

**The Bylaws of the Student Government Association of
Virginia Polytechnic Institute and State University**
As of November 5, 2009

Whereas, there have been changes with regards to the Executive, Judicial, and Legislative Bodies and Student Government Association Election Bylaws; and

Whereas, there is a need for the Bylaws of the Student Government Association (SGA) to be updated to reflect changes in the Constitution; therefore

Be it amended that The Bylaws of the Student Government Association of Virginia Polytechnic Institute and State University read as follows:

Article I – Executive Branch

Section I. Elected Officers

Paragraph A. President

1. Duties and Powers

- a. As described in Article IV, Section C and Section D of the Constitution.
- b. To appoint a Chief Justice, subject to confirmation by the House of Representatives and Senate by majority vote.
- c. To appoint Directors and Executive Officers to fill offices listed in these Bylaws.
- d. To appoint representatives to all University Committees & Commissions, Student Budget Board, and any other situation where deemed necessary.
- e. To appoint Executive assistants as deemed necessary to assist in facilitating and carrying out the duties of the Office of President.
- f. To appoint students to a Cabinet of Advisors to advise them on specific issues relating to campus and related duties.
- g. To nominate qualified undergraduate student(s) to fill vacancies in the Senate as described in these Bylaws.
- h. To appoint or send representatives of the Student Government Association to conferences and events where representation is deemed necessary.
- i. To determine the necessity of and create additional Directorships not enumerated in these Bylaws as described in Article IV, Section B of the Constitution.

Paragraph B. Vice-President

1. Duties and Powers

- a. As described in Article IV, Section E of the Constitution.

Paragraph C. Secretary

1. Duties and Powers

- a. As described in Article IV, Section F of the Constitution.
- b. Those duties deemed necessary by the President for execution of this office.

Paragraph D. Treasurer

1. Duties and Powers

- a. As described in Article IV, Section G of the Constitution
- b. To appoint Fiduciary Officers within Executive Programs to oversee, administrate, and assist in the financial affairs of that particular Executive Program, when necessary.

Paragraph E. The aforementioned Officers shall be elected in a general election of the undergraduate student population as described by the Constitution and pursuant to the regulations and guidelines established by the Judicial Branch of the Student Government Association.

Section II. Executive Committee

Paragraph A. Duties, Powers, and Functions

1. As described in Article V, Section C of the Constitution.
2. To meet once (1) a week to oversee the workings of the Student Government Association.

Paragraph B. Composition

1. As described in Article V, Section B of the Constitution.

- a. Ex officio Members
 - i. President, who Chairs the Committee—and in their absence—determines another voting member to Chair the Committee.
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. Undergraduate Representative to the Board of Visitors
 - vi. Executive Director of External
 - vii. Executive Director of Programs
 - viii. Director of Government Affairs
 - ix. Director of Technology
 - x. Director of Membership Development
 - xi. Director of Marketing
 - xii. Director of Student Outreach
 - xiii. Director of Fundraising
 - xiv. Director of Relay for Life
 - xv. Director of The Big Event
 - xvi. Director of Hokie Effect
 - xvii. Director of Tenants Association of Blacksburg (TAB)
 - xviii. Director of Cadet Relations
 - xix. Director of Community Initiatives
 - xx. Director of FLEX
 - xxi. Director of Equity and Inclusion
 - xxii. Director of Transportation
 - xxiii. Director of Hokies on Fire
 - xxiv. Historian
 - xxv. Legislative Liaison
 - xxvi. Any other Director appointed by the President to fill an office not yet enumerated in these Bylaws
- b. Advisory Members
 - i. Student Government Association Advisor
 - ii. Chief Justice
 - iii. Head Associate Justice
 - iv. Speaker of the Senate
 - v. Speaker of the House
 - vi. All Standing Committee Chairs
 - vii. Any member the President deems necessary.
2. Offices may be created for a period of one (1) year, after which they must be enumerated in these Bylaws.
3. The President may determine an office to be unnecessary and can petition the Legislature to remove the office.
 - a. The office may be removed by a two-thirds (2/3) vote of all present members in both houses.

Section III. Appointed Offices

Paragraph A. Office of External Affairs

1. Duties and Powers of the Executive Director of External Affairs
 - a. To oversee and facilitate a committee meeting between all of the directors.
 - b. To provide feedback on the progress of the committee.
 - c. To assist in the recruitment efforts for all aspects of SGA.

Paragraph B. Office of Technology

1. Duties and Powers of the Director of Technology
 - a. To develop and maintain the SGA computers and related websites, online programs, and services.
 - b. To assist the Director of Public Relations, Marketing and Secretary in posting events, programs, minutes, publications, press releases and other related media in an online format.
 - c. To assist the programs in creating and maintaining their pages on the SGA website.
 - d. To create a committee to assist in these duties.

Paragraph C. Office of Government Affairs

1. Duties and Powers of the Director of Government Affairs
 - a. To serve as the primary SGA contact to local, state, and national governments.

- b. To be responsible for coordinating and participating in the combined legislative efforts of all Virginia public universities.
- c. To coordinate voter drives on campus and work with Virginia 21.
- d. To create a committee to assist in these duties.

Paragraph D. Office of Marketing

1. Duties and Powers of the Director of Marketing
 - a. To advertise and promote the actions, events, activities, presence, resolutions, and proposals of the SGA to the student body.
 - b. To create a committee to assist in these duties.

Paragraph E. Office of Student Outreach

1. Duties and Powers of the Director of Student Outreach
 - a. To gather the student opinion on current issues and bring those concerns to the SGA Executive Committee, Student House, and Student Senate.
 - b. To coordinate dining and residence hall programs, handle logistics for college round tables, and work with the Executive Committee to create other outreach opportunities.
 - c. To create a committee to assist with these duties.

Paragraph F. Office of Membership Development

1. Duties and Powers of the Director of Membership Development
 - a. To organize two leadership retreats, one during the fall semester and one during the spring semesters.
 - b. To preside over the awards ceremony for the Legislative, Judicial, and Executive Branches of the SGA.
 - c. To promote awareness and relationships between all members of SGA.

Paragraph G. Office of Historian

1. Duties and Powers of the Historian
 - a. To photograph and maintain accurate records of the events, services, and activities of the SGA.
 - b. To compile an annual history of the SGA.
 - c. To compile an annual record of the activities of each officer in the SGA.

Paragraph H. Office of Public Relations

1. Duties and Powers of the Director of Public Relations
 - a. To create all SGA press releases.
 - b. To be the primary contact between on- and off-campus media outlets.
 - c. To create a committee to assist with these duties.

Paragraph I. Office of Equity and Inclusion

1. Duties and Powers of the Director of Equity and Inclusion
 - a. To promote awareness, understanding, and dialogue concerning diversity throughout the Virginia Tech community.
 - b. To facilitate dialogue amongst students and student organizations that represent different socioeconomic, academic, geographic, cultural, and extracurricular backgrounds.
 - c. To connect the minority and underrepresented umbrella organizations.
 - d. To create a committee to assist with these duties.

Paragraph J. Office of Cadet Relations

1. Duties and Powers of the Director of Cadet Relations
 - a. To act as a liaison between SGA and the Corps of Cadets by informing members in the Corps about SGA activities, events, and opportunities for involvement.
 - b. To represent the Corps of Cadets on committees and commissions to ensure that the voice of the Corps is heard university-wide.

