

Concord University
Student Government Association Constitutional Bylaws

Preamble

The Student Government Association of Concord University (SGA), seeing the need for further explanation of duties for the officers, committees, and representatives of SGA, do hereby set down the following bylaws for operation of this body.

Article I: Qualification for Membership

Section I. Before elections or appointment, each office below must meet the following requirements and be on good standing with Concord University.

A. Executive Officers:

- i. 2.50 GPA.
- ii. One full semester of experience in any of the three branches of the SGA.

B. The Concord University Board of Governor's Member, Public Defender and the Faculty Senate Representative:

- i. 2.50 GPA.
- ii. One full semester of experience in any of the three branches of the SGA.

C. Chief and Prime Justice:

- i. 2.50 GPA.
- ii. One full semester of experience in the Judicial Branch of the SGA.

D. Justices:

- i. 2.0 GPA.
- ii. No greater sanction than 2 weeks social probation or a warning letter home.

E. Senators:

- i. 2.0 GPA (excluding freshmen senators).
- ii. Must be a member of the constituency they are representing.
- iii. Qualifications for the Beckley senator shall be the same as for any other senator with the exception that they earn the majority of their hours per semester at the Beckley campus.

Article II: Legislative Branch

Section I. Elected Senators and Appointed Senators:

- A. All elected and appointed senators shall be known as Senators
- B. Duties:
 - i. To represent the best interest of the student body at large.
 - ii. To attend all regular and special meetings of the Student Senate.
 - iii. To be informed on issues pertaining to student affairs at large and the SGA.
 - iv. To offer constructive criticism concerning the SGA and its activities.
 - v. To serve on at least two committees of the Student Senate.
 - vi. To sign those forms necessary for the budgetary process outlined herein under Article V.
 - vii. In the event of a vacancy that exceeds two (2) weeks in a committee head position, a senator may be required temporarily, if requested by the Vice-President, to fill the committee head position until a permanent replacement is found.
- C. Any Senator not meeting their duties shall be subject to removal from office following Article IX of the SGA Constitution.
- D. Replacements of appointed or elected senators shall occur by a Presidential appointment within two weeks of resignation or removal.

Section II. Organizational Representatives:

- A. Duties:
 - i. To represent the best interest of the members of the organization for which they are representatives.
 - ii. To attend all regular and special meetings of the Student Senate.
 - iii. To be informed on issues pertaining to student affairs and SGA.
 - iv. To offer constructive criticism concerning the SGA and its activities.
 - v. To provide as a liaison between their organization and the SGA.
 - vi. To serve on at least on committee of the Student Senate.
 - vii. To notify the Secretary of the SGA of any changes in representative or alternate within two weeks of the change occurring.
- B. Organizational Representatives must be a member of the constituency they are representing at the time of taking office, as determined by the Student Center Office.
- C. Replacements of Organizational Representatives are at the sole discretion of their organization.

Section III. Concord University Board of Governors Representative and Representative to the

HEPC Advisory Council of Students.

- A. Duties:
 - i. To attend all Board of Governors Meetings.
 - ii. To make weekly written and oral reports to the Student Senate on the activities of the Board of Governors.
 - iii. To relay policy between the Student Senate and Board of Governors.
 - iv. Request input into any matter involving students discussed by the Board of Governors.
- B. If the Board of Governors' representative is not meeting his/her duties, he/she shall subject to removal from office following Article IX of the SGA Constitution.
- C. In the event of a vacancy of this position during a meeting of the Board of Governors, the SGA President shall be responsible for fulfilling this role or designating someone to do so until a permanent replacement is found.
- D. Serve as representative to the HEPC Advisory Council of Students.

