

## CHAPTER I: STRUCTURE OF THE ORGANIZATION

### 1.0 EXECUTIVE BRANCH

#### A) *Values Statements of the Executive Branch*

The Executive Branch is the 'tone-setting' organization for the whole Student Government Association. The Executive officers represent the entire student body to faculty and the administration by setting goals, determining action plans, and executing them to bring about positive changes on campus.

#### B) *Meetings*

- 1) The Executive officers, in addition to the Administrative Vice President for Business and Finance, the Executive Clerk, and the Chief Justice, shall meet together as the Executive Board
- 2) The Executive Board shall meet at least once a month to complete the following activities:
  - a. review SGA business and the state of the University
  - b. set organizational goals
  - c. determine objectives to reach goals
  - d. create a plan for action
  - e. evaluate actions and goals
  - f. review the annual operating budget for the Student Government Association as proposed by the SGA Budget and Finance Committee
  - g. receive regular reports on the work of all committees of SGA to prevent duplication of endeavors
  - h. set the agenda for General Assembly meetings
  - i. set semesterly, the SGA mandatory events
- 3) Executive Board meetings will be set semesterly by the President at least one month prior to the end of the proceeding semester with concurrence by the rest of the Executive Board members.

#### C) *Ascension of Rank*

The following order will be the ascension of rank of the executive board in the case of judiciary proceedings, absence, vacancy, conflict of interest or inability to complete duty:

1. President
2. Executive Vice President
3. Attorney General
4. Financial Officer

#### D) *Training of Executive Officers*

The Executive Officers will shadow the outgoing administration until inauguration. Newly elected officers will be required to attend all General Assembly and Executive Board meetings scheduled until their inauguration. In addition, the newly elected Executive Board members and outgoing Executive Board members will meet for a training session within two weeks after elections. The agenda of this training session shall be determined by the experience of the new officers and be created by the outgoing Executive Board and SGA advisor(s).

#### E) *Duties and Responsibilities of Executive Officers*

- 1) **The following duties shall be the responsibility of the President:**
  - a. act as official representative and spokesperson of SGA
  - b. investigate problems and issues affecting students and hear student complaints
  - c. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, and mandatory events
  - d. submit reports on SGA activities as charged by the General Assembly at all USI Board of Trustee meetings
  - e. maintain communication between SGA and the University Community

- f. open and preside over all General Assembly meetings by taking the Chair and calling the members to order
- g. meet weekly with the SGA advisor to appraise her/him on SGA activities
- h. meet at least once a month with the Vice President of Student Affairs and Activities
- i. recognize members entitled to the floor
- j. state and put to vote all questions which arise in the course of business and to announce the results
- k. cast a deciding vote in case of a tie at all General Assembly meetings
- l. authenticate, by signature, all acts, orders, and proceedings of the assembly declaring its will and in all things, obeying its commands
- m. spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of SGA, and announced at the last meeting of the academic year.
- n. maintain the qualifications of office as outlined in Chapter 5.8
- o. serve as an ex-officio on all SGA committees
- p. provide an accounting or progress report to the appropriate administrators concerning the operation of the programs, services, and activities of SGA
- q. prepare an agenda for each meeting of the General Assembly
- r. prepare a report for each meeting of the General Assembly
- s. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- t. acquaint the President-elect with the duties and responsibilities of the office of the President of SGA.
- u. Coordinate the search for student representatives to the University Committees and distribute names of University Committee placement and chairs to the Administrative Vice Presidents and Attorney General.

**2) The following duties shall be the responsibility of the Executive Vice President:**

- a. preside over meetings when the President is absent or when the President relinquishes the Chair
- b. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events and others as designated by the President of SGA
- c. meet weekly with the SGA advisor to appraise her/him on SGA activities
- d. meet at least once a month with the Vice President of Student Affairs and Activities
- e. orientate and train new General Assembly members that are replaced as a result of vacancies
- f. be of general assistance to the President
- g. assist the President with the execution of legislative acts
- h. spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA, and announced at the last meeting of the academic year
- i. maintain the qualifications of office as outlined by Chapter 5.8
- j. prepare a report for each General Assembly meeting
- k. prepare a report of her/his term of office to be presented at the last meeting of the session and included in the Annual Report for that session
- l. acquaint the Executive Vice President-elect with the duties and responsibilities of the office of the Executive Vice President of SGA

- m. coordinate all Town Hall meetings along with the assistance of the appropriate task force
- n. coordinate the SGA awards banquet with the assistance of the General Assembly.
- o. review applications, check for qualifications and completion of forms for all General Assembly vacancies.
- p. meet with all General Assembly applicants and conduct an informal interview to discuss all duties and responsibilities of the applied position.
- q. Oversee and regularly meet with all individuals who comprise the Legislative Branch of the Student Government Association and ensure that they fulfill all requirements and duties of their office as outlined in the standing rules, by-laws and constitution

**3) The following duties shall be the responsibility of the Attorney General:**

- a. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events, and others as designated by the President of SGA
- b. serve as Parliamentarian for the SGA
- c. meet weekly with the SGA Advisor to appraise him/her on SGA activities
- d. assist and oversee Administrative Vice Presidents in fulfilling duties and responsibilities of office
- e. train new members on parliamentary procedure
- f. chair the SGA Rules Committee
- g. be familiar with the most current revised edition of Robert's Rules of Order
- h. insure that all meetings and activities of the SGA proceed in accordance with Parliamentary Procedure, the Constitution, By-Laws, and Standing Rules of the SGA
- i. represent the General Assembly before the University Court in the event of a constitutional challenge
- j. maintain contact with student representatives and committee chairs on the following University Committees: Administrative Appeals and Campus Appeals.
- k. spend an average of twelve (12) hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; three of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA, and announced at the last meeting of the academic year
- l. maintain the qualifications of office as outlined in Chapter 5.8
- m. prepare a report for the General Assembly meetings when necessary
- n. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- o. acquaint the Attorney General-elect with the duties and responsibilities of the office of the Attorney General of the SGA.
- p. Oversee all committees and meet every three weeks with all committee chairs of the Student Government Association and ensure that all committees fulfill all requirements and responsibilities as outlined in the standing rules, by-laws and constitution

**4) The following duties shall be the responsibility of the Financial Officer:**

- a. attend Executive Board meetings in addition to those stated in Chapter 1.2.b
- b. meet with the Attorney General once a month to appraise him/her on SGA activities
- c. meet with the Dean of Students on a monthly basis to review SGA accounts
- d. meet with the USI Staff Accountant at least once a month
- e. act as the official Treasurer and Business Officer of SGA
- f. responsible for the collection and deposit of all funds of SGA
- g. disburse funds only in accordance with fiscal procedures approved by SGA
- h. record all receipts, expenditures, and appropriations of moneys from SGA

- i. prepare paperwork for deposits, withdrawals, transfers, reimbursements, pettycash, and other financial transactions in a timely manner and with the assistance of the appropriate University staff
- j. make available to SGA and the public all financial records of SGA
- k. prepare a report of the fiscal condition of SGA bi-weekly or as requested by the General Assembly
- l. maintain contact with student representatives and committee chairs on the Student Financial Assistance University Committee
- m. hold a minimum of twelve (12) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of SGA and announced at the last meeting of the academic year
- n. maintain the qualifications of office as outlined in Chapter 5.8
- o. prepare a report of her/his term of office to be presented at the last meeting of the session and included in the Annual Report for that session
- p. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Business and Finance

### 1.1 LEGISLATIVE BRANCH

#### *A) Values Statement of the Legislative Branch*

The General Assembly is the great forum in which student ideas and opinions are discussed. The student representatives are responsible for receiving information about actions and issues that affect students and creating bills and resolutions on behalf of the Student Community.

#### *B) Meetings*

Legislative representatives shall attend all General Assembly meetings, SGA retreats, designated committee meetings, and any other mandatory SGA event. The General Assembly shall open each academic year during the first week of classes and will be scheduled every week thereafter during the fall and spring semesters.

#### *C) Training of Legislators*

A training session will be held for all legislators on a weekend within three weeks after the final election results. The agenda and duration of the session will be determined by the outgoing Executive Board, the incoming Executive Board, and the SGA advisor(s) based on the make-up and needs of the incoming General Assemblies. When vacancies are filled mid-term, it will be the responsibility of the Executive Vice President to orientate and train new members.

