

GEORGIA STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BYLAWS
As Ratified on 8/12/17

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Title I – THE LEGISLATIVE BRANCH

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 Student Government Association (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 5).

Article 2 – Terms of Office

The following bylaws apply to each Georgia State University campus's senate.

Section 1 – Senators

- A. Senators elected during the annual elections held in the spring shall serve one-year terms commencing with the completion of Inauguration to be held in April or May and ending at the call to order of the Inauguration the following spring, or at such time as a duly elected Senator involved in a disputed election is eligible to serve.
- B. Senators who are elected or appointed after Inauguration shall serve from the meeting in which they are sworn in and will conclude the following spring at the call to order of the Inauguration.
- C. Senate members do not need to be enrolled during the summer term, but are expected to attend all meetings and trainings as scheduled.
- D. The appointees of the duly elected President of the Georgia State University Student Bar Association shall automatically be the Liaisons/Senators for the College of Law. There is no election for these positions.
- E. The number of available seats for graduate and professional students will be proportional to their enrollment in their respective colleges or schools, which will be determined by enrollment numbers as of the fall semester previous to the election (minimum one seat per school or college).
 - a. If no graduate or professional candidates apply to be on the election ballot during the spring election cycle, the seats would remain vacant up until the first Senate meeting of the Fall semester.
 - b. Applications would be accepted from only graduate and professional candidates throughout the course of the summer to fill any vacant graduate and professional seats and would be filled according to the interview/appointment process as outlined in the SGA Bylaws.
 - c. After the first Atlanta SGA meeting of the fall semester, if seats designated for graduate and professional students are vacant, then any student regardless of academic level status from that college or school would be permitted to fill the vacancy for that school or college per the SGA bylaws procedure for filling mid-year vacancies.
 - d. Those graduate or professional students wishing to fill these positions must abide by all current regulations as set out by the bylaws.

Section 2 – Senate Leadership

- A. The Speaker Pro Tempore for each senate must be nominated at the fall retreat and elected and confirmed at the first meeting of the fall semester.
- B. Committee Chairs should be elected at the first meeting following Inauguration but can be elected at the fall retreat.
- C. Outgoing Committee Chairs must meet with their successors to review their transition files.
- D. The Senate Clerk must be appointed and confirmed (in person or electronically) prior to the fall retreat.

Article 3 – Senators

- A. Responsibilities of Atlanta Campus Senators include, but are not limited to:
 - a. Attend regular Senate meetings
 - b. Serve as a voting member of the Senate
 - c. Serve on various Student Government Association Committees
- B. May serve on various University Senate Committees.
- C. Provide a voice for the student body in the academic and institutional affairs of the University
- D. Meet at least once a semester with the administration of the School or College they are representing.
- E. Propose legislation on behalf of the student body.
- F. Seek student feedback and recommend solutions to student issues.
- G. Establish rules and bylaws for internal operations.

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- H. Review the expenditures and balance sheet of Student Government Association.
- I. Review reports from each Senate Committee.
- J. Actively participate in Student Government Association activities and events (i.e. Feedback Forums).

Article 4 – Officers of the Senate

Section 1 – Speaker of the Senate

- A. Powers and Responsibilities of the Speaker of the Senate:
 - a. The Speaker shall preside over the campus senate as chairperson and shall only vote in the event of a tie.
 - b. The Speaker shall set the calendar of senate meetings and call special meetings of the senate when necessary.
 - c. The Speaker shall coordinate all campus senate committees.
 - d. In the absence of both the Speaker and Speaker Pro Tempore, the following individuals would take on the responsibilities of the Speaker: the Finance Director on each Perimeter Campus and one of the Atlanta Standing Committee chairs as designated by the Speaker, Speaker Pro Tempore or EVP in both of their absences.
 - e. The Speaker shall assume the office of the EVP, if for any reason that office should become vacant, or when requested to serve in the EVP's absence.
 - f. The Speaker shall serve on the Campus Executive Committee.
 - g. The Speaker shall perform other such duties the EVP may assign in the administration of the Executive Committee.
 - h. The Speaker shall serve as ex-officio, non-voting member of each Senate standing committee.
 - i. The Speaker ensures that all legislation to be considered by the campus senate is in proper order and may direct legislation to be reviewed by a committee under the jurisdiction of the senate. If the Speaker so designates, the legislation must be reviewed by the designated committee prior to being brought before the senate.
 - j. To forward all legislation signed or unsigned by the EVP after the allotted time to the Communications Director.
 - k. Determine the validity of absences from campus senate meetings.
 - l. It shall be the responsibility of the Speaker of the Senate to inform the campus senate of any senator who has accumulated two absences.
 - m. The Speaker of the Senate shall notify and remove senators who violate the attendance policy within 72 hours of the third and final infraction.
 - n. To provide transition resources to the next administration's SGA Speaker of the Senate to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - o. Plan and execute the SGA fall and spring retreats and training seminars with the EVPs and President.
 - p. The Atlanta Campus Speaker shall be required to maintain a minimum of 10 working hours per week, Monday through Friday, during their term.
 - q. The Perimeter Campus Speakers must also:
 - i. Participate in the Student Activity Fee Budget and Special Request processes.
 - ii. Attend mandatory training events each semester as scheduled by SGA and/or the office of Student Life.
 - r. The Perimeter Campus Speakers shall be required to maintain a minimum of 5 working hours per week, Monday through Friday, during their terms.
- B. Additional working hours and requirements for the Atlanta Campus Speaker are defined below:
 - a. Three hours in the office including regularly scheduled advisor meetings.
 - b. Seven hours between all official meetings and events.
- C. Additional working hours and requirements for the Perimeter Campus Speakers are defined below:
 - a. Two hours in the office including regularly scheduled advisor meetings.
 - b. Three hours between all official meetings and events.
 - c. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence.
 - i. The Speaker is subject to all attendance policies, and shall not be eligible for compensation for the duration of the Leave of Absence.
 - d. The Speaker of the Senate shall receive compensation for the position's duties during the term of office, the start date of which is the day of their inauguration. The SGA shall not initiate any increase or decrease in the Speaker's stipend during the current Speaker of the Senate's term of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction due to lack of performance, which is at the discretion of the EVP of that campus.

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Section 2 – Speaker Pro Tempore

- A. The Speaker Pro Tempore of the Senate on each campus shall be elected from the Senate by the Senate members present. The election shall take place by the second Senate meeting of the Fall Semester.
- B. The Speaker Pro Tempore becomes the acting Speaker of the Senate only in the absence of the Speaker and until the return of the Speaker, whether during a Senate meeting or if the Speaker has a Leave of Absence.
- C. The Speaker Pro Tempore retains their Senatorial position and all duties and responsibilities assigned within.
- D. For the Atlanta Campus Senate, the Speaker Pro Tempore is responsible for the coordination and activities of the Freshman and Transfer Liaison Programs.
 - a. Liaison applications shall be available for at least two weeks at the beginning of the fall semester.
 - b. Liaisons will be appointed and approved each academic year.
 - c. Liaisons shall serve for only one academic year.
- E. To provide transition resources for the next administration's Speaker Pro Tempore to include:
 - a. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - b. Recommendations for improvements

Section 3 – Atlanta Senate Committee Chairs

- A. The Chairs of the Atlanta Senate Standing Committees shall be elected from the Senate, by the Senate members present. The elections will take place at the first Senate Session, which shall be held immediately following the Inauguration.
- B. All Atlanta Senate Committee Chairs will have the following responsibilities:
 - a. Serve as voting members of the Senate.
 - b. Hold regular committee meetings throughout the academic year, meeting no less than every two weeks.
 - c. Call special meetings of their committees as needed.
 - d. Establish written goals and budgets for their respective committees and send these to the Speaker and the Finance Director for approval.
 - e. Be responsible for the development and follow up of the legislation pertinent to their committee.
 - f. Report to and assist the Speaker of the Senate in carrying out their duties.
 - g. Each Committee Chair is required to submit both electronic and printed reports to the Speaker of the Senate at the Campus Executive Committee meetings. The reports shall include details on the work completed since the last meeting, an action plan for their committee and position, and other items related to the committee and position that are significant to the SGA.
 - h. Each Committee Chair is required to submit both 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 their committee and position, and other items related to the committee and position that are significant to the SGA.
 - i. To provide transition resources for the next administration's Senate Committee Chairs to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - j. The Committee Chairs shall be required to maintain a minimum of 10 working hours per week, Monday through Friday, during academic terms. Office hours shall be defined as hours during which the Committee Chair is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Committee Chairs shall not be eligible for compensation for the duration of the Leave of Absence and are subject to the Senate Attendance Policies.
- C. Working hours and requirements are defined below.
 - a. Four hours in the office including regularly scheduled meetings with the campus advisor.
 - b. Six hours between all official meetings and events.
- D. The Committee Chairs shall, at stipulated times, receive compensation for their duties. The SGA shall not initiate any increase or decrease during the Chairs' terms of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the Speaker for lack of performance.

Section 3.1 – Powers, Duties, and Jurisdiction of the Academic Affairs Committee Chair

- A. The Chair of the Academic Affairs Committee shall have the following responsibilities:
 - a. Provide direction and goals to the Standing Committee on Academic Affairs which includes:
 - i. Identify and investigate university-wide academic issues and draft and propose related legislation to the Senate.