Section IV. Faculty Senate Representative:

- A. Duties:
 - i. To attend Faculty Senate Meetings.
 - ii. To make weekly written and oral reports to the Student Senate on the activities of the Faculty Senate.
 - iii. To relay policy between the Student Senate and Faculty Senate.
- B. The faculty Senate representative will be appointed by the SGA President, with Student Senate approval, no later than the second SGA meeting of the fall semester, and will continue in that office until the following fall or their resignation.
- C. If the Faculty Senate representative is not meeting their duties, they are subject to removal from office following Article IX of the SGA Constitution.
- D. The replacement of the Faculty Senate representative shall occur by a Presidential appointment.
- E. In the event of a vacancy of this position during a meeting of the Faculty Senate, the SGA President shall be responsible for filling this role or designating someone to do so until a permanent replacement is found.

Section V. Committee Chairperson:

- A. Duties:
 - i. Be responsible for all duties pertaining to the respective committee.
 - ii. Make weekly verbal reports on committee activity to the Student Senate.

iii. File weekly written reports on committee activity and weekly meeting attendance in the SGA Office in committee binder.

B. Committee chairpersons for standing committees shall be appointed by the Vice-President of the SGA.

C. Committee chairpersons for ad hoc and temporary committees shall be appointed by the President of the SGA.

D. Committee chairpersons failing to meet their duties may be removed by the appointing officer in writing to both the SGA and the chairperson.

E. The replacement of the committee chairperson shall occur by the officer delegated in Section B or C.

Section VI. The term of office for all officers and representatives of the Student Senate shall begin sworn in and shall continue for the duration of the academic year, until resignation, or until a successor is sworn into office.

Section VII. Resignation from Office:

A. The resignation of any of the officers or representatives of the Student Senate must be presented in writing to the President or Secretary of the Student Government Association.

B. Any resignations and office vacancies shall be announced by the receiving official at the next regular Student Senate meeting.

C. The acceptance of minutes by the Student Senate which record the verbal resignation of an officer and the swearing in of a replacement shall be considered written resignation by any officer or representative.

Section VIII. Organizational Recognition and Attendance:

A. Recognition of an organization is accomplished through the following:

i. Submission of an organizational constitution and bylaws to the Student Center office and Student Government Association office.

ii. Completion of an advisor form, including all necessary information and signatures.

iii. Inform the Secretary of the SGA of their intent to provide representation of their organization within the Student Senate.

iv. The organization may not be related to any specific class, recognized and University-funded athletic team, or any group under discipline by the University administration.

B. Initiation of Voting and Budgetary Privileges:

i. Voting privileges shall be granted to a recognized organization upon the start of the fifth Student Senate meeting attended, within their first recognized semester.

- ii. Budgetary privileges shall be granted at the start of the organization's second recognized semester, provided they have complied with the SGA's attendance policy.

C. Attendance Policy:

- i. Attendance of all members is required at all meetings. Attendance is defined as presence for the duration of the meeting.
- ii. Absence in a committee meeting shall be counted as a half absence for the attendance record. The Vice-President may excuse committee absences at his or her discretion.
- iii. No more than two unexcused absence and three excused absences totaling a missing of no more than five meetings in a semester.
- iv. To avoid possible sanctions, any member shall be given the option of justifying their absence to the Secretary. This justification shall be submitted on the proper form within one week after the missed meeting. The Secretary shall decide on the validity of the excuse. If the excuse is in question, the Secretary shall take the excuse to the executive branch for a final decision.
- v. To leave a meeting before its adjournment, without giving proper notice to the Secretary, shall result in an unexcused absence.
- vi. Upon receipt of a third unexcused absence, an organization's voting privileges shall be immediately frozen, and withheld for the duration of the semester in which the absences were accrued.
- vii. By a $\frac{3}{4}$ th majority vote, the Student Senate may remove any voting sanctions placed on an organization.

D. Suspension of Budgetary Privileges:

- i. Upon the third unexcused absence from a Student Senate meeting, the organization's allocations for the current semester shall be immediately frozen and budgetary privileges shall be revoked for one semester following the semester in which the absences accrued.
- ii. Budgetary privileges will be reinstated at the start of the second semester of the revoked year, provide the organization has complied with the SGA attendance policy, from date of the sanctions, to the beginning of the second semester of the revoked year.
- iii. Continued neglect to comply with the SGA attendance policy shall extend the length of budget suspension, with one semester being added for each two additional absences.
- iv. By a $\frac{3}{4}$ th majority vote, the Student Senate may remove any budgetary sanctions imposed on an organization.

