

STUDENT GOVERNMENT ASSOCIATION
By-Laws

ARTICLE I: Qualifications of Officers

Section 1. President and Vice President

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one semester prior to running for office.
2. Must have a 2.5 cumulative grade point average at the time of election and must maintain a 2.5 cumulative grade point average throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six credit hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.
8. Must not be an officer in any other club or campus organization.

Section 2. Other SGA Officers, including Secretary, Communications Coordinator, Treasurer, and Parliamentarian

1. Must be a rising sophomore, junior, or senior in good standing and have been a member of SGA for at least one semester prior to running for office.
2. Must have a 2.0 cumulative grade point average at the time of election and maintain it throughout the term of office.
3. Must be planning to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

Section 3. Class Officers

1. Must be a student in good standing. Sophomore, Junior, and Senior Class Presidents must have been a member of SGA for at least one semester prior to running for office.
2. Must have a 2.0 cumulative grade point average upon election and maintain it throughout the term of office.
3. Must plan to attend ABAC through spring semester of the next year.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must attend the Executive Board retreat at the end of the spring semester prior to taking office.
6. Must not be enrolled at any college or university other than ABAC during the term of office.
7. Must comply with all rules and regulations of the Student Code of Conduct.

Section 4. Senator

1. Must represent the club or organization from which he/she is inducted or the Student Body at large.
2. Must have a 2.0 cumulative grade point average upon election and maintain it throughout the term of office.
3. Must plan to attend ABAC through spring semester of the academic year for which elected.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

Section 5. Members of the Judiciary

1. Must have a 2.0 cumulative grade point average at the time of taking office, with the exception of freshman members, and must maintain it throughout the term of office.
2. Must plan to attend ABAC through spring semester of the academic year for which appointed.
3. Must carry and complete a minimum of six semester hours per semester at ABAC during the term of office.
4. Must not be enrolled at any college or university other than ABAC during the term of office.
5. Must comply with all rules and regulations of the Student Code of Conduct.

Section 6. Campus Activities Board (CAB) Representative

1. Must be a member of CAB.
2. Shall be elected by CAB.
3. Must have and maintain a minimum 2.0 cumulative grade point average.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

Section 7. Residential Housing Association (RHA) Representative

1. Must be a member of RHA.
2. Shall be elected by RHA.
3. Must have and maintain a minimum 2.0 cumulative grade point average.
4. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.
5. Must not be enrolled at any college or university other than ABAC during the term of office.
6. Must comply with all rules and regulations of the Student Code of Conduct.

Section 8. Chairs of Committees

1. Must have and maintain a minimum 2.0 cumulative grade point average.
2. Must carry and complete a minimum of six hours per semester at ABAC during the term of office.

3. Must not be enrolled at any college or university other than ABAC during the term of office.
4. Must comply with all rules and regulations of the Student Code of Conduct.

Article II: Duties of Officers

Section 1. President

1. Function as head of the Student Body in all student affairs and in student relations with the various constituencies of the College.
2. Call and preside over all meetings of the Student Body.
3. Appoint all committee chairpersons subject to the majority approval of the Student Senate and serve as an ex-officio member on all committees of the Senate.
4. Appoint required student members to the Standing Committees of the College during the spring semester before taking office.
5. See that all elections are announced and held as prescribed by the SGA Constitution.
6. Appoint with 2/3 approval of the Senate the following officers: Secretary, Club Coordinator, Treasurer, Parliamentarian, and Chief Justice.
7. Shall have the power with 2/3 approval of the Senate to remove any officer whom he/she has appointed.
8. Attend all regularly scheduled meetings of the Student Senate.

Section 2. Vice President

1. Act in the full capacity of the SGA president in case of his/her absence and succeed him/her in case of vacancy.
2. Chair the Election Committee.
3. Preside over meetings of the Student Senate.
4. Prepare an agenda for each Senate meeting.

Section 3. Secretary

1. Record, preserve, and have available for inspection to all members of the Student Senate upon request and sufficient notice all papers, proceedings, rolls of attendance, and any other records of the Senate.
2. Supply minutes from the weekly meetings of the Student Senate to the SGA Advisor within two business days of each meeting.
3. Perform all other duties of the Secretary of the Senate and the Student Body.
4. Attend all regularly scheduled meetings of the Senate.

Section 4. Communications Coordinator

1. Update the SGA webpage and ensure that all other SGA media is kept up to date.
2. Post events and announcements to the SGA webpage and create advertisements as necessary.
3. Ensure that all correspondence is answered.
4. Attend all regularly scheduled meetings of the Student Senate.

