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Title I: SENATE OPERATING PROCEDURES

Article 1: PURPOSE
This Title is adopted by the Senate consistent with its Constitutional power to make all laws which shall be necessary and proper for carrying into execution the foregoing powers and all powers vested by the Constitution of the SGA or in any department or office thereof and in order to specify the manner in which the Senate shall exercise its powers as the legislative body of the SGA (Constitution Article IV.)

Article 2: MEETINGS

Section 1: Opening of Annual Session
The Senate shall assemble to initiate its annual session the first week of Fall Semester classes.

Section 2: Quorum
Clause 1: A majority of the voting members of the Senate shall constitute a quorum of all meetings of the Senate.

Clause 2: No official and binding votes can be taken at any meeting when a quorum is not present. The meeting may be called to order, the roll called, announcement made, and the meeting recessed or adjourned.

Clause 3: Any member of the Senate may, by a point of order, request a determination of the presence of a quorum. Such request shall suspend all business and the only action at this point shall be a roll call to determine the presence of a quorum.

Section 3: Special Meeting of the Senate
Clause 1: A special meeting of the Senate can be called by the Speaker of the Senate. The Senate must be given 72 hours electronic notice of said meeting.

Clause 2: The order of business for all such special meetings shall be determined by the President and matters for consideration limited to those specified by the President.

Clause 3: Special meetings may also be called by a majority vote of the Senate. In such a case, the agenda shall be set the same as for a regular meeting.

Section 4: Constituent Meetings
Clause 1: For the purpose of facilitating communication between students and their representative(s) in the Senate, each Senator shall join the other members of his or her college’s Senate delegation, if any, in holding public Constituent Meetings of at least two hours’ duration at least once a semester in an appropriate location.

Clause 2: Head Senators are responsible for the scheduling and execution of their college’s constituent meetings

Clause 3: Such meetings shall be publicized in an appropriate way to the constituency involved at least seven calendar days in advance.

Clause 4: For each constituent meeting that a Senator does not attend, he/she shall be assessed an absence. Excuses for Constituent Meeting absences shall be requested and awarded in the same manner as for absence from Senate meetings.
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Section 5: University Senate and Committee Appointments

Senators may be appointed by the SGA President to serve on University Senate and Committees. Those committees and the number of appointments are as follows:

- University Senate – 7 (at least two must be graduate students)
- Academic Programs – 1 student
- Admissions and Standards - 1 student
- Athletics – 3 students
- Budget – the SGA President and 1 other student
- Commencement – 2 students
- Cultural Diversity – 2 students
- Fiscal Advisory Committee to the President – The SGA President is the only student appointment.
- IS&T – 3 students
- Planning & Development – 3 students
- Research – 1 student
- Student Discipline – 1 student from SGA Senate and 3 from SGA Student Judicial Board
- Student Life – 10 students
- Sustainability – 2 students
- University Statutes and Senate Bylaws – 1 student

Article 3: ATTENDANCE POLICY

Section 1: Attendance

Clause 1: Each Senator shall be required to attend all meetings of the SGA Senate and of those Senate committees on which that Senator serves, including any University Senate Committee meetings.

Clause 2: All Senate meetings will start promptly at the time designated by the Speaker of the Senate.

Clause 3: Failure to answer both the first and/or last roll call shall constitute a tardy.

Clause 4: Two tardies will equal one absent.

Section 2: Absences

Clause 1: A voting member of the Senate is automatically suspended (probation) from office by failing to attend two unexcused SGA Senate or University Senate meetings.

A. The first unexcused absence from SGA Senate will be a warning in the form of writing which will be provided by the Senate Clerk and signed by the Speaker of the Senate.

B. If he/she fails to attend yet a second meeting, he/she is placed on probation. This officer is still required to attend all Senate meetings for the current semester, yet he/she is not allowed to vote or propose any new legislation.

C. The officer in question must submit a written appeal to the Speaker of the Senate at least five days before the next scheduled Senate meeting. The Speaker of the Senate must make the written appeal available to the Senate at least seventy (72) hours before the next Senate meeting. The Senate will hear the appeal at the Senate meeting and make the final decision on the status of the officer in question.

Clause 2: If a voting member of the Senate fails to attend a Senate meeting he/she automatically forfeits his/her voting rights on legislation introduced during his/her absence. If such legislation is tabled, he/she will still be unable to vote on that proposed legislation.

Clause 3: An absentee vote can be cast by a senate member, if it is an excused absence and their vote on a particular legislation is accompanied by a signed statement from the senate member in question.
Clause 4: Any Senator who accumulates a combined total of three (3) or more unexcused absences from Senate meetings and Senate committee meetings shall promptly and automatically be removed from office on the grounds of nonfeasance.

Clause 5: Any Senator who accumulates two (2) consecutive unexcused Senate meeting absences shall promptly and automatically be removed from office on the grounds of nonfeasance.

Clause 6: Any Senator who accumulate six (6) total absences, excused or unexcused, shall promptly and automatically be removed from office on the grounds of nonfeasance.

Clause 7: Any Senator, who takes office after October 1st who accumulates three (3) or more total absences, excused or unexcused, shall promptly and automatically be removed from office on the grounds.

Clause 8: The Speaker of the Senate/Executive Vice President shall notify and remove Senators who violate the attendance policy.

Clause 9: In cases where a Senator is removed by the Speaker of the Senate due to attendance policy violations, the Senator may appeal the decision to the Student Judicial Board.

Article 4: OFFICERS OF THE SENATE

Section 1: Speaker of the Senate
The Executive Vice President serves at the Speaker of the Senate.

Section 2: Powers and Responsibilities of the Speaker of the Senate

Clause 1: The Speaker shall set the calendar of Senate meetings and call special meetings of the Senate when necessary.

Clause 2: The Speaker shall coordinate all committees of the Senate.

Clause 3: The Speaker shall have the power to name a member(s) of the Senate to perform the duties of chair of the Senate in absence of the President Pro-Tempore.

Clause 4: The Speaker shall appoint with the advice and consent of those members of the Senate present and voting the other officers and staff of the Senate.

Clause 5: The Speaker shall serve as an ex-officio, non-voting member of each standing committee of the Senate.

Clause 6: The Speaker may direct legislation to be reviewed by a committee under the jurisdiction of the Student Senate. If the Speaker so designates, the legislation must be reviewed by the designee before being brought before the Senate.

Clause 7: The Speaker shall perform all other functions and duties of his/her office as prescribed by the Constitution and Bylaws.

Clause 8: The Speaker shall be required to maintain a minimum of twenty (20) working hours per week between Monday and Friday during academic terms. Office hours shall be defined as hours during which the Speaker is available at the SGA Office. Absence from mandatory office hours for two (2) or more consecutive weeks shall constitute a Leave of Absence. The Speaker shall not be eligible for compensation for the duration of his/ her Leave of Absence.
Working hours and requirements are defined below.
   a. 8 hrs in the office
   b. 2 hrs in advisor meetings
   c. 2 hrs between freshman and transfer liaison meetings
   d. 3 hrs between Senate and University Senate meetings
   e. 5 hrs between other official meetings and events

Clause 9: The Speaker of the Senate shall, at stipulated times, receive compensation for his or her duties. The SGA shall not initiate any increase or decrease during the President of the Senate’s term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA President for lack of performance.

Article 5: COMMITTEES OF THE SENATE

Section 1: General Provisions
Clause 1: The provisions of this Article, unless otherwise specified, shall apply to all standing and select committees of the Senate.

Clause 2: No committee shall meet without at least twenty-four (24) hours public notice.

Clause 3: The chair of each committee shall notify the Speaker of the Senate immediately after the time and place for a committee meeting has been fixed or a meeting has been called.

Clause 4: The committee chair and two committee members of any committee membership shall constitute a quorum, and no official action shall be taken upon any measure or recommendation in the absence of a quorum.

Section 2: Powers, Composition, Structure, and Jurisdictions of the Senate Standing Committees
Clause 1: In order to assist the Senate in all aspects of analysis, administration, and execution of legislation to be enacted, each standing committee shall review all legislation, when its subject matter is within the jurisdiction of that committee.

Clause 2: The Executive Vice President nominates Senators as members of the standing committees with the advice and consent of the senate.

Clause 3: A committee may, in its legislative review, amend legislation for the purpose of improving its appearance, presentation and effect. The voting members of the standing committees of the SGA must be members of the Senate.

Clause 4: Standing committees of the Senate shall be the: Committee on Academic Affairs, Committee on Budget and Finance, Committee on Public Relations, Committee on Student Life, and Committee on Student Services.

Clause 5: The chairperson for each Standing Committee shall be the duly elected Vice Presidents.

Clause 6: A vice chairperson of each Standing Committee shall be appointed by the chairperson of the appropriate committee. The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.

Clause 7: Each member of the Senate shall be required to serve on one of the aforementioned Standing Committees but may serve on no more than two (2) of the aforementioned Standing Committees.

Clause 8: Each committee may recruit and retain ex-officio members from outside the Senate.
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Clause 9: Responsibilities of the Committee on Academic Affairs shall include but is not limited to: Faculty and course evaluations, degree program requirements and curriculum, academic standards, testing methods, academic advising and course selection, student access and success, student support services, academic policies and honor codes, University Libraries, Enrollment Services, other academic programs, services, and policies offered through the Georgia State University Division of Academic Affairs and Provost.

Clause 10: Responsibilities of the Committee on Budget and Finance shall include but is not limited to: overseeing the budgetary management of the SGA, insure that the SGA follows all University financial policies, reviews petitions for co-sponsorship for student organizations after approval by the Student Life Committee for fiscal soundness and forward to the SGA Advisor for funding authorization, approve new and late student organization funding applications and works with the Student Center Manager of Business Services and the Dean of Student (DOS) Budget Office.

Clause 11: Responsibilities of the Committee on Student Life shall include but is not limited to: Residence Life and Housing, Student Media, Student Involvement, development, and advising, student discipline, student health and wellness, students’ rights and civil liberties, any other student programs, services, and policies offered through the Division of Student Affairs.