#### *D) Duties and Responsibilities*

##### **1) The following duties shall be the responsibility of the Student Representatives:**

- a. maintain contact with constituents to promote the flow and exchange of information about SGA business and the constituents concerns
- b. meet with the Dean of the College of representation at least twice a semester to discuss academic and other issues important to the school
- c. meet with students of the College of representation in an organized formal meeting at least once a year to discuss academic and other issues important to students
- d. maintain contact with clubs and organizations that fall within the respective school of representation to discuss academic and other issues
- e. hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- f. meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academics
- g. hold a minimum of two (2) office hours per week
- h. maintain the qualifications of office as outlined by Chapter 5.8
- i. prepare a report introducing new business before the Academic Assembly at least once a month
- j. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- k. acquaint the Student Representative-elect with the duties and responsibilities of the office of the Student Representative of SGA

- 2) **The following duties shall be the responsibility of the Administrative Vice President for Academic Affairs:**
- a. meet with USI Vice President of Academic Affairs at least twice a semester
  - b. meet with the Attorney General once a month to appraise him/her on SGA activities
  - c. assist the Executive Vice President in training new Representatives that are filled as a result of vacancies
  - d. chair all Academic Assembly meetings
  - e. maintain contact with the student representatives and committee chairs on the following University Committees: Records and Registration, Student Academic Affairs and the Student Academic Grievance Committee
  - f. hold a minimum of two (2) office hours per week beginning the week before the commencement
  - g. of the fall and spring semesters; summer and holiday hours shall be determined by the
  - h. business of the SGA and announced at the last meeting of the academic year
  - i. maintain the qualifications of office as outlined by Chapter 5.8
  - j. prepare a report introducing new business before the General Assembly at least twice a month
  - k. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
  - l. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Academic Affairs.
  - m. meet with the executive board one (1) time per month to report activities
- 3) **The following duties shall be the responsibility of the Administrative Vice President for Social & Cultural Issues:**
- a. meet with the Director of the MultiCultural Center at least twice a semester to discuss issues related to Multiculturalism
  - b. coordinate SGA philanthropic endeavors
  - c. chair Alcohol Awareness Committee
  - d. meet with the Attorney General once a month to appraise him/her on SGA activities
  - e. meet with the Director of International Programs and Services at least twice a semester to discuss issues related to international students
  - f. meet with the Director of the Office of Religious Life at least once a semester
  - g. maintain contact with the student representatives and committee chairs on the following University Committees: Disabled Students Advisory, Affirmative Action, Substance Abuse, Sexual Assault Task Force
  - h. meet with the Assistant Director of the Student Wellness Office at least twice a semester
  - i. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
  - j. maintain the qualifications of office as outlined in Chapter 5.8
  - k. prepare a report introducing new business before the General Assembly at least twice a month
  - l. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
  - m. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Social and Cultural Issues
  - n. plan and prepare one (1) cookout per semester
  - o. meet with the executive board one (1) time per month to report activities
  - p. Chair the Crime and Safety Prevention Week Committee
- 4) **The following duties shall be the responsibility of the Administrative Vice President for Research and Development:**
- a. conduct research of student needs with assistance from the members of the General Assembly. A minimum of one research project a semester shall be conducted

- b. meet with the Attorney General once a month to appraise him/her on SGA activities
- c. meet with the Director of Institutional Research and Assessment at least twice a semester
- d. present any findings to the General Assembly and educate members and the student community in regards to research findings
- e. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
- f. maintain the qualifications of office as outlined by Chapter 5.8
- g. prepare a report introducing new business before the General Assembly at least twice a month
- h. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- i. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Research and Development
- j. meet with the executive board one (1) time per month to report activities

**5) The following duties shall be the responsibility of the Administrative Vice President for University Affairs:**

- a. meet with the Attorney General once a month to appraise him/her on SGA activities
- b. serve as the chair of the Eagle Athletic Support Committee and coordinate the search for committee members
- c. serve as the coordinator of the Spirit of the Eagle awards and Faculty, Staff, and Administration (FSA) awards
- d. maintain contact with student representatives and committee chairs on the following University Committees: Safety Committee, Computer Center Advisory, and the Athletic Board
- e. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
- f. maintain the qualifications of office as outlined in Chapter 5.8
- g. prepare a report introducing new business before the General Assembly at least twice a month
- h. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- i. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of University Affairs.
- j. meet with the executive board one (1) time per month to report activities
- k. meet with the USI Director of Student Development Programs at least twice a semester to discuss issues and concerns related to student life
- l. maintain contact with the student representatives and committee chairs on the following University Committees: Personal Development Advisory Committee, Student Development Advisory Committee and the UC Coordinating Council

**6) The following duties shall be the responsibility of the Administrative Vice President for External Relations:**

- a. act as a liaison for all communication efforts between SGA and USI
- b. meet with the Attorney General once a month to appraise him/her on SGA activities
- c. work closely with the Director of News and Information
- d. responsible for publicizing and promoting SGA meetings, events, and vacancies
- e. assist in the maintenance of the SGA web page
- f. meet with the Assistant Vice President of Business Affairs at least twice a semester
- g. maintain contact with student representatives and committee chairs on the Student Publications University Committee

- h. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
  - i. maintain the qualifications of office as outlined in Chapter 5.8
  - j. prepare a report introducing new business before the General Assembly at least twice a month
  - k. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
  - l. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of External Relations.
  - m. meet with the executive board one (1) time per month to report activities
- 7) **The following duties shall be the responsibility of the Administrative Vice President for Government Relations**
- a. Remain aware and involved in legislation regarding higher education and issues affecting students
  - b. Pursue and maintain relationships with other collegiate student governments
  - c. Meet with the Vice President of Government and University Relations on a bimonthly basis to discuss government issues
  - d. Make contact with local government leaders (i.e. the mayor, state senators and representatives, county commissioners, etc.) to report on the activities and concerns of the students and the university
  - e. Hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
  - f. Maintain the qualifications of office as outlined in Chapter 5.4
  - g. Prepare a report introducing new business before the General Assembly at least twice a month
  - h. Prepare a report of her/his term in office to be presented at the last meeting of the session and included in the annual Report for that session
  - i. Acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Government Relations
  - j. Meet with the executive board once per month to report activities
- 8) **The following duties shall be the responsibility of the Member-At-Large: Commuter Students**
- a. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
  - b. meet with the Administrative Vice President for Student Affairs and Activities once a month to appraise him/her on SGA activities
  - c. meet with the Directory of Safety and Security at least twice a semester to discuss issues pertaining to commuter travel
  - d. meet with the Director of Student Development Programs at least twice a semester to discuss commuter student involvement
  - e. hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
  - f. hold a minimum of two (2) office hours per week
  - g. maintain the qualifications of office as outlined by Chapter 5.8
  - h. prepare a report introducing new business before the General Assembly at least twice a month
  - i. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
  - j. acquaint the Member-At-Large-elect with the duties and responsibilities of the office
- 9) **The following duties shall be the responsibility of the Member-At-Large: University Housing Students:**
- a. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
  - b. meet with the Administrative Vice President for Student Affairs and

- Activities once a month to appraise him/her on SGA activities
- c. meet with the Director of Housing and Residence Life at least twice a semester to discuss issues important to residential living
- d. meet with Resident Assistants at least once a month to discuss issues important to residential living
- e. hold active membership in the Student Housing Association
- f. hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- g. hold a minimum of two (2) office hours per week
- h. maintain the qualifications of office as outlined in Chapter 5.8
- i. prepare a report introducing new business before the General Assembly at least twice a month
- j. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- k. acquaint the Member-At-Large-elect with the duties and responsibilities of the office.

**10) The following duties shall be the responsibility of the Member-At-Large:**

**University Division Students:**

- a. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and the constituents' concerns
- b. meet with the Administrative Vice President for Student Affairs and Activities once a month to appraise him/her on SGA activities
- c. meet with the Director of University Division at least twice a semester to discuss issues
- d. important to University Division students
- e. meet with the Director of Career Counseling at least twice a semester to discuss issues important
- f. to students with undeclared majors
- g. hold an open house for incoming students during Orientation Week to introduce her/himself and describe her/his responsibilities
- h. meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academics
- i. hold a minimum of two (2) office hours per week
- j. maintain the qualifications of office as outlined in chapter 5.8
- k. prepare a report introducing new business before the General Assembly at least once a month
- l. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session
- m. acquaint the Member-At-Large elect with the duties and responsibilities of the office of Member-At-Large: University Division students.

**11) The following duties shall be the responsibility of the Member-At-Large:**

**Freshman Students:**

- a. maintain contact with constituents to promote the flow and exchange of information about SGA business and the constituents' concerns
- b. meet with the Administrative Vice President for Student Affairs and Activities once a month to appraise him/her on SGA activities
- c. meet with the Director of University Division at least twice a semester to discuss issues
- d. important to freshman students
- e. meet with the Assistant Director of Student Development Programs at least twice a semester
- f. to discuss ongoing orientation for freshman students
- g. meet with Freshman Students in an organized formal meeting at least once a semester to discuss
- h. issues important to freshman students
- i. hold a minimum of two (2) office hours per week
- j. maintain the qualifications of office as outlined in Chapter 5.8
- k. prepare a report introducing new business before the General Assembly at least twice a month
- l. prepare a report of her/his term in office to be presented at the last meeting of



- the session and  
 m. included in the Annual Report for that session.

**12) The following duties shall be the responsibility of the Members-At-Large:**

**Fraternity and Sorority**

- a. maintain contact with the officers and members of Inter-Fraternity Council or Pan Hellenic Council by attending their weekly meetings
- b. hold a minimum of two (2) office hours per week
- c. must be an initiated member of their own chapter, with one (1) semester of membership
- d. must be in academic and financial good standing with their chapter, as defined by the chapter
- e. prepare and present a report to the General Assembly at least twice a month
- f. prepare a report of his/her term in office to be presented at the last meeting of the session and be included in the Annual Report for that session
- g. acquaint the Member-At-Large elect with the duties and responsibilities of the office of Member-At-Large

**13) The following duties shall be the responsibility of the Member-At-Large:**

**Graduate Students**

- a. maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
- b. meet with the Administrative Vice President for Student Affairs and Activities once a month to
- c. appraise him/her of SGA activities
- d. meet with the Director of Graduate Studies at least twice a semester to discuss issues important to Graduate Students
- e. meet with the Graduate Students in an organized, formal meeting at least once a semester to discuss issues important to Graduate Students
- f. hold a minimum of one (1) office hour per week
- g. maintain qualifications of office outlined in Chapter 5.8
- h. prepare a report introducing new business before the General Assembly every other month or as needed
- i. prepare a report of his/her term in office to be presented at the last meeting of the session and included in the Annual Report for that session

**14) The following duties shall be the responsibility of the Constructive Member-At-Large:**

- a. report directly to the Executive Vice President
- b. hold a minimum of two (2) office hours per week.
- c. participate in one or more Student Government committee(s)
- d. attend all major Student Government events as according to the attendance policy
- e. must be appointed each semester.
- f. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report.
- g. acquaint the newly elected Constructive Member-At-Large with the duties and responsibilities of the office Constructive Member-At-Large the term of this position is one semester.