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- ii. Ensure legislation passed by the Senate pertaining to academic affairs reach the appropriate University Senate Committee.
 - b. Report on activities of the Standing Committee on Academic Affairs to the EVP and SGA Senate.
 - c. Serve as the student representative on the University Senate Academic Affairs Committee.
 - d. Liaise with chartered academic student organizations and departments.
 - e. Meet once a week with the SGA Advisor during established office hours.
- B. Limits and Oversight
- a. In no case shall the Academic Affairs Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
 - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

Section 3.2 – Powers, Duties, and Jurisdiction of the Student Life Committee Chair

- A. The Student Life Committee Chair shall have the following responsibilities:
- a. Provide direction and goals to the Standing Committee on Student Life which includes:
 - i. Identify and investigate university-wide issues pertaining to student life and create legislation to address these issues.
 - ii. Initiate and plan broad student engagement activities and events.
 - iii. 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 at that meeting.
 - b. Report on activities of the Standing Committee on Student Life to the EVP and SGA Senate.
 - c. Serve as the student representative on the University Senate Student Life Committee.
 - d. Liaise with chartered student organizations.
 - e. Coordinate any SGA Homecoming Activities.
 - f. Meet once a week with the SGA Advisor during established office hours.
- B. Limits and Oversight
- a. In no case shall the Student Life Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
 - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

Section 3.3 – Powers, Duties, and Jurisdiction of the Student Services Committee Chair

- A. The Student Services Committee Chair shall have the following responsibilities:
- a. Provide direction and goals to the Standing Committee on Student Services which includes:
 - i. Identify and investigate university-wide issues pertaining to student services and create legislation to address such issues.
 - ii. Maintain communications with staff and administrators to address student service concerns.
 - iii. Work with the Georgia State University Police Department to coordinate an annual campus-wide security walk.
 - iv. Serve as the Campus Safety Liaison for any University committees related to campus safety and awareness with the Georgia State University Police Department.
 - b. Facilitate feedback from the student body regarding any university services offered.
 - c. Meet once a week with the SGA advisor during established office hours.
- B. Limits and Oversight
- a. In no case shall the Student Services Standing Committee or its Chair advocate a course of action to an effect contrary to SGA or University policy.
 - b. Oversight of the Committee may be exercised by the Speaker of the Senate, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the EVP or Senate regarding its improvement.

Section 4 – Atlanta Campus Senate Clerk

The Senate Clerk is a non-voting member of the Senate and shall have the following responsibilities:

- A. Tracking attendance at both the beginning and end of each Atlanta and University-Wide Senate meeting.

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- B. Recording detailed minutes and agendas of the Atlanta and University-Wide Senate meetings and working with the SGA Administrative Coordinator to post them on the SGA website within 72 hours of the meeting in which they are approved.
- C. Keeping an attendance record of the Atlanta and University-Wide Senate meetings, which should include any tardies and absences.
- D. Notifying a senator via email, copying the Speaker, when a senator has accumulated two or more absences.
- E. Notifying a campus executive committee member via email, copying the EVP, when an Executive Committee Member has accumulated two or more absences.
- F. Notifying a University-Wide Executive Committee Member via email, copying the President, when an Executive Committee Member has accumulated two or more absences.
- G. Distributing any meeting related supportive materials to the Senate and Campus Executive Council.
- H. The meeting minutes from the prior Senate meeting must be distributed within at least three calendar days following the scheduled Senate meeting. The Speaker of the Senate appoints an individual outside of the Senate to serve as the Senate Clerk. The Senate Clerk will serve at the pleasure of the Speaker of the Senate.
- I. To provide transition resources for the next administration's Senate Clerk to include:
 - a. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - b. Recommendations for improvements

Section 5 – Perimeter Senators/Committee Chairs

- A. The Chairs of the Atlanta Senate Standing Committees shall be elected from the Senate, by the Senate members present. The elections will take place at the first Senate Session, which shall be held immediately following the Inauguration.
- B. All Perimeter Senators will have the following responsibilities:
 - a. Serve as voting members of the Senate.
 - b. Hold regular committee meetings throughout the academic year
 - c. Call special meetings of their committees as needed.
 - d. Establish written goals and budgets for their respective committees and send these to the Speaker and the Finance Director for approval.
 - e. Be responsible for the development and follow up of the legislation pertinent to their committee.
 - f. Report to and assist the Speaker of the Senate in carrying out their duties.
 - g. Each Committee Chair is required to submit both electronic and printed reports to the Speaker of the Senate at the Campus Executive Committee meetings. The reports shall include details on the work completed since the last meeting, an action plan for their committee and position, and other items related to the committee and position that are significant to the SGA.
 - h. Each Committee Chair is required to submit both 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 their committee and position, and other items related to the committee and position that are significant to the SGA.
 - i. To provide transition resources for the next administration's Senate Clerk to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - j. The Committee Chairs shall be required to maintain a minimum of 3 working hours per week (in addition to regularly scheduled SGA meetings), Monday through Friday, during academic terms. Office hours shall be defined as hours during which the Committee Chair is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Committee Chairs shall not be eligible for compensation for the duration of the Leave of Absence and are subject to the Senate Attendance Policies.
- C. Working hours and requirements are defined below.
 - a. Attendance at regularly scheduled SGA meetings
 - b. Three hours shared between advisor meetings and other official meetings and events.
- D. The Committee Chairs shall, at stipulated times, receive compensation for their duties. The SGA shall not initiate any increase or decrease during the Chairs' terms of office. Any and all compensation provided in accordance with provisions of this section shall be subject to reduction at the discretion of the Speaker for lack of performance.

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Article 5 – Committees of the Senates

Section 1 – Perimeter College Senate Committees

The provisions of this section, unless otherwise specified, shall apply to all standing and select committees of the Perimeter College Senates. The following committees will be recognized as SGA standing committees with the following duties and powers vested:

- A. Student Relations Committee – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Foster student success by implementing goals to resolve student concerns on campus.
 - c. Construct, write, and present resolutions of support for SGA initiatives.
 - d. Create, administer, and compile student satisfaction surveys.
 - e. Host campus forums to probe and address student concerns.
 - f. Work to foster positive relationships between students, faculty, staff, and administration.
- B. Student Services Committee – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Serve on associated committees as assigned.
 - c. Promote teamwork by building positive relationships between student services administrators, students, and staff.
 - d. Educate and build student awareness about student services policies and procedures.
- C. Academic Affairs Committee – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Serve on associated committees as assigned.
 - c. Work to build positive relationships with Academic Affairs faculty and staff.
 - d. Educate and build student awareness about academic policies and procedures.
 - e. Work to foster positive relationships between students, faculty, staff, and administration.
- D. Spirit Committee – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Coordinate opportunities for students to build school spirit and campus unity.
- E. Student Club and Organization Council – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Coordinate and preside over the Inter-Club Council (ICC) for SGA recognized student organizations.
 - c. Coordinate and host Council meetings with clubs and organizations.
 - d. Promote student success by providing opportunities for clubs and organizations to share event calendars.
 - e. Provide pertinent information to clubs and organizations.
 - f. Represent the interest of clubs and organizations to the Senate.
 - g. Track club and organization events and attendance.
 - h. Serve as referral agent to clubs and organizations.
 - i. Assist in the charter and renewal process of clubs and organizations.
- F. Government Affairs Committee – Chaired by an appointed Senator
 - a. Members may include eligible SGA/non-SGA members appointed to serve on the committee.
 - b. Coordinate campus voter registration drives in fall, spring, and summer semesters.
 - c. Educate and inform students on internal and external government issues relative to students.
 - d. Build awareness about governmental processes that affect student accessibility to higher education.

Section 2 – Atlanta Campus Senate Committees

The provisions of this Article, unless otherwise specified, shall apply to all standing and select committees of the Atlanta Senate.

- A. No committee shall meet without at least 48 hours advance public notice.
- B. The chair of each committee shall notify the Speaker of the Senate immediately after the time and place for a committee meeting has been set or a meeting has been called.
- C. 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.

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Section 2.1 – Powers, Composition, Structure, and Jurisdictions

- A. In order to assist the Atlanta 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.
- B. The Speaker of the Senate nominates Senators as members of the standing committees with the advisement and consent of the Senate.
- C. 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 who are not on probation.
- D. Standing committees of the Senate shall be the: Committee on Academic Affairs, Committee on Student Life, and Committee on Student Services.
 - a. The Chairpersons for the Academic Affairs, Student Life, and Student Services Committees shall be elected from within the Atlanta Campus Senate.
 - b. 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 the Vice Chairperson's absence.
- E. Each member of the Senate shall be required to serve on one of the aforementioned Standing Committees, but not more than two of the aforementioned Standing Committees.
- F. Each committee may recruit and retain ex-officio members from outside the Senate.

Section 2.2 – Committee Responsibilities

Shall address the following and include but are not limited to:

- A. Academic Affairs: 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.
- B. Student Life: Residence Life and Housing, Student Media, student organization involvement, leadership development, 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.
- C. Student Services: Student Center, Parking and Transportation Services, University Information Technology, University Public Safety and Campus Police, Campus 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.

