

The Bylaws of the Virginia Polytechnic Institute and State University Student Government Association

(Last Updated: April 2019)

Article I – EXECUTIVE BRANCH

A. Membership

1. Officers

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

2. Ex-Officio Members

- a. Director of Communications and Marketing
- b. Director of Events
- c. Director of the First-Year Leadership Experience
- d. Director of Governmental Affairs
- e. Director of Hokie Effect
- f. Director of Alumni Relations
- g. Chief of Staff
- h. Undergraduate Representative to the Board of Visitors

3. Additional Ex-Officio positions may be created by the President for a period of one (1) year, after which they must be enumerated in these Bylaws.

B. Duties and Powers

1. President

- a. Appoint a Chief Justice, subject to confirmation by a majority vote in the General Assembly.
- b. Select SGA representatives to attend conferences and events, on behalf of the organization.
- c. Ability to sign or veto legislation passed in the General Assembly, within seven (7) days of legislation being passed in the General Assembly.
 - i. The President must provide a reasoning for their veto to the General Assembly.
- d. Attend General Assembly meetings.
- e. Host office hours that are publicly posted.
- f. The SGA President shall, upon his or her discretion, deliver a State of the Campus address.
- g. Appoint representatives from SGA to the Commission, Committee and Councils that SGA has representation on.
- h. Petition the General Assembly to dissolve any unnecessary SGA Steering committee, Standing committee or Ex-Officio office, by a two-thirds (2/3) vote.

2. Vice President

- a. Oversee all internal organizational processes and positions.
- b. Attend General Assembly meetings.
- c. Host office hours that are publicly posted.
- d. Work with Advisor to plan and execute SGA Orientation and retreats.
- e. Administer election of the Chair of the General Assembly.
- f. Ensure the appointment of Ex-Officio members.
- g. Chair the SGA University Governance Referral Committee.
- h. Appoint members to Executive Committees based off their preferences and the needs of the committees.

3. Secretary

- a. Oversee SGA office and keep accurate inventory of all organizational materials.
- b. Maintain SGA office technology and licensing software with assistance from the Advisor.
- c. Assist President and Vice-President, as they deem necessary.

- d. Organize and maintain SGA physical and digital record keeping systems.
 - e. Ensure SGA representative attendance at meetings within University Governance.
4. Treasurer
- a. Chair Finance Committee.
 - b. Keep and maintain accurate records of all financial transactions throughout the organization.
 - c. Present a monthly budget update to the General Assembly.
 - d. Develop annual student budget board allocation.
 - e. Sit on Student Budget Board as the SGA representative.
 - f. Appoint Assistant Treasurer(s), who are subject to a two-thirds (2/3) vote in the General Assembly, to assist in the financial affairs of SGA, if necessary.
5. Director of Communications and Marketing
- a. Advertise and promote the actions, events, activities, presence, resolutions, and proposals of SGA to the student body.
 - b. Develop and maintain a strong SGA brand.
 - c. Maintain SGA website with accurate contact information.
 - d. Chair Communications and Marketing Committee.
 - e. Maintain and update the SGA Branding Guide.
 - i. Ensure compliance with university branding requirements.
 - f. Serve as organizational primary contact for all media outlets.
6. Director of Events
- a. Chair Events and Outreach Committee
 - b. Reserve event spaces on behalf of the organization.
 - c. Support SGA members in the planning of their individual events.
 - d. Coordinate annual SGA-wide events.
 - e. Serve as the Office of Event Planning point of contact for all SGA outreach events not outlined within other SGA positions.
 - f. Plan, coordinate, and execute various events with the purpose of gathering input from students on university issues.
7. Director of Governmental Affairs
- a. Chair Governmental Affairs Committee.
 - b. Foster relations between SGA and Virginia21.
 - c. Attend Blacksburg Town Council meetings.
 - d. Coordinate state and federal advocacy events, such as Hokie Day and ACC Advocacy Day with assistance from the advisor.
 - i. Coordinate application and selection processes for state and federal advocacy events.
 - e. Develop initiatives focused on increasing voter registration and civic engagement.
8. Director of Hokie Effect
- a. Chair Hokie Effect Committee.
 - b. Oversee the SGA Hokie Effect Program.
 - c. Schedule, develop and promote all Hokie Effect games.
 - d. Work with Virginia Tech Athletics, shirt vendors, and the University Bookstore to facilitate the implementation of the Hokie Effect program.
 - e. Enforce and ensure compliance with all SGA Hokie Effect contracts.
 - f. Coordinate slogan and t-shirt design contests.
 - g. .
9. Director of First-Year Leadership Experience (FLEX)
- a. Shall work with the President Elect and Vice President Elect to select the next director.
 - b. Facilitate the selection of the next Director, Assistant Director, Mentors, and First-Year Students.
 - c. Hold weekly meetings with FLEX participants.
 - d. Develop transition plans and update transition documents.
 - e. Measure student growth that occurs throughout the year.
 - f. Hold one (1) office hour per week.
10. Director of Alumni Relations