**15) The following duties shall be the responsibility of the Member-At-Large:**

**International Students**

- a. maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
- b. meet with the Director of International Programs and Services at least twice a semester to discuss issues pertaining to International Students
- c. meet with the Director of Student Development Programs at least once a semester to discuss international student involvement
- d. meet with International Students in an organized formal meeting at least once a year to discuss issues important to international students.
- e. hold a minimum of two (2) office hours per week
- f. maintain the qualifications of office as outlined in Chapter 5.8
- g. prepare a report introducing new business before the General Assembly at

- least twice a month
- h. prepare a report of her/his term in office to be presented at the last meeting of the session and included in the Annual Report for that session.
- i. acquaint the Member-At-Large-elect with the duties and responsibilities of the office

## 1.2 UNIVERSITY COURT

### A) *Make-up of the University Court*

The University Court shall be made-up of one (1) Chief Justice and six (6) Associate Justices. Justices are appointed by the President of SGA as outlined by the Constitution, Article IV, Section 3, Part B. The Chief Justice is selected as outlined by the Constitution, Article IV, Section 4, Part C.

### B) *Meetings*

The University Court shall meet weekly commencing with the first week of classes of the academic year. The Chief Justice will be responsible for setting the next semester's calendar of University Court sessions at the last meeting of the current semester. The Chief Justice will notify the President of SGA, the President of USI, the USI Vice President for Student Affairs, Dean of Students, Director of Safety and Security, and pertinent media of the new calendar before the new semester begins. Any changes to the University Court calendar shall have to be communicated to the above immediately.

### C) *Training of Justices*

The Chief Justice, Dean of Students, Director of Safety and Security, Assistant Director of Residence Life, and the SGA advisor(s) will be responsible for training the members of the University Court. A new justice must have a training session within ten (10) days of swearing in, as determined by her/his experience and the above individuals in all matters of the University Court, SGA, and the policies and procedures of the University of Southern Indiana as it relates to students and student organizations.

### D) *Duties and Responsibilities*

#### 1) **Chief Justice-The following duties shall be the responsibility of the Chief Justice:**

- a. attend all meetings of the General Assembly, Executive Board, University Court, SGA retreats, mandatory events others as invited by the President
- b. chair all proceedings of the University Court
- c. meet with the Director of Safety and Security once a month
- d. co-chair the Election Committee, unless otherwise running for office
- e. administer the oath of office to all elected SGA members
- f. maintain records of all University Court proceedings
- g. check the qualifications of any candidate for office before elections, or during vacancies with the assistance of the SGA advisor(s)
- h. check that all members are in good standing at the commencements of each semester of the session with the assistance of the SGA advisor(s)
- i. spend an average 12 hours per week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year.
- j. maintain the qualifications for office as outlined by Chapter 5.8.
- k. meet weekly with the SGA advisor to appraise him/her of the University Court activities  
review applications, check for qualifications and completion of forms for all Associate Justices vacancies
- m. meet with all Associate Justice applicants and conduct an informal interview to discuss all duties and responsibilities of the applied position

#### 2) **Associate Justices-The following duties shall be the responsibilities of the Associate Justices**

- a. attend all meetings of the University Court, SGA retreats, mandatory events, and others as requested by the Chief Justice
- b. attend one General Assembly meeting each month
- c. maintain the qualifications for office as outlined by Chapter 5.8
- d. administer the oath of office to any SGA member in the absence of, or at the discretion of the Chief Justice
- e. hold no more than two required office hours per week as determined by the Chief Justice.

E) *Original Jurisdiction*

- 1) Review all new University organization charters for SGA.
- 2) In all cases involving offense against the provision of the Constitution and By Laws of Student Government Association, except those cases involving impeachment, the University Court has the power to interpret the SGA Constitution and By-Laws
- 3) Cases referred to the University Court by the Dean of Students where the student has elected to have the courts consider her/his case and are not covered under the jurisdiction of any inferior court.

1.3 PAID STAFF

- A) The General Assembly shall have the power to create and eliminate staff positions to expedite the business and record-keeping of the body. These positions shall be paid bi-weekly and are open to registered students at USI.
- B) *Selection Process of Paid Staff*
- 1) **Announcement** - All openings for paid staff must be announced through notices or ads in the campus newspaper and **USI Today**, flyers to all student organizations, Resident Assistants, Career Services, and throughout University Video. The announcement must include a job description, qualifications both desired and needed, stipend amount, working hours, need for references, deadline, and application process.
  - 2) **Applications**-Applications, if applicable, will be accepted for fourteen (14) days at which time the President of SGA will, with the assistance of the SGA advisor(s), check the qualifications of each candidate to be sure they are registered students at USI and are in good standing.
  - 3) **Interviews**-The **Executive Board** and representatives of any other groups this position will be working with or supervised by will review all applicants and select at least three qualified candidates to interview. The Executive Vice President will call each candidate to be interviewed and arrange for an interview with the **Executive Board**. Once all candidates have been interviewed, the Executive Vice President will check references for all candidates. After all references are checked, the **Executive Board** will make a decision and extend an offer. Once the offer is accepted, all applicants must be notified of the appointment.
  - 4) **Employment**-The Executive Vice President will work with the Administrative Assistant from the Dean of Students Office to arrange for all paperwork of any new hires. Paid staff will be reviewed by the **Executive Board** and representatives of any other groups this position will be working with or supervised by, and continuance of employment will be determined at the beginning of each session.
- C) *Paid Staff Positions of SGA*
- 1) **Executive Clerk**-Reporting to the President, the Executive Clerk will work with the Executive Vice President, and Attorney General. The following duties shall be the responsibility of the Executive Clerk:
    - a. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events, and others as designated by the President of SGA
    - b. work closely with the President of SGA to ensure the smooth operation of the Student Government Association
    - c. maintain and update all SGA bulletin boards

- d. record the minutes and attendance of all Executive Board meetings, all General Assembly meetings, SGA retreats and mandatory functions, and distribute them accordingly as outlined in Chapter 3.14
- e. maintain an archive in the SGA office, in which all official correspondence, legislation, SGA minutes, reports and other information pertinent to the SGA, shall be placed
- f. send, receive, and distribute all official correspondence of the SGA
- g. basic office and filing work of the SGA business
- h. perform other duties as assigned in relation to the official business of SGA
- i. be the official historian of SGA, and collect materials to include as part of the annual report as a record of SGA activities, proceedings, and transactions for the year
- j. receive a salary based on a maximum of 15 working hours/week at a minimum wage.
- k. maintain a cumulative GPA of 2.25.

2) **University Court Clerk**-Reporting to the Chief Justice, the following duties shall be the responsibility of the University Court Clerk:

- a. perform basic office and filing work of the University Court
- b. attend all University Court meetings and take official minutes of the University Court
- c. attend all meetings of the SGA retreats, mandatory events and committees as designated by the Chief Justice
- d. send, receive, and distribute all official correspondence of the University Court
- e. receive a salary based on a maximum of 10 working hours/week at a minimum wage.
- f. maintain minimum GPA of 2.25

## CHAPTER II: COMMITTEES AND TASK FORCES

### 2.0 STANDING COMMITTEES/TASK FORCES

#### A) *Purpose*

Committees and task forces are created to assist the business of SGA. All committees and task forces shall be subordinate to the will of the General Assembly. All committees and task forces will be required to report to the General Assembly on its work.

#### B) *Provisions for Creation*

- 1) A SGA committee or task force may be created by the President, or by resolution of the General Assembly at their discretion to investigate issues or execute duties of SGA. The committee or task force membership can be made-up of entirely members of the student body, faculty or staff or a mix, depending on the issue or function of the committee or task force.
- 2) In all cases, the President of SGA shall stand responsible for the actions of such committees and task forces and such committees and task forces shall have no authority or purpose beyond that which can be and is properly delegated to them by the President or allowed by the policies and procedures of the University.
- 3) No committee or task force may meet or undertake any action until its membership is reported to the General Assembly and been reviewed and approved by the appropriate officers.
- 4) A committee or task force is a planned undertaking which addresses a focus area and involves a commitment of membership and resources by SGA. There are certain guidelines to be considered when creating a committee or task force. The project:
  - a. should be within the areas of the SGA position statement
  - b. should directly support the purpose of SGA
  - c. must respond to the needs of the USI student community
  - d. must be financially reasonable
  - e. must demonstrate potential for community support.