Paragraph K. Office of Community Initiatives

1. Duties and Powers of the Director of Community Initiatives
 - a. To work directly with the Town Gown to unite the Virginia Tech student body and the surrounding community and keep the community informed of SGA activities.
 - b. To work to improve sustainability on and off campus, as well as other issues that affect student life.
 - c. To plan the Community Picnic.
 - d. To create a committee to assist with these duties.

Paragraph L. Office of Transportation Services

1. Duties and Powers of the Director of Transportation Services
 - a. To build and improve relations between the SGA and the Office of Transportation.
 - b. To coordinate with Fleet Services to provide transportation for any SGA event.
 - c. To inform students about alternative methods of transportation through organized forums, and educate students about sustainability through these alternative methods.

- d. To create a committee to assist with these duties.

Paragraph M. Office of Fundraising

1. Duties and Powers of the Director of Fundraising
 - a. To coordinate fundraisers hosted by the Student Government Association.
 - b. To create a committee to assist with these duties.

Paragraph N. Office of the Tenants Associate of Blacksburg (TAB)

1. Duties and Powers of the Director of Tenants Associate of Blacksburg
 - a. To represent the interest of the undergraduate students in the Town of Blacksburg.
 - b. To gather a variety of off-campus student opinions and communicate those to students interested in moving off campus.

Section IV. Programs and Services

Paragraph A. Executive Director of Programs

1. Duties
 - a. To oversee and facilitate a committee meeting between all of the Directors of SGA programs.
 - i. This includes the Big Event, Relay for Life, Hokie Effect, "Hokies on Fire," and FLEX.
 - b. To seek new and innovative programs that SGA could sponsor to better student life at Virginia Tech.
 - c. To act as a liaison between programs and the entire Executive Committee.
 - d. The Executive Director of Programs shall report directly to the President.

Paragraph B. The Big Event

1. Duties
 - a. The Big Event is a nation-wide day of service, sponsored on university campuses for their respective communities.
 - b. The Big Event Committee shall function to annually sponsor "The Big Event" on campus in the Spring Semester of every year.
 - c. The Big Event Committee shall take full responsibility in overseeing annual transition activities of the Committee.
 - d. The Big Event Committee shall submit a budget to the Treasurer in February for The Big Event in the following spring semester.
 - e. The Big Event Committee shall report directly to the Executive Director of Programs.
2. Composition
 - a. Membership in The Big Event Committee shall be open to all students.
3. Officers
 - a. Director
 - i. The Big Event Executive Committee shall nominate one (1) candidate to serve as Director of The Big Event to the President of the SGA. The President shall accept or deny the nomination. If denied, The Big Event Executive Committee may overturn the decision of the President with a four-fifths (4/5) vote of all present committee members.
 - ii. Duties:
 1. The Director shall choose an Assistant Director, who must not be a senior or graduating within the academic year.
 2. The Director shall choose a Financial Officer.
 3. The Director shall choose Committee Chairs with the advice and counsel of past Chairs.
 4. The Director shall be responsible for administering the activity of The Big Event
 5. All aforementioned Officers appointed by the Director serve in their positions and as a voting member of The Big Event Executive Committee for a period of one (1) year.
 - b. Committees
 - i. Created by The Big Event Committee for special purposes and functions.
 - ii. Chairs are selected by a majority vote of the entire The Big Event Committee.
4. Advisor
 - a. The Big Event Executive Committee may choose one (1) Advisor to serve for a one (1) year term.
 - b. The Advisor will serve as a non-voting member on The Big Event Executive Committee.

Paragraph C. American Cancer Society's Relay for Life

1. Duties
 - a. Relay for Life is a nation-wide team event to raise money and awareness for cancer survivorship and research.

- b. Relay for Life Committee shall function to annually sponsor “The American Cancer Society’s Relay for Life” on campus in the Spring Semester of every year.
 - c. Relay for Life Committee shall take full responsibility in overseeing annual transition activities of the Committee.
 - d. Relay for Life Committee shall report directly to the Executive Director of Programs.
2. Composition
- a. Membership in Relay for Life Committee shall be open to all students.
3. Officers
- a. Director
 - i. The Executive Committee shall nominate one (1), two (2), or three (3) candidates to serve as (co-) Director(s) of Relay for Life to the President of the SGA. The President shall accept or deny the nomination(s). If denied, the Executive Committee may overturn the decision of the President with a four-fifths (4/5) vote of all present members.
 - ii. Duties
 - 1. The Director(s) shall choose Committee Chairs with the advice and counsel of past Chairs.
 - 2. The Director(s) shall be responsible for administering the activity of Relay for Life.
 - 3. All aforementioned Officers appointed by the Director serve in their positions and as a voting member of the Relay for Life Executive Committee for a period of one (1) year.
 - b. Committees
 - i. Are created by the Relay for Life Committee for special purposes and functions.
 - ii. Chairs are selected by a majority vote of the entire Relay for Life Committee.
4. Advisor
- a. Relay for Life Executive Committee shall choose one (1) Advisor to serve for a one (1) year term.
 - b. The Advisor will serve as a non-voting member on the Relay for Life Executive Committee.

Paragraph D. Hokie Effect

1. Duties
- a. Hokie Effect shall function to annually sponsor “Orange Effect” and “Maroon Effect” on campus.
 - b. Hokie Effect Committee shall take full responsibility of overseeing annually the transition of the Committee.
 - c. Hokie Effect Committee shall submit a budget to the Treasurer in the Spring Semester for the “Orange Effect” and “Maroon Effect” for the following Fall Semester.
 - d. Hokie Effect Committee shall report directly to the Executive Director of Programs.
2. Composition
- a. Membership in Hokie Effect Committee shall be open to all students.
3. Officers
- a. Director
 - i. The Hokie Effect Executive Committee shall nominate one (1) candidate to serve as Director of Hokie Effect to the President of the SGA. The President shall accept or deny the nomination. If denied, Hokie Effect Executive Committee may overturn the decision of the President with a four-fifths (4/5) vote of all committee members.
 - ii. Duties
 - 1. The Director(s) shall choose Assistant Directors to Chair the separate “Orange Effect” and “Maroon Effect” sub-committees with the advice and counsel of past Chairs.
 - 2. The Director(s) shall be responsible for administering the activities of Hokie Effect.
 - 3. All aforementioned Officers appointed by the Director serve in their positions and as a voting member of the Hokie Effect Committee for a period of one (1) year.
 - b. Assistant Directors
 - i. Duties
 - 1. The Assistant Directors shall assist the Director(s) in any capacity deemed necessary by the Director.
 - 2. The Assistant Directors shall take full responsibility for their respective committees.
 - 3. The Assistant Directors shall report directly to the Hokie Effect Director(s).
4. Advisor
- a. Hokie Effect Committee shall choose one (1) Advisor to serve for a one (1) year term.
 - b. The Advisor will serve as a non-voting member on the HE Committee.