- a. Foster relations with alumni of SGA
- 11. Chief of Staff
 - a. To provide assistance to the President and Vice-President as necessary.
 - b. Provide support and help to the other Ex-Officio members of the Executive Branch.
- 12. Undergraduate Representative to the Board of Visitors
 - a. As outlined in the Board of Visitors Bylaws.
- C. Selection and Appointment
 - 1. Appointed Positions
 - a. Secretary
 - b. Treasurer
 - c. Ex-Officio Members
 - 2. Appointment
 - a. Secretary
 - i. Must be a member of the undergraduate student body with a minimum GPA of 2.5 or better, in good academic, honor, and judicial standing.
 - ii. The selection committee shall be comprised of the President, Vice-President, and one (1) representative from each of the Legislative and Judicial Branches.
 - b. Treasurer
 - i. Must be a member of the undergraduate student body with a minimum GPA of 2.5 or better, in good academic, honor, and judicial standing.
 - ii. Preference should be given to any applicants that have previously served as Assistant Treasurer.
 - c. Ex-Officio members
 - i. Candidates shall be selected through an application and interview process.
 - ii. Excluding the Directors of Hokie Effect, all selections shall occur no more than thirty (30) days after the Executive Branch election results are announced.
 - iii. The student representative to the Board of Visitors is not subject to confirmation.
 - 3. Confirmation
 - a. All positions must be confirmed by a two-thirds (2/3) vote in the General Assembly within the first two (2) meetings of the fall semester or following their appointment.
 - b. All candidates must be in good academic, honor, and judicial standing within the university.

Article II – LEGISLATIVE BRANCH

- A. The Legislative Branch shall be composed solely of the General Assembly, with the purpose of representing the undergraduate student body through formal legislation.
- B. Membership
 - 1. Chair
 - 2. Vice-Chair
 - 3. College Representatives
 - a. Each College shall receive a number of representatives equal to their percentage of the currently enrolled undergraduate student population, with no College receiving less than two (2) representatives total.
 - b. There shall be at least one (1) representative for every one-thousand (1,000) currently enrolled undergraduate students in each College.
 - c. The number of representatives allocated to each College shall be determined by the Chief Justice, based on the most recent census of currently enrolled undergraduate students available—subject to oversight and approval of the Judicial Branch no earlier than eight (8) or later than five (5) weeks before the General Elections.
 - d. University Studies shall be considered a College.
 - 4. At-Large Representatives
 - a. There shall be an additional representative for every seven-hundred and fifty (750) members of the undergraduate student body who are elected at-large and represent the student body as a whole.

C. Duties

1. Chair

- a. Oversee meetings of the General Assembly while upholding parliamentary procedure.
- b. Remain impartial when chairing.
- c. Appoint General Assembly Ad-Hoc committees, as deemed necessary.
- d. Set the General Assembly agenda and send it to SGA members at least twenty-four (24) hours in advance of a regularly scheduled meeting.
- e. Serve as Interim President in the event the office of President and Vice-President are vacant.
- f. Assist members in writing legislation that is well researched and free of errors.
- g. Appoint General Assembly members to Legislative Committees based off their preferences and the needs of the committees.
- h. Attend all General Assembly meetings.

2. Vice-Chair

- a. Uphold parliamentary procedure during General Assembly meetings.
- b. Remain impartial in General Assembly meetings.
- c. Preside over the General Assembly meeting if the Chair is unable to remain impartial.
- d. Assume the office and duties of Chair, if the Chair is absent, removed from their role or resigns.
- e. Perform duties assigned by the Chair of the General Assembly.
- f. Assist members in writing legislation that is well researched and free of errors.
- g. Attend all General Assembly meetings.
- h. Sit on the University Governance Referral Committee.

3. College Representatives

- a. Serve on one (1) SGA Standing Legislative Committee.
- b. Meet with their respective College Dean, or their designee, once (1) per semester.
- c. Hold one (1) office hour per week in a location that is posted publicly.
- d. Plan one (1) event per semester specifically for your College.
- e. Attend all General Assembly meetings.
 - i. Appoint an eligible proxy to serve in absence.

4. At-large Representatives

- a. Serve on one (1) SGA Standing Legislative Committee
- b. Hold one (1) office hour per week in a location best suited for their constituents that is posted publicly.
- c. Plan one (1) event to share and gather opinions on campus issues.
- d. Attend all General Assembly meetings.
 - i. Appoint an eligible proxy to serve in absence.

D. Meetings

1. Meetings will use parliamentary procedure in the spirit of Roberts Rules of Order.
2. The General Assembly shall meet weekly during the regular academic year.
 - a. The Chair may cancel a meeting, given it is at least twenty-four (24) hours in advance.
3. Special meetings of the General Assembly must be called by the Chair within seventy-two (72) hours of the meeting in the following cases:
 - a. At the request of the University President.
 - b. At the request of the SGA President.
 - c. Upon the receipt of a petition requesting such a meeting signed by ten percent (10%) of voting members of the General Assembly.
4. Quorum must be met to conduct business. Quorum is set by a majority of voting members of the General Assembly.
5. All meetings are open to the university community.
6. The General Assembly may go into Executive session upon a two-thirds (2/3) vote of its present members, subject to the restrictions of the Virginia Freedom of Information Act of the Code of Virginia.

E. Agenda

1. All items for the agenda must be submitted to the Chair no later than forty-eight (48) hours in advance of a regularly scheduled meeting of the General Assembly.