Section IX. Special Rules of Order for the Student Senate:

- A. Members shall stand when giving a report to the Student Senate.

- B. There shall be no talking among members when business is being discussed before the Student Senate.
- C. First priority for seating at the Student Senate tables shall be for Executive members, Senators, and Student Senate officers.
- D. If the chair of the Student Senate wished to debate on any motion, they must vacate the chair until the motion is disposed of.
- E. Members of the Student Body who are not members of the Student Senate shall have the right to discuss any motion.
- F. Representatives of the press, after proper recognition by the Chair, have the privilege to put a direct question to the Chair or any person who has participated in the debate of the current motion through the Chair. Representatives of the press shall not have the right to debate any motion unless they are also a member of the Student Body.
- G. Invited speakers must be invited by the President or by any member with the prior consent of the President. Invited speakers shall, as a portion of the President's report, granted as much time as they require presenting the information they were invited to introduce. Following their presentation, invited speakers shall, through the Chair, answer direct questions put by any member or privileged guest.
- H. Guests and invited speakers shall have the right to present information or debate any motion only when requested by the Chair or any member with the consent of the Chair.
- I. The Student Senate shall loosely follow, in cases where procedure is not clearly documented within the SGA Constitution or Bylaws, at the discretion of the SGA President, the most recently published copy of Roberts Rules of Order at the time that these Bylaws were authenticated.
- J. By a 2/3rds majority vote, or in special cases as defined in the SGA Constitution, the Student Senate may move into closed session, which will follow the following guidelines:
 - i. Only organizational representatives, student senate officers, executives, SGA advisors, the President of the University, or Board of Governors members may be present during such a session.
 - ii. All other officials, including those of the judicial branch, and any guests shall exit the meeting until the closed session ends.
 - iii. Closed session shall follow all rules of procedure from the SGA Constitution and Bylaws not in conflict with the guidelines in the subsection.
 - iv. No discussion from the closed session shall be recorded in the minutes. Only business that has occurred shall appear in the minutes.
 - v. By a 2/3rds majority vote, Student Senate may exit closed session.

Article III: Executive Branch

Section I. The President, Vice-President, Business Manager, and Attorney General shall be Elected Officers of the Executive Branch.

Section II. The President of the SGA shall:

- A. Preside as chair at Student Senate meetings.
- B. Require reports from any or all organizations, committees, or commissions formed by, or funded through SGA.
- C. Call special meetings of the Student Senate, with no less than 24 hours or publicly posted notice of time and place.
- D. Appoint a Faculty Advisor, a Secretary, an Ombudsman, a Parliamentarian, two freshman Senators, Faculty Senate representative, a chairperson to all Student Senate ad hoc and temporary committees, a person to act in the interests of SGA between the spring and fall semesters (as necessary), and any other seats which become vacant within the executive, judicial, and legislative branches (with the exception of the Budgetary Committee). All vacancies must be filled within two weeks of receiving a qualified applicant during a time that classes are in session.
- E. Coordinate the actions necessary to carry out the will of the majority of the Student Senate as expressed in approved legislation or other actions.
- F. Represent, either in person or by designated representative, the SGA in all transactions with the individuals or organizations outside the structure of the SGA.
- G. Grant individuals the authority to make tentative plans for a proposal once it has been discussed in the Student Senate. Tentative plans are those plans that can be altered or cancelled once they have been presented to the Student Senate.
- H. Form an executive council of subordinates as generally needed and as needed to conduct interviews for positional vacancies. During an interview, the council must weigh the following factors: a respectful and accountable record of service, potential conflicts of interest, and vision. The Committee may not discriminate an applicant based on his or her race, religion, ethnicity, political affiliation, disability, or sexual orientation. After interviewing the applicant, the committee will then deliberate and offer a nonbinding recommendation to the President.
- I. Serve as ex-officio member of all committees and commissions of the SGA.
- J. Act on behalf of the Student Senate between the fall and spring semesters, during summer sessions, and at any other extended period where the quorum of Student Senate cannot be met.
- K. The President shall be required to submit a report to the Student Senate at the first meeting of each semester disclosing all decisions made and actions undertaken on the Senate's behalf that would otherwise require a vote.
- L. Maintain posted office hours of at least two hours per week.