Paragraph E. Freshmen Leadership Experience (FLEX)

1. Duties

- a. FLEX shall serve as a leadership program for freshmen, introducing them to leadership, university governance, university administrators, and student life.
 - b. FLEX members shall serve on at least one SGA committee.
 - c. The FLEX directors shall submit a budget to the Treasurer in February for the program in the following year.
 - d. The FLEX directors shall report directly to the Executive Director of Programs.
2. Composition
- a. FLEX shall be composed of forty (40) qualified freshmen.
 - b. FLEX should strive to maintain balance in numbers between men and women.
3. Officers
- a. Directors
 - i. The FLEX members shall nominate two (2) candidates—one (1) male and one (1) female—to serve as Directors of FLEX to the President of the SGA. The President shall accept or deny the nomination. If denied, the FLEX members may overturn the decision of the President with a four-fifths (4/5) vote of all present committee members.
 - ii. Candidates for Director must have experience serving within the Student Government Association but do not necessarily have to be a previous member of FLEX.
 - iii. Duties
 - 1. The Directors shall interview all applicants and choose forty (40) qualified freshmen.
 - 2. The Directors shall hold meetings as necessary.
 - 3. The Directors shall invite meaningful guest speakers to meetings.
 - 4. The Directors shall coordinate the “buddy” system between old and new FLEX members.
 - 5. The Directors shall serve on the Executive Committee.
4. Advisor
- a. FLEX Committee shall choose one (1) Advisor to serve for a one (1) year term.
 - b. The Advisor will serve as a non-voting member on the FLEX Committee.

Paragraph F. Hokies on Fire

1. Duties
- a. To create a “Hokies on Fire” shirt for the Virginia Tech Basketball Teams.
 - b. To schedule the Hokies on Fire men’s and women’s games.
 - c. To sell the Hokies on Fire shirts.
 - d. The Hokies on Fire Committee shall report directly to the Executive Director of Programs.
2. Composition
- a. Membership in the Hokies on Fire Committee shall be open to all students.
3. Officers
- a. Director
 - i. The Hokies on Fire Committee shall nominate one (1) candidate to serve as Director of Hokies on Fire to the President of the Student Government Association. The president shall accept or deny the nomination. If denied, the Hokies on Fire Committee may overturn the decision of the President with a four-fifths (4/5) vote of all present committee members.
 - ii. Duties
 - 1. This person shall be in charge of choosing the supplier for the Hokies on Fire program.
 - 2. This person shall be responsible for establishing a committee to help with designing, bidding, and selling of the shirts.

Article II – Legislative Branch

Section I. Senate

Paragraph A. Elected Officers

1. Speaker of the Senate
- a. The Speaker of the Senate must have been a member of the Senate in the year prior.
 - b. The Speaker of the Senate is elected by a majority vote of the Senate for the duration of the term.
 - c. The Speaker of the Senate cannot be the co-Chair of a standing Joint Legislative Committee unless otherwise approved by a three-quarters (3/4) vote of the entire membership of the Senate.
 - d. Duties
 - i. These are described in Article VI, Section B, Subsection 7 of the Constitution.

- ii. Serving as the official Historian of the Senate and answering any questions pertaining to the history of the Senate.
- iii. Keeping a scrapbook containing all published articles, descriptions of projects and a general history of the Senate—as it pertains to the Senate—to be used as a reference for future Speakers of the Senate.
- iv. In the simultaneous vacancies of both of the Offices of the President and Vice-President, the Speaker of the Senate shall temporarily assume the office and duties of the President in the interim until that office is filled by Special Elections as described in Article IV, Section K of the Constitution.

2. Committee Chairs

- a. Members of the Committee shall select a Chair from within.
- b. This includes the Committee on Undergraduate Studies and Policies, Committee on Student Affairs, Committee on Legislative Action, and all Ad hoc Committees.

Paragraph B. Appointed Officers

1. Parliamentarian

- a. The Parliamentarian must be a member of the Senate, appointed by the Speaker of the Senate, and confirmed by a majority of present members of the Senate.
- b. Duties
 - i. To answer, at the request of the Chair, any questions regarding parliamentary procedure.
 - ii. To Chair the Senate when the Speaker of the Senate is absent, unavailable, or has stepped down to speak on behalf of legislation.
 - iii. Those duties the Speaker of the Senate deems necessary in the execution of duties related to their office.

2. Sergeant-at-Arms

- a. The Sergeant-at-Arms must be a member of the Senate, appointed by the Speaker of the Senate, and confirmed by a majority of present members of the Senate.
- b. Duties
 - i. Assisting the Speaker of the Senate in keeping order.
 - ii. Caring for all guests of the Senate.
 - iii. Caring for the meeting room and furniture.
 - iv. Keeping a record of who enters and leaves Senate meetings.
 - v. Recording and maintaining Senate attendance.
 - vi. To Chair the Senate when the Speaker of the Senate and Parliamentarian are absent, unavailable, or have stepped down to speak on behalf of legislation.
 - vii. Those duties the Speaker of the Senate deems necessary in the execution of duties related to their office.

Paragraph C. Senators

1. Apportionment

- a. There shall be at least one (1) Senator for every seven hundred fifty (750) currently enrolled undergraduate students.
- b. Each college will receive a number of Senators equal to their percentage of the currently enrolled undergraduate student population, with no college receiving less than two (2) Senators total.
 - i. University Studies shall be considered a college, and shall be allotted two (2) Senators as described in the Election Bylaws.
- c. The number of Senators 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. This is described in Article VI, Section B, Subsection 2 of the Constitution.

2. Duties and Responsibilities

- a. These are described in the “Rules of the Student Senate.”
- b. These are described in Article VI, Section B, Subsection 3 of the Constitution.
- c. During the week immediately following every fourth regularly scheduled Senate meeting each College Delegation will provide their constituents with an email newsletter.
- d. Each Senator must meet with the Dean of the college of representation once (1) each semester.
- e. Each Senator must plan an outreach event to gather concerns and opinions from their constituents.
- f. Each Senator must hold one (1) office hour in the Student Government Association office each week of the regular academic year.

Paragraph D. Procedure

1. Agenda
 - a. All items for the Agenda must be submitted to the Speaker of the Senate (or Presiding Chair) no later than twenty-four (24) hours before a regularly scheduled Senate meeting or two (2) hours before a Special Session.
 - i. Any items submitted for the Agenda after this time period will be determined for individual approval by the Speaker of the Senate (or Presiding Chair).
 - b. Any Senator may place an item on the Agenda.
 - c. No item not on the Agenda will be considered.
 - d. Additions and corrections to the Agenda will be considered before/during every meeting and will require the majority vote of the Senate for approval.

Section II. House of Representatives

Paragraph A. Elected Officers

1. Speaker of the House
 - a. Duties and Powers
 - i. As described in Article VI, Section C, Subsection 5 of the Constitution.
 - ii. In the case of the simultaneous vacancies of the Offices of President and Vice-President, the Speaker of the House will temporarily assume the Office of Vice-President in the interim until that office is filled by a Special Election as described in Article IV, Section K of the Constitution.
2. Committee Chairs
 - a. Members of the Committee shall select a Chair from within.
 - b. This includes the Committee on Undergraduate Studies and Policies, Committee on Student Affairs, Committee on Legislative Action, Committee on Diversity and Multicultural Affairs, and all Ad Hoc Committees.