- a. Any items submitted after this time period will be determined for individual approval by the Chair.
 - 2. Any member of the Student Government Association may ask to place an item on the agenda.
- F. Ad-Hoc Committees
 - 1. The Chair of the General Assembly may create General Assembly Ad-Hoc Committees.
 - 2. These committees must have a specific charge or mission and a specific time at which to report to the General Assembly.
 - 3. Chairs for the Ad Hoc Committees will be selected at the time of the committee appointment.
- G. Election of Chair and Vice-Chair
 - 1. Chair
 - a. Must be a member of the General Assembly who has served in the General Assembly for two (2) semesters prior.
 - i. This may be waived if no one meeting this requirement decides to run for the position.
 - b. At the first meeting of the newly inaugurated General Assembly, nominations shall be accepted from the floor for the position of Chair.
 - c. The Chair shall be elected by a majority vote of the General Assembly for the duration of the academic year.
 - d. If a majority is not attained in the first round of voting, the top two (2) candidates shall have a run-off to determine the winner.
 - e. In the event of a tie, the Vice-President shall cast the deciding vote.
 - 2. Vice-Chair
 - a. The Vice-Chair must be a member of the General Assembly.
 - b. The Vice-Chair shall be elected in the meeting following the election of the Chair.
 - c. The Vice-Chair shall be elected by a majority vote of the General Assembly.
 - d. The Chair shall preside over the election.
 - e. If a majority vote is not attained in the first round of voting, the top two (2) candidates shall have a run-off to determine the winner.
 - f. In the event of a tie, the Chair shall cast the deciding vote.

Article III – JUDICIAL BRANCH

- A. Membership
 - 1. Chief Justice
 - 2. Head Associate Justice
 - 3. Associate Justice
 - 4. Clerk of Court
- B. Duties and Responsibilities
 - 1. Judicial Branch
 - a. To maintain the Constitution, Bylaws and Election Code.
 - b. Ensure compliance with SGA Governing Documents
 - c. Revise Election Code by the end of the fall semester.
 - d. Organize and execute all Student Government Association Elections.
 - e. To provide original jurisdiction in cases outlined in the Constitution.
 - f. Provide official interpretation of SGA Governing documents.
 - 2. Chief Justice
 - a. Preside over all Judicial Branch meetings.
 - b. Oversee the organization and execution of the Student Government Association Elections.
 - c. Appoint Associate Justices to the Judicial Branch.
 - d. Chair the Initial Judicial Panel in the event of a hearing.
 - e. Determine the number of representatives allotted to each College, subject to approval by the Judicial Branch.
 - f. Swear in the President-elect and Vice-President-elect
 - g. Speak on behalf of Judicial Branch concerns in meetings of the General Assembly.
 - 3. Head Associate Justice

- a. Act as Chief Justice in the event of their temporary or permanent absence.
 - b. Assist the Chief Justice and assume all responsibilities deemed necessary by the Chief Justice for execution of this office.
 - c. Serve as Chair of the Appeals Judicial Panel in the event of an appellate hearing.
 - d. Take notes at every meeting and communicate necessary information with other members.
 - e. Sit on the University Governance Referral Committee
4. Associate Justice(s)
- a. Serve on the Initial Judicial Panel.
 - b. Assume responsibility for all duties and tasks assigned to them by the Chief Justice or Head Associate Justice.
 - c. Serve on an Ad-Hoc Judicial Review Committee.
5. Clerk(s) of Court
- a. Collect, report, and keep record of all claims filed.
 - b. Determine whether a claim should move to a hearing, in conjunction with the Chief Justice, Head Associate Justice, and one other Associate Justice to decide whether a claim should proceed to hearing.
 - c. Investigate and present all information about a case to Judicial Panel before hearing.
 - d. Serve on the Appeals Judicial Panel.

C. Selection

1. Chief Justice

- a. Must be a currently enrolled undergraduate with a minimum GPA of 2.5
- b. Must have served as an Associate Justice or Clerk of Court the previous year.
 - i. This requirement can be waived if there are fewer than three (3) Judicial Branch members from the previous year interested and available for the position. If the otherwise above requirements are met, the student may be considered for appointment through the application and interview process conducted by the Executive Selection Committee.

2. Head Associate Justice

- a. Must be one (1) of the five (5) Associate Justices selected by the Chief Justice.
- b. May be nominated by any member of the Judicial Branch.
- c. For appointment, a majority vote of the remaining justices is required.
- d. The Chief Justice shall cast the deciding vote in the event of a tie.

3. Associate Justice(s)

- a. Shall be selected by an application and interview process.
- b. Provided the demographic is available, at least one (1) freshman, one (1) sophomore, one (1) junior, and one (1) senior must fill Associate Justice positions.

4. Clerk(s) of Court

- a. Shall be selected through an application and interview process.
- b. The Chief Justice shall select no fewer than two (2) students, provided the number is available, to present to the Judicial Branch as potential Clerk(s) of Court.
- c. The Judicial Branch shall have the option to select by majority vote, no less than one (1) and no more than two (2) Clerks(s) of Court.
 - i. If the Judicial Branch chooses to reject all candidates presented by the Chief Justice, they must present at least one (1) new candidate by the next judicial meeting.

5. All candidates must be in good academic, honor, and judicial standing with the University.

D. Confirmation

- 1. The Chief Justice must be confirmed by a two-thirds vote (2/3) in the General Assembly by the end of the semester, granted there are enough meetings to do so.
- 2. All other members of the Judicial Branch must be approved by a two-thirds (2/3) vote in the General Assembly.