Section III. The Vice-President shall:

- A. Assume the powers and responsibilities of the President in the event of an absence, resignation, removal, or death, and shall continue to function as President for the remainder of the President's term or until the President returns from an absence.
- B. Act as Secretary in the absence of the Secretary or in the case that the Secretary is unable to serve. This duty shall be subordinate to the duty of act as President.
- C. Perform the duties of the Chief Justice, Attorney General, or Prime Justice throughout impeachment process, in the event that any of the aforementioned officers are under investigation.

- D. Be the coordinator of all standing committees and commissions of the SGA, including overseeing Homecoming and the Spring event.
- E. Attend, or the Vice-President's designee attend, all University Homecoming Committee meetings hosted by the Alumni Association leading up to and during Homecoming week.
- F. Provide a weekly report for committee attendance and absences.
- G. Appoint the Committee Chairperson of each standing committee of the SGA. In the event of a vacancy that exceeds three (3) weeks in a Committee Chairperson position, the Vice President may require a Senator temporarily to fill the Committee head position until a permanent replacement is found.
- H. Sever as ex-officio member of all committees and commissions of the Student Senate.
- I. Shall maintain office hours of no less than two hours per week.

Section IV. The Business Manager shall:

- A. Prepare an annual budget for the ensuing semester and present it to the Student Senate for approval.
- B. Chair the Budgetary Committee and coordinate it under Article V.
- C. Select two members of the Student Senate to serve on the Budgetary Committee.
- D. Have no vote on the Budgetary Committee except in the event of a tie.
- E. Have a vote in the Student Senate on all issues involving finance.
- F. Keep record of expenditures and income, and supervise the management of all financial transactions.
- G. Keep a positive balance for SGA.
- H. Make reports at Student Senate meetings of major expenditures, income, and balances at the first meeting of each month.
- I. Oversee the financial records of the SGA in conjunction with the Concord University Director of Business and Finance.
- J. Keep financial records available for public inspection at all times.
- K. Act as President in the absence of the President, Vice-President, and Secretary, or in the event they are temporarily unable to serve.
- L. Maintain posted office hours of no less than two hours per week.

Section V. The Attorney General shall:

- A. Prosecute all the cases that are docketed in the student disciplinary process.
- B. Investigate, with the approval of the Student Senate, any reported irregularities in SGA Activity and if approved, report findings within one week for appropriate actions.
- C. Provide all witnesses with subpoenas at least 3 days before their scheduled hearing.
- D. Enforce the SGA attendance policy.
- E. Maintain posted office hours of no less than two hours per week.
- F. Check all applications for SGA positions that have qualifications under Article I to verify that applicants may stand for the office in the application.

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Section VI. The Secretary, Parliamentarian, and Ombudsman shall be Appointed Officers of the Executive Branch, along with all others deemed necessary by the President.

Section VI. The Secretary shall:

- A. Keep the minutes of all Student Senate meetings, and maintain a file of actions taken as a matter of public record.
- B. Keep the roll of all members at the Student Senate meetings and meetings of the Executive Branch.
- C. The Secretary shall inform the Attorney General upon the third absence of any member of the Student Senate.
- D. Inform the President of any organization declaring intent to receive recognition in the Student Senate and shall record such actions in that weeks minutes.
- E. Serve as office manager, and;
 - i. Monitor and maintain office supplies. Including but not limited to:
 - a. Paper.
 - b. Writing implements.
 - c. Scissors.
 - d. Tape.
 - e. File folders.
 - f. Staplers and staples.
 - g. Paper clips.
 - h. Printer toner.
 - i. A current copy of Robert's Rules of Order.
 - ii. Monitor and maintain office equipment.
 - iii. Inform the Business Manager of the need for additional supplies or for repairs/replacement of equipment.
- G. Act as President in the absence of the President and the Vice President, or in the case that the President and the Vice President are temporarily unable to serve.
- H. Maintain accurate records of who made a motion and who seconded it, and record organizational votes if required by a motion for roll call or division vote.
- I. Distribute minutes to all members of the Legislative and Executive Branches, all SGA Advisors, the President of the University, and any student, faculty, staff or administration members who request them in writing.
- J. Type, print, or photocopy letters, memos, or other materials as required and requested for the SGA.
- K. Maintain posted office hours of no less than two hours a week.

Section VIII. The Parliamentarian shall:

- A. Act and an advisor to the President of the SGA on, but have no power to enforce, Robert's Rules of Order as well as the current Constitution and Bylaws.
- B. Act as President in the absence of the President, Vice President, Secretary, Business Manager, and Ombudsman, or in the event that they are temporarily unable to serve.
- C. Advise the President as to any improper conduct of the members during a Student Senate meeting.
- D. Will maintain up-to-date copies of the SGA Constitution and Bylaws, signed by the SGA President, Faculty & Staff Advisors, and Attorney General on file in the SGA Office.
- E. Attach to the end of the Constitution and Bylaws an attachment with reference to the amendment or amendments made to the document, accompanied with the date of the changes.

Section IX. The Ombudsman shall:

- A. Investigate any query.
- B. Make weekly oral and written reports to the Student Senate on their investigations.
- C. Act as President in the absence of the President, Vice President, Secretary and Business Manager, or in the event that they are all temporarily unable to serve.
- D. Maintain posted office hours of no less than two hours a week.
- E. Serve as a member of at least one of the standing Student Affairs committees.

Section X. Temporary replacements may be made by the SGA President, who must introduce a qualified applicant to the senate within two weeks of appointing a temporary replacement.

Article IV: Judicial Branch

Section I. The Steering Committee shall:

- A. Be made up of the Chief Justice, the Advisor to the Judicial Branch, and a member of the Student Affairs Staff designated by the Director of Student Affairs.
- B. Direct cases to the Student Hearing Board, Student Supreme Hearing Board, or University Hearing Board.

Section II. The Student Supreme Hearing Board shall:

- A. Be made up of nine justices to be appointed by the SGA President whose appointments shall be for the duration of enrollment as a student at Concord University unless they resign or are removed from office. All appointed justices must be present, but may abstain from any vote, in order for any group of justices to act as a Student Supreme Hearing Board.
- B. Hear cases of constitutional interpretation, act as an Appellate Court for the Student Hearing Board, and serve as the Court in the Impeachment Process.
- C. Create any subordinate hearing board as deemed necessary and proper.

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- D. Serve as final appeal on all election matters.
- E. Be governed by the procedure set out in Section VIII and IX of this article.

Section III. The Student Hearing Board shall:

- A. Consist of three justices, to include the Chief Justice and/or Prime Justice, and any one or two of the remaining Justices.
- B. Meet as frequently as necessary to adjudicate cases in a timely matter.
- C. Unexcused absences from any judicial meeting (including Student Hearing Board and Student Supreme Hearing Board) by a Justice throughout each semester shall result in appropriate action as outlined in Article IX of the SGA Constitution.
- D. Be governed by the procedure set out in Section VIII and IX of this article.