Section 3 – University-Wide Senate Committees

- A. The SGA President may appoint University-Wide standing or ad hoc committees.

Article 6 – Freshmen and Transfer Liaisons

The freshmen and transfer liaisons are active volunteers within the Atlanta Campus SGA that serve the student body by participating in SGA activities and initiatives.

Section 1 – Selection

- A. Applications for Freshman and Transfer Liaisons will be available by the first day of classes each fall semester.
- B. The Speaker Pro Tempore is responsible for reviewing the applications and scheduling interviews with the top candidates based on their applications.
- C. The Speaker Pro Tempore and at least two other senators will conduct interviews and nominate six students for Freshman Liaison positions and six for Transfer Liaison positions at the next scheduled session of the Senate.
- D. The Senate must confirm the liaisons with a simple majority vote; confirmations can be made as a block vote.

Section 2 – Authority and Responsibility

- A. Serve as representatives of the freshmen and transfer communities respectively.
- B. Seek student feedback and recommend solutions to student issues.
- C. Provide a voice for freshmen, transfer students, and the collective student body.
- D. Advocate for student rights.

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- E. Attend regular Senate meetings.
- F. Serve on a minimum of one standing committee.
- G. Write legislation with a student senator as a sponsor.

Section 3 – Head Liaisons’ Authority and Responsibility

- A. Collaborate with their respective liaison members and constituents to produce a report submitted to the SGA Senate at regularly scheduled senate meetings.
- B. The reports shall seek to provide the senate with freshmen and transfer community consensus. The reports shall include comments, concerns, issues, and surveys specifically from those communities.
- C. The selection process of head liaisons will be as follows:
 - a. The head liaisons shall be nominated by any voting member of SGA or the respective liaisons.
 - b. The nominated liaisons, upon their acceptance of the nomination, shall then be voted on by the respective SGA liaison group.
- D. The nominated head liaisons shall be confirmed by a simple majority vote of the respective liaisons present.
- E. The head liaisons are to submit reports to the Speaker Pro Tempore no later than three calendar days prior to a regularly scheduled senate meeting. The reports are to be read by the respective liaisons.
- F. The failure to produce reports to the senate shall result in an administrative meeting with the Speaker Pro Tempore.
- G. The Speaker of the Senate may order special meetings with the Head Freshman and Transfer Liaisons when necessary or in the absence of the Speaker Pro Tempore.

Article 7 – Meetings

Section 1 – Meeting Protocol

- A. Presiding Officers
 - i. University-Wide Senate
 - 1. The SGA President shall preside over the meeting
 - 2. In the absence of the SGA president one of the EVPs may be designated to preside over the meeting.
 - ii. Campus Senates
 - 1. The Speaker of the Senate shall preside over the meeting
 - 2. In the absence of the Speaker, the Speaker Pro Tempore will preside over the meeting.
 - 3. In the absence of the Speaker and Speaker Pro Tempore a Senate Committee Chair may be designated to preside over the meeting.
- B. The University-Wide Senate shall assemble to initiate its annual session by the fourth week of the Fall Semester.
- C. University-Wide Senate sessions commence after inauguration, at the summer retreat and held at least twice a semester on Thursdays at 7:15 p.m.
- D. The Perimeter Campus Senates shall convene at least biweekly during Fall and Spring Semesters. These sessions shall take place on Fridays at a regularly-scheduled meeting time as determined and publicized by the Campus unless otherwise provided by law.
- E. The Atlanta Campus Senate shall convene at least biweekly during Fall and Spring Semesters. These sessions shall take place on Thursdays at 7:15 p.m. unless otherwise provided by law.
- F. All official Student Government Association meetings shall be open to the public. Such meetings shall be advertised at least 1 week in advance.
- G. The Student Government Association of Georgia State University recognizes the State of Georgia Open Meetings Act O.C.G.A -50-14, 1-6. Summary notes and minutes will be posted to the SGA website as directed by the Georgia Open Meetings Act Procedure Manual. All members and visitors shall adhere to appropriate parliamentary procedures during meetings.

Section 2 – Quorum

- A. Quorum shall consist of at least 51 percent of the total current voting membership for all sessions of the Senate. No official and binding votes can be taken at any session when a quorum is not present. The session may be called to order, the roll called, announcements made, and then the session shall recess or adjourn.
- B. If quorum has not been established at the start of a regularly scheduled meeting, the assembly may wait 15 minutes and then try again to establish quorum. During this period of wait the assembly can only entertain announcements, as

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no business shall be conducted. If quorum is not established at the second attempt, the assembly may be dismissed and the minutes reflect failure to establish quorum, announcements, and attendance records.

- C. Any member of the Senate may 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.
- D. Senators can participate virtually in University-Wide Senate meetings only if they have requested permission to do so from the SGA President at least 24 hours in advance of the meeting. Once approval is granted they must also have been given access to the audio, video and voting technology by their campus's SGA advisor.
- E. Campus Senate meetings require senators to be physically present in order for their vote to count towards quorum.

Section 3 – Voting Procedures

- A. All voting tallies shall be based on members present.
- B. No proxy or absentee votes will be allowed.
- C. Simple majority shall primarily determine the voting outcome unless otherwise specified.
- D. A “show of hands” will be the primary voting procedure, unless otherwise requested and adopted by the Senate.
- E. All voting tally results shall be interpreted as “passed” or “failed” motions based on the number of Yea and Nay votes.
- F. Abstaining from a vote will count as a vote not cast, and will not be calculated in determining the majority or 51% simple majority voting outcome.
- G. For motions that require a 51% simple majority vote, the tally will be calculated using only the votes cast for Yea and Nay.
- H. A 51% simple majority vote shall be required:
 - a. To adopt and/or amend all bills and/or resolutions.
 - b. To elect a Speaker of the Senate.
 - c. As required by Parliamentary Procedures.
- I. For voting on legislation, the following applies:
 - a. For bills the final vote on all bills shall be by roll call vote.
 - b. For amendments to bills, the final vote on all amendments to bills shall be by either hand vote or by voice vote. A roll call vote can be requested.
 - c. For resolutions, the final vote on all resolutions shall be by either hand vote or by voice vote.
- J. For motions that require a 75% majority vote, the tally will be calculated using only the votes cast for Yea and Nay.
- K. If a voting member of the Senate fails to attend a Senate meeting that Senator automatically forfeits their voting rights on legislation introduced during that meeting. If such legislation is tabled, the Senator will still be unable to vote on that proposed legislation in following meetings.

Section 4 – Session Schedule

- A. The monthly schedule for sessions of the legislative and executive branch of SGA shall be as follows:
 - a. First week of the semester – University Executive Committee and Campus Executive Committees
 - b. Second week of the semester – Campus Senates
 - c. Third week of the semester – Campus Executive Committees
 - d. Fourth week of the semester – Campus Senates
- B. A University-Wide Senate session will take the place during the fourth week campus senate meeting twice a semester. For fall semester, they shall be held during the last week of September and the second week of November; for spring semester, they shall be held during the fourth week of January, and the week before Spring Break.

Section 5 – Special Sessions of the Senate

- A. University-Wide
 - a. A special session of the University-Wide Senate can be called by the President of the SGA. The Senate must be given seven days advanced electronic notice of said meeting.
 - b. The order of business for all such special session shall be determined by the President and matters for consideration shall be limited to those specified by the President.
 - c. Special sessions may also be called by a majority vote (either in person or electronically) of the University-Wide Senate. In such a case, the order of the agenda shall be set the same as for a regular meeting.
- B. Campus
 - a. A special meeting of a Campus Senate can be called by the EVP of the respective campus. The Campus Senate must be given 48 hours advanced electronic notice of said meeting.

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- b. The order of business for all such special meetings shall be determined by the Speaker of the Senate and matters for consideration shall be limited to those specified by the Speaker of the Senate.
- c. Special sessions of a Campus Senate may also be called by a majority vote (either in person or electronically) of the Campus Senate. The Campus Senate must be given 48 hours in advance electronic notice of said meeting. In such a case, the order of the agenda shall be set the same as for a regular meeting.

Section 6 – Atlanta Campus Feedback Forums

- A. For the purpose of facilitating communication between students and the representatives in the Atlanta Campus Senate, each Senator shall join the other members of their college's Senate delegation, if any, in holding public feedback forums. The forums shall be held for at least two hours in duration at least once a semester, and shall be held in an appropriate location.
- B. Head Senators are responsible for the scheduling and execution of their college's feedback forums.
- C. The forums shall be publicized in an appropriate way to the college's constituency at least seven days in advance.
- D. For each feedback forum of their college that a Senator does not attend, the Senator shall be assessed an absence. Excuses for feedback forum absences shall be requested and awarded in the same manner as for absences from Senate meetings.