Article IV – PROGRAMS

- A. First-Year Leadership Experience (FLEX) serves as a leadership program for first-year students by imbuing the students selected for the program with the values of the program's four pillars: Teamwork, Personal Growth, Confidence and Leadership.
1. Membership
 - a. Director
 - b. Assistant Director
 - c. Mentors
 - d. First-Year students (FLEXers)
 2. Duties
 - a. Director
 - i. As outlined in Article I
 - b. Assistant Director
 - i. Act as FLEX Director in the event of their temporary or permanent absence.
 - ii. Shall work with the Director, President Elect, and Vice President Elect to select the next director.
 - iii. Assist the Director in facilitating the selection of Mentors, First-Year Students and the next Director.
 - iv. Hold weekly meetings for FLEXers.
 - v. Develop transition plans and update transition documents.
 - vi. Measure student growth that occurs throughout the year.
 - vii. Hold one (1) office hour per week.
 - viii. Attend General Assembly meetings.
 - c. Mentors
 - i. Host one (1) mentor event approved by FLEX Director and Assistant FLEX Director.
 - d. FLEXers
 - i. Attend two (2) General Assembly meetings during the academic year.
 - ii. Participate in one (1) SGA event per semester.
 - iii. Carry out one (1) capstone project during the year in coordination with other FLEXers.
 3. Selection
 - a. Director
 - i. All candidates must have been a participant in FLEX as a first-year student.
 - ii. All candidates must not be a member of the current FLEX class.
 - iii. Attend required interest meeting.
 - iv. Complete application and interview process.
 - v. The President Elect and Vice President Elect shall select the FLEX Director from at least two (2) nominated candidates for the position of FLEX Director.
 - (A). This requirement can be waived if there is only one application for FLEX Director.
 - b. Assistant Director
 - i. All candidates must be from the current FLEX class as a first-year student.
 - ii. Selected by Director from up to three (3) nominations by the current FLEX class.
 - (A). This requirement can be waived if there are less than two (2) nominations. In this case, the Director may interview FLEX Director applicants.
 - c. FLEXers
 - i. Complete application and interview process
 - ii. FLEXers may also serve in other roles, such as the Legislative or Judicial branches.
- B. Hokie Effect looks to raise the spirit of Hokie Nation through the creation of Hokie Effect shirts to be worn during designated Hokie Effect Basketball and Football games. The revenue generated from Hokie Effect funds the SGA budget, allowing SGA to reinvest into the undergraduate student body.
1. Membership
 - a. Director of Hokie Effect

- b. Director of Football
- c. Director of Basketball
- 2. Selection
 - a. Director of Football
 - i. Selection shall occur no later than November 30th by the Fall Hokie Effect Selection Committee.
 - ii. The committee shall be chaired by the President and comprised of the Director of Basketball and any other member the President deems necessary.
 - b. Director of Basketball
 - i. Selection shall occur no later than March 31st by the Spring Hokie Effect Selection Committee.
 - ii. The committee will be chaired by the President and comprised of the Director of Football and any other member the President deems necessary.
 - c. Each Director shall be appointed for a period of one (1) year.

Article V – STUDENT GOVERNMENT ASSOCIATION COMMITTEES

A. Steering Committees

- 1. University Governance Referral Committee
 - a. Power
 - i. Determine if proposed legislation within the university governance system is relevant to undergraduate students.
 - ii. Propose legislation within the General Assembly for recommendation back to the university governance system.
 - iii. Ability to waive organization’s right to comment if legislation is not relevant to undergraduate students.
 - b. Membership
 - i. Vice-President
 - ii. Vice-Chair of the General Assembly
 - iii. Head Associate Justice
 - iv. Voting Representative within the General Assembly, as appointed by the President.
 - v. SGA Representative serving on the Commission or Committee from which the referral was received.

B. Standing Committees

- 1. Standing Committees will exist annually and consist of elected members of the General Assembly and general members appointed by the President to advocate for interests and concerns in their specified purview through policy and programming.
- 2. All standing committees must be chaired by a voting member of the General Assembly, unless otherwise specifically outlined in these Bylaws.
 - a. Duties of Chair
 - i. Represent SGA on applicable Commissions, Committees, and Councils within the University Governance System. If the Chair is unable to sit on the applicable University Governance Commission, Committee, or Council they must propose an alternative, subject to approval of the President.
 - ii. To oversee the writing of legislation and implementation of programming applicable to their Standing Committee.
 - iii. Chairs of legislative committees shall attend regular meetings with the Chair and Vice-Chair of the General Assembly.
- 3. Legislative Committees
 - a. Academic Affairs
 - b. Campus Development
 - c. Equity, Inclusion, and Accessibility
 - d. Student Health and Wellness
- 4. Executive Committees
 - a. Communications and Marketing

- b. Events and Outreach
 - c. Governmental Affairs
 - d. Hokie Effect
5. Selection
- a. Legislative Committees
 - i. Legislative members shall fill out a preference sheet.
 - ii. The Chair of the General Assembly will put members in committees based off their preferences and the needs of the committees.
 - b. Executive Committees
 - i. If legislative members wish to be on Executive Committees, they shall fill out a preference sheet.
 - ii. The Vice-President will put members in committees based off their preferences and the needs of the committees.
- C. Ad-Hoc Committees
1. The President may create Ad-Hoc committees, as needed.