Paragraph B. Appointed Officers

1. Parliamentarian
 - a. Duties and Powers
 - i. To answer, at the request of the Chair, any questions regarding parliamentary procedure.
 - ii. To Chair the House when the Speaker is unavailable, absent, or steps down to speak on behalf of legislation.
 - iii. Those duties the Speaker assigns in the performance of their office.
2. Sergeant-at-Arms
 - a. Duties and Powers
 - i. To assist the Chair in maintaining order.
 - ii. To care for any guests of the House.
 - iii. To care for the furniture and meeting room of the House.
 - iv. To record and maintain a record of who enters and leaves House meetings.
 - v. To assist the Speaker and Legislative Liaison in recording and maintaining a record of House attendance.
 - vi. To Chair the House meeting when the Speaker and Parliamentarian are absent, unavailable or have stepped down to speak on behalf of legislation.
 - vii. Those duties the Speaker assigns in performance of their office.

Paragraph C. Representatives

1. Composition
 - a. As described in Article VI, Section C of the Constitution.
2. Duties
 - a. As described in Article VI, Section C of the Constitution.
3. Responsibilities
 - a. As described in the "Rules of the Student House of Representatives."
 - b. Representatives have the responsibility to seek the opinion of the organization they are representing. Having done so, they shall make decisions and vote on matters brought before the Student House of Representatives according to their own reasoned judgment.

Section III. Committees

Paragraph A. Standing Committees in the Senate

1. Committee on Undergraduate Studies and Policies
 - a. Duties
 - i. To address any issue related to academics, faculty, research, University libraries, the core curriculum and any other area as approved by a majority vote of the Student Senate.
2. Committee on Student Affairs
 - a. Duties
 - i. To address any issues pertaining to athletics, student services, buildings, grounds, roadways, parking structures, student affairs, and any issues that are determined to be a general student body issue by a majority vote of the Student Senate.
3. Committee on Legislative Action
 - a. Duties
 - i. To address any issue that deals with student concerns relating to the legislative occurrences in the Town of Blacksburg, Commonwealth of Virginia, and Federal Government as approved by a majority vote of the Student Senate.

Paragraph B. Standing Committees in the House

1. Committee on Undergraduate Studies and Policies
 - a. Duties
 - i. To address any issue related to academics, faculty, research, University libraries, the core curriculum and any other area as approved by a majority vote of the Student House of Representatives.
2. Committee on Student Affairs
 - a. Duties
 - i. To address any issues pertaining to athletics, student services, buildings, grounds, roadways, parking structures, student affairs, and any issues that are determined to be a general student body issue by a majority vote of the Student House of Representatives.
3. Committee on Legislative Action
 - a. Duties
 - i. To address any issue that deals with student concerns relating to the legislative occurrences in the Town of Blacksburg, Commonwealth of Virginia, and Federal Government as approved by a majority vote of the Student House of Representatives.
4. Committee on Diversity and Multicultural Affairs
 - a. Duties
 - i. To address any issue related to multicultural education, experience, awareness, promotion and any other area as approved by a majority vote of the Student House of Representatives.

Paragraph C. Ad hoc Committees

1. Each house may appoint Ad hoc Committees to do a certain research or deal with a particular issue.
2. These Committees must be given a specific charge or mission and a specific time at which to report to their respective house of origin.
3. These Committees may propose legislation pertaining to their charge or mission.
4. Chairs for the Ad hoc Committees—at the discretion of the Presiding Officer—may be appointed by the Presiding Officer, elected by their respective house, or elected by a majority of the Ad hoc Committee.

Paragraph D. Replacement of Chairs

1. Chairs not finishing their terms of office must notify the Presiding Officer of their respective house.
2. The co-Chair will replace the Chair in the event of a Chair not finishing a full term.
3. Co-Chair replacement will be done at the discretion of the Speaker of the House and the current Committee Chair, and will be elected by a majority of their respective house.
4. Chairpersons of all Standing Committees in the House and Senate will be elected during the second to last scheduled meeting of the spring semester before the new fall term, following nominations beginning the meeting before. The newly elected Chairperson will assume office as of the first scheduled meeting of the following fall semester.
5. In the case of a newly elected Chair in the House of Representatives whose organization changes their representative during the Chair's term, the Chair will remain in office as a non-voting member of the House, while their organization's new representative will vote on behalf of their organization. The Chair however does not relinquish speaking rights.

Section IV. Legislation

Paragraph A. All legislation must be passed by the appropriate percentage of both houses.

Paragraph B. Any Senator or Representative may sponsor legislation.

Paragraph C. All legislation must have at least one (1) sponsor in each house.

Paragraph D. Naming Legislation

1. A "resolution" (R) expresses the sense of the Student Government Association.
2. A "bill" (B) is an amendment to the Bylaws.
3. An "act" (A) is an amendment to the Constitution.

Paragraph E. Numbering Legislation

1. Legislation shall be numbered, upon introduction, with the semester, year, and number of the resolution. (Example: F-99-1R PASSED stands for Fall semester, 1999, first resolution passed.) The names of the House and Senate authors shall also be included.
2. Failed legislation shall be numbered the same way, except followed by the words "FAILED" after the number (Example: F-99-1R FAILED stands for Fall semester, 1999, first resolution failed.) The names of the House and Senate authors shall also be included.

Paragraph F. Path of Legislation

1. Legislation shall be introduced in both houses.
2. Legislation shall follow the rules of each house until passage.
 - a. If either or both houses fail to pass the legislation, it dies, and cannot be re-introduced until the following semester.
 - b. If passed in the same form by both houses, the legislation shall be signed by the President, the Speaker of the Senate (or Presiding Officer of the Senate at the time of the legislation's passage) and the Speaker of the House (or Presiding Officer of the House at the time of the legislation's passage) to certify that it was passed by their body.
 - i. If any of these three (3) refuse to sign, their refusal and the reason for refusing will be listed with the legislation, but it will have no effect on the final passage of the legislation—this having already been determined by the appropriate vote in each house.
 - c. If passed in different forms by both houses, a Conference Committee will be formed to establish a compromise on the legislation.
 - i. The following people will sit on the Committee:
 1. The two (2) primary authors from each house.
 2. One (1) member from each house of the Committee covering the subject of the legislation.
 - a. The Chair, or their designate, shall be one of these.
 3. Two (2) at large members from each house designated by that house's Presiding Officer.
 - ii. This group will revise the legislation until five (5) members of the Conference Committee, with at least two (2) from each house, approve of the revisions.
 1. If a compromise cannot be reached, the legislation dies, and cannot be re-introduced until the following semester.
 - iii. The legislation, upon approval by the Conference Committee, shall be returned to each house to be voted on without amendment.
 - iv. Passed legislation will be signed in accordance with these Bylaws.
 - v. Failed legislation dies, and cannot be re-introduced until the following semester.

Paragraph G. The Legislative Liaison shall keep one (1) copy of all introduced legislation in a file called the Legislative Record.

1. This record shall be filed by passed and failed legislation for each semester and listed in chronological order.
2. At the end of the academic year, the file will be bound, titled "Legislative Record of the Virginia Tech Student Government Association for the Academic Year _____", and kept in the SGA office for public review and use.

Section V. Rules of the Legislative Branch

Paragraph A. The Senate and House shall each establish a set of rules to govern their behavior and meetings.

1. The Senate's rules shall be called the "Rules and Responsibilities of the Student Senate."
2. The House's rules shall be called the "Rules of the Student House of Representatives."

Paragraph B. These rules can be amended by a two-thirds (2/3) vote of the house they govern.

Paragraph C. All of these rules shall be kept in two (2) copies of binding called "The Rules of the SGA Legislative Branch" and separated accordingly into sections for each house.