Section 7 – University Senate and Committee Appointments

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

- A. University Senate – 7 (at least two must be graduate students and at least two must be Perimeter College students)
- B. Academic Programs – 2 students (one from PC)
- C. Admissions and Standards – 2 students (one from PC)
- D. Athletics – 4 students (one from PC)
- E. Budget – the SGA President and one other student (the "one other student" can be one of Perimeter College's EVPs if the President is from Atlanta Campus, and it shall be the EVP from the Atlanta Campus if the President is from PC)
- F. Commencement – 3 students (one from PC)
- G. Cultural Diversity – 3 students (one from PC)
- H. Fiscal Advisory Committee to the President – the SGA President is the only student appointment
- I. IS&T – 3 students (one from PC)
- J. Library – 3 students (one from PC)
- K. Planning & Development – 4 students (one from PC)
- L. Research – 1 student
- M. Student Discipline – 8 students (one student from the Atlanta Campus Senate, one student from a Perimeter Campus Senate, three students from the Atlanta Campus Student Judicial Board and three students from the Perimeter College Campus' Judicial Board)
- N. Student Life – 15 students (five from PC, overall five of which should also serve on University Senate)
- O. Sustainability – 3 students (one from PC)
- P. University Statutes and Senate Bylaws – 2 students (one from PC)

Section 8 – Order of Business

- A. Atlanta Campus Senate - The order of business for all regular meetings of the Atlanta Campus Senate shall be as follows:
 - I. Call to Order by the presiding officer
 - II. Opening Call of the Roll / Determination of Quorum
 - III. Reading and approval of the minutes from the previous meeting
 - IV. Special Orders (Appointments/Charters)
 - a. The following types of legislation shall be automatically placed in this section:
 - i. Confirmation of appointments/nominations to the legislative branch
 - ii. Confirmation of appointments to the executive branch
 - iii. Bills of Impeachment
 - iv. Questions for a Referendum
 - V. Special reports
 - a. University Representatives wishing to address the Senate
 - b. Student Forum (Students wishing to address the Senate)

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- VI. Two-minute speeches by members of the Senate
- VII. Executive Cabinet Reports
 - a. Report of the Communications Director
 - b. Report of the Finance Director
 - c. Report of the Speaker of the Senate
- VIII. University Senate Committee Reports
 - a. Report of the Academic Affairs Committee Chair
 - b. Report of the Student Life Committee Chair
 - c. Report of the Student Services Committee Chair
- IX. Old Business
- X. New Business
- XI. Closing Remarks
 - a. Comments and announcements of the officers
 - b. Closing Call of the Roll
- XII. Executive Vice President's Report
- XIII. Adjournment

B. Perimeter Campus Senates - The order of business for all regular meetings of the Perimeter Campus Senates shall be as follows:

- I. Call to Order by the presiding officer
 - a. Time:
 - b. Presiding Officer:
- II. Opening Call of the Roll
- III. Determination of Quorum
- IV. Reading and approval of the minutes from the previous meeting
- V. Special Orders (Appointments/Charters)
 - a. The following types of legislation shall be automatically placed in this section:
 - i. Confirmation of appointments/nominations to the legislative branch
 - ii. Confirmation of appointments to the executive branch
 - iii. Bills of Impeachment
 - iv. Questions for a Referendum
- VI. Executive Cabinet Reports
- VII. Senator Reports
- VIII. Panther Activities Council Report
- IX. Advisor Report
- X. Old Business
- XI. New Business
- XII. Open Forum
- XIII. Announcements
- XIV. Closing Call of the Roll
- XV. Adjournment
 - a. Time:
 - b. Next Meeting:

C. University-Wide Senate - The order of business for all regular meetings of the University-wide Senate shall be as follows:

- I. Call to Order by the presiding officer
- II. Opening Call of the Roll / Determination of Quorum
- III. Reading and approval of the minutes from the previous meeting
- IV. Special Orders (Appointments/Charters)
 - a. The following types of legislation shall be automatically placed in this section:
 - i. Confirmation of appointments/nominations to the legislative branch
 - ii. Confirmation of appointments to the executive branch
 - iii. Bills of Impeachment
 - iv. Questions for a Referendum
- V. Special reports
 - a. University Representatives wishing to address the Senate
 - b. Student Forum – students wishing to address the Senate

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- c. Two-minute long reports by members of the Senate
- VI. Executive Cabinet reports from the EVP of each campus
 - a. Alpharetta Campus
 - b. Atlanta Campus
 - c. Clarkston Campus
 - d. Decatur Campus
 - e. Dunwoody Campus
 - f. Newton Campus
- VII. Communications Director Report
- VIII. Old Business
- IX. New Business
- X. Closing Remarks
 - a. Comments and announcements of the officers
 - b. Closing Call of the Roll
- XI. President's Report
- XII. Adjournment

Article 8 – Student Forum

Students shall have the right to address the Campus Senate or University-Wide Senate at all regularly scheduled meetings to express concerns and complaints about the campus community.

- A. Students wishing to make a statement to a Campus Senate shall file the following information with the Speaker of the Senate no later than four instructional days before the meeting at which they plan to speak: local and email addresses, phone number, and a brief summation of the topic.
- B. Students wishing to make a statement to a University-Wide Senate shall file with the SGA President the following information no later than four instructional days before the meeting at which they plan to speak: local and email addresses, phone number, and a brief summation of topic.
- C. Students participating in the student forum shall have two minutes in which to speak, and be entitled to hold the floor until it is yielded, the prescribed time has expired, or they have concluded their remarks.
- D. The student forum portion of the SGA meeting shall immediately precede announcements, and conclude upon the completion of comments by the final recognized student.
- E. Anyone who is not a member of the SGA Senate or President's Cabinet shall only speak during SGA meetings through the process of student forum, or if yielded the floor by a Senator or Senate Chairperson.

Article 9 – Legislation

Section 1 – University Bills

- A. University Bills shall be passed by the University-Wide Senate when the matter of consideration involves action by areas or departments of the University other than the SGA in order to make, on behalf of the SGA, specific proposals which require approval of the President of Georgia State University.
- B. University Bills shall require a two-thirds majority vote by the University-Wide Senate members present.
- C. University Bills shall become law only when approved according to the following procedures:
 - a. Be presented to the President of the SGA and the President of the University.
 - i. Action by the SGA President
 - 1. The President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
 - 2. If the President of the SGA approves the legislation, they shall sign it and present it to the President of the University.
 - 3. If the President of the SGA disapproves the legislation, they shall return it to the Senate along with their written objections which shall be entered into the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the legislation, it shall be presented to the President of the University.
 - 4. If no action is taken by the President of the SGA within 15 class days, the legislation shall automatically be presented without their signature to the President of the University.
 - b. If the legislation advances it is forwarded to the President of the University.
 - i. Action by the University President

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1. If the President of the University approves the legislation, the President shall sign it and it shall become law.
2. If the President of the University disapproves the legislation, the President shall return it to the Senate along with written objections which shall be entered into the Senate Journal.

Section 2 – University-Wide Bills

- A. SGA University-Wide Bills shall be passed by the University-Wide Senate on matters within the authority of the University-Wide Senate and the SGA, including SGA laws and appropriations.
- B. SGA Campus Bills shall require a simple majority to enact new legislation and a two-thirds vote by the University-Wide Senate members present and voting for approval to remove existing legislation or discontinue existing SGA practices.
- C. SGA University-Wide Bills shall become law only when approved according to the following procedures:
 - a. Be presented within five class days to the President of the SGA.
 - b. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
 - c. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
 - d. If the SGA President disapproves the legislation, the President shall return it to the Senate along with written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
 - e. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the President's signature.

Section 3 – University-Wide Resolutions

- A. University-Wide Opinion Resolutions (UWOR) shall be adopted by the University-Wide Senate when the senate wishes to make a declaration of opinion on a matter beyond the legislative jurisdiction of the body.
- B. University-Wide Policy Resolutions (UWPR) shall be adopted by the University-Wide Senate when the senate wishes to recommend to a specific office of the administration regarding University policy, procedure, or program.
- C. All University-Wide Resolutions require a simple majority vote by the University-Wide Senate members present and voting, and shall become official only when approved and according to the following procedures:
 - a. Be presented within five class days to the President of the SGA.
 - b. The SGA President must sign, not sign, veto, or line-item veto any resolution within one week of receipt.
 - c. If the SGA President approves the resolution, they shall sign it and it shall become law.
 - d. If the SGA President disapproves the resolution, they shall return it to the Senate along with their written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the resolution. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the resolution, it shall become official.
 - e. If no action is taken by the President within 15 class days, the resolution shall automatically become official without their signature.

Section 4 – Campus Bills for Atlanta

- A. Atlanta campus bills shall be passed by the Atlanta Senate on matters within the authority of the Atlanta Senate and the SGA, including SGA laws and appropriations.
- B. Atlanta campus bills shall require a simple majority to enact new legislation and a two-thirds majority vote to remove existing legislation or SGA practices by the Atlanta Campus Senate members present and must be debated and ratified at an Atlanta Senate meeting.
- C. Atlanta campus bills shall become law only when approved according to the following procedures:
 - a. Be presented by the Atlanta Speaker of the Senate to the Atlanta EVP within five class days of passage by the Atlanta Senate.
 - c. The Atlanta EVP must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
 - d. If the Atlanta EVP approves the legislation, the EVP shall sign it and it shall become law.
 - e. If the Atlanta EVP disapproves the legislation, the EVP shall return it to the Atlanta Senate along with the EVP's written objections which shall be entered into the Senate Journal. The Atlanta Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.