Section IV. The Chief Justice shall:

- A. Be voted into office by a plurality of the justices from his/her ranks.
- B. Be chosen the first week of April, and begin a one year term on the second week of April, and may serve consecutive terms.
- C. Be removed from office by a 7/8 vote of no confidence by all of the justices.
- D. Subpoena students as witnesses, upon request of the plaintiff, defendant, or their respective representatives, when the appearance and testimony of the witness is necessary to insure justice.
- E. Give subpoenaed witnesses at least three days notice through the student's Concord University verified mailing address.
- F. Maintain a record within the SGA Office, signed by the current Concord University postmaster, verifying the date and time in which all subpoenas were submitted into Concord University mail each week.
- G. Coordinate the Judicial Branch in a manner that insures justice to all students of Concord University.
- H. Shall serve on the Steering Committee.
- I. Attend all Student Hearing Board meetings.
- J. Schedule the Justices as necessary to complete all docketed cases for a semester.
- K. Fulfill the role of Prime Justice to maintain the database in the absence of the Prime Justice, or in the event the Prime Justice is temporarily unable to serve.

Section V. The Prime Justice shall:

- A. Be voted into office by a plurality of the justices from his/her ranks.
- B. Be chosen the first week of April, and begin a one year term on the second week of April, and may serve consecutive terms.
- C. Be removed from office by a 7/8 vote of no confidence by all of the justices.
- D. Aid the Chief Justice in coordination of the Judicial Branch and act as Chief Justice in the Absence of the Chief Justice or in the event the Chief Justice is temporarily unable to serve.
- E. Act as Chair of the Homecoming Committee and enforce the rules and regulations concerning Homecoming events.

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- F. Serve as Elections Chair and coordinate the SGA elections.
- G. Attend all Student Hearing Board meetings and be present during deliberations.
- H. Maintain a record of all subpoenas from the Public Defender and Attorney General.
- I. Serve as Community Service Liaison as outlined in the Judicial Community Service Plan.

Section VI. The Public Defender shall:

- A. Be voted into office by majority of the student body during the general election.
- B. Attend all Student Hearing Board meetings and Student Supreme Hearing Board meetings to ensure justice for all students of Concord University.
- C. Represent, if requested, any defendants before the Student Supreme Hearing Board and the Student Hearing Board.
- D. Represent, if requested, any defendant's appeal to, or sanction review of, the proceedings of the Student Supreme Hearing Board.
- E. Subpoena students as witnesses when the appearance and testimony of the witness is necessary to insure justice.
- F. Give at least three days notice to all subpoenaed witnesses.
- G. Maintain posted office hours of no less than two hours a week.

Section VII. The Advisor to the Judicial Branch shall:

- A. Be recommended by the Chief Justice, who must confer with all Justices, and be approved by the Student Senate.
- B. Serve as a member of the Steering Committee.
- C. Be present during deliberation of the justices, but shall not direct the actions of the Student Hearing Board and the Student Supreme Hearing board.

Section VIII. Justices of the Judicial Branch must:

- A. Make known to the rest of the sitting justices any potential conflicts of interest prior to the hearing of any case. In the event of a conflict of interest, that Justice must recuse himself or herself.
- B. Sit as often as required to complete all docketed cases of the Student Hearing Board.

Section IX. All hearing boards shall be governed by the Judicial Procedure Rules.

Article V: The Judiciary Committee

Section I. The Judiciary Committee shall have membership limited to three justices to be appointed by the Chief Justice and three Senators to be appointed by the Vice President, and it shall be chaired by a Vice Presidential appointee who shall not vote except in the event of a tie. Members shall serve for the duration of the entire academic year.

- Section II. All recommendations originating in the SGA for changes to the Judicial Procedural Rules shall be referred to the Judiciary Committee for evaluation. The committee shall make recommendations for changes to judicial procedure to the Vice President of Student Affairs when appropriate.
- Section III. Once an appointment to the position of justice is made, the candidate shall be referred to the Judiciary Committee for evaluation. The committee shall evaluate the candidate to determine whether he/she should proceed to the student Senate for a ratification vote or proceed no further than the committee.
- Section IV. In the event that a justice is impeached by the Student Senate the Judiciary Committee shall serve as the hearing board. If the justice being impeached is a member of the committee, another justice not already serving on the committee and not under impeachment shall occupy the impeached justices' seat until the conclusion of the hearing. If that justice is impeached, he/she has the ability to appeal the case to the Senate, so long as a majority of the Senate agrees to hear the case. If 78% of the Senate votes to overturn the ruling of the Judiciary Committee, then that ruling is thereby stricken.