Clause 12: Responsibilities of the Committee on Student Services shall include but is not limited to: Student Center, Parking and Transportation Services, University Information Technology, University Public Safety and Campus Police, Auxiliary Services, budget and planning, Plant Operations and Facilities, and any other administrative programs, services, and policies offered through the Georgia State University Division of Administration and Finance.

Clause 13: Responsibilities of the Committee on Public Relations shall include but is not limited to: work with departments, organizations, students to properly inform the GSU community of Student Government affairs through various media sources and surveys. In addition the committee will approve all purchases of promotional materials.

Article 8: LEGISLATION

Section 1: Classification of Legislation

Clause 1: University Bills shall be passed by the Senate when the matter of consideration involves action by areas or departments of the University other than the SGA; University Bills shall be passed by the Senate in order to make, on behalf of the SGA, specific proposals which require approval of the President of Georgia State University; University Bills shall become law only when approved according to procedures of Article IV, Section 9, Clause 2 of the SGA Constitution. University Bills shall require a simple majority vote by the Senate members present and voting, and a signature by the President, for approval.

Clause 2: SGA Bills shall be passed by the Senate on matters within the authority of the Senate and the SGA, including SGA laws and appropriations; SGA Bills shall become law only when approved according to the procedures of Article IV, Section 9, Clause 1 of the SGA Constitution. SGA Bills shall require a two-thirds vote by the Senate members present and voting, and a signature by the President, for approval.

Clause 3: SGA Resolutions shall be adopted by the Senate when the Senate wishes to state a fundamental of continuing policy or theory of the SGA on some issue. Resolutions shall become law only when approved and according to the procedures of Article IV, Section 9 of the Constitution. SGA Resolutions shall require a simple majority vote by the Senate members present and voting, and a signature by the President, for approval.
Clause 4: **Senate Resolutions** shall be adopted by the Senate when the Senate wishes to express the position of those members of the Senate present and voting; Senate Resolutions shall require a simple majority vote by the Senate, present and voting, and do not need a Presidential signature for approval.

**Section 2: Formalities of Enactment**

Clause 1: The Enacting Clause of University Bills and SGA Bills shall approximate the following form: “Be it enacted by the Senate of the SGA of Georgia State University.”

Clause 2: The resolving clause of SGA Resolutions shall approximate the following form: “Be it resolved by the SGA of Georgia State University.”

Clause 3: The resolving clause of Senate Resolutions shall approximate the following form: “Be it resolved by the Senate of the SGA of Georgia State University.”

**Title II: RULES OF THE SENATE**

**Article 1: ORDER OF BUSINESS**

Section 1: The order of business for all regular meetings of the Senate shall be as follows:

I. Call to Order by the presiding officer
II. Opening call of the roll
III. Reading and approval of the minutes from the previous meeting
IV. Special reports
   a. University Representatives wishing to address the Senate
   b. Students wishing to address the Senate
   c. Two-minute speeches by members of the Senate
V. Executive Cabinet reports
   a. Report of the Vice President for Academic Affairs
   b. Report of the Vice-President for Budget & Finance
   c. Report of the Vice President for Public Relations
   d. Report of the Vice President for Student Life
   e. Report of the Vice President for Student Services
   f. Report of the Executive Vice President
VI. University Senate Committee Reports
VII. Unfinished Business
VIII. New Business
IX. Closing Remarks
   a. Comments and announcements of the officers
   b. Readings of Public Commentaries by the Senate Clerk
   c. Closing Call of the Roll
X. President’s Minutes
XI. Adjournment

**Article 2: LEGISLATION AND COMMITTEE PROCEDURES**

**Section 1: Submission of Legislation**

Clause 1: All voting members of the Senate have the authority to introduce legislation.

Clause 2: Legislation that is to be proposed to the Senate must be submitted to the Executive Vice President and the Senate Clerk no later than three calendar days prior to a regularly scheduled Senate meeting and the relevant legislation made available to the Senate members at least two days before its
Clause 3: Proposed legislation may be committed to an appropriate standing committee for the purpose of review at the discretion of the EVP. All changes suggested by the committee must first be recognized as friendly amendments by the author before being submitted to sponsors for approval. Once approved by the sponsors the legislation can then be submitted to the Senate.

Clause 4: After committee review a second draft of the legislation (along with suggested action by the committee chair) is presented to the Senate at their next scheduled meeting for a vote.

Clause 5: In case of an emergency, the Executive Vice President can allow legislation to be voted on electronically. The votes shall be sent to the Executive Vice President and the Senate Clerk.

Section 2: Legislation Sponsored by Request

Legislation may be introduced and sponsored by request when a member of the Senate is acting on the request of a constituent and does not wish to imply a personal position.

Section 3: Labeling of Legislation

Clause 1: All copies of legislation distributed for consideration by members of the Senate shall be labeled with the legislation’s author(s); Senate sponsor(s), committee(s) to which legislation is referred (as soon as knowledge is available), date of introduction, and draft of the legislation (e.g. first reading, committee substitute, committee recommendation with amendment, etc.)

Clause 2: Legislation shall also be numbered with the first two digits corresponding to the number of the Senate session in office (e.g. all legislation from the 49th Senate would be numbered “49xxx”). Each category of legislation shall have a separate numbering system beginning with 001 (e.g. a University Bill - UB49001, a Senate Bill - SB49001, or a Senate Resolution or SR49001).

Section 4: Return to Vetoed Senate Legislation

Clause 1: At the first meeting after a piece of legislation is returned to the Senate by the President with his or her written objection, or during the same meeting the President’s veto is announced, the Senate shall automatically proceed to reconsider the legislation or to determine the time of reconsideration of the legislation over the President’s objections. The President and the author(s) of the bill may address the Senate during discussion of the legislation.

Clause 2: The Executive Vice President and the author(s) of the legislation must be notified of the President’s decision to veto the legislation and the objections to the legislation within the five business day approval time.

Clause 3: The Senate can override the Presidential veto with two-thirds affirmative vote of the Senate members present and voting and is effective without the President’s signature. Clause 4: If the motion to reconsider the vetoed legislation fails, the legislation cannot be discussed, and the veto is upheld.

Clause 4: The President will forward all official legislation to affected bodies and individuals within five business days of approval.

Clause 5: Approved legislation supersedes any relevant legislation that has been previously passed and shall be binding for subsequent Administrations.
Section 1: The proceedings of the Senate shall be entered in the minutes section of the Senate Journal as concisely and correctly as possible. They must include no less than the following:

Clause 1: A list of the members present and absent for each meeting during any roll call.

Clause 2: Names of Senate officers, university administrators, and advisors present for each meeting.

Clause 3: The written objection of the President regarding any legislation returned to the Senate with his or her objections.

Clause 4: The numbers, titles, and sponsors of legislation considered during the meeting as well as such parts thereof that are affected by amendments, as well as the amended text.

Clause 5: Action on nominations and appointments taken and reported on by a Senate committee or taken by the entire Senate when necessary.

Clause 6: Results of Senate votes. Only the result of a Senate vote need be recorded except in the following cases: If at least one-fifth (1/5) of the Senate desires a roll call vote, then every Senator’s name and vote shall be recorded; If any member or officer of the Senate calls for a division of the assembly, then the exact numerical outcome of the vote shall be recorded.

Clause 7: New Business proposed and considered.

Clause 8: The time of adjournment.

Clause 9: Any member may request that his/her vote and a short explanation of the reason for such a vote be entered on the record of the Senate Journal. A hard copy of the explanation must be turned into the Speaker. In such cases the Speaker shall instruct the Clerk of the Senate to record it in the Senate Journal.

Article 4: RULES FOR DEBATE AND PARLIAMENTARY PROCEDURE

Section 1: Parliamentary Authority
The rules contained in the most recent edition of Robert’s Rules of Order Newly Revised shall govern in all cases in which they are applicable and in which they are not inconsistent with the constitution of the SGA, SGA Code, Statutes of the SGA, and/or the Rules of the Senate.

Section 2: Presiding Officer to Cast Deciding Vote
The President of the Senate or presiding officer of the Senate may only cast a vote on any question on which his/her vote would change the result.

Article 5: SENATE MEETING ATTIRE

Clause 1: All senate member, senate staff, and executive members shall wear professional business attire.

Clause 2: Gentleman are required to wear a suit, button up shirt, neck wear, dress socks, belt, and dress shoes. Ladies shall wear a dress, a suit, a skirt, or dress pant with an appropriate shirt and professional shoes.

Clause 3: A violation of the dress code will result in removal of membership privileges the duration of the meeting, and an absence.
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Title III: The Executive

Article 1: THE STUDENT BODY PRESIDENT AND EXECUTIVE BRANCH

Section 1: Purpose
This title is adopted by the Senate consistent with Article V of the SGA Constitution to expressly define the Executive Branch of the SGA.

Section 2: Oath of Office
The oath of office shall be administered by the Chief Justice at the inaugural ceremony for officers elected in the spring and by the Student Judicial Liaison during regularly scheduled senate meetings after vacancies have been filled. The incoming Executive member shall take the following oath before beginning their respective duties of office: I, (name), do solemnly swear (or affirm) that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office and will to the best of my ability preserve, protect and enforce the Constitution of the SGA of Georgia State University.

Section 3: Powers, Composition, Structure and Jurisdiction of the Executive Committee
Clause 1: The Executive Committee is composed of the President, Executive Vice President, Vice President of Academic Affairs, Vice President of Budget and Finance, Vice President of Public Relations, Vice President of Student Life and Vice President of Student Services. The President Pro Tempore and the Chief Justice of the SJB serve as ex officio members.

Clause 2: The Executive Committee shall have the following responsibilities:
- Be the central coordinating committee for the SGA.
- Ensure legislation passed by the Senate meets original intent when implemented by the SGA or when discussed and drafted into University Policy at the respective University Senate Committee.
- Meet at regularly scheduled times determined by the President.
- Vote on SGA matters not requiring Senate approval, to include the allocation of the SGA budget, with the exception of stipends and co-sponsorships.
- Maintain and regularly update a log of officer activities.