Article VI – REPRESENTATION IN UNIVERSITY GOVERNANCE SYSTEM

A. SGA Seats

1. University Council
2. Commissions
 - a. Administrative and Professional Faculty Affairs
 - b. Equal Opportunity and Diversity
 - c. Faculty Affairs
 - d. Graduate Studies and Policies
 - e. Outreach and International Affairs
 - f. Research
 - g. Staff Policies and Affairs
 - h. Student Affairs
 - i. Undergraduate Studies and Policies
 - j. University Support
3. Committees
 - a. Athletics
 - b. Campus Development
 - c. Computing and Communications Resources
 - d. Energy and Sustainability
 - e. Intellectual Property
 - f. Library
 - g. Transportation and Parking
 - h. Undergraduate Curriculum
 - i. University Curriculum and General Education
4. University Advisory Council on Strategic Budgeting and Planning

B. Appointment

1. As described in the Constitution
2. The chair of the standing committees will be the SGA representative within the governance system for the corresponding committee. If there isn't an SGA committee that aligns with the commission or committee, the President must appoint an SGA representative

C. SGA Representative Duties and Powers

1. Act in the best interests of the undergraduate student body.
2. To attend all meetings of the Council, Commission, or Committee.
3. Update the Student Government Association on discussions relevant to undergraduate students.
4. The representative must report attendance of the Council, Commission, or Committee meeting to the General Assembly.
5. In the event that the representative is unable to attend a meeting, the following sequence of events shall occur:

- a. The representative shall contact the Chief of Staff at least one week in advance and select an informed undergraduate student alternative representative to attend the meeting in their place.
 - i. The Chief of Staff shall inform the President of the selected alternative representative and seek the approval of the President.
 - ii. In the event that the selected alternative representative is not approved by the President, the representative must select another undergraduate student alternative representative until the alternative representative is approved by the President.
 - iii. In the event that the President is unable to approve any of the proposed alternative representatives by the date of the meeting, the President shall appoint an undergraduate student alternative student to attend the meeting.
 - iv. In the event that the President is unable to appoint an alternative representative for the meeting, the chair of the Council, Commission, or Committee must be notified in advance of the absence.

D. Removal from Position

1. In the event that the representative is unable to attend the regularly scheduled meetings of the Council, Commission, or Committee, the representative may request to be removed from the position.
 - a. The representative must inform both the Chief of Staff and the Chair of the Council, Commission, or Committee at least two weeks in advance of the next meeting of the Council, Commission, or Committee.
 - b. Until notified that a replacement has been appointed, the representative is expected to continue to carry out the duties of the position as described above.
2. A representative may be removed for willfully neglecting their assigned duties by the President.
 - a. In the event that the student representative holds another office within the Student Government Association, the President may submit the student representative for impeachment from their other SGA office.

E. Replacement of Student Representatives

1. The President must appoint a replacement for a vacancy before the next meeting of the Council, Commission, or Committee.
2. In the event that the President is unable to appoint a permanent replacement, the President must appoint a temporary replacement to attend the next meeting of the Council, Commission, or Committee.

Article VII – IMPEACHMENT, REMOVAL, AND REPLACEMENT OF MEMBERS

A. Impeachment

1. President and Vice President

- a. An allegation that an Executive Officer has willfully neglected their assigned duties and responsibilities or violated the Bylaws and/or the Constitution shall follow the following described procedures:
 - i. The accuser(s) shall make the allegation(s) pertaining to the willful neglect of duties and responsibilities of office before the General Assembly.
 - ii. A motion shall be made to form an Impeachment Inquiry Committee composed of members from the General Assembly, subject to approval by a majority vote of the present members of the General Assembly.
 - iii. This Committee shall be composed of the Clerk(s) of Court, six (6) At-Large members of the General Assembly selected by the body and two (2) members from the General Assembly appointed by the request of the accused Executive Officer.
 - iv. The formation of the Joint Impeachment Inquiry Committee shall be completed during a single General Assembly meeting.
- b. The Joint Impeachment Inquiry Committee shall investigate the allegations and shall, by majority vote, issue a ruling on the validity of the charges/allegations back to the general Assembly within seven (7) days of the formation of the Joint Impeachment Inquiry Committee.