Article VI: Finance and Budgetary Committee

Section I. The Budgetary Commission:

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- A. Shall consist of the Business Manager, two senators, and two organization representatives, recommended by the President to be approved by the senate.
- B. Submit the written Budgetary Rules for the year for senate approval no later than the second week of the Fall semester.
- C. Must be formed the first official week of the Fall semester where in SGA meets.
- D. Will serve as a fair and impartial hearing board in all proceedings concerning the Budgetary Rules.

Article VII: Elections

Section I. The Election Committee shall:

- A. Consist of the Prime Justice, who shall chair the Committee, two justices, and three members at large form the Student Senate, with all justices and Senate members to be appointed by the Prime Justice with approval of the Student Senate.
- B. The Election Committee shall be chosen no later than five regular meetings before the election, excluding Concord holidays. All members of the committee must meet the following qualifications:
 - i. At least a 2.0 cumulative GPA.
 - ii. Must not be on any disciplinary restrictions or have been convicted more than 2 times by a Student or University Hearing Board.

- iii. Must not be running for an office in the current Election.
- C. Submit, no later than 4 regular meetings before the election, a set of campaign rules for the election. The Student Senate shall have the intervening week to review the rules and amend them by majority vote at the next regular meeting.
- C. Safeguard the results of the election in such a manner that the results remain unknown to all persons until they are announced at the first regular Student Senate meeting following the elections. Ultimate responsibility for this duty shall be placed upon the Election Chair.

Section II. Manner of Elections:

- A. Application for Candidacy:
 - i. Applications for candidacy shall be due to the Election Chair prior to the Candidate Training & Rules meeting.
 - ii. Candidates shall meet the minimum criteria established for the position.
 - iii. All candidates must attend the Candidate Training & Rules meeting to inform candidates about the election process and campaign guidelines. All candidates must attend to be placed on the official ballot.
- B. All election meetings shall be at a time and place as determined by the Election Chair. The only excused absences from these meetings shall be to attend classes and University required events or by the consent of the Election Chair. Excuses shall include, but not limited to: class, family emergencies, and any absence approved by the Election Committee with prior notification of the committee of an absence.
- C. Campaign Regulations shall include, but shall be expanded by Committee submissions, the following:
 - i. Oral campaigning may begin after the Candidate Training & Rules meeting and must terminate by the end of the voting period. Other campaigning, including but not limited to newspaper, radio, television ads, and fliers may begin immediately after the Student Senate meeting of the week before elections.
 - ii. No removal or defacing of other candidate's campaign materials shall be allowed.
 - iii. All signs must be approved by the Election Chair, with the candidate keeping an initialed copy with them as proof of this, and posted according to Concord University posting policy and Residential Life Regulations.
 - iv. Campaign posters must be removed no later than the end of the voting period.
- D. Campaign Violation Complaints:

- i. Campaign Violation Complaints must provide an account of the alleged event and a list of witnesses.
- ii. Campaign Violation Complaints shall be due no later than 24 hours after the polls close. They shall be submitted in a sealed envelope to the Election Chair.
- iii. Campaign Violations noticed by the Election Chair or by members of the Election Committee must be investigated.
- iv. A Campaign Violation Complaint Hearing must be held to deliberate on any alleged violations of this election policy. This hearing shall occur prior to the announcement of the election results.
 - a. During the deliberation process, only the Election Committee and at least one advisor shall be present. Witnesses shall be present only when giving testimony upon the request of the Election Committee.
 - b. If a complaint is found to be justified, a loss of votes may be assessed against the candidate(s) only in the event that the infractions could have had some positive influence on the votes received by the offending candidate. The Election Committee may impose appropriate penalties that have not been enumerated here.
 - c. Reports of the complaints must be disclosed to the Student Senate in a timely fashion.

Section III. SGA elections shall follow this timeline in order to provide candidates with a concise understanding of their responsibilities, and to ensure the highest level of continuity between administrations as possible.