Section 4: Powers, Duties, and Jurisdiction of the President
Clause 1: The Executive Power shall be vested in the President of the SGA.

Clause 2: The President serves as the official representative of the student body in University matters.

Clause 3: The President oversees the Executive Vice President’s duties and assigns additional duties as necessary and proper to the members of the Executive Committee.

Clause 4: The President sets and chairs the Executive Committee meetings at least twice a month and votes only in case of a tie.

Clause 5: The President orders special meetings of the Senate when necessary.

Clause 6: The President oversees spending of the SGA budget, pending consultation and approval of the Executive Board.

Clause 7: The President shall have the power to veto legislation pursuant to a fundamental policy or principle of the SGA within fifteen (15) class days after the legislation passes the Senate (Constitution, Article IV, Section 9).
Clause 8: The President shall have the power, with the advice and consent of the Senate, to appoint representatives of the SGA to the University Senate and its standing committees. Senatorial vacancies shall be filled by appointment by the President with the advice and consent of two-thirds (2/3) of the Senate present and voting (Constitution, Article IV, Section 6).

Clause 9: The SGA President serves on President’s Fiscal Advisory Committee, co-chairs the Student Activity Fee Committee with the Dean of Students.

Clause 10: The President shall have the authority to dismiss personnel of the SGA Executive Branch. Dismissal powers shall only extend to appointees.

Clause 11: The President shall enter into agreements with agencies and organizations outside the University community by and with the consent of the Senate, and the proper University authorities.

Clause 12: The President or his/her designate shall prepare, for the Student Activities Fee Committee (SAFC), a request for funding of the SGA every year. In doing so, the President or his/her designate shall work with the SGA Vice President for Budget & Finance to develop the budget for the SGA.

Clause 13: The President shall be required to maintain a minimum of twenty (20) working hours per week between Monday and Friday during academic terms. Office hours shall be defined as hours during which the President is available at the SGA Office. Absence from mandatory office hours for two (2) or more consecutive weeks shall constitute a Leave of Absence. The Speaker shall not be eligible for compensation for the duration of his/her Leave of Absence.

Working hours and requirements are defined below.
  a. 13 hrs in the office
  b. 1 hr in advisor meetings
  c. 1 hr between Senate and University Senate meetings
  d. 2 hrs in Executive meeting
  e. 5 hrs between other official meetings and events

Clause 9: The President shall, at stipulated times, receive compensation for his or her duties. The SGA shall not initiate any increase or decrease during the President of the Senate’s term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA Advisor for lack of performance.

Section 5: Powers, Duties, and Jurisdiction of the Executive Vice President

Clause 1: The Executive Vice President will assume the duties of the President in his or her extended absence, incapacitation, resignation, or removal from office.

Clause 2: Report to and assist the President.

Clause 3: Administer and coordinate the Vice Presidents duties in accordance with the SGA Constitution and Bylaws and the President’s requests.

Clause 4: Serve as Speaker of the Senate.

Clause 5: Set the calendar of Senate meetings and call special meetings of the Senate when necessary.

Clause 6: Publish annual Senate Journal, which includes minutes of Senate meetings and legislation passed by the Senate during the term.

Clause 7: Plan and execute the SGA conference and training seminars.
Clause 8: Review the actions of and report on all standing University-wide committees.

Clause 9: The Executive Vice President shall serve as an ex-officio member on all SGA standing committees.

Clause 10: The Executive Vice President shall be required to maintain a minimum of twenty (20) working hours per week between Monday and Friday during academic terms. Office hours shall be defined as hours during which the Speaker is available at the SGA Office. Absence from mandatory office hours for two (2) or more consecutive weeks shall constitute a Leave of Absence. The Executive Vice President shall not be eligible for compensation for the duration of his/her Leave of Absence.

Working hours and requirements are defined below.
   a. 8 hrs in the office
   b. 2 hrs in advisor meetings
   c. 2 hrs between freshman and transfer liaison meetings
   d. 3 hrs between Senate and University Senate meetings
   e. 5 hrs between other official meetings and events

Clause 11: The Speaker of the Senate shall, at stipulated times, receive compensation for his or her duties. The SGA shall not initiate any increase or decrease during the President of the Senate’s term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA President for lack of performance.

Clause 12: The Speaker of the Senate shall determine the validity of absences.

Section 6: Powers, Duties, and Jurisdiction of the Vice Presidents

Clause 1: Be a non-voting member of the Senate.

Clause 2: Call special meetings of their committees when needed.

Clause 3: Establish written goals and budget for their respective committees.

Clause 4: Be responsible for the development and follow up of the legislation pertinent to their committee.

Clause 5: Report to and assist the Executive Vice President.

Clause 6: Each Vice President is required to submit electronic and printed reports to the President at the Executive Committee meetings. The report will include work completed since the last meeting, a plan of action for the committee and position, and other items related to the committee and position that are significant to the SGA.

Clause 7: Each Vice President is required to submit a printed and an oral report to the Senate at all scheduled Senate meetings that will include work completed since the last meeting, a plan of action for the committee and position, and other items related to the committee and position that are significant to the SGA.

Clause 8: The Vice President shall be required to maintain a minimum of twenty (20) working hours per week between Monday and Friday during academic terms. Office hours shall be defined as hours during which the Vice President is available at the SGA Office. Absence from mandatory office hours for two (2) or more consecutive weeks shall constitute a Leave of Absence. The Vice President shall not be eligible for compensation for the duration of his/her Leave of Absence.

Working hours and requirements are defined below.
   a. 8 hrs in the office
   b. 2 hrs in advisor meetings
   c. 2 hrs between freshman and transfer liaison meetings
Clause 9: The Vice President shall, at stipulated times, receive compensation for his or her duties. The SGA shall not initiate any increase or decrease during the President of the Senate’s term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the SGA President for lack of performance.

Section 8: Powers, Duties, and Jurisdiction of the Vice President for Academic Affairs

Clause 1: The Vice President for Academic Affairs shall have the following responsibilities:

A. Chair the Academic Affairs Committee
B. Identify and investigate University-wide academic issues and draft and propose related legislation to the Senate.
C. Ensure legislation passed by the Senate pertaining to academic affairs reaches the appropriate University Senate Committee.
D. Meet once a week with the SGA Administrative Coordinator during established office hours.

Clause 2: Limits and Oversight

A. In no case shall the Academic Affairs Standing Committee or its Vice President advocate a course of action to an effect contrary to SGA policy.
B. Oversight of the Committee may be exercised by the Executive Vice President, who shall have the power to review the records of the committee, compel report of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 9: Powers, Duties, and Jurisdiction of the Vice President for Budget & Finance

Clause 1: The Vice President for Budget & Finance shall have the following responsibilities:

A. Provide direction and goals to the Standing Committee on Budget and Finance which include:
   a. Ensuring the SGA follows University financial policies.
   b. Preparing the SGA Budget in accordance with Title IV of this Code.
   c. Be responsible for the establishment, monitoring, and maintenance of budgeted category accounts.
   d. The Budget and Finance Committee will review and approve financial Co-Sponsorships for fiscal soundness following approval by the Student Life Committee and then forward to the SGA Advisor for approval.
B. Report on activities of the Standing Committee on Budget & Finance to the Executive Vice President and SGA Senate.
C. Prepare and deliver a monthly financial report to the Senate and publish on the SGA website. The report should list and detail all financial activity since the last report. All discrepancies must be researched and resolved, and reported to the Senate with the next financial activities report.
D. Serve as the student representative on Committees of the University Senate as outlined in the University Statutes and Bylaws and SGA Bylaws.
E. Approve all expenditures in accordance with the SGA Bylaws
F. Sign all University business forms that are forwarded to the Student Center and Dean of Students Business Offices.
G. Perform other duties as assigned or prescribed by the President.
H. Prepare for the Student Activities Fee Committee, a request for funding of the SGA each year.
I. Meet once a week with the SGA administrative coordinator to review expenditure actuals.

Clause 2: Limits and Oversight

A. In no case shall the Budget & Finance Standing Committee or its Vice President advocate a course of action to an effect contrary to SGA policy.
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B. Oversight of the Committee may be exercised by the Executive Vice President, who shall have the power to review the records of the committee, compel report of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 10: Powers, Duties, and Jurisdiction of the Vice President for Public Relations

Clause 1: The Vice President for Public Relations shall have the following responsibilities:

A. Provide direction and goals to the Standing Committee on Public Relations which include:
   a. Oversee all activities regarding SGA public relations (providing students with the information they need to be aware of, and participate in all of the programs, resources, and initiatives of the SGA).
   b. Act as a coordinating committee within the SGA to aid all other committees in the dissemination of information.
   c. Maintain communications with all media groups in the University and/or local media.
   d. Actively promote a positive image of the SGA throughout the University and greater Atlanta community.
   e. Inform the student body of enacted legislation and information concerning SGA activities and programs.
   f. Manage the imaging and branding of SGA.
   g. Inform the Student Body on SGA activities and projects through, but not limited to town halls.
   h. Develop ways for the SGA to collaborate with and engage student organizations and University departments.

B. Report on activities of the Standing Committee on Public Relations to the Executive Vice President and SGA Senate.

C. With the approval of the Vice President for Budget and Finance and the SGA Advisor order promotional items and coordinate promotional events.

D. Assist Senate members in scheduling and preparing for their constituent meetings.

E. Maintain and operate all SGA social media accounts

F. Perform other duties as assigned or prescribed by the Executive Vice President.

G. Meet twice a month with the Student Center’s Public Relations Coordinator and with the SGA Administrative Coordinator on the alternate weeks.

Clause 2: Limits and Oversight

A. In no case shall the Public Relations Committee Standing Committee or its Vice President advocate a course of action to an effect contrary to SGA policy.