- i. This committee shall select a Chair of the committee.
 - ii. This committee must find that the allegations are valid before the impeachment process must continue.
 - iii. In the event of a tie, the allegations shall be ruled invalid.
 - c. The Joint Impeachment Inquiry Committee, if having found the allegations valid, shall draft Articles of Impeachment, subject to a majority vote of the committee, for consideration before the General Assembly.
 - i. The approved Articles of Impeachment shall be submitted to the General Assembly by the respective members of that body which voted for the Article of Impeachment within seven (7) days of the vote on the validity of the allegations.
 - ii. The approved Articles of Impeachment submitted to the respective General Assembly may not be amended or changed—they must be voted on in their presented form.
 - d. The General Assembly shall consider and debate the Articles of Impeachment drafted and approved by the Joint Impeachment Inquiry Committee. If there is a majority vote to approve the Articles of Impeachment, at no less than two (2) readings, they shall be forwarded to the Clerk(s) of Court for a complete investigation. This must be done within a maximum seven (7) days time frame.
 - e. Once the Articles of Impeachment are received by the Clerk(s) of Court, they shall have fourteen (14) days from their receipt to make their investigative report of the approved Articles of Impeachment.
 - f. The Judicial Branch shall, after concluding a complete and thorough investigation of the Articles of Impeachment within the Constitutional guidelines, form an initial Judicial Panel composed of the Chief Justice and four (4) Associate Justices to hold a hearing for the accused official.
 - i. The hearing must follow the judicial procedure as described in Article VII, Section E of the Constitution.
 - g. If the Judicial Panel finds the official in violation and decides that removal from office is of the appropriate course of action, the official has one week to make an appeal.
 - i. An appeal may be made on the same grounds listed in the Infractions Procedure: New evidence becomes available; failure to follow due process; sanction is unduly harsh or arbitrary
 - h. The appeal must be filed with the Chair of the Joint Impeachment Inquiry Committee, where it shall be further investigated to determine if the appeal is valid according to the grounds for an appeal listed above.
 - i. Once determined valid, the appeal shall be heard by the General Assembly, the initial Judicial Panel's decision may be overturned by a three-fourths (3/4) vote of all present members of the General Assembly.
 - i. If the General Assembly does not overturn the Judicial Panel's decision to convict and remove the Executive Officer, that office's vacancy shall be filled as described in these Bylaws.
 - j. If the General Assembly overturns the Judicial Panel's decision, the General Assembly may then refer the case back to the appeals Judicial Panel for an alternate sanction or dismiss the case.
- 2. Appointed Ex-Officio Positions
 - a. An appointment can be revoked by the elected Executive Officers prior to the second meeting of the General Assembly in the fall semester.
 - b. Once the second meeting has passed, the appointment, provided it was not rejected, is final and the impeachment process described above is necessary for removal.
- 3. College and At-Large Representatives
 - a. An allegation that a Representative has neglected their assigned duties and responsibilities or violated the Bylaws and/or the Constitution shall follow the following described procedures:
 - i. An Article of Impeachment is brought by a Representative before the body and they present their case against the Representative for their removal.

- ii. The accused is given time to present and defend themselves before the Assembly.
 - iii. The Representatives shall openly debate and vote on the Article of Impeachment with a majority vote being necessary to impeach.
 - iv. The Article of Impeachment will then be referred to the Judicial Branch. The Judicial Branch shall investigate the allegations and submit the results of that investigation for final action to the General Assembly within fourteen (14) days of their receipt of the Article of Impeachment.
 - v. Following the submission of the Judicial Branch investigation of the Article(s) of Impeachment(s) allegation(s), the Assembly shall take action to convict and remove the impeached Representative from office by a vote requiring a three-fourths (3/4) majority.
 - vi. If the vote to convict and remove is passed with the necessary vote, the impeached Representative is removed from office and the vacancy is replaced as described in these Bylaws.
 - vii. If the vote is not to convict and remove, the Representative is acquitted and may remain in office until the end of their term.
4. The General Assembly Chair and Vice-Chair may be removed from office for willfully neglecting their assigned duties by a two-thirds (2/3) vote of present members.
5. Justices
- a. A claim must be filed with the Clerk(s) of Court, who must by the next General Assembly meeting, inform the Chair, so that the item may be placed on the agenda and the Ad-Hoc Committee may be formed.
 - b. When a claim is filed alleging neglect of a judicial official, an Ad-Hoc Judicial Review Committee shall be created to hear the case and make a ruling.
 - c. The committee shall consist of the following:
 - i. Four (4) members of the General Assembly
 - ii. The President of the Student Government Association.
 - d. If the decision made by this committee is appealed, the appeals committee shall consist of the following:
 - i. Two (2) members of the General Assembly,
 - ii. One (1) member of the Judicial Committee
 - iii. The Vice President of the Student Government Association.
 - iv. The Clerk(s) of Court sitting on the trial may vote only in the event of a tie.
 - e. Members of the General Assembly serving on the Ad-Hoc Judicial Review Committee shall be selected by their fellow representatives prior to discussion of the judicial officer's offense(s). This Ad Hoc Committee shall jointly hear and investigate offenses and inform their respective bodies of the findings, at which point they are full voting members of their body.
 - f. In the event of an appeal, the Committee shall follow the same procedure mentioned above with the Vice-President acting as Chair.
 - i. An appeal may be made on the same grounds listed in the Infractions Hearings Procedure: New evidence becomes available; failure to follow due process; sanction is unduly harsh or arbitrary
 - g. The decision of the initial Ad Hoc Judicial Review committee can be overturned by a majority vote of the Appeals Committee.
6. Clerk(s) of Court
- a. The Judicial Branch may remove a Clerk of Court if they are not fulfilling the duties outlined in these Bylaws.
 - b. Any member of the Student Government may file a complaint about a Clerk of Court to the Chief Justice, who will investigate the charges.
 - c. The accused shall be informed of the allegations have a hearing within one (1) week.
 - d. The entire Judicial Branch shall hear the allegations and oversee the investigation.
 - e. The Clerk of Court shall be removed if more than three (3) members vote in favor of doing so.