C) *Responsibilities of Committee/Task Force Chairs*

The following duties shall be the responsibility of the Committee and Task Force Chairs:

- a. report to the General Assembly any decisions or recommendations as a result of meetings through written and oral communications
- b. keep detailed records of committee activities and expenditures
- c. write a report for the Annual Report
- d. see that all matters referred to their committees or task force are properly considered
- e. open and preside over all committee meetings by taking the Chair and calling the members to order

## 2.1 STANDING STUDENT GOVERNMENT ASSOCIATION COMMITTEES

A) *Academic Assembly*

- 1) the Academic Assembly is concerned with the priorities of the University of Southern Indiana in providing a quality academic environment for students. It works with the faculty and administration on matters pertinent to academic affairs. The body of Student Representatives from the academic areas shall make-up the Academic Assembly. The Academic Assembly will meet at least once a month to share and exchange information related to all academic issues affecting the student community. The dates for the Academic Assembly shall be set prior to the first General Assembly meeting of each semester. The Academic Assembly may bring recommendations to the General Assembly related to academic issues they deem necessary to act upon.
- 2) The Academic Assembly will be an open forum. USI students or faculty members may attend Academic Assembly meetings and upon receiving permission from the Chair, address the Assembly on any academic issue or concern.
- 3) Duties and responsibilities of the Academic Assembly shall be to consider matters of student interest in the areas of academic policy, curriculum, and faculty-student relations (i.e. academic advising and the academic calendar) and recommend actions to the General Assembly.

B) *Election Committee*

- 1) The Election Committee shall be responsible for conducting fair and impartial elections in accordance with the procedures outlined in the Election Codes and in Chapter 7.6. The Election Committee shall be responsible for all General and Special Elections.
- 2) Membership
  - a. The Election Committee will be created before the first General Assembly meeting in November.
  - b. The Chief Justice of the University Court will chair this committee. In the event that the Chief Justice is running for an elected position, the General Assembly shall nominate and vote on his or her replacement.
  - c. Membership of the committee may be composed of Administrative Vice Presidents, Student Representatives, Members-At-Large, University Court Justices, and at least one student not involved in SGA or one of its committees.
  - d. A University faculty or staff person will be chosen by the committee and asked to act as an advisor. This person will be a non-voting member of the committee.
- 3) The following duties shall be the responsibility of the Election Committee:
  - a. check qualifications of all candidates for office during elections
  - b. review the Election Codes and Statutes each November
  - c. make recommendations to amend the Election Codes and Statutes as needed
  - d. determine the calendar for the election process by the end of the fall semester
  - e. reserve any space on campus for all events during the election process
  - f. coordinate all publicity with the Administrative Vice President of External Relations
  - g. announce and publicize the calendar for elections beginning the first week of February
  - h. prepare the Candidate Application and Petition forms for elections by the first week of February
  - i. assist the Dean of Students Office in confirming the validity of all petitions made for elections
  - j. recruit individuals to work at the different poll places

- k. make available all applications and petition forms for elections by the first week of February
- l. coordinate all workshops and programs related to Student Government Elections
- m. conduct the drawing for the order of names on the ballot
- n. enforce all guidelines for candidates and workers in the election
- o. protect the integrity of the election
- p. handle election grievances
- q. perform the ballot count at the close of elections and post election results within forty-eight (48) hours of elections
- r. prepare reports for the General meetings and for the Annual Report.

C) *Rules Committee*

The Rules Committee shall be responsible for reviewing the Constitution, By-Laws, and Standing Rules of SGA on an annual basis and proposing any changes or amendments. This committee will have at least four (4) placements in addition to the Chair (Attorney General) and Executive Clerk, and may consist of the Administrative Vice Presidents, University Court Justices, Student Representatives, and Members-At-Large. This committee shall meet at least once a month.

D) *Eagle Athletic Support Committee*

- 1) The Eagle Athletic Support Committee is responsible for allocating funds and providing programming with the money received from the Athletic Department in support of athletics.
- 2) Membership -
  - a. The Committee shall be made-up of one representative in each of the following categories: A member of the Student Alumni Association, a male and female athlete on a USI Varsity athletic team, a member of either the dance team, cheer team, or pep band, the Administrative Vice President of University Affairs who will serve as the chair of the committee, a member of the intramural student staff, and a student who does not belong to any of the above categories.
  - b. The Administrative Vice President for University Affairs will coordinate the search for committee members.
  - c. The Assistant Athletic Director shall serve as a non-voting member of the committee.
- 3) The committee shall meet at least twice a month. The dates shall be set before the first General Assembly meeting of each semester.

E) *Grant Allocation Committee*

A committee composed of the Financial Officer as the chairman and other members of the Student Government Association with a minimum of five members, shall make recommendations to the General Assembly concerning the allocation of grant funds from the Office of the Associate Provost for Student Affairs for the purpose of Student Organizational Support, Student Organization Startup and funds from the USI Foundation for the purpose of student travel. The General Assembly reserves the right to periodically evaluate the members of the committee and/or impeach the members for failure to meet the duties and responsibilities set forth to the committee.

## CHAPTER III: MEETINGS

### 3.0 GENERAL MEETINGS

A) *General Assembly Meetings During the Academic Year*

Meetings shall be held on Thursdays at 4:30 p.m. SGA will follow the calendar of USI. General Assembly meetings will not be scheduled during breaks or other 'holidays' as recognized by the University, unless it is an emergency, then the procedures for special meetings will be followed.

B) *Summer General Assembly Meetings*

Summer meetings will be determined no later than the last meeting of the Academic year by the General Assembly. There shall be a minimum of one summer General Assembly meeting. The date shall be

determined by a majority vote of the voting membership.

C) *Setting the Calendar for the Academic Year*

The General Assembly meeting and retreat calendar for the next year shall be set before the election packets are made available.

3.1 QUORUM

Quorum for General Assembly meetings shall be a majority of the sworn members of the Legislative Branch.

3.2 VOTING

- A) All members of the General Assembly shall have one vote in all decisions of SGA, with the exception of the President, Executive Vice President, Attorney General, Chief Justice, and Associate Justices. The President shall vote in the event of a tie.
- B) The number of votes necessary for a motion to pass shall be determined by Robert's Rules of Order.
- C) All votes on resolutions in the General Assembly must be conducted either by hand or roll call. The only time a closed vote is valid is in cases of elections, appointments, or disciplinary actions.

3.3 SPECIAL MEETINGS

A) *Special meetings may be called by the following:*

- 1) the President
- 2) a signature petition of eight (8) voting members of the General Assembly
- 3) a signature petition of five (5) percent of the Student body.

B) *Notice*

At least seven days' notice shall be given for special meetings detailing time, place, and business to be addressed. Notice shall be given in writing. In addition, a follow up phone call will be made at least three days before the meeting.

C) *Procedure*

The Chair will call the meeting to order and the member(s) initiating the call for the meeting will present their business. The meeting will be conducted by parliamentary procedure, with the Chair overseeing discussion and voting. No other business other than that specified in the notice shall be transacted at any special meeting.

3.4 MINUTES

A) *Includes:*

- 1) Kind of meeting (regular, special, emergency)
- 2) Name of assembly
- 3) Date of meeting and place
- 4) Attendance
- 5) Whether the minutes of the previous meeting were approved or dispensed with
- 6) All main motions (except such as were withdrawn), points of order and appeals whether sustained or lost, and all other motions that were not lost or withdrawn, including the name of the person who introduced the motion and the person who seconded.

B) *Distribution*

The Executive Clerk shall provide a copy of the minutes to each member of SGA. A copy of the approved minutes shall be distributed accordingly: Advisor(s) of SGA, Academic Deans, Administrative Department Heads, the campus newspaper, and University Archives.

C) *Recording Amendments to the Constitution, Standing Rules, or By-Laws*

The Attorney General, who serves as chair of the Rules Committee, shall maintain a binder with the most recent, complete copies of the Constitution, By-Laws, and Standing Rules. The Attorney General shall be responsible for updating the Constitution, By-Laws and Standing Rules after an amendment is approved by the General Assembly.

3.5 ATTENDANCE

It is important to the business of SGA that its membership be in full attendance. Members are required to attend all General Assembly meetings, office hours, committee and task force meetings, retreats and all other mandatory events. Realizing that there will be instances when a member cannot attend a meeting due to illness, personal, or family emergencies, this attendance policy has been implemented. Chapter 9.2 outlines grounds for censure or impeachment due to absences.

A) *Excused Absences*

Members can be excused due to personal illness or a personal or family emergency (such as death) during their term. Members have twenty-four (24) hours after missing a meeting for an illness, personal, or family emergency to contact the SGA office. A written notice must also be submitted to the Executive Vice President by the next General Assembly meeting stating the reasons for the absence. Extenuating circumstances will be left to the discretion of the Executive Vice President. The President, Executive Vice President and Attorney General shall be excused by a majority vote of the General Assembly.

B) *Unexcused Absences*

The following are unacceptable excuses for not attending General Assembly, Committee Meetings, retreats, workshops, or special programs that have been on the official calendar:

- 1) homework
- 2) studying
- 3) work
- 4) known transportation issues

C) *Appeals*

If a person wishes to appeal a decision made by the Executive Vice President, s/he is given the opportunity to submit a written appeal to the University Court within two weeks of the original date of the event missed. The decision of the University Court is final.

## CHAPTER IV: BUSINESS/FINANCIAL

4.0 ANNUAL BUDGET

SGA shall establish a budget for its committees, maintenance, and operations. This body shall also, upon direction, add to or modify the budget that it may deem necessary. The SGA shall approve a budget based on the anticipated funds for the next year. The amounts budgeted will remain in effect until the end of the fiscal year, at which time any funds remaining after accounting for outstanding debts shall revert to the Reserve Account. The amounts in any line item may be adjusted at any time during the year by a majority vote of the General Assembly.