1. The Speaker of the Senate shall keep a copy for the Senate use and reference.
2. The Speaker of the House shall keep a copy for the House use and reference.

Section VI. Legislative Liaison

Paragraph A. Selection

1. The Legislative Liaison shall be selected by the President prior to the first meeting of the new term for the House of Representatives and the Senate.
2. The Legislative Liaison must have been an active member in either the House or the Senate the previous term.

Paragraph B. Duties

1. The Legislative Liaison shall be present at all House and Senate meetings to take notes.
2. The Legislative Liaison shall attend all Executive Committee meetings to foster communication between the Legislative Branch and the Executive Branch.
3. The Legislative Liaison is an ex officio member on the Executive Committee and therefore cannot vote on matter brought before the Legislative.

Article III – Judicial Branch

Section I. Composition

Paragraph A. Chief Justice

1. There shall be one (1) Chief Justice selected each academic year.
2. Appointed as described in Article VII, Section D, Subsection 3 of the Constitution.

Paragraph B. Associate Justice

1. Associate Justices shall be selected by the Chief Justice as described in Article VII, Section D, Subsection 4 of the Constitution.
2. 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.
3. Head Associate Justice
 - a. Must be one (1) of the nine (9) Associate Justices selected by the Chief Justice.
 - b. May be nominated by any member of the Judicial Branch.
 - c. To confirm the nomination, majority vote of the remaining justices is required.
 - d. Chief Justice will vote in the event of a tie as described in Article VII, Section D, Subsection 1 of the Constitution.

Paragraph C. Clerk(s) of Court

1. The Chief Justice will select no fewer than two (2) students—provided the number is available—to present to the Judicial Board as possible Clerk(s) of Court.
2. The Judicial Board will have the option to select by majority vote no less than one (1) and no more than two (2) Clerk(s) of Court.
 - a. If the Judicial Board chooses to reject all candidates presented by the Chief Justice they must present at least one (1) new candidate by the next judicial meeting.
3. Once selected by the Judicial Board, the Clerk(s) of Court must be approved in the Legislature by a two-thirds (2/3) vote.

Section II. Duties and Responsibilities

Paragraph A. Judicial Branch

1. To maintain the Constitution, Bylaws, and Election Bylaws in cooperation with the Legislative Branch.
2. To oversee the revisions of the Bylaws within the first two (2) weeks of the fall semester.
3. To oversee the revisions of the Election Bylaws no later than three (3) weeks prior to the first mandatory candidate information session.
4. To organize and execute the Elections for the Senate and Executive Offices of President, Vice-President, Secretary, and Treasurer as described in Article VII, Section C of the Constitution.
5. To plan and promote the Student Government Association Debate, Elections, and Inauguration.
6. To provide original jurisdiction in the following cases as described in Article VII, Section B of the Constitution.
 - a. Cases involving interpretation of the Constitution and Bylaws of the Student Government Association.
 - b. Cases involving impeachment proceedings of elected Executive officials and Senators.
 - c. Cases involving violations of the Election Bylaws.

Paragraph B. Chief Justice

1. To preside over all Judicial Board meetings.
2. To oversee the organization and execution of the Student Government Association elections.
3. To appoint Associate Justices to the Judicial Board.

4. To Chair the initial Judicial Panel in the event of a hearing.
5. To determine the number of Senators allotted to each college.
 - a. This is subject to approval of Judicial Board.
6. To offer advice and insight on questions of constitutionality to any member of the Student Government Association or undergraduate student body.
7. To serve as an Advisory member of the Executive Committee.
8. To swear in the President-elect and Vice-President-elect.

Paragraph C. Head Associate Justice

1. To act as Chief Justice in the event of their temporary or permanent absence.
2. To assist the Chief Justice and assume all responsibilities deemed necessary by the Chief Justice for execution of this office.
3. To serve as Chair of the appeals Judicial Panel in the event of an appellate hearing.
4. To take notes at every meeting and communicate necessary information with other members of the Judicial Branch.

Paragraph D. Associate Justices

1. To serve on either the initial or appeals Judicial Panel.
2. To assume responsibility for all duties and tasks assigned to them by the Chief Justice or Head Associate Justice.
3. To serve on an Ad hoc Judicial Review Committee as described in Article VII, Section G, Subsection 4 of the Constitution.

Paragraph E. Clerk of Court

1. To collect, report, and keep record of all claims filed.
2. To sit on a Panel with the Chief Justice, Head Associate Justice, and one other Associate Justice to decide whether a claim should proceed to hearing.
3. To investigate and present all information about a case to Judicial Panel before hearing.
4. To execute all duties listed here and in Article VI, Section D, Subsection 7 and Section E, Subsections 1 through 3 of the Constitution.

Article IV – Meetings and Procedures

Section I. Meetings and Procedures

Paragraph A. Executive Committee

1. As described in Article V, Section B and C of the Constitution.
2. Regular meeting shall be held at least once (1) each week during the regular academic year.
3. The President of the Student Government Association may call special meetings at any time. In addition, the President is compelled to call a special meeting within three (3) days of the receipt of such a request from any five (5) Executive Committee members.
4. A quorum for the conduct of business shall be a majority of the members of the Executive Committee.
5. Meetings of the Executive Committee are open to any member of the University Community, and additionally, upon majority consent of the committee, to any other interested persons.
6. The Executive Committee 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.
7. The Executive Committee shall report regularly on the disposition of matters submitted to it and act on behalf of the Legislative Branch between meetings of both houses of the Legislature.
8. The Executive Committee shall oversee and coordinate the activities of all Officers and Standing Committees, in order that their duties may be discharged expeditiously.
9. The Executive Committee may place items on the agenda for the meetings of the houses of the Legislative Branch.
10. Executive meeting agenda
 - a. The elected Executive Officers shall write the agenda prior to each meeting.
 - b. Any member of the undergraduate student body may request that an item be placed on agenda up to twenty-four (24) hours prior to the meeting.
11. Minutes of Executive meetings shall be handled as follows:
 - a. Minutes are taken by the Secretary or any designated Executive Officer in their absence.
 - b. Minutes are to be kept in hard copy by the Secretary.
 - c. Minutes are to be posted as a resource for the general student body by 5 P.M. the day following the meeting.
12. The Executive Branch shall operate under standard operating procedures established by the elected Executive Officers each year.

Paragraph B. Committee Meetings

1. Regular meetings shall be held as frequently as necessary in order to fulfill its responsibilities.
2. The Committee Chairperson shall be responsible for the preparation of the agenda and for its distribution to committee members, or any other interested party.
3. A quorum for the conduct of business shall be a majority of the members of that Committee.
4. All meetings open to the University Community, and additionally, upon majority consent of those Committee Members present, to any other interested persons.
5. Every Committee may go into Executive session upon a two-thirds (2/3) vote of its members present, subject to the restrictions of the Virginia Freedom of Information Act of the Code of Virginia.

Paragraph C. Senate Meetings

1. As described in Article VIII, Section A of the Constitution.
2. As described in the "Rules and Responsibilities of the Student Senate."
3. Regular meetings shall be held at least twice (2) each month during the regular academic year.
4. Special meetings of the Student Senate must be called by the Speaker of the Senate within three (3) school days in the following cases:
 - a. At the request of the President of the University.
 - b. At the request of the President of the Student Government Association.
 - c. At the request of two-thirds (2/3) of the members of the Executive Committee.
 - d. At the request of two-thirds (2/3) of the members of the Student Senate.
 - e. Upon the receipt of a petition requesting such a meeting signed by 10% of the members of the Student Government Association.
5. A quorum for the conduct of business shall be a majority of the members of the Student Senate.
6. All meetings open to the University Community, and additionally, upon majority consent of those Senators present, to any other interested persons.
7. The Student Senate may go into Executive session upon a two-thirds (2/3) vote of its members present, subject to the restrictions of the Virginia Freedom of Information Act of the Code of Virginia.

