violation and is then subject to Class A penalties.</p>	<p><b>Class B Penalties</b> Temporary suspension of active campaigning by the candidate, their party, and their endorsers. The candidate is responsible for notifying their party and endorsers, if applicable. Time period is at the discretion of the Election Commission.</p>
<p><b>Class C Violations</b> Pre-campaigning, failure to submit required campaign documents to the Election Commission, failure to attend mandatory meetings.</p>	<p><b>Class C Penalties</b> Written warning and a 48-hour suspension of campaigning.</p>



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<p>Attaching campaign materials directly or indirectly to glass surfaces, light poles, telephone poles, or building windows, walls, or on the exterior of any campus buildings.</p> <p>Use of chalk, ground signs or stickers of any kind on buildings. Placement of materials on vehicles without express permission of the owner.</p> <p>Improper posting of campaign materials inside buildings or campaigning in class without the permission of the faculty member.</p> <p>Three Class C violations shall constitute a Class B violation and are then subject to Class B penalties.</p>	
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- C. Party staff members and volunteers are subject to the same violations and penalties as candidates. The Election Commission and/or the SGA Judiciary shall have jurisdiction to decide whether or not it is necessary to penalize the candidate or party for a violation of its staff/volunteer members.

### Section 3 – Disqualification of Candidacy

1. Candidates are responsible for reading, knowing, and following all the election guidelines contained in this document and those provided in writing to candidates from the Election Commission and/or SGA Advisor. Failure to comply with guidelines may result in disqualification. The determination of disqualification is at the discretion of the Election Commission.
2. In the case of disqualification or failure to accept a position by the elected candidate any time prior to taking office, the candidate with the next highest number of votes will be declared as the elected officer.

### Article 13 – Inauguration

- A. An inauguration ceremony for the SGA executive officers and senators shall be held within one month of the announcement of election results.
- B. The Atlanta Campus Election Commission Chair, working with the SGA Administrative Coordinator, shall be responsible for seeing that an inaugural ceremony is held in accordance with this article.
- C. The Atlanta Campus Election Commission Chair, working with the SGA Advisor, shall select and duly advertise the time, location, and date of the ceremony.
- D. In the event of a contested election, the Election Commission may postpone the inauguration of the contested officers for up to 30 days following the conclusion of the final election results.
- E. The following students should attend and shall be given seats of honor at the ceremony: the incoming and retiring SGA executive officers and senators from all Georgia State University campuses. Students can invite as many guests as they wish, but they will need to pay for the cost of the meal and must RSVP for the guest(s) a week prior to the event.
- F. Minimum Ceremonial Procedure
  - a. The retiring SGA President shall preside.
  - b. The SGA Judiciary or in their absence, the highest ranking SGA officer shall administer the oath of office to the incoming SGA executive and legislative officers.
  - c. The oath shall read: "I (name) do solemnly affirm that I will serve the student body 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 body of Georgia State University."
- G. Oaths of Office of the elected SGA officers shall be administered whenever vacancies occur.
8. The incoming SGA President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.