B. Oversight of the Committee may be exercised by the Executive Vice President, who shall have the power to review the records of the committee, compel report of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 11: Powers, Duties, and Jurisdiction of the Vice President for Student Life

Clause 1: The Vice President for Student Life shall have the following responsibilities:

A. Provide direction and goals to the Standing Committee on Student Life which include:
   a. Identify and investigate University-wide issues pertaining to student life and create legislation to address the issue.
   b. Initiate and plan broad student engagement activities and events.
   c. Provide support to any student organizations as needed and assist student organizations with financial co-sponsorships as appropriate. The approval of financial Co-Sponsorships with other student organizations requires an affirmative two-thirds vote of Student Life Committee members present

B. Report on activities of the Standing Committee on Student Life to the Executive Vice President and SGA Senate.
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C. Serve as the student representative on the Student Life Committee of the University Senate.
D. Liaise with chartered student organizations.
E. Provide support to any student organizations as needed and assist student organizations with financial co-sponsorships as appropriate.
F. Coordinate any SGA Homecoming Activities.
G. Meet once a week with the SGA Administrative Coordinator during established office hours.

Clause 2: Limits and Oversight
A. In no case shall the Student Life Standing Committee or its Vice President advocate a course of action to an effect contrary to SGA policy.
B. Oversight of the Committee may be exercised by the Executive Vice President, who shall have the power to review the records of the committee, compel report of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 12: Powers, Duties, and Jurisdiction of the Vice President for Student Services

Clause 1: The Vice President for Student Services shall have the following responsibilities:
A. Provide direction and goals to the Standing Committee on Student Services which include:
   a. Identify and investigate University-wide issues pertaining to student services and create legislation to address such issues.
   b. Maintain communications with staff and administrators to address student service concerns.
   c. Work with the Georgia State University Police Department to coordinate an annual security walk of the campus.
   d. Facilitate feedback from the student body regarding any University Services offered.
B. Meet weekly with the SGA Administrative Coordinator.

Clause 2: Limits and Oversight
A. In no case shall the Student Services Standing Committee or its Vice President advocate a course of action to an effect contrary to SGA policy.
B. Oversight of the Committee may be exercised by the Executive Vice President, who shall have the power to review the records of the committee, compel report of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 13: Powers, Duties, and Jurisdiction of the President Pro Tempore

Clause 1: The President Pro Tempore of the Senate shall be elected from the Senate by the Senate members present and voting. The election will take place by the third (3rd) Senate meeting of the Fall Semester.

Clause 2: The President Pro Tempore becomes the acting Speaker of the Senate only in absence of the Executive Vice President and until the return of the Executive Vice President.

Clause 3: The President Pro Tempore retains his or her Senatorial position and all duties and responsibilities assigned with it.

Section 14: Authority and Responsibilities of Student Assistants

A. If deemed necessary by the Executive Committee the SGA can create or eliminate student assistant positions to be paid out of the SGA budget.
B. The SGA Administrative Coordinator conducts the necessary interviews for the position(s) and makes the nomination(s) to the Executive Committee.
C. A two-thirds affirmative vote by the Executive Committee is needed to confirm a nomination to fill a student assistant position.
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D. Student Assistants are employees of the SGA and are not considered SGA Officers.
E. Current SGA Officers may not be hired as Student Assistants.
F. Student Assistants report to the SGA Administrative Coordinator.
G. A Student Assistant may be fired by a majority vote of the Senate or Executive Committee, or at the discretion of the administrative coordinator.

Title IV: Fiscal Policies and Procedures

Article 1: General Provisions

Section 1: Name and Purpose
Clause 1: This Title shall be known, and may be cited, as the SGA “Fiscal Policies and Procedures.”
Clause 2: The purpose of this title is to specify the manner in which fiscal policies of the SGA shall be carried out.

Article 2: Budget Development and Procedure

Section 1: The Student Government Association Budget
Clause 1: The SGA Budget will be developed by the Budget and Finance Committee and will be submitted to the Senate before August 15th of each year (Each fiscal year shall start on July 1st and continue until June 30th).
Clause 2: The SGA Senate shall pass a budget bill no later than September 30th of each fiscal year. The budget bill will give the Executive authority to spend funds up to and including the day in which a budget bill becomes law.
Clause 3: Upon the bill becoming law, the budget shall be effective until the following September.

Article 3: Fiscal Procedures

Section 1: Donations
No donations of SGA funds can be made to charities, churches, or any non-profit organizations are allowed.

Section 2: Submittal Procedures
Clause 1: All requests for expenditures must be made in writing to the Vice President for Budget & Finance describing the nature of the request at least two (2) weeks in advance.
Clause 2: The Vice President for Budget & Finance shall make a report of all purchases above $250 at the next scheduled Senate meeting.
Clause 3: All requests over $2,500 must include at least two bids for the services performed or products provided unless being provided by the university.
Clause 4: All requests as stated above must be thoroughly reviewed by the Budget and Finance Standing Committee. The committee shall not have to approve or disapprove the above mentioned purchases.

Section 3: Stipends
Clause 1: Stipends issued to SGA officers are privileged compensation for specified work outlined below:
1. President/Executive Vice President and Vice Presidents - Criteria shall consist of attendance at University Senate, SGA Senate and Executive Cabinet meetings (33% of stipend), compliance of office hours (33% of stipend) and other job duties as prescribed herein (34% of stipend).
2. Senate Clerk - Criteria shall consist of attendance at SGA Senate meetings (50% of stipend), and other job duties as prescribed herein (50% of stipend).

Clause 2: Stipend forms shall be distributed monthly to SGA officers. The President shall report on each executive board officer on his or her stipend forms. The EVP shall report on the Senate Clerk. Every two weeks, the stipend forms will be submitted to the SGA Administrative Coordinator by 8 am Friday. Any proposed reductions to the submitted stipend amount will be emailed to the SGA officer along with an explanation of the proposed cuts. Any appeals by the said officer shall be submitted to the reporting officer and the SGA Administrative Coordinator by 2 pm on Friday. If an officer is unsatisfied with the decision of the reporting official, he or she may bring an appeal to the Senate.

Clause 3: If the SGA sponsors an activity that requires moneys to be paid in advance (i.e. tickets, hotel reservations, conference reservations, etc.) and an SGA officer volunteers to attend said event and does not attend, the moneys paid by SGA will be refunded to SGA from the said officer’s stipend. The said officer may appeal refund by letter or email to the Vice President for Budget & Finance who will present the appeal to his/ her committee for review. The Budget & Finance Committee will vote by majority on the appeal. If the officer in question is the VP for Budget & Finance, the Executive Board will vote by majority on the appeal. If an officer resigns from office, he or she shall still be liable for any charges incurred on his or her behalf pursuant to this clause. If any SGA property (laptops, name tags, etc.) is not returned to SGA within two weeks of an officer leaving office, he or she shall be held liable for the value of that property. The officer shall cease being liable upon return of said property to SGA.

Title V: Code of Impeachment

Article 1: General Provisions

Section 1: Definitions
Clause 1: “Impeachment for nonfeasance and malfeasance” shall be defined as proceedings against an elected or appointed official of the SGA for nonfeasance or malfeasance of office by the presentation of written charges entitled “SGA Bill of Impeachment.”

Clause 2: “Nonfeasance” shall be defined as the failure of any official, elected or appointed, to perform the duties, responsibilities, or functions of office. Clause 3: “Malfeasance” shall be defined as the improper or unlawful conduct by any official, elected or appointed, in the performance of the duties, responsibilities or functions of the office which violates trust inherent in the office.

Clause 4: Double-jeopardy shall be defined as the defense procedure which forbids a defendant from being tried on the same (or similar) charges after having been legitimately
Section 2: General Impeachment Procedures

Clause 1: Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold and enjoy and office of honor, trust, or profit under the SGA currently or in the future.

Clause 2: Any elected officer can bring charges of Impeachment for malfeasance and/or nonfeasance against any SGA Officer by submitting a Bill of Impeachment (a written statement describing the charges and a petition signed by one-half of the Senators) to the Senate, Chief Justice, and the President of SGA.

Clause 3: The Chief Justice shall call and preside over an impeachment hearing of the Senate no earlier than 10 business days and no later than 25 business days from the date of receipt of statement and petition by the Chief Justice.

Clause 4: If the Chief Justice is being impeached, the Executive Vice President takes over the Chief Justice’s previously mentioned role in the impeachment process.

Clause 5: The Senate shall have the power to expel from office, on the grounds of malfeasance and or nonfeasance, any officer of the SGA. This expulsion will be by a two-thirds affirmative vote of the Senate members present and voting.

Article 2: Preliminary Procedures of Impeachment Charges

Section 1: Initiation of Impeachment Charges

Clause 1: The above SGA Bill of Impeachment will be considered by the Committee of Investigation (the Chief Justice and 2 SJB members). The Committee will be charged with the duties of determining whether the Bill of Impeachment is warranted or declared “NO BILL.”

Clause 3: If after deliberation the Committee of Investigation’s opinion is favorable to the accused, it shall prepare a resolution exonerating the accused. The Resolution shall require no action by the Senate, and shall be final and conclusive. The Committee shall enter upon the Bill of Impeachment the words “NO BILL.”

Clause 4: If after deliberation the Committee of Investigation finds probable cause, it shall report its finding on the Bill of Impeachment to the presiding officer of the Senate. The Bill of Impeachment will be placed on the Senate’s agenda as a Special Order, and shall be deliberated on within two regularly scheduled Senate Meetings.

Section 2: Notification of Charges

Clause 1: The presiding officer shall inform the accused at least ten (10) class days prior to the designated Senate meeting, at which time the Senate shall decide on the matter. A certified letter, return receipt request or oral communication, or two (2) public notices in the campus newspaper and/or the Senate Journal will be deemed proper notification by the presiding officer.

Clause 2: The notification shall include: The time, date, and place of appointed Senate Meeting; The right of the accused to a preliminary hearing with the Committee of Investigation, prior to the impeachment proceedings at the Senate meeting, to discover extenuating circumstances; The right to the presence of counsel, either attorney or Student Defender during the preliminary hearings; The right of the accused to view the testimony of any witness after such testimony; The right of the accused to any evidence
or testimony acquired by the Committee of Investigation favorable to the case of the accused; The accused shall have the right, during the preliminary hearing, to petition the Committee of Investigation for an extension for not more than seven days, including weekends and holidays.