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- f. If no action is taken by the Atlanta EVP within 15 class days, the legislation shall automatically become law without the Atlanta EVP's signature.

Section 5 – Campus Bills for Perimeter

- A. Perimeter campus bills shall be passed by the Perimeter Senators who serve on the University-Wide Senate on matters within the authority of the Perimeter Campus Senates and the SGA, including SGA laws and appropriations.
- B. Perimeter campus bills shall require a simple majority of the Perimeter Senators who serve on the University-Wide Senate to enact new legislation and a two-thirds majority vote to remove existing legislation or SGA practices by the Perimeter Campus Senate members present and must be debated and ratified at a University-Wide Senate meeting (with the Atlanta senators not eligible to vote).
- C. Perimeter campus bills shall become law only when approved according to the following procedures:
 - a. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
 - b. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
 - c. If the SGA President disapproves the legislation, the SGA President shall return it to the Senate along with the President's written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
 - d. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the SGA President's signature.

Section 6 – Campus Resolutions

- A. **Campus Support Resolutions** shall be adopted by the University-Wide Senate when the senate wishes to make a declaration of opinion by the University-Wide Senate on a matter beyond the legislative jurisdiction of the body.
- B. **Campus Policy Resolutions** shall be adopted by the University-Wide Senate when the Senate wishes to recommend a specific plan of action to a specific office of the administration regarding University policy, procedure, or program.
- C. All campus resolutions shall require a simple majority vote by the Campus Senate members present, and shall become official only when approved and according to the following procedures:
 - a. Be presented within five class days to the EVP.
 - b. The EVP must sign, not sign, veto, or line-item veto any resolution within one week of receipt.
 - c. If the EVP approves the resolution, they shall sign it and it shall become law.
 - d. If the EVP disapproves the resolution, they shall return it to the Senate along with their written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the resolution. If after such reconsideration, three-fourths of the Senate present and voting shall agree to pass the resolution, it shall become official.
 - e. If no action is taken by the EVP within 15 class days, the resolution shall automatically become official without their signature.

Section 7 – Special Orders for Campus or University-Wide Legislation

- A. Special Orders shall be passed by either a campus or the University-Wide Senate on matters within the authority of that senate and the SGA, including SGA laws and appropriations.
- B. There are 5 types of Special Orders:
 - a. Confirmation of Legislative Branch (CL) – used to confirm members of the legislative branch
 - b. Confirmation of Executive Branch (CX) - used to confirm members of the executive branch
 - c. Formation of a Committee (FC) = used to form an ad hoc committee
 - d. Bill of Impeachment (BI) - used to begin the impeachment process
 - e. Referendum Question (RQ) – used to request a question be placed on the Spring Election ballot
- C. Campus or University-wide Special Orders shall require a simple majority to enact new legislation.
- D. Campus Special Orders shall become law only when signed by the officer presiding over the meeting.
 - a. Be presented within five class days of the senate vote to the presiding officer of the meeting when the vote took place.
 - b. The presiding officer must sign, not sign, veto, or line-item veto any legislation within one week of receipt.

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- c. If the presiding officer approves the legislation, they shall sign it and it shall become law.
 - d. If the presiding officer disapproves the legislation, they shall return it to the campus senate along with written objections which shall be entered in the Senate Journal. The Senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the Senate present and voting agree to pass the legislation, it shall become law.
 - e. If no action is taken by the presiding officer within 15 class days, the legislation shall automatically become law without the presiding officer's signature.
- E. University-Wide Special Orders shall become law only when approved according to the following procedures:
- a. Be presented within five class days of the university-wide senate vote to the SGA President.
 - b. The SGA President must sign, not sign, veto, or line-item veto any legislation within one week of receipt.
 - c. If the SGA President approves the legislation, the SGA President shall sign it and it shall become law.
 - d. If the SGA President disapproves the legislation, the SGA President shall return it to the university-wide senate along with written objections which shall be entered in the Senate Journal. The university-wide senate shall then proceed to reconsider the legislation. If after such reconsideration, three-fourths of the university-wide senate present and voting agree to pass the legislation, it shall become law.
 - e. If no action is taken by the SGA President within 15 class days, the legislation shall automatically become law without the SGA President's signature.

Section 8 – Introduction of legislation

- A. Any person or group can originate legislation (i.e. student, student organization, committee, etc.).
- B. All legislation shall be sponsored by at least one Senator.
- C. All legislation must be submitted electronically to the Speaker of the Senate no later than five instructional days prior to the next Senate meeting.
- D. All legislation shall be titled, and the title shall be centered at the top of the first page.
- E. Campus Legislation
 - i. Shall be referenced with the number of the current administration which is the years since SGA was established in 1929 followed by a two (2) letter code for the type of legislation (and if a special order a dash and the code for the type of special order), followed by a dash and a campus designation code concluded by a dash and the two (2) digits that are consecutively numbered for legislation.
 - 1. Legislation Type Codes
 - a. CB = Campus Bill
 - b. CPR = Campus Policy Resolution
 - c. CSR = Campus Support Resolution
 - d. CSO = Campus Special Orders
 - i. CL = Confirmation of members of the legislative branch
 - ii. CX = Confirmation of members of the executive branch
 - iii. FC = Formation of an ad hoc committee
 - iv. BI = Bill of Impeachment
 - v. RQ = Referendum Question
 - 2. Campus Designation codes
 - a. ALP = Alpharetta
 - b. ATL = Atlanta
 - c. CLK = Clarkston
 - d. DEC = Decatur
 - e. DUN = Dunwoody
 - f. NEW = Newton
 - g. PER = Perimeter
 - ii. Examples
 - 1. 88-CB-PER4-01: The first campus bill from a Perimeter College university-wide senator introduced at a university-wide senate meeting in 2017-18.
 - 2. 88-CB-ATL-01: The first campus bill from an Atlanta senator introduced at an Atlanta senate meeting.
 - 3. 88-CSO-CL-ALP-01: The first campus special order to confirm members of the legislative branch senate (senate or committee) introduced into the Alpharetta senate.
 - 4. 88-CSO-CX-DUN-01: The first campus special order to confirm members of the executive branch (appointed by the EVP or SGA President) introduced into the Dunwoody senate.

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5. 88-CSO-FC-DEC-03: The third campus special order to form an ad hoc committee introduced into the Decatur senate.
 6. 88-CSR-CLK-14: The fourteenth campus support resolution introduced in the Clarkston senate.
- F. University-Wide Legislation
- i. Shall be referenced with the number of the current administration which is the years since SGA was established in 1929 followed by a two (2) letter code for the type of legislation (and if a special order a dash and the code for the type of special order), concluded by a dash and the two (2) digits that are consecutively numbered for legislation.
 1. UB = University Bill (requires the signature of the University President)
 2. UWB = University-Wide Bill
 3. UWPR = University-Wide Policy Resolution
 4. UWSR = University-Wide Support Resolution
 5. USO = University-Wide Special Order
 - i. CL = Confirmation of members of the legislative branch
 - ii. CX = Confirmation of members of the executive branch
 - iii. FC = Formation of an ad hoc committee
 - iv. BI = Bill of Impeachment
 - v. RQ = Referendum Question
 - ii. Examples
 1. 88-UB-01: The first university bill introduced to the university-wide senate.
 2. 88-UWB-08: The eighth university-wide bill introduced to the university-wide senate.
 3. 88-USO-CL-01: The first university-wide special order introduced to the university-wide senate to confirm members of the legislative branch, i.e. university senate committee members appointed by SGA President.
 4. 88-UWPR-02: The second university-wide policy resolution introduced to the university-wide senate.
- G. Once the legislation is acted upon, it shall follow the procedure set forth in Title 1 Article 9 of these bylaws
- H. In the event that a piece of legislation has been divided, a unique number shall be assigned to the portion of the legislation divided out of the original legislation.
- I. Amendments to Legislation
- i. All amendments shall be referenced by a two (2) digit number, separated by a dash from the aforementioned legislation suffixes.
 - ii. In the event that the amendment has been made through a motion to “Amend Something Previously Adopted”, the letter ‘A’ shall be attached to the end of the amendment number.
 - iii. In the event that an amendment has been divided, a unique number shall be assigned to the portion of the amendment divided out of the original amendment.
- J. Procedures for Submitting Legislation for the Consideration of the Senate
- i. All legislation shall be submitted in the proper format, as determined by an Act of the Senate.
 - ii. The Atlanta Speaker of the Senate shall refer legislation to one of the following committees:
 1. Academic Affairs
 2. Communications
 3. Finance
 4. Student Life
 5. Student Services
 6. Ad Hoc
 7. Special orders will be placed directly on the agenda
 - iii. The Perimeter Speaker of the Senate shall refer legislation to one of the following committees:
 1. Academic Affairs
 2. Clubs and Organizations
 3. Governmental Relations
 4. Spirit
 5. Student Relation
 6. Student Services
 7. Ad Hoc
 8. Special orders will be placed directly on the agenda

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- iv. All referred legislation shall be sent back to the Speaker either “favorably”, “with no bias” or “unfavorably” by the relevant Committee.
 1. All referred legislation shall be sent back to the Speaker before the bill submission deadline the Monday before the next Senate meeting.
 2. When returning legislation to the Speaker with the committee’s opinion on the bill(s) in question, the committee may also request that the Speaker utilize their authority to set the agenda to postpone the second read of the bill, providing a rational basis exists for the request.
 3. Should the referring committee request the delay of a bill’s second read, the Speaker shall confer with the primary and secondary authors of the bill to decide whether or not to grant the committee’s request.
 4. Should the three-week period granted to committees to review legislation exceed the limit of the legislative session, bills shall be returned to the Speaker by committees prior to second read and the Speaker shall put them on the agenda prior to the close of the legislative session.
 5. Upon final receipt, the Speaker of the Senate shall place the legislation on the Agenda.