Section 5. Treasurer

1. Record, preserve, and have for inspection to all members of the Student Senate upon request and sufficient notice all financial transactions of the Senate.
2. Assist the faculty advisor in preparing the Student Activities Budget Request each spring.
3. Attend all regularly scheduled meetings of the Student Senate.

Section 6. Parliamentarian

1. Record, preserve, and have available for inspection an up-to-date list of all chartered student clubs and organizations and their officers.
2. Serve as chairperson of the Chartering Committee.
3. Keep order in the Student Senate according to Robert's Rules of Order, Revised.
4. Attend all regularly scheduled meetings of the Senate.

Section 7. The Senate

1. Represent the entire Student Body in all matters affecting students.
2. Charter student organizations and with 2/3 approval of the Student Senate exercise the authority to revoke any student organization's charter as recommended by the Chartering Committee.
3. Exercise general supervision over all student activities.
4. Take charge of all mass meetings of the Student Body and all matters requiring a definite expression of the student sentiment.
5. Keep an annual report of its proceedings and accomplishments in the SGA office and archives of the information for all interested persons.
6. Elect a President Pro Tempore for its membership to act in full capacity in the absence of the presiding officer of the Senate.
7. Reserve the right at any time to call for a financial standing of any chartered organization or Senate committee.

Section 8. The Student Judiciary

1. Enforce the SGA Constitution.
2. Hear cases involving violations of the Student Code of Conduct, subject to the legal powers vested in the College officials by the Legislature and the Board of Regents, and upon assignment by the Dean of Students.
3. Recommend to the President of the SGA the establishment of lower courts.
4. Shall have the authority by 2/3 agreement to recommend impeachment proceedings against any member of the SGA; such action may be taken as a result of the violation of any of the principles in the Student Code of Conduct or the SGA Constitution.
5. One member shall execute the Oath of Office as written in Article IV of these Bylaws.
6. The Chief Justice shall attend all regularly scheduled meetings of the Student Senate.

Section 9. The Traffic Court

1. Hear student appeals of cases involving violations of the ABAC Parking Rules and Regulations.
2. The Chief Justice of the Traffic Court shall attend all regularly scheduled meetings of the Student Senate.

Article III: Committees and Councils

Section 1. All Committees and Councils are subject to the authority of the SGA.

Section 2. Standing Committees

1. There shall be three (3) major committees of the Student Government Association: the Student Life Committee, the Academic Affairs Committee, and the External Affairs Committee.
2. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.

3. The Chairperson of any committee, at his/her discretion, may form a subcommittee to investigate an item under jurisdiction of that committee. A subcommittee will have a life span of the semester in which it is formed plus the following semester to complete its work.
4. The Student Life Committee shall deal with all non-academic items, including financial aid, resident life, dining facilities, and any other items related to student life at ABAC. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Vice President for Student Affairs. The full Student Life Committee shall meet at least twice per semester.
5. The Academic Affairs Committee shall deal with academic items, including institutional credits, courses, the College Catalog, and any other items related to academic matters. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the Vice President for Academic Affairs. The full Academic Affairs Committee shall meet at least twice per semester.
6. The External Affairs Committee shall deal with items which affect students off campus and outside the immediate realm of the SGA. This committee is especially interested in how students are affected by the local, state, and federal governments; student life off campus; and other issues normally outside the direct influence of the SGA. This committee will work directly with the Vice President of External Affairs and Advancement. The full External Affairs Committee shall meet at least twice per semester.

Section 3. Special Committees

1. Censure Committee
 - i. Shall consist of the SGA President, SGA Vice President, SGA Secretary, Class Presidents, and one SGA Advisor. The SGA Secretary shall be the chairperson.
 - ii. Shall consider absences of the SGA members (all those directly connected with the SGA and its subsidiaries) from regularly scheduled meetings and recommend actions to the Senate, at the next regularly scheduled meeting, concerning those cases. All SGA members must submit a written excuse for their absence, either 24 hours prior to, or within 24 hours following the Senate meeting. Failure to submit a written excuse shall result in an unexcused absence ruling by the Censure Committee.
 - iii. Shall have the prerogative to make recommendations to the Senate concerning actions to be taken with regard to the SGA officials and their failure to perform their appointed duties.
 - iv. Any SGA member who has less than a 2.0 grade point average will be given a semester's probation. At the end of that semester, voting rights can be reinstated if the GPA is raised to 2.0. If the GPA is not raised to 2.0, the Censure Committee will recommend suspension. Students may challenge the recommendation of the Censure Committee before the Senate. Suspension will be enforced by a majority vote of the Senate present.
2. Elections Committee
 - i. The Vice President of SGA shall serve as chair of the Elections Committee
 - ii. Shall supervise all election activity according to the guidelines set forth in the SGA Constitution and Bylaws.