Paragraph D. House of Representatives

1. As described in Article VIII, Section A of the Constitution.
2. As described in the "Rules of the Student House of Representatives."
3. Regular meetings shall be held at least twice (2) each month during the regular academic year.
4. Special meeting of the House of Representatives must be called by the Speaker of the House within three (3) school days in the following cases:
 - a. At the request of the President of the University.
 - b. At the request of the President of the Student Government Association.
 - c. At the request of two-thirds (2/3) of the members of the Executive Committee.
 - d. At the request of two-thirds (2/3) of the members of the Student Senate.
 - e. Upon the receipt of a petition requesting such a meeting signed by 10% of the members of the Student Government Association.
5. A quorum for the conduct of business shall be a majority of the members of the House of Representatives.
6. All meetings open to the University Community, and additionally, upon majority consent of those Representatives present, to any other interested persons.
7. The House of Representatives may go into Executive session up on two-thirds (2/3) vote of its members present, subject to the restrictions of the Virginia Freedom of Information Act of the Code of Virginia.

Paragraph E. Judicial Hearing Procedure

1. As described in the Elections Bylaws and Infractions Procedure.
2. The Election Bylaws shall be reviewed each year but the Judicial Branch and passed by two-thirds (2/3) vote of all present members of both houses of the Legislature.
3. The Judicial Branch shall establish the Infractions Procedure each year prior to the distribution of the Candidate Information Packets.
4. Members of the Judicial Branch shall have the right to set rules and procedures for specific cases, insofar as they do not conflict with the Constitution of the Student Government Association, by a two-thirds (2/3) vote.

Article V – Representation on University Council, Commissions, and Committees

Section I. Student Representation

Paragraph A. Nomination

1. As described in Article IX, Section C of the Constitution.

Paragraph B. Powers and Duties

1. As described in Article IX, Section D, Subsections 1 through 3 of the Constitution.
2. To act in the best interests of the undergraduate student body.
3. To attend all meetings of the Council, Commission, or Committee.
 - a. In the event the representative is unable to attend they shall send an informed undergraduate student alternative representative in their place with the President's knowledge and approval.
4. To report back to the President to determine how to adequately disperse information and gauge student opinion.

Article VI – Election and Replacement of Members

Section I. Senate

Paragraph A. Elections

1. Eligibility
 - a. To be considered eligible to run for the Senate, the candidate must be a currently enrolled undergraduate student, in good standing, with a minimum QCA of 2.0.
 - b. The candidate must complete a Senate candidate information form and have gone through the appropriate background procedure with the Judicial Branch to determine their eligibility to be considered a candidate and have their name on the ballot. The Senate candidate information form will be created by the Judicial Branch and be distributed at the Candidate Information Session.
 - c. In the event that a write in candidate for Senate receives a majority of the vote needed to attain a Senate seat—this being the choice and will of the undergraduate student body—they shall become a Senator regardless of petition or qualification requirements as long as they are an undergraduate student and have a minimum QCA of 2.0.
2. Induction of Senators
 - a. Newly elected Senators and those Senators nominated and approved to fill vacancies in the Senate shall take an oath of office before being considered as inducted/inaugurated in their terms. The Speaker of the Senate (or Presiding Officer) shall administer the following oath of office:
 - i. "I do solemnly swear (or affirm) that I will well and faithfully perform the duties of the office I am about to enter."
3. Election of Speaker of the Senate
 - a. At the last meeting of the spring semester, the Senate will accept nominations from the floor for the position of Speaker.
 - b. The Speaker will be elected by majority vote of present members.
 - c. The Speaker will be sworn in with the above oath by the Chief Justice of the Student Government Association.

Paragraph B. Removal From Office

1. An allegation that a Senator has neglected their assigned duties and responsibilities or violated the Bylaws and/or the Constitution shall follow the following described procedures.
2. Impeachment Procedure
 - a. An Article of Impeachment is brought by a Senator(s) before the Senate and they present their case against the Senator for their removal.
 - b. The accused is given time to present and defend themselves before the Senate.
 - c. The Senate shall openly debate and vote on the Article of Impeachment—a majority being necessary to impeach.
 - d. The Article of Impeachment will 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 Senate within fourteen (14) days of their receipt of the Article of Impeachment.
 - e. Following the submission of the Judicial Branch investigation of the Article(s) of Impeachment(s) allegation(s), the Senate shall take action to convict and remove the impeached Senator from office by a vote requiring a three-quarters (3/4) majority.
 - i. If the vote to convict and remove is passed with the necessary vote, the impeached Senator is removed from office and the vacancy is replaced as described in these Bylaws.
 - ii. If vote is not to convict and remove, the Senator is acquitted and may remain in office until the end of their term.
3. The Speaker of the Senate may be removed from office for willfully neglecting their assigned duties by a two-thirds (2/3) vote of present members.

Paragraph C. Replacement of Senators

1. Vacancies occurring in the term of office of a Senator shall be filled as described below-
 - a. Following the vacancy, removal or resignation, the President shall nominate a replacement for the Senate vacancy, before the end of the term, subject to the confirmation by the Senate.
 - i. The Senate nominee must be a currently enrolled undergraduate student of the college from which the vacancy has occurred.
 - b. Following the approval of the Senate nominee by a two-thirds (2/3) vote, the nominee shall be considered a Senator—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 Senate term.
2. Vacancy in the Office of Speaker of the Senate
 - a. In the event of a vacancy, the Senate will accept nominations from the floor for the position of Speaker.
 - b. The Speaker will be elected by majority vote of present members.

Section II. House of Representatives

Paragraph A. Membership

1. As described in Article VI, Section C of the Constitution.
2. Representatives may be elected or appointed subject to the choice and procedures of their organization.
3. Designated representatives from these organizations shall take an oath of office before being considered an installed Representative in the House of Representatives. The Speaker of the House (or Presiding Officer) shall administer the following oath:
 - a. "I do solemnly swear (or affirm) that I will well and faithfully perform the duties of the office I am about to enter."
4. Election of Speaker of the House of Representatives
 - a. At the last meeting of the spring semester, the House will accept nominations from the floor for the position of Speaker.
 - b. The Speaker will be elected by majority vote of present members.
 - c. The Speaker will be sworn in with the above oath by the Chief Justice of the Student Government Association.

Paragraph B. Removal from Office

1. The procedure for removal of a Representative is described below.
 - a. An Article of Impeachment is brought by a Representative(s) before the Representative and they present their case against the House for their removal.
 - b. The accused is given time to present and defend themselves before the House.
 - c. The House shall openly debate and vote on the Article of Impeachment—a majority being necessary to impeach.
 - d. The Article of Impeachment will 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 House within fourteen (14) days of their receipt of the Article of Impeachment.
 - e. Following the submission of the Judicial Branch investigation of the Article(s) of Impeachment(s) allegation(s), the House shall take action to convict and remove the impeached Representative from office by a vote requiring a three-quarters (3/4) majority.
 - i. If the vote is to convict and removed, the impeached Representative is removed from office and the vacancy is replaced as described in these Bylaws.
 - ii. If the vote is not to convict and remove, the Representative is acquitted and may remain in office until the end of their term.
 - f. The Speaker of the Senate may be removed from office for willfully neglecting their assigned duties by a two-thirds (2/3) vote of present members.