Section 9 – Formalities of Enactment

- A. The enacting clause of University Bills and SGA University-Wide Bills and Special Orders shall approximate the following form: “Be it enacted by the University-Wide Senate of the SGA of Georgia State University.”
- B. The enacting clause of Atlanta and Perimeter Campus Bills and Special Orders shall approximate the following form: “Be it enacted by the Atlanta or the Perimeter College Senate(s) of the SGA of Georgia State University.”
- C. The resolving clause of SGA University-Wide Resolutions shall approximate the following form: “Be it resolved by the SGA of Georgia State University.”
- D. The resolving clause of SGA Campus Resolutions shall approximate the following form: “Be it resolved by the _____ Campus SGA of Georgia State University.”

Article 10 – Student Bar Association Liaison Option

Section 1 – Selection

The College of Law Student Bar Association (SBA) shall nominate two of its members to serve as SBA representatives to the Atlanta Campus SGA Senate. By the first meeting of the Fall Semester each SBA representative must choose to either be a Senator or Liaison. This decision is binding for the remainder of the term. If an SBA representative elects to be an SGA Senator the bylaws relating to senator responsibilities will apply.

Section 2 – Authority and Responsibility of College of Law Liaisons

College of Law liaisons are active volunteers within the Atlanta Campus SGA that serve the student body by participating in SGA.

- A. Serve as representatives of the College of Law community.
- B. Provide a voice for law student body.
- C. Only one liaison shall be required to attend regular Senate meetings and College of Law liaisons are each individually allowed no more than three absences from Senate meetings per semester; as long as one representative is present no absence will be given.
- D. Shall be non-voting members of the Senate.
- E. May propose legislation on behalf of the College of Law.
- F. May attend committee meetings.
- G. May produce reports on activities of the student organizations in the College of Law at Senate Meetings.

Title II: THE EXECUTIVE BRANCH

Article 1 – The Student Body President and Executive Committee

Section 1 – Purpose

This title is adopted by the Senate consistent with Article 5 of the SGA Constitution to expressly define the executive branch of the SGA.

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Section 2 – Terms of Office

- A. The President, Executive Vice Presidents (EVPs), and Speakers of the Senate shall serve a concurrent one-year term commencing with the completion of Inauguration to be held in April or May and ending at the call to order of the Inauguration the following spring or at such time as a duly elected President and EVP involved in a disputed election are eligible to serve.
- B. The Communications Directors and Finance Directors shall be appointed by their respective EVPs immediately after the spring semester election results are announced so that confirmation by the campus senate can occur at the first senate sessions held immediately following the Inauguration.

Section 3 – Powers, Composition, Structure and Jurisdiction of the Executive Committees

- A. The University-Wide Executive Committee (UEC) shall be composed of the President, the EVPs for each campus, the Atlanta Campus Communications Director and the University-Wide SGA Advisor (as ex-officio member).
- B. The voting members of the Atlanta Campus Executive Committee (ACEC) shall be the EVP, the Communications and Finance Directors, and Speaker of the Senate. The non-voting members are the Chairs of the Academic Affairs, Student Life, and Student Services Committees, the Speaker Pro Tempore, the Student Judicial Board SGA Liaisons, and the Atlanta Campus SGA Advisor (as ex-officio member). Any appointed member may be removed at will by the EVP, with majority consent of the Senate.
- C. Each Perimeter Campus Executive Committee (PCEC) shall be composed of the EVP, Speaker of the Senate, Communications Director, Finance Director, Perimeter Associate Chief Justice (non-voting), and the Perimeter Campus SGA Advisor (as ex-officio member). Any appointed member may be removed at will by the EVP, with majority consent of the Senate.
- D. The University-Wide Executive Committee (UEC)
 - a. Shall be the central coordinating committee for the SGA.
 - b. The President shall be required to call a meeting of the UEC at least once a month during both the fall and spring semesters.
 - i. The dates, times, and locations of the meetings shall be designated by the President and should be convenient for the members of the UEC.
 - ii. All UEC members shall attend all scheduled UEC meetings. The President may call an emergency meeting with seven days' notice.
 - iii. Members of the UEC shall be required to attend formal SGA training sessions.
 - c. Set the agenda for the University-Wide Senate meeting.
 - d. Vote on SGA matters not requiring University-Wide Senate approval.
 - e. Maintain and regularly update a log of officer activities.
 - f. Ensure legislation passed by the University-Wide Senate meets original intent when implemented by the SGA or when discussed and drafted into University Policy at the respective University-Wide Senate meeting.
 - g. Shall submit to the University-Wide Senate for approval nominations for the University Senate, University Senate Committees, and SGA Committees in the event the President fails to make nominations during the time allotted.
- E. The Campus Executive Committee (CEC) shall:
 - a. Be the coordinating committee of SGA for the specific campuses of Georgia State University.
 - b. Provide support to the execution of the SGA mission and goals.
 - c. Serve as an advisory body to the EVP.
 - d. Work to provide leadership and promote campus unity.
 - e. Execute assignments of the EVP assigned in the administration of the Executive Branch.
 - f. Submit area reports to the EVP at regularly scheduled CEC meetings.
 - g. The EVP shall be required to call a meeting of the CEC at least twice a month during the fall and spring semesters and at least monthly during the summer term.
 - i. The dates, times, and locations of the meetings shall be designated by the EVP and should be convenient for the Executive Committee. Meetings will be scheduled every semester based on the CEC members' availability.
 - ii. All CEC members shall attend all scheduled CEC meetings. The EVP may call an emergency meeting to take place during the week (Monday through Friday) with 48 hours' notice.
 - iii. Members of the CEC shall be required to attend formal SGA training sessions. Anyone approved by the CEC may attend a training session as a guest of the SGA.
 - h. Assist in the preparation of the Campus Senate meeting agenda.

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- i. Assist in the planning and implementation of SGA member workshops.
 - j. Vote on SGA matters not requiring Senate approval, which includes the allocation of the SGA budget with the exception of stipends and co-sponsorships.
 - k. Perform any additional duties and reasonable functions to continue the essential business of the SGA as specified in the SGA Constitution, its amendments, and these bylaws.
 - l. To prepare all laws of the Senate in cooperation with the EVP.
 - m. Ensure legislation passed by the Senate meets original intent when implemented by the SGA.
 - n. Shall submit to the Campus Senate for approval, nominations for vacancies on the CEC in the event the EVP fails to make nominations during the time allotted.
 - o. When a member of the SGA who receives a stipend shall fail to perform their official duties, penalties may result in the suspension or reduction of full stipend amount. Such actions shall be considered upon the filing of a written complaint with the EVP alleging dereliction of duties. The suspension of stipend and removal from office shall be considered by the SGA Advisors.
- F. Each Campus Executive Committee shall have the following sub-committees:
- a. Election Commission. For the Perimeter Campuses, it is chaired by the Campus SGA Communications Director and the Finance Director serves as Vice Chair. For the Atlanta Campus an Election Commission Chair, Vice Chair for Logistics, and a Vice Chair for Marketing are nominated to the Senate for confirmation by a selection committee that includes a member of the Student Judicial Board, the head SGA Advisor, and the SGA Administrative Coordinator.
 - i. Members may include eligible SGA or non-SGA members appointed to serve on committee.
 - ii. Assist in the coordination of all election activities.
 - iii. Evaluate all election regulations.
 - iv. Assist in the advertisement of campus elections.
 - v. Promote student success through ensuring that election process fair and equitable.
 - b. Finance Committee – Chaired by the Campus SGA Finance Director
 - i. Committee members may include eligible SGA or non-SGA members who are appointed to serve on the committee.
 - ii. Assist the Finance Director in monitoring expenditures associated with campus budgets.
 - iii. Work with the Finance Director to prepare SGA budget reports.
 - iv. Serve on Campus Student Activity Fee budget related committees.
 - v. Assist in educating campus clubs and organizations about budgeting processes and the opportunity to increase financial accountability and awareness of student leaders and advisors.
 - vi. Serve as representatives for any subsidiary committee as deemed appropriate by the Finance Director.
 - vii. For the Atlanta campus, the committee ensures that the SGA follows all University financial policies, reviews petitions for co-sponsorship funding for student organizations (after approval by the Student Life Committee for fiscal soundness and forwarded to the SGA Advisor for funding authorization), approve new and late-registration student organization funding applications and works with the Student Center Manager of Business Services and the Dean of Student (DOS) Budget office.
 - c. Communications Committee – Chaired by the Campus SGA EVP for the Perimeter Campuses and the Communications Director for the Atlanta Campus.
 - i. Members may include eligible SGA or non-SGA members appointed to serve on committee.
 - ii. Work with departments, student organizations, and students to properly inform the Georgia State community of Student Government Association affairs through various media sources and surveys.
 - iii. Promote cultural vitality by coordinating external public relations efforts to communicate with the campus community.
 - iv. Foster teamwork by coordinating marketing efforts on behalf of SGA and its programs.
 - v. Review and approve all promotional material purchases.
 - vi. Evaluates the effectiveness of marketing efforts and modifies them to meet the needs of the student body.
 - vii. Utilize the latest marketing techniques to enhance the quality of communication about SGA.