A) *Fiscal Year*

The fiscal year of the SGA shall be from July 1 to June 30.

B) *Fiscal Policies*

The books and accounts of SGA shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed as required by the Student Board of Accounts.



C) *Expenditures*

- 1) An annual budget shall be developed by the Executive Board and presented by the Financial Officer to the General Assembly for its approval. Expenses not provided for in the budget shall be incurred and paid only upon the approval of the General Assembly.
- 2) The General Assembly, by approving the budget, shall give it approval for expenditures for specific line items as defined in the following:
  - a. a committee shall incur expense upon the approval of the Chair and the Financial Officer
  - b. Line items relating to SGA's maintenance and operations shall incur expenses upon the approved budget. These expenses may be incurred by SGA officers and support personnel.

D) *Preparation*

The Executive Board will begin working on the budget for the next fiscal year beginning in January. Hearings with current Committee Chairs and officers shall be held. The budget shall be presented to the General Assembly for approval.

E) *Reporting of Expenditures*

- 1) The chairperson in charge of the line item established for their committee shall be responsible for the reporting of expenditures from said budget to Financial Officer
- 2) The reporting of expenditures shall be made within thirty (30) days of the conclusion of the activity or purchase.
- 3) The violation of the above responsibilities shall constitute grounds for censure or impeachment. 4) The misuse of moneys controlled by SGA shall constitute grounds for censure or impeachment.

**CHAPTER V: ELECTIONS**5.0 GENERAL ELECTIONS

All elected positions in the SGA will be voted on annually during a General Election beginning the month of March. At that time the following positions will be open for election: President, Executive Vice President, Attorney General, Financial Officer, Member-at-Large: Commuter Students, Member-at-Large: Resident Students, Member At-Large: University Division, all Student Representatives, and all Administrative Vice Presidents. The exact date will be determined by the Election Codes and Statutes.

5.1 ELECTORAL DISTRICTS

The University shall be apportioned into electoral districts that shall be reapportioned at the end of each fall semester based on the current official enrollment statistics for that semester. For every 300 hundred undergraduate students enrolled in an academic area (excluding University Division), one Electoral District shall be created from which one (1) Student Representative will be elected into the SGA. Each academic area (excluding University Division) shall have a minimum of two (2) Student Representatives regardless of changes in total enrollment.

5.2 GENERAL RULES

- A) Any person who wishes to become a candidate for office must complete and submit an official application to the Dean of Students Office before the deadline specified in Elections Schedule.
- B) There will be a mandatory Candidates Meeting to explain the rules in the election code the week before the campaign begins. Candidates must attend in order to clarify any questions with the election codes and procedures. Failure to attend this meeting will result in the candidate not being put on the ballot.
- C) Candidates are expected to check their electronic mail accounts at least once per day during the campaign and voting period.

- D) Any person found guilty of tampering with the election process or results will be disqualified, forever ineligible to hold office in any branch of SGA at USI, and subject to further disciplinary action. The definition of tampering includes but is not limited to, framing a candidate to gain that person's disqualification and the falsifying of vote results.
- E) All Candidates and campaigns will be subject to University and SGA policies. Violation of any SGA policy by a candidate or campaign worker will result in disqualification.

### 5.3 ELIGIBILITY

- A) A Candidate shall be defined as a registered student at USI who has declared intent to participate in any SGA general election according to the SGA By-Laws.
- B) All Candidates must comply with eligibility requirements as established by the Constitution and By-Laws of SGA.
  - 1) Any Candidate must be in good standing as defined by Chapter 6.8, Part A.
  - 2) Any Candidate must be a registered student at USI and must remain so throughout the length of her/his term.
  - 3) Candidates for an Academic Student Representative must have a declared major in the academic school s/he wishes to represent.
  - 4) No person may run for more than one position concurrently.
  - 5) No person who has served as a voting member of the Election Committee shall be eligible to run for an elected position in SGA during that election.

### 5.4 QUALIFICATIONS FOR OFFICE

- A) *President*  
The President must have completed at least three (3) semesters of course work at USI, completing a minimum of 24 credit hours of course work at the time of candidacy. The student must hold a minimum, cumulative GPA of 2.5 at the time of candidacy and throughout the term. During each semester of her/his term, the President must be enrolled in and complete a minimum of six (6) credit hours at USI. Throughout her/his term, the President will not hold another executive board position in any student organization. To be eligible for this position candidate must obtain 200 legitimate signatures of currently enrolled students on the application petition.
- B) *Executive Vice-President*  
The Executive Vice President must have completed at least three (3) semesters of course work at USI, completing a minimum of 24 credit hours of course work at the time of candidacy. The student must hold a minimum, cumulative GPA of 2.5 at the time of candidacy and throughout the term. During each semester of her/his term, the Executive Vice President must be enrolled in and complete a minimum of six (6) credit hours at USI. Throughout her/his term, the Executive Vice President will not hold another executive board position in any student organization. To be eligible for this position candidate must obtain 175 legitimate signatures of currently enrolled students on the application petition.
- C) *Attorney General*  
The Attorney General must have completed at least three (3) semesters of course work at USI, completing a minimum of 24 credit hours of course work at the time of candidacy. The student must hold a minimum cumulative GPA of 2.5 at the time of candidacy and throughout the term. During each semester of her/his term, the Attorney General must be enrolled in and complete a minimum of six (6) credit hours at USI. To be eligible for this position candidate must obtain 175 legitimate signatures of currently enrolled students on the application petition.
- D) *Financial Officer*  
The Financial Officer must have completed at least three (3) semesters of course work at USI, completing a minimum of 24 credit hours of course work at the time of candidacy. The student must hold a minimum, cumulative GPA of 2.5 at the time of candidacy and throughout the term. During each semester of his/her term,

the Financial Officer must be enrolled in and complete a minimum of six (6) credit hours at USI. To be eligible for this the position candidate must obtain 175 legitimate signatures of currently enrolled students on the application petition.

E) *Administrative Vice-Presidents*

Administrative Vice Presidents must have completed at least two (2) semesters of course work at USI, completing a minimum of 18 credit hours of course work at the time of candidacy. Students must hold a minimum cumulative GPA of 2.25 at the time of candidacy and throughout their term. During each semester of her/his term, Administrative Vice Presidents must be enrolled in and complete a minimum of six (6) credit hours at USI. To be eligible for this position candidate must obtain 150 legitimate signatures of currently enrolled students on the application petition.

F) *Student Representatives*

Student Representatives must have completed one (1) semester of course work at USI, completing a minimum of 12 credit hours of course work at the time of candidacy. Students must hold a minimum, cumulative GPA of 2.0 at the time of candidacy and throughout their term, and must also maintain a declared major status within the college of representation. During each semester of her/his term, Student Representatives must be enrolled in and complete a minimum of six (6) credit hours at USI. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.

G) *Member-at-Large: Commuter Students, Housing Students, University Division Students, Freshman Students and International Students*

All Member-At-Large candidates must maintain good standing, as outlined by the University, at the time of candidacy and throughout her/his term. Students must hold a minimum cumulative GPA of 2.0 at the time of candidacy and throughout their term.

- 1) **Member-At-Large: Commuter Students** shall have two seats in the General Assembly and each member must have completed a minimum of 12 credit hours of course work at a university at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term. S/he must not live in any University sponsored housing during his/her term of office. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.
- 2) **Member-At-Large: University Housing Students** shall have two seats in the General Assembly and each member must have completed a minimum of 12 credit hours of course work at a university at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term. S/he must live in University sponsored housing during her/his term of office. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.
- 3) **Member-At-Large: University Division Students** shall have three seats in the General Assembly and each member must be enrolled in a minimum of six (6) credit hours at the time of candidacy. S/he must have undeclared major status at the beginning of his/her term of office but may declare a major and still maintain position until end of term. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.
- 4) **Member-At-Large Freshman Students** shall have seven (7) seats in the General Assembly and each member must not have earned more than 31 credit hours at a university at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term. S/he must maintain freshman status during his/her term of office. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.
- 5) **Member-At-Large: Fraternity and Sorority** shall each have one seat in the General Assembly, and each must maintain active membership in the organization of representation. At the time of candidacy and throughout his/her term, each member must be enrolled in and complete a minimum of six (6) credit hours each semester throughout his/her term. To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.
- 6) **Member-At-Large: International Students** shall have two seats in the General Assembly and each

member must have completed a minimum of 12 credit hours of course work at a university at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/her term. S/he must be degree seeking and have a student visa. To be eligible for this position a candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.

H) *Member-at-Large: Graduate Students*

- 1) Must maintain good standing, as outlined by the University, at the time of candidacy and throughout his/her term.
- 2) Must hold a minimum cumulative, graduate GPA of 2.5 at the time of candidacy and throughout his/ her term.
- 3) Shall have two seats in the General Assembly and each member must be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/ her term.
- 4) S/he must maintain graduate student status during his/her term in office.
- 5) To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.

I) *Constructive Member-at-Large*

- 1) Must maintain good standing, as outlined by the University, at the time of candidacy and throughout his/her term.
- 2) Must hold a minimum cumulative, graduate GPA of 2.5 at the time of candidacy and throughout his/ her term.
- 3) There is a maximum of six (6) Constructive Members at Large.
- 4) Shall have two seats in the General Assembly and each member must be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/ her term.
- 5) S/he must have a valid excuse for not attending the meetings.
- 6) This position isn't a voting member of the General Assembly and therefore isn't included in quorum.
- 7) To be eligible for this position candidate must obtain 125 legitimate signatures of currently enrolled students on the application petition.