Article 3: Trial

**Section 1: General Impeachment Trial Procedure**

Clause 1: The Trial will begin with the reading of the SGA Bill of Impeachment by a justice of SJB appointed by the chief justice.

Clause 2: After which, the Committee of Investigation shall report their findings to the Senate. The Committee of Investigation shall include the Executive Vice President (the President, if it is the Executive Vice President that is facing impeachment) who will serve as a non-voting member.

Clause 3: After both the Bill of Impeachment has been read and the Committee of Investigation report has been heard, the accused shall be given an opportunity to rebut the evidence presented.

Clause 4: Upon presentation of all information concerning the original bill, the Senate will be given sufficient time to deliberate on its contents and merits. The Senate will then move to a Vote of Impeachment, which requires a two-thirds (2/3) affirmative vote of the presiding Senate.

Clause 5: Provided the Bill of Impeachment fails, the accused shall retain all the rights and privileges of the office to which they were elected or appointed, and the SGA shall not place the accused in double jeopardy.

Clause 6: The Chief Justice of the Student Judicial Board shall serve as the presiding officer during the impeachment trial.

**Title VI: ELECTION CODE**

Article 1: GENERAL PROVISIONS

**Section 1: Purpose**

The Election Code is hereby adopted by the Senate to fulfill the Constitutional responsibility of the Senate "to prescribe the manner of holding elections" and "to judge the elections and qualifications of Election Officials".

**Section 2: Accountability to the Election Code**

i. Every person who files for an office elected under the authority of the Student Government Constitution and Bylaws shall have access to a copy of this document at the time of filing.

ii. All candidates and their staff, along with all volunteers, shall be responsible for knowing and abiding by the contents of this document. Any questions concerning this document shall be addressed directly to the Election Commission.

Article 2: THE ELECTION COMMISSION

**Section 1: General**

i. The SGA has established an Election Commission, which has authority to preside over all areas
of the election process. They are a non-bias party unassociated with the other branches of SGA.

ii. The Election Commission sets the dates, activities, guidelines and deadlines regarding the election.

iii. The Advisor of the SGA serves as the advisor to the Election Commission.

iv. The Election Commission is responsible for addressing all election complaints and may make corresponding decisions at its discretion. Election Commission reserves the right to have a meeting to review submitted complaints and evidence to decide whether further action is needed. Appeals to decisions made by the Election Commission shall be made to the Student Judicial Board.

Section 2: Election Commission Qualifications and Appointments

i. The SGA Advisor is responsible for the recruitment and selection of the Election Commission.

ii. The Commission shall be composed of a Chief Election Commissioner, 4 stipended Election Commissioners and up to 5 volunteer Associate Commissioners, nominated by the SGA Administrative Coordinator with the advice and consent of the Senate by a two-thirds (2/3) vote.

iii. Members of the Commission must:

a. Meet Student Leader Requirements as outlined in the Student Code of Conduct.

b. Commit 20 hours a month for 4 months (December is not included in the stipend term).

iv. Election Commission Officers are not eligible to run in the Spring Elections that concur with their Election Commission term or be affiliated with a student political party. Election Commission Officers get paid a monthly stipend of $150 and the Election Commission Chair will receive a monthly stipend of $200. To be paid a stipend, student leaders can’t have a work study position.

v. Members shall be chosen based on experience, integrity, impartiality, and good judgment. They shall be individuals who, at the time of appointment are not elected or appointed officers or employees in the Executive, Legislative, or Judicial branches of the Student Government Association. These restrictions do not include Student Government Association representatives on university committees.

vi. Election Commission personnel may serve multiple or consecutive terms, but must be re-approved by the Senate via standards set out above.

vii. If the Senate does not fill one or more of the five commission positions by the second meeting in January, the Student Government Association Advisor will then be authorized and required to fill any unassigned positions within three weeks and shall be authorized to fill these positions without the approval of the Student Senate.

viii. If the Chief Election Commissioner position becomes vacant, then the SGA Advisor shall appoint a replacement and the Senate shall confirm the appointment via the process set forth above. Any vacancies within the Associate Election Commissioner positions shall be appointed by the Chief Election Commissioner and confirmed by the Senate via a majority (50% vote).

Section 3: Roles and Responsibilities of the Chief Election Commissioner

i. The primary responsibility of the Chief Election Commissioner shall be to execute the provisions of the Student Government Constitution relative to elections and all other provisions of this Code. If a question exists regarding their authority, the Chief Election Commissioner shall petition the courts in writing to answer a question pertaining to their power. Any such petitions should be recorded and submitted to the Student Senate within one week.
ii. The Chief Election Commissioner shall set the minimum hours per week for any other members of the Commission and shall not require any individual to work more than 5 hours a week. Total accrued hours of the subordinates may not exceed 20 hours per month. Eligible hours shall be Monday-Friday, between the hours of 8:30 am and 8:00 pm.

iii. The Chief Election Commissioner's responsibilities include but are not limited to:
   1. Serve as the administrative head of the election process, the Chairman of the Election Commission, and to have charge over all personnel/volunteers working within and alongside their commission,
   2. Remain impartial to any candidates or parties participating in the election
   3. Administer and set provisions for special elections where provided for in the Election Code, Bylaws, or Student Government Constitution
   4. Organize all necessary materials and coordinate all personnel for the efficient and prompt execution of the General Election, and all other SGA elections provided for in this code,
   5. Ask the Election Commission Advisor, when necessary, for advisory opinions on election code procedures and policy,
   6. Ensure the correct online posting of ballots, proposed constitutional amendments and any other official publications of the Commission.

iv. The Commission shall also ensure that proposed constitutional amendments will contain in their entirety the proposed changes and the existing sections of the Constitution, certify elections and campaign materials as prescribed in the Election Code.

v. The Chief Election Commissioner shall prepare an election journal to be submitted at the end of his or her term. The Chief Election Commissioner shall not be eligible to receive a stipend until this journal is completed and submitted. This journal must give an accurate and detailed description of events, and must be submitted to the SGA Administrative Coordinator. The journal should include: all complaints and responses to complaints, election results, and any results from the Election Trial Board and/or Student Government Association Student Judicial Board, ideas for upcoming commissions on improving the election process, a draft calendar of events, and any other pertinent information. A copy of the Election Journal shall be published online and viewable by the public.

vi. The authority to expend such funds as appropriated to the Election Commissions use shall be entirely vested in the SGA Administrative Coordinator, and the Commission must receive written consent from her before using funds.

vii. The Chief Election Commissioner or any other member of the Election Commission shall have no authority to file complaints or grievances before the court. All complaints must be filed by candidates or third parties unassociated with the Election Commission.

viii. After final approval by the Election Commission, an official list of all of the qualified candidates will be made available to the public.

ix. The Chief Election Commissioner is responsible for making sure the topics to be discussed at the Mandatory Candidate Seminar shall include but are not limited to the following: The Election Rules & Regulations, University Policy relating to the election, Election Schedule, Structure and Functions of the SGA, and the duties and responsibilities of the elected officers of the SGA.

x. Any and all dates established for elections and runoff elections must be submitted to the Senate, not for approval, but notification purposes.

b. Roles and Responsibilities of the Election Commissioners and Associate Election Commissioners
   i. The Chief Election Commissioner shall be the leader and representative of the commission, and shall have authority over any members subsequently assigned to said commission – including assigning tasks, duties and responsibilities according to the mandates herein.
   ii. All Election Commissioners are responsible for planning, logistics, advertising and public
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relations. Their goal shall be to make the election known and visible to the student body, advertise election related activities such as debates or other public forums, staff voting location, making room reservations, increase election turnout, and coordinate with the administration to ensure the success of the election.

c. Oath of Office
   i. The SGA Chief Justice shall administer the following oath to each member of the Commission. The oath must be taken before the commencement of each members’ respective duties: "I, (name), do solemnly affirm that I will faithfully execute the duties and responsibilities entrusted to me by virtue of my office, and will to the best of my ability to preserve, protect, and enforce the Constitution and the Election Rules & Regulations of the SGA at Georgia State University."

d. Removal from Office
   i. Clause 1: The Senate shall have the power to remove an Election Commissioner from office on grounds of nonfeasance or malfeasance any member of the Commission via a vote requiring 3/4 (75%) approval.
   ii. The SGA Administrative Coordinator shall have the right to suspend, with proper cause, any member of the Commission from his/her duties. In the case of suspension of the Chief Election Commissioner, a Commissioner designated by the SGA Advisor shall assume his or her responsibilities without approval by the Student Senate. If all commissioners are suspended, the Chief Justice shall hire new commissioners who shall not receive standing until confirmed by the Senate via a 2/3 vote. The Senate shall have power to reinstate any Election Commissioner deposed by the Chief Justice via a ¾ (75%) vote.

II.

Article 3: CANDIDATES AND PARTIES

Section 1: Qualifications to be a Candidate

   i. Eligible candidates must have submitted an application via OrgSync.com by a date and time to be determined by the SGA Advisor. Candidates who do not meet the following requirements will not be listed on the election ballot:
      • Minimum cumulative GPA of 3.0 for President and Executive Vice President Positions
      • Minimum cumulative GPA of 2.7 for all other Vice President Positions
      • Minimum cumulative GPA of 2.5 for Senator Positions
   ii. Candidates must plan to be enrolled a minimum of
      • 6 hours (undergraduate),
      • 3 hours (graduate) during fall and spring semesters
   iii. All candidates must also meet the minimum qualifications for student leader positions as outlined in Section H, Student Leadership Positions, found in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.
   iv. Candidate must not have been suspended and subsequently removed from SGA in the previous term.
   v. Candidates must sign the code of ethics and follow all election guidelines
   vi. Candidates must be aware that if elected they will not be able to be employed in a work study funded position during the term of their SGA stipend. They may choose to forego the SGA stipend in order to maintain their work study funded position.
   vii. Candidates may only seek election for one office and cannot change positions once an application for office is submitted and confirmed.
   viii. Candidates must attend one of the mandatory candidate orientations unless they submit proof of an academic or work conflict prior to the first scheduled orientation session. Failure to submit this information to the Election Commission Chair and/ or SGA Administrative Coordinator will result in automatic disqualification.
Candidates must attend the two Candidate Debates and after speaking remain for the duration of the debate.