Section 4 – Powers, Duties, and Jurisdiction of the President

- A. The Executive Power shall be vested in the President of the SGA.
- B. The President shall have the following powers:
 - a. to veto university-wide legislation pursuant to a fundamental policy or principle of the SGA within 15 class days after the legislation passes the Senate.
 - b. with the advice and consent of the University-Wide Senate, to appoint representatives of the SGA to the University

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- Senate and its standing committees
- c. To enter into agreements with agencies and organizations outside the university community by and with the consent of the university-wide senate and the proper university authorities.
- C. The President shall have the following duties:
- a. To serve as the official representative of the student body in University matters.
 - b. To oversee the duties of the EVPs and assigns additional duties as necessary and proper to the members of the University-Wide Executive Committee.
 - c. To inform the University-Wide Executive Committee of any member who has accumulated two absences.
 - d. To notify and remove University-Wide Executive Committee members who violate the attendance policy within 72 hours of the third and final infraction.
 - e. To preside over any ad hoc committee responsible for amending the SGA Constitution
 - f. To set and chair the University-Wide Executive meetings at least twice a semester and votes only in case of a tie.
 - g. To order special meetings of the University-Wide Senate when necessary.
 - h. To serve on the University President's Fiscal Advisory Committee.
 - i. The opportunity and obligation to represent the students of Georgia State University at the Board of Regents Student Advisory Council meetings.
 - j. To provide transition resources for the next administration's President to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
- D. The President shall be required to maintain a minimum of 20 working hours per week during academic terms. Office hours shall be defined as hours during which the President is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The President shall not be eligible for compensation for the duration of the Leave of Absence.
- E. Working hours and requirements are defined below:
- a. Six hours in the office including regularly scheduled meetings with the university-wide advisor.
 - b. Fourteen hours between all official meetings and events.
- F. The President shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease of the President's stipend during the President'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 or nonfeasance.

Section 5 – Powers, Duties, and Jurisdiction of the Executive Vice President (EVP)

- A. Atlanta Campus EVP
- a. The EVP may assume the duties of the President in their extended absence, incapacitation, resignation, or removal from office.
 - b. Report to and assist the President.
 - c. Serve as Vice Chair of the Atlanta Campus Mandatory Fee Committee with the Vice President of Student Affairs serving as Chair.
 - d. Co-chair the Student Activity Fee Committee (SAFC) with the Dean of Students.
 - e. The EVP, or their designate, shall prepare for the SAFC a request for funding of the SGA every year. In doing so the EVP, or their designate, shall work with the Atlanta Campus Finance Director to develop the budget for the SGA.
 - f. Administer and coordinate the duties of the Speaker of the Senate, Communications Director, and Finance Director in accordance with the SGA Constitution and Bylaws and the President's requests.
 - g. Serve on the Board of Regents Student Advisory Committee if the President is a Perimeter College student.
 - h. Inform the Campus Executive Committee of any member who has accumulated two absences.
 - i. Notify and remove Campus Executive Committee members who violate the attendance policy within 72 hours of the third and final infraction.
 - j. To provide transition resources for the next administration's EVP to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - k. The EVP shall be required to maintain a minimum of 20 working hours per week during academic terms. Office hours shall be defined as hours during which the EVP is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The EVP shall not be

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eligible for compensation for the duration of their Leave of Absence.

- I. Working hours and requirements are defined below:
 - i. Six hours in the office including regularly scheduled meetings with the campus advisor.
 - ii. Thirteen hours between all official meetings and events.
- m. The EVP shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease of the EVP's stipend during the EVP'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.

B. Perimeter Campus EVPs

- a. The EVPs may assume the duties of the President in their extended absence, incapacitation, resignation, or removal from office.
- b. To execute the Constitution and the laws passed by the Campus Senate.
- c. To make recommendations to the Campus Senate and provide the Campus Senate with information relevant to any such proposals.
- d. To organize and preside over a CEC which shall be composed of the four elected SGA Executive Officers, the Chief Justice, and additional members they may appoint with the consent of a 51% simple majority vote of the Campus Senate. The EVP may remove an appointed member of the CEC at will, with majority consent of the Campus Senate.
- e. Two of the EVPs will be selected (on a rotational basis) to Chair the Student Activity Fee Budget Committee (SAFBC), aka the Mandatory Fee Committee.
- f. Serve or designate the Finance Director to serve as Chair (non-voting) of the CSAFBC. Under the supervision of the SGA Advisor appoints at least 4 students to the committee.
- g. To attend their SGA Campus and University-Wide Senate meetings.
- h. To appoint committee chairpersons at the organizational session of the senate. Such appointments must be confirmed by a 51% simple majority vote of the Senate.
- i. To appoint applicants to fill vacant Campus Senate positions. Such appointments must be confirmed by a 51% simple majority vote of the Campus Senate.
- j. To call a special session of the Senate at any time deemed necessary for the interest of the student body. An advanced notice of two instructional days must be given for any special session.
- k. To veto, line-item veto, sign, or not sign any legislation passed by the Senate and recommend alterations to such legislation as the EVP deems necessary.
- l. To recommend to the SGA Advisor dates for the holding of SGA special elections or referendums when required, as hereinafter provided.
- m. To perform such functions as authorized or requested by the administration of the College which may include serving on College committees and appointing student representatives for committee assignments or other designated assignments.
- n. To organize temporary committees to perform any special function not specifically delegated in the Constitution or these Bylaws. The EVP may appoint members to committees, define the function of the committee, and terminate any committee formed by the authority of this Article.
- o. To provide transition resources for the next administration's EVPs to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
- p. To attend SGA sponsored events and functions.
- q. To serve as an ex-officio member of all SGA committees.
- r. Participate in a minimum of two meetings annually with all SGA EVPs in order to discuss intra-campus issues and to encourage programs that will enhance college-wide unity.
- s. Attend mandatory training events each semester as scheduled by SGA and/or office of Student Life.
- t. May serve on the Student Advisory Council sponsored by the Board of Regents if elected from among the other Perimeter campus EVPs. In the case of a tie, the President will cast the deciding vote.
- u. The EVP shall be required to maintain a minimum of 5 working hours per week during academic terms. Office hours shall be defined as hours during which the EVP is available in the SGA office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The EVP shall not be eligible for compensation for the duration of their Leave of Absence.
- v. Working hours and requirements are defined below:
 - a. Three hours in the office including regularly scheduled meetings with the campus advisor.

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- b. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
- w. The EVP shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the EVP'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 6 – Powers, Duties, and Jurisdiction of the Speaker of the Senate (Speaker)

The Speaker of the Senate shall have all the Powers, Duties and Jurisdiction as outlined in Title I Article 4 Section 1.

Section 7 – Powers, Duties, and Jurisdiction of the Communications Director

- A. Qualifications for appointment (at all campuses)
 - a. Applicants must have accumulated 12 semester credit hours at Georgia State University.
 - b. Minimum cumulative GPA of 2.75 at the time of appointment and 2.5 to maintain position.
- B. The Atlanta Campus Communications Director shall have the following responsibilities:
 - a. Oversees the public relations and marketing efforts of the Atlanta Campus and University-Wide SGA.
 - b. Provide direction and goals to the Standing Committee on Public Relations which includes:
 - i. Overseeing 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).
 - ii. Act as a coordinating committee within the SGA to aid all other committees in the dissemination of information.
 - iii. Maintain communications with all media groups in the University and/or local media.
 - iv. Actively promote a positive image of the SGA throughout the University and greater Atlanta community.
 - v. Inform the student body of enacted legislation and information concerning SGA activities and programs.
 - vi. Manage the imaging and branding of SGA.
 - vii. Inform the student body on SGA activities and projects including, but not limited to, town halls.
 - viii. Develop ways for the SGA to collaborate and engage with student organizations and University departments.
 - c. Serve on the University-Wide Executive Committee.
 - d. Report on activities of the Standing Committee on Public Relations to the EVP and SGA Senate.
 - e. With the approval of the Finance Director and the SGA Advisor order promotional items and coordinate promotional events.
 - f. Coordinate the publication of a Fall and Spring semester with the Perimeter Communication Directors to report on SGA's efforts and accomplishments.
 - g. Assist Senate members in promoting their constituent meetings.
 - h. Maintain and oversee all SGA social media accounts
 - i. Meet twice a month with the Student Center's Digital Media Specialist and with the SGA Advisor on the alternate weeks.
 - j. Perform other duties as assigned or prescribed by the EVP.
 - k. To provide transition resources for the next administration's Communications Director to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - l. The Communications Director shall be required to maintain a minimum of 15 working hours per week (Monday through Friday) during their terms. Office hours shall be defined as hours during which the Communications Director is available in the SGA Office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Communications Director shall not be eligible for compensation for the duration of their Leave of Absence.
 - m. Working hours and requirements are defined below:
 - i. Five hours in the office including regularly scheduled meetings with the campus advisor.
 - ii. Ten hours between all official meetings and events
 - n. The Communications Director shall receive compensation for their duties during their appointed term of office. The SGA shall not initiate any increase or decrease during the Communication Director'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 EVP for lack of performance.
- C. The Perimeter Campus Communications Directors shall have the following responsibilities:
 - a. To serve as the corresponding and recording Secretary for the Student Government Association, Campus Executive Committee (CEC), Campus Senate, and Campus Special Request Committee as directed by the EVP or Advisor.