J) *University Court Justices*

- 1) Chief Justice-** The Chief Justice must have at least three (3) semesters of course work at USI, completing a minimum of 24 credit hours of course work at the time of candidacy and throughout the term. During each semester of her/his term, the Chief Justice must be enrolled in and complete a minimum of six (6) credit hours at USI. The Chief Justice must hold a minimum, cumulative GPA of 2.5 at the time of candidacy and throughout the term. At the time of assuming the role of Chief Justice and throughout the term, the Chief Justice will not hold another executive board position in any student organization.
- 2) Associate Justices-** Associate Justices must have at least two (2) semesters of course work at USI, completing a minimum of 12 credit hours of course work at the time of application and throughout the time in office. During her/his time in office, Associate Justices must be enrolled in and complete a minimum of six (6) credit hours at USI. Students must hold a minimum, cumulative GPA of 2.25 at the time of application and throughout the time in office.

K) *Conflict of Interest*

No member of SGA may hold a position in any other branch of Student Government or in her /his branch simultaneously.

L) *Transfer Students*

Transfer students running for a position in SGA must have attended USI for the following number of semesters for the listed positions:

- 1) Transfer students running for a Representative position or an Administrative Vice President position must have attended USI for at least one full semester to be considered eligible to run for and hold the office.

- 2) Transfer students running for the executive positions of Attorney General or Chief Financial Officer must have attended USI for at least two semesters before being eligible to run for or hold the office.

## 5.5 ELECTION CODES

### A) *Application Procedures*

- 1) Applications shall be made available a minimum of six (6) weeks before the General Election. Applications will be due no earlier than twelve (12) school days later at 4:30 p.m. The Dean of Students Office must have at least two days to verify record of students applying for the ballot.
- 2) Applications should collect the following information: Students' Name, local and permanent address and phone numbers, student identification number, hours completed, Cumulative GPA, semester GPA's for last two semesters enrolled, and hours currently enrolled. In addition, the application should have a space to indicate the position desired, an agreement or responsibility and release of information statement, a signature line, space for students to write a candidacy position statement and list their skills, abilities, and experiences relevant to the position for which they are running. The application packet should also include petition forms, position descriptions and responsibilities, election dates, and important meetings, etc.
- 3) Ballot signatures on the application petitions should be currently enrolled students. Each candidate is required to obtain legitimate signatures as follows:
  - a. President- 200 signatures
  - b. Executive Vice President – 175 signatures
  - c. Attorney General – 175 signatures
  - d. Financial Officer – 175 signatures
  - d. Administrative Vice Presidents – 150 signatures
  - e. Student Representatives – 125 signatures
  - f. Member-At-Large – 125 signatures

### B) *Creating the Ballot*

If all information on a student's application has been verified, the student will be placed on the ballot for the position they are running for in the General Election. Any discrepancies or false information will automatically discount the application and the student will be notified that they will not be placed on the ballot. The student has forty-eight (48) hours to appeal the decision to the Election Committee. If no appeal has been made, the candidate will remain off the ballot.

### C) *Accepting the Ballot*

Candidates for office in SGA make a commitment to the business of SGA and the duties and responsibilities that assuming the office, if elected, will demand upon her/his schedule. Candidates must sign a contract stating that s/he will uphold the duties and responsibilities of her/his office and membership in SGA. By signing this contract, the student accepts her/his position on the ballot. Failure to maintain this contract is seen as failure to execute one's constituted duties and is grounds for disciplinary action in Chapter 9.2.

### D) *Workshops and General Election Publicity*

- 1) Candidate Meetings shall be held after the ballot has been announced to distribute and explain election rules to all Candidates. The calendar of business for the term is presented. The calendar includes the dates and times of all General Assembly meetings, retreats, workshops, and special programs that will be necessary to the business of SGA and the ongoing training and development of its members.
- 2) Press Conference/Meet the Candidates as defined by the Election Committee.
- 3) Public Relations and Publicity of the General Election as defined by the Election Committee.

### E) *Campaigning*

- 1) Campaigning is defined as:
  - a. The public distribution or posting of any material or information promoting a Candidate or Candidates for office.

- b. Speaking before an organized group or in a public place with the purpose of promoting a Candidate or Candidates for office.
  - c. Any activity requesting the vote of a constituent for a specific Candidate or Candidates.
  - d. Any activity requesting funding for the campaign of a specific Candidate or Candidates.
- 2) Campaign period will be defined in the Election Codes and Statutes.
  - 3) Encouraging voting in general, without specifying a particular Candidate or group of Candidates, is not campaigning.
  - 4) It is the responsibility of the Candidate to educate her/his campaign workers and affiliates as to rules set forth by this Election Code. Candidates will be held responsible for the actions of those designated by the Candidate to assist with the campaign. Candidates will be held responsible for any actions committed with the consent of the Candidate.
  - 5) Campaigning before the campaign period will result in disqualification. This includes posting campaign signs or using mass communication.
  - 6) The use of SGA logo, letterhead, office equipment, or office supplies is prohibited.
  - 7) Theft or destruction of property of another Candidate will result in disqualification and referral to the University Court.
  - 8) Forging of materials to give the appearance of origination from another person or campaign or the distribution of factually false information about another person or campaign will result in disqualification.
  - 9) All materials distributed in a campaign must specify the person or campaign of origination.
  - 10) All Candidates must follow the USI posting and solicitation policy.
  - 11) No person shall engage in door-to-door campaigning without having received approval to do so from the director of Housing. The decision is applicable to all candidates.
    - a. Names of Candidates will be forwarded before the campaign period begins to the Director of Housing by the Election Committee.
    - b. All Candidates will be notified by the Election Committee of the Director of Housing's decision before the campaign period begins.
  - 12) No campaigning material shall be distributed into, on, or under doorways, or left hanging on doorknobs of university housing or off campus living areas. Such materials may be displayed in a room or on the doors of that room only with the permission of one or more of the residents and in accordance with the USI Housing and Residence Life Department.
  - 13) No person engaged in a door-to-door campaign shall enter or remain in any room, suite, home, or apartment over the objections of any resident thereof.
  - 14) No Candidate or supporter shall knock on any door or attempt to enter any room if there appears in plain view a written notice stating 'No Campaigning' or words substantially to that effect. General wording such as 'No Solicitors' shall NOT be deemed to constitute sufficient notice under this paragraph.
  - 15) No Candidate may campaign within a 25 foot radius of voting areas designated by the Election Committee.
  - 16) Candidates will be responsible for cleaning up any discarded handbills, flyers, etc. on USI property.
  - 17) When Elections close, all Candidates have two (2) school days to remove all posted flyers, banners, and other campaign materials from the USI premises.
- F) *Campaign Literature, Posters, Banners*
- 1) All signage for bulletin boards must be approved by the respective office that maintains the bulletin board.
  - 2) No sign for any campaign may exceed 11" x 17".
  - 3) Writing on or applying self-adhesive materials to USI property (including sidewalks, roads, vehicles, and walls), or on private property without permission from the owner is prohibited.
  - 4) The placing of any sign in a way that is designed to obscure any other sign belonging to another campaign is prohibited.
  - 5) No campaign materials may be placed within 25 feet of voting areas designated by the Election Committee during polling times.
  - 6) Banners cannot be longer than 6' x 8' and must be approved by the Student Scheduler Office.

G) *Campaign Budget General Provisions*

- 1) Spending limits shall be established by the Election Committee at the Candidate Meeting.
- 2) Exceeding these limits will result in disqualification. Falsifying information in the campaign finance report will result in disqualification and referral to the University Court for disciplinary action.
- 3) None of these expenses shall be reimbursed by SGA.
- 4) Candidates are required to keep a written record of all campaign expenses, including original receipts. Expenditures must be recorded at full retail prices with no special discounts. Donations must be recorded and will be assigned the appropriate market value and will be included as a campaign expense. Candidates must submit the report at the closing of polls, even if no money is spent. The expense report should be turned in to the Dean of Students Office. Failure to do so will result in disqualification.
- 5) Any joint expenditures by Candidates will be divided by the number of Candidates participating in the expenditure and the quotient will be added to each as an expenditure. Joint expenditures must be shown in full on the expense report of each Candidate.

H) *Voting, Ballots, and Polls*

- 1) Any student enrolled for classes may cast one vote for each of the Executive Officers, Administrative Vice Presidents, and for the designated number of Student Representatives for her/his school as outlined in the By-Laws, in addition to two Member-at-Large representatives based on her/his classification.
- 2) All Ballots will be electronically mailed to all currently enrolled students via their valid electronic mail address provided by the University of Southern Indiana.

I) *Stipulations for Taking Office*

- 1) Executive Officers and Administrative Vice Presidents shall be elected by a majority of all votes cast.
- 2) Student Representatives and Members-at-Large shall be elected by a plurality of ballots cast in their respective class.

J) *Posting of Election Results*

- 1) The results of the election must be posted within twenty-four hours of the closing of the polls.
- 2) The results must be posted in the Dean of Students Office and the SGA Office.

K) *Grievances and Violations*

All Candidates are subject to the rules established by the Election Committee and approved by the General Assembly. Violations of said rules may result in disqualifications from candidacy by the Election Committee, and any recommendation for disciplinary action will be forwarded to the Dean of Students Office.