No member of the Election Commission, election volunteers, or member of the SGA Student Judicial Board may be a candidate for elective office. Commission members and other Election Personnel who have taken the oath of office, and subsequently resigned or were removed from office, may not become candidates for elective office in the election for which they were appointed or hired.

For any Senator position (representing one academic area), a candidate must be enrolled at the time of filing in the college that he/she is seeking to represent. A candidate must be majoring in a subject that falls under the domain of that college.

The candidate must be able to serve at least two (2) full academic semesters, not including the summer after the election.

If a Senator elects to transfer out of the college that they are representing they must relinquish their Senator position when their transfer is complete as determined by the Registrar.

Section 2: Responsibilities of a Candidate

"Candidate" shall be defined as a student who has completed and turned in the necessary documents and meets the following stipulations - currently enrolled at Georgia State University, in good academic standing, and has provided confirmation of college major and graduation date. The Chief Election Commissioner is responsible for verifying each candidate meets baseline requirements set forth in this document.

All candidates are held accountable to the provisions of this code, SGA Constitution and Bylaws and all other University policies. However, the burden of proof of violation always entails a mens rea component, meaning accusers must prove a candidate or party knowingly or purposely set out to breach the laws herein, and that they had the intention or knowledge of wrongdoing that constitutes part of a violation.

Candidates will be held responsible for any activities by their supporters that are in violation of the provisions of this code; if evidence supports that a candidate had actual or constructive knowledge of illicit activities and/or authorized or acquiesced in such activities. The burden of proof entails a mens rea requirement as defined in the previous section. "Supporter" shall be defined as any person or persons with whom the active candidate was working or campaigning alongside. This provision shall not extend to unassociated third parties working on the candidates behalf. The burden of proof shall rest with the accuser to prove "association of the parties" beyond all reasonable doubt. Put that under violations

Candidates who are members of a Party are held individually accountable to the provisions of this code, although parties as a whole may be penalized for violation of this code.

All candidates must attend a candidate seminar to be held no later than 3 class days - after the filing deadline. At the time of filing, each candidate will be informed of the time and location of the seminar. The Chief Election Commissioner shall be wholly responsible for the organization and execution of this seminar.

Failure to attend the Candidate Seminar will result in the disqualification of the candidate, unless the absence is requested by the candidate and approved by the Commission no later than twenty four (24) hours after the meeting has occurred.

Section 3: Qualifications of a Party

A party is defined as an affiliation of candidates who group together to organize campaigning for an election.

Parties are not required to have a Presidential/Vice-Presidential candidate(s).

Candidates shall not be listed on more than one party ticket.
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Section 4: Responsibilities of a Party

a. Individuals within and comprising parties shall each be subject to the responsibilities of candidates enumerated in Section 2(b).
b. Parties must account for the total amount of expenditures of the candidates who are affiliated with them.
c. Parties as a whole or in part may be held responsible to infractions of this code.
d. Parties must register the party name, candidates, staff and party volunteers with the Election Commission before engaging in campaign practices.

Section 5: Filing for Positions

a. Filing as a candidate:
   a. A student may file as a candidate by filing his/her intention for candidacy by completing registration with the Election Commission during the five (5) class day period for filing set by the Chief Election Commissioner.
b. In the General Election, each candidate must file for one position only. All subsequent filings must be considered void unless the second application amends the first application before the filing deadline.
c. A candidate for Student Government Association President must select a Vice Presidential running mate to run for election as specified in Article V, Section 2 of the Student Government Association Constitution.

b. Candidates running for a college-seat shall run in conjunction with all other candidates within their college. The candidates who receive the most votes shall be seated into each available seat within that college. (Ex: If there are five seats available within a college and ten students run, the top five students who received the most votes shall be seated).

Article 4: CAMPAIGNING PRACTICES

Section 1: Definition of Campaigning

i. Campaigning is defined as “any activity by a candidate or party that is intended or likely to encourage or discourage a voter to cast a vote or to affect how he/she votes.”

ii. Campaigning includes but is not limited to verbal and/or electronic solicitation of votes and the following: Distributing campaign materials other than private distribution to immediate campaign staff and candidates; Announcing or discussing potential candidacy and/or party name in print, broadcast, public forum, or any other media; Seeking endorsement (including financial contributions) or voter support for a campaign at an official meeting of a registered student organization; Posting any campaign materials; and wearing apparel, buttons, stickers, and/or similar items explicitly reflecting an affiliation with a candidate or party. All campaign material including social media websites are subject to registration and approval by the Election Commission.

iii. The determination of campaigning and campaign materials is at the discretion of the Election Commission.

iv. Campaigning does not include reporting by media outlets of any referendum, petition, recall, or constitutional amendment.

Section 2: Campaigning Rules and Regulations

i. Candidates may not begin campaigning until they are verified for eligibility and the announced campaign start date. This verification will be determined by the SGA Advisor, who will notify all candidates in writing of their eligibility prior to the Candidate Orientation.

ii. All candidates must campaign and promote the SGA Elections in a positive manner while creating awareness in the candidate’s cause.
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iii. If a candidate is found in violation of any campaign regulations, it will result in the following actions.
   1. Verbal/ Written Warning of action violated
   2. Second Verbal/ Written Warning with emphasis on dismissal if previous warnings were not adhered to.
   3. Official notice of disqualification will be issued without further warning. Note: All warnings will be kept on file.

iv. Campaigning is not permitted in the residence hall. Personal posting of written material such as flyer, posters and all literature posters shall be an exception. They must be relegated to personal use and shall not be distributed in common areas. (i.e.: posting a flyer on your room door)

v. All campaign activities that shall occur during classroom instruction hours with the consent of the professor must be pre-approved by the Election Commission.

vi. On Election Day, there shall be no campaigning whatsoever within fifty (50) feet of any Election Commission administered polling location. Only voters may bring campaign materials into prohibited campaigning areas, for the sole purpose of voting, provided that they do not seek to distract or influence others who may be voting.

vii. Candidates may contact the leader of any student organization registered with the University for the purpose of requesting to speak at that organization’s meeting or to seek its endorsement.

viii. The following methods of campaigning are strictly prohibited:
   1. Aircraft
   2. Loudspeakers, sirens, or other noisemakers,
   3. Decorating any car without the express consent of the owner,
   4. Any method that violates university or state policy concerning mass e-mail, sending potential voters unsolicited electronic messages at any time,
   5. Any method that interferes with a person using a voting apparatus, or setting up any polling location,
   6. Door to door campaigning in residence halls,
   7. And campaigning during scheduled classrooms hours without express permission from the presiding professor.

Section 3: Approved Campaign Materials

i. Campaign materials shall be defined as “any supplies used by a candidate or candidate’s staff, which have the primary purpose of furthering the candidate’s likelihood of being elected.”

ii. All literature posters, advertisements, websites (including social media groups), or other election materials that will be used or distributed during the campaign must receive certification by the Commission prior to distribution. A sample of each piece of election material must be provided to the Commission prior to use at the candidates expense. The criteria for certification are as follows:
   A. The material must be accompanied by the name of the individual responsible for its production and distribution.
   B. Handbills or other campaign literature distributed or posted in classrooms must receive pre approval by the Election Commission and written consent of the faculty member responsible for the area.
   C. All campaign material must be submitted for approval at least twenty-four (24) hours before posting to be considered for certification.
      i. Candidates and Parties must be completely transparent and public in their social networking and website development and must register all aliases with the Election Commission as part of the Candidate/Party campaign materials approval process.

ii. Campaign materials that are distributed and/ or posted must comply with Section K of the Campus
Speech, Distribution and Posting Policy in the Student Code of Conduct on p. 45. The entire code of conduct can be found online at www.gsu.edu/deanofstudents. Campaign materials may only be displayed during the specific dates of the campaign period as defined by the Election Commission.

iii. Candidates may have a **maximum number of 30 hanging or posted campaign materials per building** referencing an individual. If students are running on a ticket the limit for tickets are a **maximum of 30 hanging or posted campaign materials per building** referencing that ticket. Building is defined as internal and external portions of all facilities, edifices and property owned, leased or rented by or in conjunction with Georgia State University.