B. Judicial Procedure

1. When a claim is filed, the Clerk of Court shall notify the Chief Justice who shall form the initial Judicial Panel to hear the claim.
 - a. This Judicial Panel shall consist of the Chief Justice and four (4) Associate Justices, excluding the Head Associate Justice.
 - i. Justices must recuse themselves from serving on the panel in cases in which a conflict of interest arises.
2. The Clerk of Court shall notify parties at least seventy-two (72) hours in advance of a judicial proceeding and, if applicable, the charges against him or her.
3. A defendant may be tried in absentia if they fail to appear after two (2) scheduled hearings, or if they refuse to submit to the jurisdiction of the Judicial Branch.
4. Parties involved shall have the right to bring witnesses, but must notify a Clerk of Court twenty four (24) hours in advance of the hearing.
5. Parties involved shall have the right to question any person giving testimony.
6. Members of the Judicial Panel shall have the right to question any person giving testimony.
7. The Judicial Panel shall render a decision on any claim or appeal within one academic week of the hearing. Decisions must include some combination of the following:
 - a. A ruling affirming one or more violations.
 - b. A ruling that no violation has occurred.
 - c. A recommendation that another body hear the claim.
 - d. An order to one or more members of the Undergraduate Student Government or a candidate in an Undergraduate Student Government general election to comply with or execute existing constitutional or statutory obligations.
 - e. Disciplinary action requiring the completion of community service as a condition for continued membership in the Undergraduate Student Government.
 - f. Disciplinary action resulting in the disqualification of one or more candidates for an elections violation claim.
 - g. Decisions must consider constitutional provisions, stator text, and past precedent.
8. The Judicial Panel shall issue a majority opinion to be included in its written records and circulated to each party after a ruling has been made on the claim or appeal.
 - a. Hard copies of majority opinions shall contain the signature of the Chief Justice.
9. Appeals
 - a. The Appeals Committee shall consist of the Head Associate Justice and the Clerks of Court.
 - b. The Appeals Committee, by a two-thirds (2/3) vote may choose to overturn the decision and/or sanction in judicial cases.
 - c. The Appeal Committee shall report any appeals to the Vice President for Student Affairs, who may in turn share that information with the Commission on Student Affairs if he or she deems it appropriate.

C. Replacement

1. President
 - a. As outlined in the Constitution.
 - b. The Vice-President will assume the Office of President after being sworn in by the Chief Justice.
2. Vice-President
 - a. As outlined in the Constitution.
 - b. In the event this office becomes vacant, it will be filled by a special election, as outlined in the Election Code
3. Secretary
 - a. As outlined in the Constitution.
 - b. The President and Vice-President shall conduct an application/interview process in order to find a qualified replacement for this office.
4. Treasurer
 - a. As described in the Constitution.
 - b. If a vacancy occurs, the Assistant Treasurer shall assume the office.
 - c. If there is no Assistant Treasurer, the President and Vice-President shall conduct an application/interview process in order to find a qualified replacement for this office.

5. Ex-Officio Positions
 - a. Replacement of appointed Ex-Officio positions shall be conducted by the President and Vice-President via an application/interview process.
6. College and At-Large Representatives
 - a. Following the vacancy, removal, or resignation, the President shall nominate a replacement for the vacancy, before the end of the term, subject to the confirmation by the General Assembly.
 - i. The nominee must be a currently enrolled undergraduate student of the college from which the vacancy has occurred.
 - ii. Following the approval of the nominee by a two-thirds (2/3) vote, the nominee shall be considered a Representative with all of the rights, responsibilities and duties which that office entails, following the administration of the Oath of Office, for the remainder of the term.
7. Vacancy in the Office of the Chair
 - a. In the event of a vacancy, the Vice-Chair shall assume the duties and responsibilities of the Vice-Chair.
 - b. The Vice-Chair position shall be filled by the election process as outlined in Article XII.
8. Chief Justice
 - a. If there is a vacancy in the office of Chief Justice, the Head Associate Justice shall assume all duties and responsibilities of the Chief Justice as described in the Constitution.
9. Head Associate Justice
 - a. If there is a vacancy in the office of Head Associate Justice, the remaining Associate Justices will nominate a new Head Associate from the existing Justices by the same process as described in these Bylaws.
10. Associate Justices
 - a. In the event an Associate Justice is unable to serve, the Chief Justice will appoint an undergraduate student to fill the position through an application/interview process.
 - b. This process should begin within seven (7) days of the vacancy.
 - c. The Chief Justice must consider the required demographic outlined in these Bylaws.
 - d. The replacement must be confirmed in the General Assembly by a two-thirds (2/3) vote before assuming the duties of the office.
11. Clerk(s) of Court
 - a. In the event of a vacancy in this office, the Judicial Branch shall select a new Clerk of Court if there was only one prior to the vacancy, or they may choose whether or not to fill the vacancy if there were two Clerks prior to the vacancy.
12. If the Offices of President and Vice-President are simultaneously vacant less than forty-five (45) days before the general elections, the interim successor of those offices, the Chair of the General Assembly, shall fill out the vacancies for the remainder of the term until the newly, legitimately elected officers have been sworn in.

Article VIII – LEGISLATION

A. Types of Legislation

1. Any proposed changes to the Constitution is considered an “Act”.
2. Any proposed changes to the Bylaws is considered a “Bill”.
3. Any proposed legislation that represents an official expression of opinion or will of the General Assembly shall be considered a “Resolution”.
4. Any proposed legislation that is an allocation of funding, either internal or external, including the annual SGA budget, shall be considered a “Funding Request”.

B. Coding System

1. All legislation shall be given a number based on the legislation type, sequential number of that type, and academic year, prior its first reading. (Example: 2018-19 – 1A stands for the first Act of the 2018-19 General Assembly)
 - a. Acts will be designated by an “A”.
 - b. Bills will be designated by a “B”.
 - c. Resolutions will be designated by an “R”.