Paragraph C. Replacement of Representatives

1. Following a vacancy in office, the organization to which the vacancy belongs has the right to designate a new representative to serve in the House of Representatives according to the election or appointment procedure of their organization.
2. Vacancy in the Office of Speaker of the House of Representatives
 - a. In the event of a vacancy, the House will accept nominations from the floor for the position of Speaker.
 - b. The Speaker will be elected by majority vote of present members.

Section III. Executive Officers

Paragraph A. Elections

1. President
 - a. Any member of the undergraduate student population may be considered for this office if they meet the following requirements:
 - i. They are a currently enrolled undergraduate student with a minimum QCA of 2.5.
 - ii. They have a completed petition signed by two hundred (200) undergraduate students of any college.
 - iii. They have at least one (1) semester experience in any of the three (3) Branches of the Student Government Association
 1. An exception will be made on a case-by-case basis to this rule by the Judicial Branch for Executive Officers of organizations which sit upon the Commission of Student Affairs who petition to run for this office.
 - b. Having met these requirements, the candidate shall be placed on the ballot for the general election.
 - c. If a write in candidate receives a majority of the votes needed to attain this office, the qualifications will be waived—provided they are an undergraduate student good academic and disciplinary standing with the University—because this is the will of the student body.
2. Vice-President
 - a. Any member of the undergraduate student population may be considered for this office if they meet the following requirements:
 - i. They are a currently enrolled undergraduate student with a minimum QCA of 2.5.
 - ii. They have a completed petition signed by two hundred (200) undergraduate students of any college.
 - iii. They have at least one (1) semester experience in any of the three (3) Branches of the Student Government Association.
 1. An exception will be made on a case-by-case basis to this rule by the Judicial Branch for Executive Officers of organizations which sit upon the Commission of Student Affairs who petition to run for this office.
 - b. Having met these requirements, the candidate shall be placed on the ballot for the general election.
 - c. If a write in candidate receives a majority of the votes needed to attain this office, the qualifications will be waived—provided they are an undergraduate student in good academic and disciplinary standing with the university—because this is the will of the student body.
3. Secretary
 - a. Any member of the undergraduate student population may be considered for this office if they meet the following requirements:
 - i. They are a currently enrolled undergraduate student with a minimum QCA of 2.5.
 - ii. They have a completed petition signed by 200 undergraduate students of any college.
 - iii. Any other requirements found in the Election Bylaws.
 - b. Having met these requirements, the candidate shall be placed on the ballot for the general election.
 - c. If a write in candidate receives a majority of the votes needed to attain this office, the qualifications will be waived—provided they are an undergraduate student—because this is the will of the student body.
4. Treasurer
 - a. Any member of the undergraduate student population may be considered for this office if they meet the following requirements:
 - i. They are a currently enrolled undergraduate student with a minimum QCA of 2.5.
 - ii. They have a completed petition signed by two hundred (200) undergraduate students of any college.
 - iii. Any other requirements found in the Election Bylaws.
 - b. Having met these requirements, the candidate shall be placed on the ballot for the general election.
 - c. If a write in candidate receives a majority of the votes needed to attain this office, the qualifications will be waived—provided they are an undergraduate student—because this is the will of the student body.
5. Having attained a majority vote of the undergraduate student population in the general election, the candidate(s) shall be considered elected to their respective Executive Office.
 - a. Unless there are alleged campaign violations, which shall be investigated and judged by the Judicial Branch as described in Article VII, Section C of the Constitution.
6. The President-elect and Vice-President-elect shall be sworn in by the Chief Justice of the Judicial Branch; the Secretary and Treasurer shall be sworn in by the President—following the election and/or judicial review—on a pre-determined date that does not exceed fourteen (14) days following the candidate's acceptance of the position as described in the Election Bylaws. This shall happen after the following oath of office is administered by the justice/President:

- a. "I do solemnly swear (or affirm) that I will well and faithfully execute the office of (President, Vice-President, Secretary, Treasurer) of the Student Government Association, and the duties and responsibilities of this office and those under the university system, and that I will preserve, follow and uphold the constitution of the Student Government Association to the best of my abilities."

7. Appointed Executive Officers

- a. Executive Offices enumerated in these Bylaws must be filled by the elected Executive Officers by an application/interview process.
- b. The application/interview process must be done after the elected Executive Officer inauguration in the spring semester.
- c. Additional offices may be created for a period of one (1) year by the elected Executive Officers.
- d. The Executive Committee shall be formed by the end of the spring semester but each member is subject to question and rejection by a two-thirds (2/3) vote in both houses of the Legislative Branch within the first two (2) meetings of the Legislature in the following fall semester.
 - i. If the appointment is rejected, the elected Executive Officers must make a new appointment to present to the Legislature for confirmation within two (2) weeks.

Paragraph B. Removal From Office

1. 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.
 - a. The accuser(s)—who must be members of the respective houses where they are making the allegation(s)—shall make the allegation(s) pertaining to the willful neglect of duties and responsibilities of office before both the Senate and House simultaneously.
 - b. The accuser(s) will make a motion to form a Joint Impeachment Inquiry Committee composed of members from both houses subject to approval by majority vote of the present members of both houses.
 - i. This Committee shall be composed of the co-Chairs of the Standing Legislative Committees, Clerk(s) of Court, three (3) at large members of each house selected by their respective bodies and one (1) member from each house appointed by the request of the accused Executive Officer.
 - ii. The formation of the Joint Impeachment Inquiry Committee shall be completed in a one day time period.
 - c. 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 both houses within one (1) week of the formation of the Joint Impeachment Inquiry Committee.
 - i. This committee must find that the allegations are valid before the impeachment process must continue.
 - d. 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 both houses.
 - i. The approved Articles of Impeachment shall be submitted to the houses by the respective members of that house which voted for the Article of Impeachment within one (1) week of the vote on the validity of allegations.
 - ii. The approved Articles of Impeachment submitted to the respective house may not be amended or changed—they must be voted on in their presented form and may not be altered.
 - e. Both houses 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 they shall be forwarded to the Clerk(s) of Court for a complete investigation. This must be done within a one (1) week maximum time frame.
 - f. 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.
 - g. 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.
 - h. If the Judicial Panel finds the official in violation and decides that removal from office of the appropriate course of actions the official has one week to make an appeal.
 - i. An appeal may be made on the same grounds listed in the Infractions Hearings Procedure
 1. New evidence becomes available.
 2. Failure to follow due process.
 3. Sanction is unduly harsh or arbitrary.

- i. 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.
 - j. Once determined valid, the appeal shall be heard by both houses of the Legislature, the initial Judicial Panel's decision may be overturned but a three-fourths (3/4) vote of all present members of both houses.
 - k. If the House and Senate do 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.
 - l. If the House and Senate overturn the Judicial Panel's decision, the House may then refer the case back to the appeals Judicial Panel for an alternate sanction or dismiss the case.
2. Appointed Executive Officers
- a. An appointment can be revoked by the elected Executive Officers prior to the second meeting of the Legislative Branch 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.