*Example: John Doe is running on the GSU Cares’ Ticket and hangs up 30 flyers with his name on it but not his ticket. His ticket can hang up to 30 flyers, but they may not reference his name, as he has already hung 30 flyers in that building with his name referenced. If he takes one of his flyers down, he may then be referenced by name on one of the Ticket’s flyers in that building. Also, if he chooses to reference his ticket on his individual flyers, that will count toward the GSU Cares’ Tickets overall flyers allotted per building.*

iv. Individual Candidates or Tickets may not cover more than half of a bulletin board, wall or area with campaign materials.

v. Campaign materials may not be placed within **25 feet** of the SGA Office. This includes within the office, on the office door or bulletin board case outside of the office, or any areas within the 25 feet restriction, including but not limited to the Election Commission sponsored Polling Booth Days.

vi. **Campaign materials may not be placed in classrooms and laboratories, computer laboratories, dining areas, elevators, escalators, libraries, entrances and exits to buildings and other locations exempted by the Dean of Students.** Detailed information on these restrictions can be found in Section K of the Campus Speech, Distribution and Posting Policy in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

vii. Campaigning is only allowed in university buildings during normal business hours of operation. Candidates or their campaign workers may not access buildings for the purpose of campaigning at any other time.

viii. Campaign materials may not exceed the dimensions of 24” x36”, with the exception of a banner. Candidates may have a maximum of (2) banners displayed at any one time during the campaign period. Banners must comply with regulations as defined by university size, posting/hanging and procedural standards. Banner Space must be booked through University Reservations using any organization excluding the SGA.

ix. The SGA may not be used by any candidates to book any room, table, banner or flyer space, as the Student Government must remain an impartial party throughout the Elections Period.

x. Campaign materials may not be placed on vehicles without express approval from the vehicle owner.

xi. No campaign materials may be attached directly or indirectly to glass surfaces, light poles, telephone poles, or doors in any campus building. No chalk, ground signs or stickers of any kind may be used on buildings.

xii. Candidates or campaign workers may not tear down, cover or deface another candidate’s campaign materials or the candidate’s character in any manner. (This is included but not limited to derogatory or verbally abusive videos, internet postings or other campaign outlets.) Candidates will be held responsible and will be required to make restitution for any damage to another candidate’s campaign materials. The determination of responsibility is at the discretion of the Election Commission.

xiii. Candidates should maintain good taste in all campaign materials and displays. Slander and obscene language will not be permitted.

xiv. University officials reserve the right to limit and restrict the hanging or display of campaign materials. It is the responsibility of candidates to deliver materials to the Housing Office that will be displayed at any of the residential housing facilities. This also includes their permission to distribute
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any campaign material. Campaign materials may only be placed in public area posting boards and not on individual floors or under apartment/room doors. Window displays that can be viewed from the exterior or attached directly or indirectly of any building is not permitted. **All campaign materials must be approved by the Housing Office.**

xv. Candidates or campaign workers may not send unsolicited campaign materials by U.S. mail or electronic mail to individual students. Campaign materials may not be mailed to housing residents. Mail and email may only be sent to chartered student organizations, as determined by the Office of Student Involvement. Candidates may not utilize university academic or student services resources (list serves, class bulletin and/or message boards, discussion groups, Brightspace, etc.) to promote their candidacy.

xvi. Candidates or campaign workers may not force or pressure individuals to vote in their favor.

xvii. Persons and organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the cost of removal and any damage to University property. Detailed information on this can be found in Section K of the Campus Speech, Distribution and Posting Policy in the Student Code of Conduct. The entire code of conduct can be found online at www.gsu.edu/deanofstudents.

xviii. **All campaign materials must be removed at the end of the campaign period as determined by the Election Commission.** It is the candidate’s responsibility to ensure that campaign materials are removed within 3 days of the prescribed deadline.

xix. All campaign material must be removed within five (5) class days after the elections.

Article 5: Endorsements

a. Candidates must register all endorsements with the Election Commission prior to any public announcements of the endorsement.

b. Any chartered student organization at Georgia State University may publicly endorse any candidate and/or party for office providing that the organization is not on any type of probationary or provisionary status with the University and has prior approval of the candidate or party being endorsed.

c. Endorsements by chartered student organizations require a simple majority vote of the membership.

d. Any individual organization or business outside of the University may be allowed to endorse a candidate.

Article 6: Campaign Ethics

a. Election Commissioners, and members of the SGA Court of Appeals, may neither campaign nor verbalize their support for a particular candidate or candidates as well as parties.

b. Candidates are expected to conduct themselves in an ethically appropriate manner in accordance with SGA documents and the Student Code of Conduct.

c. A candidate or volunteer may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.

d. No person shall offer anything tangible of value or make any physical, emotional, or verbal threats to any voter to affect the students vote. The term anything tangible of value is up to the discretion of the Election Trial Board and the Student Judicial Board.

Article 7: Voting

**Section 1: Voter Eligibility**

a. Each member of the Student Body as defined by the Student Government Constitution shall be
entitled to vote in each race for which the Student Body Constitution, Bylaws, and/or other applicable rules entitles him/her to vote.

b. An eligible voter must agree to the Georgia State computer use policy and the Student Code of Conduct in order to access the voting application upon login.

**Section 2: Election Dates**

Voting will be held at a time determined by the Election commission for a period of (5) days. The Chief Election Commissioner shall be wholly responsible for determining the time of elections.

**Article 8: Polling Stations and Locations**

a. The definition of an official polling station is one that is administered by the Election Commission. No other polling stations are allowed.

b. The Chief Election Commissioner shall make public through the SGA website and The Signal the locations of each Election Commission administered polling location three (3) class days prior to any election.

**Article 9: Ballots**

a. All ballots shall be cast using OrgSync.

b. President and Executive Vice President Candidate’s names will appear on the ballot as a pair, which shall be pre-determined by the candidates during the application process.

c. All other candidate’s names on the ballot will be categorized by the position to be sought and then appear in alphabetical order by first name.

d. The Election Commission will post the sample ballot for the purpose of correcting errors the day after the last mandatory candidate’s meeting by 5:00 PM. If a candidate does not appeal any error on the sample ballot by 5:00 PM on the following day, they lose their right to contest this issue.

e. The sample ballot will not be used for any voting. It will only be used for a candidate to verify that their name has been properly recorded for the election process, and for other administrative purposes as needed by the Election Commission.

f. The Election Commission will post the final ballot for any election at least five (5) class days prior to the election and shall post a copy to the SGA Website as well as submit a copy of the final ballot to The Signal for publishing.

g. If a candidate withdraws from an election or is disqualified following the establishment of the online ballot, but no sooner than four (4) days prior to the start of voting, their name will be replaced by “withdrawn” on all ballots. The Election Commission shall notify the appropriate University personnel administering the online ballot system regarding the withdrawal or disqualification of candidates prior to the start of voting.

h. Any Constitutional Amendments and/or referendums shall be placed at the end of the ballot.

**Article 10: General Election Results**

a. Voting shall be done by majority vote. The candidate with the highest number of votes shall be declared the winner.

b. If a candidate is disqualified after the ballot is finalized, any vote cast for that candidate will still be tallied in the total votes used to determine the percentage majority.

c. Regardless of complaints or appeals, the unofficial results of the general election shall be announced by the Chief Election Commissioner in an appropriate campus location on the day after the general election.

d. If no complaints or appeals are registered within two (2) class days of the announcement of
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Article 11: Campaign Finance

Section 1: Expenditures
a. Candidates for Senator shall not make expenditures totaling more than two hundred dollars ($200.00). Candidates for President/Vice President shall not make combined expenditures totaling more than one thousand dollars ($1,000).
b. At the point at which a party consists of six (6) members, (to include all VP positions and the EVP and President) the total expenditure limit for the entire party shall not exceed one thousand five hundred dollars ($1,500). Any parties under six members shall have their individual members governed according to the standards set forth in (A)1.

Section 2: Financial Disclosure
a. Each candidate for office is required to keep accurate and up-to-date records of all campaign receipts and expenditures.
b. Each candidate’s financial records shall display the name and monetary amount of each expenditure. Donated items shall be reported at market value.
c. The Election Commission shall require each candidate to file a Financial Disclosure Statement weekly from the beginning of the campaigning period up until two (2) class days after the validation of the election results. The candidates may file their financial records after their purchased service to ensure records are filed the week after the purchased services are completed.
d. These reports shall be public record after a 24-hour review period. Candidates must sign their reports and certify that they are accurate and complete.
e. No candidate or authorized agent shall knowingly falsify any entry on a Financial Disclosure Statement or in his or her financial records associated with the campaign.
f. Candidates sharing benefits of joint receipts or expenditures shall declare them in the appropriate portions of the Financial Disclosure Statement. Each candidate jointly benefiting from receipts or expenditures shall claim an equal share.

Article 12: Violations

Section 1: Complaints and Reporting
i. Complaints must be filed in writing to report violations of the SGA Constitution, Bylaws, Election Rules and Regulations, and any other University policies. A complaint form is available in the SGA Elections portal in OrgSync. Such complaints must be filed based on violations that were clearly intended by the person who is being accused and the burden of proving mens rea shall always rest with the accuser. The Election Commissioner may not file a complaint nor may any member of his staff or volunteers. Complaints must always be filed via a candidate or third party unassociated with the commission. Verbal complaints will not be honored
ii. Any Georgia State University student or faculty/staff member may file a complaint subject to the restrictions enumerated above.
iii. Complaints may only be discussed between parties, witnesses, the Election Commission, and its Advisor.
iv. An official complaint must first be filed with the Election Commission Chair, via the SGA Elections Portal on OrgSync. The Election Commission will then investigate said complaint and decide its merit. The Election Commission Chair must review the complaint carefully to determine validity before proceeding. The Election Commission Chair must submit written
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documentation of review to the Election Commission Advisor no more than one day (24 hours) after he/she receives the complaint.

v. The Election Commission Chair shall make a decision pertaining to the merit of the complaint, and provide substantive reasoning based on the Election Rules & Regulations, SGA Constitution, Bylaws, Student Code of Conduct, and/or any other University policies.

vi. The Election Commission Chair shall decide within one (1) class day whether a complaint has merit. If the complaint is deemed legitimate, the Election Commission Chair shall promptly notify the candidate(s)/individuals against whom the complaint has been filed and then he/she shall call a meeting with the Election Commission to conduct separate hearings with the candidate(s) against whom the complaint has been filed and if necessary, the individual(s) who filed the complaint.

vii. Any filed complaints shall be made available to the public by the Election Commission Chair immediately after they are filed and decisions regarding the legitimacy of complaints shall be made public within one (1) class day.

viii. Results of the complaint will be within 24 hours of the hearing if deemed necessary and prior to the announcements of the results.

ix. Appeals to Election Commission decisions shall be made to the Student Judicial Board.

Section 2: Classification of Violations and Penalties

Violations are classified as follows: The following list shall never be construed to be an exhaustive list of all violations, and the Solicitor General may bring charges before the court according to his best judgment.