- iii. Shall establish the official campaign period of all elections; this period will last not less than three consecutive class days and no more than one calendar week prior to the election.
- iv. Shall hold elections immediately after the close of the official election campaign.
- v. Shall certify that every candidate fulfills the qualifications for the office to which he/she aspires.

Every candidate shall personally file with the Elections Committee an official application to qualify as a candidate. No candidate may file an application for more than one SGA office in an election. The Elections Committee shall set and publicize a deadline for filing application and will furnish the proper forms of this application.

A candidate shall be approved by the Elections committee only upon submission of a valid and complete application, after checking the student's cumulative grade point average, and securing the signature of the Vice President for Student Affairs. The Elections Committee shall be the judge of a valid and complete application.

After the Elections Committee has approved the application of the candidate, the name of the candidate shall appear on the ballot unless the candidate submits a written request for withdrawal to the chair of the Elections Committee at least 72 hours prior to an election.

Shall post to the SGA web page and submit to the student newspaper for publication an announcement of the election, including dates, prior to receiving applications.

Any regular SGA election shall be held no sooner than the second full week and no later than the sixth week of the term, the specific date being set by the Elections Committee.

The elections of SGA Officers and Sophomore, Junior, and Senior Class officers shall be held during the spring term of the school year preceding the year in which they are to serve.

The election of Freshman Class officers and Senators shall be held during the fall term of the school year during which they are to serve.

- vi. Shall supervise balloting.

Each student shall have the privilege of voting for as many candidates as there are seats to be filled from his or her class or proper electoral unit in the election.

The Elections Committee shall post to the SGA web page full proceedings and instructions for guidance of voters at each election. These regulations shall be submitted at least one week prior to the election.

If a voter experiences technical difficulties while voting, it is the responsibility of the voter to inform the election officials of the difficulty before the close of the polls. He/she may report such difficulties by emailing sga@stallions.abac.edu or calling the SGA office. Individual difficulties reported after the polls close will not alter the results of the election. If for any reason it is impossible to determine the voter's choice for any office to be filled, his/her ballot shall not be counted for that office, but this shall not invalidate the ballot so far as it is properly marked.

In all elections, the polls shall be opened and remain opened as deemed necessary by the Elections Committee; however, the hours of election shall be posted to the SGA web page prior to an election.

In case of a tie for representative or lack of a majority for SGA or class officers, the election for that office will be declared indecisive and a run-off between the two candidates receiving the highest number of votes shall be held within one week of the original election.

vii. Shall oversee contested elections.

The contesting candidate(s) shall give written notice, within 24 hours or within one school day after the official results are announced, to the chairperson of the Elections Committee of intentions to contest the election and reasons for doing so. The Elections Committee shall hear the appeal of the candidate(s) contesting the election and make a recommendation to the Senate. The Senate shall hear the final appeal of the candidate(s) contesting the election at its next meeting and the recommendation of the Elections Committee.

The Senate shall, by 2/3 vote, act on the recommendation of the Elections Committee.

viii. Shall have the authority with the consent of the SGA to make all rules and regulations necessary for the conduct of any election in all cases not otherwise provided for herein.

3. Chartering Committee

- i. The Parliamentarian shall serve as chairperson of the Chartering Committee.
- ii. Shall consist of five members, in addition to the chairperson, who shall appoint the members.
- iii. Shall be responsible for chartering and de-chartering clubs and organizations on the campus of ABAC with prior approval of a 2/3 vote of the Senate.
- iv. Shall determine whether to place a club or organization on probation for the remainder of the semester.
 - a. If a club or organization is placed on probation, it is still allowed representation in the Senate.
 - b. Clubs or organizations cannot host any activities nor have any fundraisers while they are on probation.
 - c. A club or organization may appeal the decision of the Chartering Committee to the Senate, where a 2/3 vote by the Senate will overrule the Chartering Committee decision.
 - d. The student activities budget of the club or organization which the Chartering Committee has placed on probation will remain frozen until the Senate has overruled the Chartering Committee decision.
 - e. A club or organization which is placed on probation for more than one semester or is found guilty of serious violations of the Student Code of Conduct will be subject to de-chartering upon recommendation by the Chartering Committee and 2/3 vote of the Senate.
 - f. A de-chartered club or organization forfeits all rights to any student activities funds.
 - g. A club or organization which has been de-chartered by vote of the Senate can appeal that decision to the Dean of Students.