- 1) The Election Committee has defined two levels of violations:
  - a. Major violations for which the Candidate will be disqualified include, but are not limited to:
    1. Elections interference
    2. Posting of signs or use of mass communication outside of the campaign period
    3. Loitering in the area of the polling places on the election days by the Candidate or anyone affiliated with the Candidate
    4. "Setting-up" or framing another Candidate to cause that Candidate's disqualification
    5. Use of Electronic Mass Mail, with the exception of social networking such as Facebook, Twitter, etc. or anything else deemed appropriate by the Election Committee
    6. Failure to turn in an entire expense report, including the original receipts, by the date and required time
    7. Accumulating three minor violations
    8. Failure to correct a violation as designated by the Election Committee
    9. Other violations designated as resulting in disqualification in this code.
  - b. Minor violations for which the Candidate may be disqualified or subject to other penalties as decided by the Election Committee include, but are not limited to:
    1. Sign violations
    2. Other violations of rules specified in this code.
- 2) Any student of USI may submit an election violation charge against any Candidate by submitting the charge in writing at the Dean of Students Office.
- 3) The person(s) charged with any violation will be notified by electronic-mail of the time and place of any possible hearing twenty-four (24) hours in advance and will be given the opportunity to hear all charges and present a defense. All meetings of the Election Committee shall be open to the public.
- 4) Successfully prosecuted election violations (not violation allegations) will be recorded.

- 5) The Election Committee will issue a warning to a Candidate found guilty of a violation of any rule that does not contain a provision for disqualification. Upon the receipt of three minor violations in a campaign, a Candidate will be disqualified.
- 6) It will be the responsibility of the affected Candidate to appeal to the University Court any case resulting in disqualification other than for failure to submit a completed application by the deadline specified in the Elections Schedule.
- 7) All grievances must be filed by the closing of the polls on the final day of elections.

L) *Run-off Election*

A run-off election will be immediately held if in the event that none of the candidates in any election receive a majority vote for an executive office within three days following the election. The run-off election shall last for approximately three business days, and will include all candidates from the original election for the executive office(s) in question. Upon approval by a majority vote in the run-off election, a candidate shall be declared elected.

M) *Contesting an Election*

Contestants have three (3) school days to contest the elections to the University Court.

5.6      EMERGENCY ELECTION

- A) If an election is found to be fraudulent or found to have been held outside the bounds of the SGA Constitution or By-Laws by the University Court, a new election will be held no earlier than three full school days after the decision has been made and no later than six school days after the ruling.
- B) Such an election would be held at the same time of day at the same site as the original election was scheduled to be held.
- C) There shall be no campaigning for emergency elections.

5.7      INAUGURATION

A) *Oath of Office*

At inauguration, the following oath will be given to all members of the new session by the Chief Justice-

"I (state your name) promise to uphold with respect and integrity the Constitution and By-Laws of the Student Government Association the University of Southern Indiana. I will preserve and defend the rights of the students while executing the responsibilities and duties of my office to the best of my ability."

B) *Date of Inauguration*

The annual inauguration of the Executive Officers and Legislators shall be held on the second Thursday of the month of April.

5.8      VACANCIES

A) *Vacancies in the Executive Offices*

Should the office of President become vacant, the Executive Vice President shall be elevated to President and appoint a new Executive Vice President that meets the guidelines outlined in Chapter 6.8 with a two-thirds (2/3) vote of the General Assembly. Any other officer, legislator, or judicial position shall be filled according to the vacancy procedures.

B) *Procedures for Filing a Vacancy*

- 1) Upon resignation of a member, a declaration of vacancy will be made at the next regularly scheduled General Assembly meeting.
- 2) Posting of vacancies and all publicity pertaining to them shall be handled by the Administrative Vice President for External Relations.
- 3) The Executive Vice President shall review applications, check for qualifications and completion of forms for all General Assembly vacancies.
- 4) The Chief Justice shall review applications, check for qualifications and completion of forms for all Associate Justice vacancies.



- 5) The Executive Vice President or Chief Justice, depending on the applicant, shall conduct an informal interview to discuss all duties and responsibilities of the applied position.
- 6) During new business of the General Assembly meeting following the informal interview, the Executive Vice President or the Chief Justice will introduce (one at a time) each applicant by presenting vacancy application, having the candidate introduce themselves, then having each candidate answer any questions from the General Assembly.
- 7) The candidate will then be asked to leave the room. The General Assembly will then discuss the candidate and the pro-con-pro process will take place. This must always end on a pro
- 8) All voting shall be done by secret ballot, and the candidate receiving the most ballots cast shall fill the vacancy.
- 9) The new member will be sworn in and assume office at the next General Assembly meeting.

#### 5.9 APPOINTED POSITIONS

Appointed positions must follow the vacancy procedures of the Student Government Association.

- A) Members-At-Large: Freshman Students shall be approved by a majority of the General Assembly.
- B) University Court Justices shall be appointed by the President of SGA and approved by a majority of the General Assembly.

### **CHAPTER VI: LEGISLATION**

#### 6.0 RESOLUTIONS

Resolutions are the official record of business by the General Assembly. It is the agreed to action that General Assembly will take; therefore all official business must be proposed and maintained by a Resolution.

#### 6.3 REFERENDUM

A referendum shall be defined as a vote by all currently enrolled students at the University of Southern Indiana.

##### A) *Cases*

The following cases shall be brought to a referendum:

- 1) Any amendment to the SGA Constitution
- 2) Any decision that affects the welfare of the student community
- 3) Any propositions that members of the student community wish to subject the decision by petition as outlined in Chapter 7.6, Part C.

##### B) *Procedures*

- 1) A referendum vote of the student community may be called for at any time by the President of the University.
- 2) Should a member(s) of the student community wish to subject a proposition of the General Assembly to a vote of approval by the entire student community they can:
  - a. Notify the chairperson of the Election Committee within one week after a General Assembly vote on said proposition
  - b. Thereafter be given thirty (30) days in the case of an affirmative vote of the General Assembly to petition the student community to bring said proposition to a referendum.
- 3) Should the number of signatures collected from among the student community by the petitioner(s) within the prescribed time limit be equal to at least twenty percent (20%), said proposition shall then be brought to a referendum by the Election Committee of SGA to be held within thirty (30) days after certification by the Election Committee of fulfillment of the requirements prescribed by the petitioner.
- 4) Should the petitioner fail to meet the requirements necessary to enact a referendum, the original decision of SGA shall stand as binding.
- 5) A majority of the total ballots cast by the student community in the referendum election shall be necessary for the approval of the proposition being voted on. Should the referendum fail to receive majority approval, the original proposition as voted upon shall be binding.

#### 6.4 PETITION

A petition is a formal request made to the General Assembly by its members. Students wishing to bring a matter to the General Assembly may do so by petition. The petition must have a description of the issue and must have signatures of a minimum of ten percent (10%) of currently enrolled students.

- A) A petition with more than twenty percent (20%) of the signatures of currently enrolled students will automatically be brought to a referendum at the next General Election.
- B) All petitions will be verified for valid information. If any information is found to be invalid, the petition will not be considered.

## 6.5 CODING SYSTEM OF BILLS AND RESOLUTIONS

- A) All resolutions introduced before the General Assembly shall be labeled Resolution (RES) and numbered in sequence as defined in Chapter 6.5, Section B, Clause 1 by the Executive Clerk.
- B) *Numbering Resolutions*
  - 1) Resolutions shall be numbered with the session number of the General Assembly and the number, in order, in which the resolution was introduced, separated by a period. For example, being in the second year of the General Assembly and the resolution was the third to be introduced that year; the resolution would be numbered 2.3.
  - 2) The session numbers of the General Assembly shall begin with the numeral one, starting with the first resolution to be introduced after the new administration is sworn in on the second Thursday of April 2012 with sessions defined in the Constitution, Article IV, Section 4, Clause A.
  - 3) Past resolutions would retain their given numbers and be kept in the Register as such. Resolutions numbered under any previous system would still be active.
- C) All resolutions shall include the following:
  - a. Author, a member of the Student Government Association who wrote the resolution
  - b. Sponsor, voting member of the General Assembly who supports and will introduce the resolution
  - c. Resolution number
  - d. Date in which the resolution was first introduced to the General Assembly
  - e. Decision of the committee that reviewed the resolution
  - f. Decision of the General Assembly
  - g. A preamble clause
  - h. A resolving clause
  - i. Statement by the President, as described in Chapter 6.5, Section F
- D) The Attorney General shall keep a register of all resolutions introduced to the General Assembly. The Register would list the resolutions by number, title, and date. The Register would also track the status of the resolution as either: Active, Suspended, Expired, In Process, or Failed.
- F) All SGA Bills shall be accompanied by a statement signed by the President of the SGA indicating her/his approval of the legislation.
- G) No standing, ad hoc, or any other subsidiary committee of SGA shall have the authority to pass any resolution without majority approval of the entire General Assembly.

## **CHAPTER VII: JUDICIAL CODES AND POLICIES**

### 7.0 JUDICIAL ACCOUNTABILITY

Should the University Court show substantive disregard or violation of established and published rules and/or procedures, the President of SGA may or upon petition of one-third (1/3) of the General Assembly, shall be empowered to convene the University Court. At this meeting, the University Court shall be called to account for its actions.

### 7.1 PROCEDURES FOR APPEAL

The University Court members will be responsible for writing and publishing the Manual of Procedure for Appeal and Original Jurisdiction consistent with the provisions of the Constitution. The Manual and subsequent amendments to it shall not be deemed in force until approved by the General Assembly or if subsequently

disapproved by the General Assembly. The Manual shall include provisions for informing a student of her/his rights, assuring the impartiality of the panel hearing the case, and for jury trial whenever suspension or expulsion from the University is possible.