Paragraph C. Replacement

- 1. President
 - a. As described in Article IV, Section K of the Constitution.
 - b. The Vice-President will assume the Office of President in the event of a vacancy, with the consequently vacant Vice-President office filled by a special election.
 - c. The Vice-President will be confirmed as president after being sworn in by the Chief Justice.
- 2. Vice-President
 - a. As described in Article IV, Section K of the Constitution.
 - b. In the event this office becomes vacant, it will be filled by a special election.
- 3. Secretary
 - a. As described in Article IV, Section J of 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 Article IV, Section G, Subsection 5 and Section J of the Constitution.
 - b. If a vacancy occurs the Financial Assistant shall assume the office.
- 5. Appointed Executive Officers
 - a. Replacement of appointed Executive Officers shall be conducted by the four (4) elected Executive Officers by an application/interview process.
 - b. All Committee members and Assistant Directors as well as any undergraduate student may apply for the vacant office.
- 6. If the Offices of President and Vice-President are simultaneously vacant less than forty-five (45) days before the general elections, the interim successors (The Speaker of the Senate for the office of President, the Speaker of the House for the Office of Vice-President) of those offices shall fill out the vacancies for the remainder of the term until the newly legitimately elected Officers have been sworn in.

Section IV. Judicial

Paragraph A. Eligibility and Appointment

- 1. Chief Justice
 - a. As described in Article VII, Section D, Subsection 3 of the Constitution.
 - b. All undergraduate students are eligible for appointment to this office if they meet the following requirements:
 - i. They are a currently enrolled undergraduate student who is in good disciplinary standing with a minimum QCA of a 2.5.
 - 1. The minimum QCA requirement can be waived with the approval of the Chief Justice from the previous year.
 - ii. They have served as an Associate Justice or Clerk of Court the previous year.
 - 1. 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.
 - c. If the above requirements are met the student may be considered for appointment through the application/interview process conducted by the Executive Selection Committee as described in Article VII, Section D, Subsection 3 of the Constitution.

- d. After the Executive Selection Committee has selected an individual for the position, the suggested appointment must be confirmed in the Legislative by a two-thirds (2/3) vote.
 - e. Once confirmed, the Chief Justice shall be sworn in by the President with the following oath:
 - i. "I solemnly swear (or affirm) that I will well and faithfully perform the duties of the office I am about to enter, and that I will judge fairly and impartially those matters brought before me for my consideration."
2. Head Associate and Associate Justices
- a. As described in Article VII, Section D, Subsections 1 and 4 of the Constitution.
 - b. All undergraduate students in good academic and disciplinary standing with the university may be considered for an Associate Justice position.
 - c. If the required demographic outlined in Article VII, Section D, Subsection I of the Constitution is available, Associate Justices must be selected accordingly.
 - d. All Associate Justices, once selected by the Chief Justice through an application/interview process, must be approved by the Legislature by a two-thirds (2/3) vote.
 - e. The approved Justices shall be sworn in by the Chief Justice after their approval with the following oath:
 - i. "I solemnly swear (or affirm) that I will well and faithfully perform the duties of the office I am about to enter, and that I will judge fairly and impartially those matters brought before me for my consideration."
 - f. Any of the nine (9) Associate Justices may be nominated for Head Associate Justice.
 - i. The nominee receiving the most votes will be Head Associate Justice.
 - g. Selection of Associate Justices must be done within the two weeks following the confirmation of the Chief Justice.
3. Clerk(s) of Court
- a. As described in Article VII, Section D, Subsection 7 of the Constitution.
 - b. All undergraduate students in good standing may be considered for this position.
 - c. Chief Justice will select no less than two Clerks—provided the number is available—during the Associate Justice application process.
 - i. The Judicial Branch must choose no more than two of the suggested Clerks to bring before the Legislature, where the decision is then subject to two-thirds (2/3) vote in order to confirm.

Paragraph B. Removal

1. Justices
- a. As described in Article VII, Section G of the Constitution.
 - b. The claim must be filed with the Clerk(s) of Court, who must by the next legislative meeting inform the speakers of each house, so that the item may be placed on the agenda and the Ad hoc Committee may be formed.
 - c. The hearing shall follow the procedure outlined in Article VII, Section E, Subsection 2 through 9 of the Constitution, with the Ad hoc Judicial Review Committee acting as the Judicial Panel and the President acting as Chair.
 - d. 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.
 - 1. New evidence becomes available.
 - 2. Failure to follow due process.
 - 3. Sanction is unduly harsh or arbitrary.
 - e. The decision of the initial Ad hoc Judicial Review committee can be overturned by a majority vote of the appeals Committee.
2. 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 and Article VII, Section D, Subsection 7 of the Constitution.
 - b. Any member of the Student Government Association may file a complaint about a Clerk of Court to the Chief Justice, who will investigate the charges.
 - c. They will be informed of the allegations and have a hearing within one (1) week.
 - d. The entire Judicial Board consisting of the Chief Justice, Head Associate Justice and the eight Associate Justices will hear the allegations and investigation.
 - e. The Clerk of Court shall be removed if fewer than three (3) members vote against their removal.

Paragraph C. Replacement

1. 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 Chief Justice as described in Article VII, Section D, Subsection 6 of the Constitution.
2. Head Associate Justice
 - a. If there is a vacancy in the Office of Head Associate Justice, the Associate Justices will nominate a new Head Associate from the existing Justices by the same process as described in these Bylaws.
 - b. The Chief Justice will vote in the event of a tie.
3. If there is a simultaneous vacancy of the Head Associate Justice and the Chief Justice, the President shall nominate a new Chief Justice from the existing Justices, subject to approval by both houses.
4. 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. The process should begin within one week of the vacancy.
 - c. The Chief Justice must consider the required demographic outlined in Article VII, Section D of the Constitution when finding a replacement.
 - d. The replacement must be confirmed in the Legislature before assuming the duties of office.
5. Clerk 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 of Court prior to the vacancy.

Article VII – Approval and Amendments to the Bylaws

Section I. Approval of the Bylaws

Paragraph A. These proposed Bylaws of the Student Government Association shall become effective upon two-thirds (2/3) vote of the House of Representatives and Senate.

1. A referendum need not be held.

Paragraph B. These proposed Bylaws of the SGA must be proposed and reviewed within the first three (3) weeks of the fall semester.

Section II. Amendments of the Bylaws

Paragraph A. As described in Article XI, Section E of the Constitution, these Bylaws may be amended by a bill with a two-thirds (2/3) vote of both houses.

1. A referendum need not be held.

Section III. Conflict with University Policy

Paragraph A. In case of conflict with the Bylaws and/or Constitution and University Policy, the Bylaws and/or Constitution will be changed immediately, and both houses will be notified at their next meeting.

Section IV. Stewardship of the Bylaws

Paragraph A. The President and Secretary shall keep a current copy of the Constitution and Bylaws for future reference.

1. All revisions to either must be reported to the Secretary within fourteen (14) days of approval for maintenance of these records.

Article VIII – Student Government Association Security Document

Section I. Contents

Paragraph A. This document shall consist of but is not limited to the issues of office security, safety, fiscal procedure and technological security.

Paragraph B. This document shall be amended each year by a committee consisting of members from each of the three (3) Branches and the Student Government Association Advisor.