The President shall set up any additional special committees when necessary. Chairpersons of these committees shall be appointed by the President of SGA, subject to approval by the Senate.

Article IV: Methods of Admitting and Removing Members

Section 1. All duly elected and appointed members of the SGA will be admitted for membership upon taking an Oath of Office, administered by a member of the Student Judiciary Committee. The Oath is as follows:

I, _____, solemnly swear to persevere in my duties as a representative for the students of Abraham Baldwin Agricultural College, to work for a better student government and to maintain the dignity of the office during my term. I do solemnly swear to execute my office faithfully and honestly and to respect and preserve the Constitution and Bylaws on which our Student Government is founded.

Section 2. No member of the Senate may serve two interests in the SGA.

Section 3. All SGA officers must maintain the specific qualifications for their offices throughout the term of office. If these qualifications are not maintained, the Censure Committee shall recommend appropriate action to be taken by the Senate. Dismissal from office will require a 2/3 vote of the Senate.

Section 4. Any member of the SGA who is arrested and convicted of a crime or who is found guilty of violating the Student Code of Conduct shall be presented before the Censure Committee for review. The Censure Committee shall then recommend appropriate action to be taken by the Senate.

Section 5. Any member of the SGA who has three unexcused absences in one semester, as determined by the Censure Committee, may be removed from office by recommendation of the Censure Committee and approval by the Senate.

Section 6. If an elected representative position becomes vacant due to resignation or dismissal, the SGA will issue a public call for interested parties as needed. This public call shall consist of flyers posted giving the opening and closing date of the applications. Applicants will then be screened by the Elections Committee to ensure that eligibility requirements for the position are met. Applicants will then be given an opportunity to address the SGA (maximum of two minutes). Applicants will then be presented to the SGA for approval or rejection by secret ballot. A 2/3 majority of voting members present is required for acceptance. Those applicants approved according to the above procedure will hold the office until such time as that office comes up for regularly scheduled election.

The President of SGA is responsible for orientation of the approved representatives.

Section 8. If the President of SGA submits a letter of resignation, the Vice President of SGA shall replace the President. The President's letter of resignation shall be submitted to the President Pro Tempore of the Senate and to the Chief Justice of the Student Judiciary.

Section 9. Any SGA officer may request a leave of absence for one semester to improve his/her grade point average.

Article V: Custody of Funds

Section 1. All funds of the SGA are kept in custody of ABAC and under the authority of the Vice President of Fiscal Affairs.

Section 2. Expenditures over \$1000 shall require 2/3 vote of the Student Senate.

Article VI: Definition of a Quorum

Section 1. A quorum of the Senate shall consist of 50 percent plus one of the voting membership of the Senate, and no official business shall be transacted without a quorum.

Section 2. All motions pertaining to regular business shall be passed by a simple majority of those present and voting.

Article VII: Parliamentary Authority

Robert's Rules of Order, Revised, shall be the final authority on the parliamentary procedure observed at all meetings of the Senate when not in conflict with the provisions of this Constitution.

Article VIII: Impact Award

Awarded annually by the SGA, the Impact Award recognizes the contributions of a college administrator, faculty, or staff member to students' extracurricular activities. Only one Impact Award will be given each year. Members of the SGA select the recipient of the award. Voting for the award shall be by secret ballot in a special closed meeting for the purpose of voting on the Impact Award.

The Vice President for Student Affairs, or his or her designee, and the SGA President will count the ballots and shall lock the results in a ballot box. If the Vice President for Student Affairs is among the nominees for the award, the President of SGA shall choose another person who is not nominated to assist in counting the votes.

The result of the voting shall not be revealed until the night of the Student Leadership Banquet. All ballots shall be kept until after the Student Leadership Banquet.

Article IX: Method of Amending the Bylaws

Section 1. The Bylaws of this Constitution shall be proposed by the student Senate and passed by 2/3 majority vote of the Senate.

Section 2. Amendments of the Bylaws may be proposed at any regularly scheduled Senate meeting. All amendments must be tabled for one week, and no final action can be taken until the next regularly scheduled Senate meeting. All amendments will require a 2/3 vote of the Senate during a regularly scheduled meeting.