## 7.2 CHARGE, TRIAL, AND PROCEDURE

- A) An appropriate formal charge may be brought against a student by any members of the University community. In all cases, the complaints shall first be brought before the appropriate officials of the University. If the appropriate administrative officials rule the charge or complaint falls outside the jurisdiction of the University Court as outlined in Chapter 1.4, the complaint will be adjudicated by the administrative hearing system. If the University Court is not functioning at the time a charge is officially made, the cases will be heard by the administrative hearing system. In all cases, the parties involved will be encouraged to resolve their complaints before being forwarded for formal adjudication.
- B) The University Court shall follow the University Code of Conduct, Conduct Adjudication Procedures.

## 7.3 OPERATION OF THE UNIVERSITY COURT

- A) The University Court shall hear any suit or case within its jurisdiction as defined in Chapter 1.4.
- B) The Justices may assume an active role in the trial, asking questions and calling witnesses.
- C) A Justice may disqualify her/himself for conflict of interest from voting on a case.
- D) If the interested parties do not wish an oral hearing and the University Court agrees, a decision may be made according to written statements and formally filed briefs related to the case.
- E) An absolute majority vote of the University Court Justices hearing the case is required for a decision to be handed down. A case must be heard and a decision rendered by a minimum of five justices.
- F) A preliminary decision of the University Court may be made orally; however, the final official decision of the University Court shall be a written opinion with provisions made for minority opinions of the University Court. Within seven (7) calendar days of the conclusion of the trial or hearing, decisions and recommendations of the University Court will be forwarded to the appropriate university officials for action.
- G) Due process procedures related to student judiciary proceedings shall be clearly defined in the Code of Conduct and Conduct Adjudication information.
- H) A decision of the University court may be appealed by the accused to the Campus Appeals Commission. the appeals procedure can be found in the conduct Adjudication Information.

## **CHAPTER VIII: DISCIPLINARY PROCEDURE**

### 8.0 DEFINED

- A) Grievance- a complaint filed by any member of SGA
- B) Censure- a public admonishment
- C) Impeachment- a charge which results in removal from office if found guilty.

### 8.1 GROUNDS FOR DISCIPLINARY ACTION

The following are regarded as, but are not limited to, grounds for disciplinary action:

1. persistent violation of rules
2. slanderous or insulting remarks
3. reference to personalities
4. neglect of duty
5. threats to hurt a member
6. bribery
7. larceny

8. false charges and accusations
9. absenteeism
10. violation of federal, state, or local laws
11. violation of University Rules and/or Policies
12. assaults on the floor
13. disorderly conduct
14. misconduct in office
15. disobedience to instructions
16. defrauding or cheating the organization
17. conspiracy
18. misuse of funds
19. willful destruction of property
20. disobeying By-Laws and Standing Rules
21. disobeying the General Assembly's will

## 8.2 GRIEVANCE

Any member of SGA, feeling that they have been wronged by an elected or appointed official of SGA, may file a grievance with the University Court, unless the grievance is with a member of the University Court, at which time the grievance should be filed with the Attorney General. The Chief Justice or Attorney General will review the grievance and contact the individuals to discuss the matter. Depending on the seriousness of the grievance and violation, the Chief Justice or Attorney General will mediate the situation. The presiding officer will refer the matter to the General Assembly for Warning, Censure, or Impeachment procedures, or dismiss the matter if evidence does not sufficiently support the grievance.

## 8.3 CENSURE

Instead of suspending or expelling an officer or member for violations of its By-Laws or rules, for misconduct in office or disorderly conduct in meetings, for offensive words in debate, for unethical acts, etc., the General Assembly may censure her/him when this seems a more judicious step. Censure expresses the Assembly's indignation and is a lighter form of pronounced punishment. It is a reprimand, aimed at reformation of the person and a prevention of further offending acts. It is the warning of suspension, removal, or expulsion.

### *A) Procedure*

- 1) A motion to censure may be made by any member of the General Assembly during new business. Previous notice is not necessary in order to act on censure; but if previous notice is given, it should be not name the member or reason for the censure in the call of the meeting, so as to avoid defamation or slander.
- 2) The matter is brought before the General Assembly, presided over by the President of SGA (or the Executive Vice President if the President is found to be in conflict of interest), discussed, and voted on. Censuring requires a majority vote of members present.

## 8.4 IMPEACHMENT

- A) Impeachment charges may occur on, but not limited to, those grounds stated in Chapter 8.6 Part B.
- B) Notification of receipt of impeachment charges of any SGA member (except the Chief Justice) shall be served by the Court Clerk to the Chief Justice. In the case that the Chief Justice is the recipient of impeachment charges, the Attorney General shall serve the papers. The member being served with impeachment will be notified of any hearings by Certified Mail with a Return Receipt requested.
- C) The Chief Justice shall then call a session of the SGA University Court within ten (10) working days of such notice to consider impeachment charges and/or try the impeachment. During these proceedings, the University Court shall be known as the Court of Impeachment. The SGA advisor(s) shall attend all impeachment proceedings as a non-voting member.
- D) Quorum for the SGA Court of Impeachment shall be five members of the University Court. If at the time of consideration of impeachment charges the Court of Impeachment is not compromised of at least five University Court Justices, the President shall appoint the Court of Impeachment the number of members necessary to fulfill this requirement. If impeachment charges have been brought against the President, all responsibilities of the President in the impeachment process shall be performed by the Executive Vice President of SGA.

- E) If impeachment charges are brought against the Chief Justice or s/he is found to be in conflict of interest, the Senior Clerk shall notify the Attorney General. The Attorney General shall then serve as a member of the Court of Impeachment and Chair.
- F) The entire impeachment proceedings shall be closed to the public. The proceedings shall be accurately transcribed and recorded by the Court Clerk.
- G) The member being impeached shall represent her/himself and her/his own behalf or if not present at the hearing, the hearing will be conducted with the student in absentia. The student shall have the right to have an advisor present. The advisor is not an attorney, but an assistant in preparation of and throughout the hearing. S/he must be a member of the University community.
- H) The SGA will be represented by the Attorney General, unless the Attorney General is facing impeachment or acting as the Chair, at which time the General Assembly shall elect a student to represent SGA.
- I) The decision of being in violation or not in violation shall require an absolute majority of the members of the Court of Impeachment. Failure of the Court of Impeachment to make a decision within five working days after conclusion of the hearing shall constitute acquittal.
- J) The decision of the Court of Impeachment will be sent to the accused member within five working days.
- K) If impeached, the removed member must make an appeal within forty-eight (48) hours of receipt of notification to the Dean of Students. The appeal will be heard by the Campus Appeals Committee whose decision is final.
- L) An appeal can be requested for the following reasons:
  - 1) Failure of due process is claimed
  - 2) Significant new evidence is to be presented
  - 3) Constitutionality of the regulation is questioned.
- M) If impeached, a student must wait a minimum of two full semesters before being considered eligible for any position in SGA. After this period the student's future involvement in SGA will be at the discretion of the GA by majority vote.

## CHAPTER IX: SGA ADVISORS

- A) The Dean of Students shall serve as the SGA permanent non-voting advisor. Her/his responsibilities will include attendance at all General Assembly and University Court meetings, informational support, and other activities that will add to the general well-being of the Student Government Association and student community.
- B) In addition, faculty and/or staff advisors may be selected by the Executive Board, Academic Assembly, and other committees that wish to utilize an additional resource for the special needs of their activities that will add to the general well-being of Student Government Association and the student community.
- C) Other duties of advisors may include:
  - 1) provide continuity and counseling
  - 2) provide resource information
  - 3) act as a group facilitator
  - 4) act as an administrative liaison when the need arises
  - 5) work with members of the Executive Board and Administrative Vice Presidents to run goal setting sessions and evaluation sessions, including leadership conferences, retreats, placement training, and transitional training
  - 6) meet on a regular basis with members of the Executive Council to help facilitate better organization, planning, and initiation of programs and services

## CHAPTER X: AMENDING BY-LAWS

- A) The Rules Committee will review the Constitution, By-Laws, and Standing Rules of the Student Government Association on a regular basis.
  - 1) At that time, the Rules Committee may develop proposals to amend these documents.

- 2) The Rules Committee shall present their proposals to the Student Government Association General Assembly for discussion in New Business.
  - 3) Once presented the proposal shall be tabled until the next meeting of the Student Government Association General Assembly, where in Old Business it shall be further discussed if necessary and/or voted upon.
- B) If any member of Student Government wishes to bring forth a By-Law Amendment Proposal, they may do so in the following manner.
- 1) The member will present their proposal to the Rules Committee.
  - 2) The Rules Committee will discuss the validity of the proposal.
    - a. If the Rules Committee accepts the proposal, then they shall present the proposal to the Student Government Association General Assembly to be voted on in New Business.
    - b. If the Rules Committee rejects the proposal, then the SGA member may bring forth their proposal for discussion in New Business at the next General Assembly meeting. The proposal may be voted on at the following week's General Assembly meeting following the discussion.
  - 3) Once presented the proposal shall be tabled until the next meeting of the Student Government Association General Assembly, where in Old Business it shall be further discussed if necessary and/or voted upon.
- C) Changes or amendments to the By-Laws must be passed by a two-thirds (2/3) majority vote of the General Assembly members present.

**Revised: July 2012**