- d. Funding Requests will be designated by an “FR”.
- 2. The legislation number shall precede the title as the official name of the legislation.
- 3. All legislation shall include the coding system, names of authors and sponsors, a title, whereas and therefore statements, a signature line for the Chair and President and the SGA logo on official letterhead.
- 4. After legislation has been voted on in the General Assembly, a “PASSED” or “FAILED” designation shall be included in the coding system.

C. Authors and Sponsors of Legislation

- 1. Any Representative may author or sponsor legislation.
 - a. An author is the individual responsible for drafting the legislation, seeking out a sponsor or sponsors, and shall be the point of contact for the legislation.
 - b. A sponsor is an individual that supports the will and initiative of the piece of legislation by having their name associated with the legislation.
- 2. Cabinet may author legislation relating to:
 - a. The annual budget
 - b. Changes to Governing Documents
- 3. There is no limit to the amount of sponsors a piece of legislation may have.

D. Path of Legislation

- 1. Legislation shall follow these rules until passage:
 - a. If the General Assembly fails to pass the legislation, it dies, and cannot be re-introduced until the next academic year.
 - b. Passed legislation shall be signed by the Chair and the President to certify it was passed by the General Assembly.
- 2. A Presidential Veto may be overturned by a super majority vote of four-fifths (4/5) of the voting members of the General Assembly.

E. Legislative Record

- 1. There shall be one (1) copy of all introduced legislation in a file titled “The Legislative Record” that is housed within the SGA office.
 - a. This record shall be filed by passed and failed legislation in chronological order.
 - b. At the end of the academic year, the file shall be bound and titled “Legislative Record of the Student Government Association of Virginia Tech for the Academic Year _____”.

F. Internal Funding Requests

- 1. Any member within the Student Government Association who wishes to apply for Internal Affairs Funding must meet the following requirements:
 - a. Anyone seeking funding from the internal affairs account must notify the Treasurer before presenting in Open Forum for their request stating the amount of funds and what they will be used for.
 - b. Find a sponsor in the General Assembly that is willing to write a funding request on their behalf. If a member in the General Assembly is applying for funding, they must find an additional co-sponsor within the branch for their request.
 - c. The legislative sponsor(s) of this request, alongside the partnering SGA member, if they are in the Executive or Judicial Branch, must introduce legislation in the General Assembly that outlines the following related to their request:
 - i. What the purpose of the funds are
 - ii. Why funds are required from the Annual Contingency account
 - iii. How the funding would seek to further pursue the mission of SGA
 - iv. Itemized budget of how the funds will be used.
 - d. Following the completion of the event or purpose for allocation, the sponsoring members must present a recap of the event within two General Assembly meetings, excluding extenuating circumstances that addresses:
 - i. If the amount of funding was sufficient
 - ii. What steps can be taken to better the event going forward, if it is to be a continual event

G. External Funding Requests

- 1. External organizations including, but not limited to Registered Student Organizations (RSO), University Chartered Student Organizations (UCSO), University Student Leadership Programs

- (USLP), and university departments that are not housed within the Student Government Association may only request up to a maximum of one-thousand (\$1,000) dollars.
2. SGA shall be in all promotional materials for External Funding Requests we fulfill.

Article IX – SGA BUDGET

- A. Approval
 1. The budget shall be presented by the Treasurer on behalf of Cabinet.
 2. It shall be approved according to the Constitution.
- B. Major Projects Fund
 1. This separate fund shall exist for the purpose of financing large-scale projects for the benefit of the broader campus community.
 2. This fund shall not be used for ordinary projects in which the allocated budget is intended.
 3. Major projects are constituted by those that have a minimum cost of five thousand (\$5,000) dollars.
 - a. In years in which Hokie Effect net revenue exceeds \$65,000, seven (7%) of the revenue will be allocated to this fund.

Article X – ATTENDANCE POLICY

- A. General Assembly
 1. All Representatives will be allotted two (2) absences per semester
 2. Members are expected to email the VT SGA account at least one (1) hour prior to the start of the weekly meeting.
 3. Absences may be used for any reason that need not be stated.
 4. If a Representative misses more than two (2) meetings per semester, that shall be grounds for impeachment and removal from their seat.
- B. Retreats shall be mandatory and are not included as part of the two (2) permissible absences.

Article XI – SGA GOVERNING DOCUMENTS

- A. Constitution
 1. Amendments to the Constitution shall follow the guidelines outlined in Article VIII of the Constitution.
- B. Bylaws
 1. These Bylaws may be amended by a Bill that has two-thirds (2/3) support in the General Assembly.
 2. A referendum need not be held.
- C. Election Code
 1. The Election Code shall be reviewed each year by the Judicial Branch and passed by two-thirds (2/3) vote of all present members of the General Assembly.
- D. Conflict with University Policy
 1. In case of conflict with our governing documents and university policy, our governing documents shall be changed immediately to ensure compliance, and the General Assembly shall be notified at its next meeting.
- E. Stewardship of the Governing Documents
 1. The President, Secretary, and Chief Justice shall keep a current copy of the Constitution, Bylaws, and Election Code for future reference.
 2. Any revisions to these documents must be reported to the Secretary within fourteen days of approval for maintenance of these records.