<table>
<thead>
<tr>
<th>Class A Violations (Major Offenses)</th>
<th>Class A Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any violation of the Student Code of Conduct and/or local, state, and/or federal laws; Election Fraud; falsified campaign documents; identity theft.</td>
<td>Disqualification and automatic referral to the Dean of Student’s Office</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class B Violations</th>
<th>Class B Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliberately defacing, altering, or destroying the campaign material of another candidate without that candidate’s explicit written permission</td>
<td>Temporary suspension of campaigning (time period is at the discretion of the Election Trial Board/Court of Appeals) (each poster or sign counts as a separate violation); the obstruction of the Election Commission in the discharge of their official duties; exceeding campaign spending limits; failure to appear before the Election Trial Board for trial and/or SJB for hearings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class C Violations</th>
<th>Class C Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-campaigning, failure to submit required campaign documents to the Election Commission, failure to attend mandatory meetings</td>
<td>Written warning. 24-Hour suspension of campaigning.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class C Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written warning. 24-Hour suspension of campaigning.</td>
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</tbody>
</table>

Class C Violations

Three Class C violations shall constitute a Class B violation and is subject to Class B penalties.
Party staff members and volunteers are subject to the same violations and penalties as candidates. The Election Trial Board and/or the Court of Appeals shall have jurisdiction to decide whether or not it is necessary to penalize the party for a violation of its staff/volunteer members.

Section 3: Election Fraud
Candidates shall refrain from knowingly participating in deceptive campaign activities, hereinafter referred to as "election fraud," defined as the unauthorized tampering, altering, or abuse of the voting process.

Section 4: Disqualification of Candidacy
i. Candidates are responsible for reading, knowing and following all of the election guidelines contained in this document and those provided in writing to candidates from the Election Commission and/ or SGA Advisor. Failure to comply with guidelines may result in disqualification. The determination of disqualification is at the discretion of the Election Commission.
ii. In the case of disqualification or failure to accept a position by the elected candidate any time prior to taking office, the candidate with the next highest number of votes will be declared as the elected officer or representative.

Title VII: STUDENT ACTIVITY FEE COMMITTEE

Article 1: GENERAL PROVISIONS

Section 1: Purpose
The Student Activity Fee is collected for the purpose of supporting programs and services in all aspects of university student life. Programs and services supported by the Student Activity Fee are student centered with students as the primary participants or beneficiaries, and in most cases the primary organizers. These programs and services must be available to students regardless of race, color, sex religion, creed, age, sexual orientation, gender, disability, or national origin. This process encourages student self-governance through student leadership development, and forms a joint partnership with student affairs administration and faculty, thus enhancing the quality of the educational experience.

Article 2: RESPONSIBILITIES
The charge of the Student Activity Fee Committee (SAFC) is as follows:

1. To make recommendations to the Dean of Students regarding the allocation of student activity fee funds fairly to all eligible chartered student organizations, and support office that create, enhance and promote student life at Georgia State University.

2. Develop, implement and enforce policies that insure compliance with applicable university, Board of Regents, state and federal laws.

3. To review stipends for student leaders at least every three years and make recommendation regarding the pay scale in force at that time.
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4. As directed by the Dean of Students, review and make recommendation to the Dean of Students regarding allegations of fee misappropriation by various groups receiving SA funds; make recommendation to the Vice President for Student Affairs (with Dean of Students oversight) for fair disciplinary actions of those groups violating SA fee policies as written in the SA Fee Guide.

5. Make recommendations to the Dean of Students regarding proposals to: 1) increase the student activity fee or, 2) make a substantive change in purpose of the Student Activity Fee. (Board of Regents Policy Manual Section 7.3.2.1. Mandatory Student Fees). The Student Activity Fee Committee is responsible for holding at least two campus-wide open hearings on the proposed fee increase in order to accumulate student feedback. Upon completion of the hearings, the Student Activity Fee Committee shall make a formal recommendation to the Student Mandatory Fee Committee, who will review the request and forward to the Fiscal Advisory Committee to the President (FACP). Upon review, FACP will forward their recommendation to the president for final action.

6. Administers the general Contingency account through the Dean of Students Office.

Article 3: MEMBERSHIP

Section 1: GENERAL

Clause 1: The SAFC consists of the Dean of Students, the President of the SGA, seven student members (who are appointed annually by the SGA President, in consultation with the Vice President for Student Affairs and the Dean of Students), three non-voting alternate members, and three non-student members.

Clause 2: The three non-student members of the committee are nominated by the Dean of Students and approved annually by the University Senate Student Life and Development Committee. The non-student members may be nominated from the members of the Senate committee, the University Senate, or the faculty and staff at large. This election will occur in the Spring semester for service for the following year. A representative of the Office of the Vice President for Finance and Administration and the Office of the Provost will serve as ex-officio, non-voting members of the committee. In addition to regular membership of the committee, the Dean of Student may designate certain faculty and staff as non-voting resource person for the committee.

Section 2: APPOINTMENT PROCEDURES

Clause 1: Appointments are made with the objective of achieving a broad representation of students. At least two of the appointees much be graduate or professional students. Six student alternates should be selected to serve as substitute members for members who are unable to attend. The students should attend all meetings, but vote only as designated by the Dean of Students in place of an absent member. Student members must be enrolled at the time of appointment and remain enrolled while serving the Committee as required by the GSU Code of Student Conduct.

Clause 2: Student members appointed by the SGA shall serve one-year terms beginning the first day of Fall Semester and ending on the last day of classes of the Spring semester.

Section 3: VACANCIES

Clause 1: Members and student alternates who are consistently absent from meetings will be asked to resign, and will be automatically removed in the event of three consecutive absences.

Clause 2: Student vacancies on the Committee will be filled by the SGA President in consultation with
the Vice President for Student Affairs and Dean of Student. Student members appointed to vacant positions are appointed to the position until the expiration of the term of the position.

Clause 3: Non-student vacancies on the Committee shall be filled by the University Senate Student Life Committee upon recommendation by the Dean of Students.

Article 4: COMMITTEE CHAIRPERSON

Section 1: Election and Responsibilities
Clause 1: The Dean of Students, as the chair of the committee, is the presiding officer and convener of the committee, but does not vote.

Clause 2: The President of the SGA is the vice chair of the committee and votes only in the cases of a tie vote by the other members of the committee. In absence of the President of the SGA, tie votes are treated as failed-to-pass.

Clause 3: The Vice Chair or designate from the Committee shall deliver a report to the SGA Senate in Session not less than once per calendar month during which the Senate is in session. This report will be delivered during the “Special Reports” order of business.

Article 5: OPERATION PROCEDURES

Section 1: Committee Governance
Clause 1: The quorum for all votes of the committee shall consist of six voting members which must include at least four student voting members, ensuring a student majority membership. Proxy voting is not allowed. The chair shall utilize Robert’s Rules of Order to recognize motions and to proceed with Committee business that are not inconsistent with the Guidelines, University and Board of Regents policies, or state and federal laws. All motions regarding allocation of funds require a simple majority for passage and be recorded using a roll call vote.

Clause 2: Any such by-laws or rules may not be inconsistent with the Constitution and By-laws of the SGA or with University Policy.

Clause 3: The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern SAFC in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-laws of the SGA and any special rules the Committee may adopt.

Title XI: Code of Ethics

Article 1: Purpose
Elected and appointed members of the SGA hold positions of trust and are expected to act in the best interest of Georgia State University and its students. SGA members fulfill that trust by adhering to general principles of ethical conduct as well as specific standards detailed in this code. The purpose of the Code of Ethics is to establish a standard of conduct for members of the SGA.

Section 1: Definitions

Conflicts of Interests – A conflict of interest is present when a member of the SGA participates in action that could benefit.

1. The members:
2. The member’s immediate family, spouse, parents, children or siblings, as well as
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significant others own, work for, lead or belong to;
3. An organization to which the member belongs, other than the SGA, including political parties, campaign committees or other structure;
4. The member’s employer.

Recusal – Recusal is the act of removing one’s self from discussion, deliberation, or actions concerning an issue.

Section 2: This Code will provide a detailed guidance needed for certain common situations or when faced with particular circumstances to translate the Core Values into actions as Senators and/or SGA Representatives engage within SGA, students, faculty, the administration and in any function where they will be representing Georgia State University.

Section 3: The Code will also encourage an ethical future for the members of SGA upon graduation.

Section 4: The Code will instill trust and confidence as Student Government officials demonstrate their commitment by exercising their core values and standing by The Code of Ethics.

Section 5: All members of the SGA, including but not limited to all appointed or elected officials of the legislative, executive, and judicial branch, should keep the Code of Ethics at the forefront of their actions, and always be prepared to give account of their actions and words.

Section 6: Members of the SGA shall represent their constituencies, first, by expressing their interests and concerns within the SGA, and second, by being their example of conduct in the discharge of their duties.

Article 2: Code

We, the elected and appointed officials of Georgia State University SGA, in our continual efforts for placing students first, decided to enact a Code of Conduct upon ourselves. We believe a code of conduct will help in guiding us to uphold the principles and standards that being a SGA official demand. It is our hope that this document, the Code of Ethics, will bring us closer to our goal of serving, representing, and unifying the Georgia State community.

I will at all times think in terms of students first.
I will act in a trustful manner and will honor agreements and promises. I will serve as the liaison between the students and administration.
I will work to promote a positive image of the SGA, encouraging unity and cooperation. I will respect and follow the SGA Constitution, By-Laws, and Code of Ethics.

Article 3: Code Requirements

Members of the SGA:

1. Are prohibited from using their office or SGA funds for private gain, other than payments or reimbursements authorized by the Committee on the Student Fee;

2. Shall act impartially and not give preferential treatment to any private organization, public organization, or individual;

3. Must strive to avoid actions, which would create the appearance of conflict of interest or preferential treatment;
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4. Shall not accept gifts exceeding $5 in value for performing their official SGA duties;

5. If a member of the SGA becomes aware that a conflict of interest exists or appears to exist concerning a member of the decision making body, the member must immediately disclose the nature of the conflict in writing to the advisor(s) of the SGA. If a member of the decision making body becomes aware that he/she has a conflict of interest during a meeting of the SGA, whether formal or informal, that member must also immediately inform those present at the meeting and recuse himself/herself from the relevant issue.