- A. On the Wednesday before Spring Break, there shall be a pre-filing information meeting. This meeting shall be open to all who want to attend. At this meeting, potential candidates will hear job descriptions from the current officers and get an overall view and description of the organization.
- B. The week after Spring Break shall be designated the official filing week, in which students have until Monday morning to submit notice on official forms for election to the SGA Office. All students must meet job requirements as outlined in this document to file.
- C. The Monday following, there will be a Candidate Training & Rules meeting. Here, Candidates shall be apprised of the current rules for the election.
- D. The Wednesday through Friday after the following Monday shall be official elections period.
- E. Ballot collection shall be by secret ballot, during the periods between 11am to 2pm and 4pm to 6pm in the Student Center, and between 4pm to 7pm at the Erma Byrd Center. Students must have a validated student ID to vote.
- F. Winners shall be announced at the following regular Student Senate meeting, and then may be released to any media or organizations requesting them.
- G. The meetings between the announcement of the winners and the next to last meeting of the Senate shall be the “observation” period for the new officers.

- H. The weekend before the year's final SGA meeting, there shall be an Officer's Retreat. Here, exiting officers shall pass-on and explain their materials to the incoming officers. In addition, more intensive training for the new officers will be provided as deemed appropriate by the executives of the SGA.
- I. During the last SGA meeting, the new President shall be sworn in and the gavel shall be presented.

Section IV. The Homecoming Committee shall:

- A. Provide an efficient, responsive, and responsible structure that will ensure for all Homecoming Candidates and the Concord University Student Body that a fair and impartial Homecoming Election is conducted.
- B. Be comprised of seven students from the student body.
 - i. Two of the seven shall be elected in an at large election by the student body.
 - ii. One shall be the previous year's Homecoming Queen (if she is no longer a student at Concord University, her position shall be filled by the Vice-President).
 - iii. The Prime Justice shall serve as chair of the Homecoming Committee.
 - iv. The SGA President shall appoint, with approval by the Student Senate, the three remaining members.
- C. Create a set of written rules for the election which shall be submitted to the Student Senate for approval at least 3 weeks before the week of elections. The Student Senate shall have the next regular meeting after they are submitted to pass amendments to the rules by simple majority votes.
- D. Serve, if necessary, on a fair and impartial hearing board in all proceedings concerning the election.
- E. The term of the Homecoming Committee shall be from the beginning of the fall semester until two weeks after the Homecoming football game.

Article VIII: Bylaw Amendments

Section I. Amendments to the SGA Bylaws may be submitted by petition signed by 5% of the Student Body, or by 1/2 vote of the Student Senate, and a minimum of 50 copies must be present for distribution.

Section II. The Student Senate shall discuss the proposed amendment at the next regular meeting following its submission.

Section III. Amendments shall be ratified by a majority vote at the next regular meeting after its discussion.

Section IV. It shall be the responsibility of the Vice President of the Student Government Association to update the Constitution and/or Bylaws in the event of an

amendment, with changes being made no later than the first regular meeting after the changes are accepted.

Article IX: Oath of Office

Every student being elected or appointed to office in the Student Senate or Judicial Branch shall be sworn into office by the SGA President using the following oath of office:

*I _____ (state your name)
Pledge to uphold the SGA Constitution and Bylaws
To execute my duties fully, faithfully, and ethically
And represent the best interests of Concord's student Body
To the best of my abilities, in any endeavor I undertake
During my term in office.*

Officers shall not take on any responsibilities, duties, or privileges of office until they are sworn into office.

Article X: Bylaw Authenticity

In order to provide for a guaranteed authentic, official operating copy of the SGA Bylaws, a watermarked copy of the most current Bylaws, signed and dated by the SGA President, Attorney General, and Faculty Advisory, shall be maintained in the SGA Office by the President of the SGA.

SGA President: _____ Date: _____
Attorney General: _____ Date: _____
Faculty Advisor: _____ Date: _____
Staff Advisor: _____ Date: _____