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- b. To file and manage an accurate and permanent record of the minutes of the meetings of the CEC and Campus Senate.
 - c. It shall be the responsibility of the Communications Director on each Perimeter Campus:
 - i. To keep an attendance record of the SGA Senate which should include any tardies and absences.
 - ii. To notify a Senator via email, copying the Speaker, when a Senator has accumulated two or more absences.
 - iii. To notify a campus Executive Committee Member via email, copying the EVP, when an Executive Committee Member has accumulated two or more absences.
 - iv. To notify a University-Wide Executive Committee Member via email, copying the President, when an Executive Committee Member has accumulated two or more absences.
 - d. To keep and make available to the CEC a permanent record of the constitution and constitutional amendments passed by the Campus Senate or any other constitutionally appropriate officer.
 - e. To forward all legislation passed by the Senate, and signed by its Chairperson, to the EVP within two instructional days after passage.
 - f. To perform such other duties, the EVP may assign in the administration of the Executive Committee.
 - g. To post all agendas, summary notes, and approved minutes on the SGA website.
 - h. Distribute copies of the minutes of all SGA meetings to SGA members, the SGA Advisor and designated bulletin boards.
 - i. Maintain a record of all resolutions and the voting records to be available to the public.
 - j. Attend SGA sponsored events and functions.
 - k. Attend all SGA Senate and CEC meetings.
 - l. Attend mandatory training events each semester as scheduled by SGA and/or the office of Student Life.
 - m. Work a minimum of five office hours per week in the SGA office during each semester.
 - n. Keep the official record of SGA office hours, meeting attendance, and initiatives.
 - o. Coordinate and submit SGA Mid-Year and End-of-Year Reports to the office of Student Life.
 - p. Uphold the Constitution and all ordinances of the SGA.
 - q. Participate in the Perimeter College Student Activity Fee Budget and Special Request processes. Ensure that all legislative matters be delivered to the Campus Senate.
 - r. Serve as the Election Commission Chair, assisting the SGA Advisor or their designee, with the planning and coordination of all student election activities.
 - s. To provide transition resources for the next administration's Communications Directors to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - t. The Communications Director shall be required to maintain a minimum of 5 working hours per week during their terms. Office hours shall be defined as hours during which the Communications Director is available in the SGA office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Communications Director shall not be eligible for compensation for the duration of their Leave of Absence.
 - u. Working hours and requirements are defined below:
 - a. Three hours in the office including regularly scheduled meetings with the campus advisor.
 - b. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
 - v. The Communications Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Communication Director'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 their EVP for lack of performance.
- D. Limits and Oversight
- a. In no case shall the Communications Committee nor the Communications Director advocate a course of action to an effect contrary to SGA policy.
 - b. Oversight of the Committee may be exercised by the EVP, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the President or Senate regarding its improvement.

Section 8 – Powers, Duties, and Jurisdiction of the Finance Director

- A. Qualifications for appointment (at all campuses)
 - a. Applicants must have accumulated 12 semester credit hours at Georgia State University.
 - b. Minimum cumulative GPA of 2.75 at the time of appointment and 2.5 to maintain their position.

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- B. The Finance Director at the Atlanta Campus shall have the following responsibilities:
- a. Provide direction and goals to the Standing Committee on Budget and Finance which include:
 - i. Ensuring the SGA follows University financial policies.
 - ii. Preparing the SGA Budget in accordance with Title III of this Code.
 - iii. Be responsible for the establishment, monitoring, and maintenance of budgeted category accounts.
 - iv. 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 their recommendations to their EVP for approval.
 - b. Report on activities of the Standing Committee on Budget & Finance to the Speaker of the Senate and Campus Senate.
 - c. Prepare and deliver a monthly financial report to the Campus Senate and publish it on the SGA website. The report should 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 EVP
 - h. Each year, prepare a request for funding of the SGA for the Student Activity Fee Committee.
 - i. Meet once a week with the SGA Administrative Coordinator to review expenditure actuals.
 - j. To provide transition resources for the next administration's Communications Director to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements
 - k. The Finance Director shall be required to maintain a minimum of 10 working hours per week during their terms. Office hours shall be defined as hours during which the Finance Director is available at the SGA office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Finance Director shall not be eligible for compensation for the duration of their Leave of Absence.
 - l. Working hours and requirements are defined below:
 - i. Three hours in the office including regularly scheduled meetings with the campus advisor.
 - ii. Seven hours between all official meetings and events
 - m. The Finance Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Finance Director'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 their EVP for lack of performance.
- C. The Finance Directors at the Perimeter Campuses shall have the following responsibilities:
- a. To serve on the Student Activity Budget Committee as defined in the Student Activity Fee Codes .
 - b. Participate in the Student Activity Fee Budget process as defined in the Student Activity Fee Codes.
 - c. May serve as Chair (non-voting) of the Campus Student Activity Fee Budget Committee (CSAFBC) and under the supervision of the SGA Advisor appoints at least four students to the committee.
 - d. Preside over the Campus Special Requests committee meetings as directed by the EVP and SGA Advisor.
 - e. Assist in all Campus Student Activity Fee Trainings.
 - f. Keep Official SGA Records of all financial transactions, budgets, and reconciliations of the SGA account(s).
 - g. To prepare and submit an itemized financial report to the Campus Senate at the end of each semester. Each itemized financial report must be presented on or before the first Senate meeting of the next semester, and shall include a starting balance, an itemized list of income and expenses, and the closing balance in the general journal for that time period.
 - h. To serve on the Campus Executive Committee.
 - i. To serve as Parliamentarian for the Campus Senate Meetings, President's Cabinet, and other committees as assigned.
 - j. Provide parliamentarian workshops each semester for SGA.
 - k. To perform other such duties the EVP may assign in the administration of the Executive Branch.
 - l. To provide transition resources for the next administration's Finance Directors to include:
 - i. Transition materials – important contact information, calendar of tasks, meeting notes, summary of accomplishments, etc...
 - ii. Recommendations for improvements

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- m. Assist in the Coordination of the Student Activity Fee Campus Budget hearings for clubs and organizations, committees and departments, and maintain records of income and expenditures.
 - n. Attend SGA sponsored events and functions.
 - o. Co-coordinate and Chair all campus budget hearings and meetings.
 - p. Attend all SGA Senate and Campus Executive Committee meetings.
 - q. Attend mandatory training events each semester as scheduled by SGA and/or the office of Student Life.
 - r. Must work a minimum of five office hours per week in the SGA office during each semester.
 - s. Uphold the Constitution and all ordinances of the SGA.
 - t. Report expenditures at SGA Meetings on all financial affairs on a bi-weekly basis.
 - u. Shall meet with the SGA Advisor monthly to discuss the budget.
 - v. The Finance Director shall be required to maintain a minimum of 5 working hours per week during their terms. Office hours shall be defined as hours during which the Finance Director is available in the SGA office. Absence from mandatory office hours for two or more consecutive weeks shall constitute a Leave of Absence. The Finance Director shall not be eligible for compensation for the duration of their Leave of Absence.
 - w. Working hours and requirements are defined below:
 - a. Three hours in the office including regularly scheduled meetings with the campus advisor.
 - b. Two hours in other official SGA meetings and events (not including regularly scheduled SGA meetings).
 - x. The Finance Director shall receive compensation for their duties during their term of office. The SGA shall not initiate any increase or decrease during the Finance Director'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 their EVP for lack of performance.
- D. Limits and Oversight
- a. In no case shall the Budget & Finance Standing Committee or the Finance Director advocate a course of action to an effect contrary to SGA or University policy.
 - b. Oversight of the Committee may be exercised by the EVP, who shall have the power to review the records of the committee, compel reports of its members, and to make recommendations to the President or Senate regarding its improvement.

Article 2 – Authority and Responsibilities of Atlanta Campus Student Assistants

- A. If deemed necessary by the Executive Committee of the Atlanta Campus, the SGA can create or eliminate student assistant positions; these positions are paid out of the Atlanta Campus SGA budget.
- B. The SGA Administrative Coordinator and the Atlanta Campus advisor conducts the necessary interviews for the position(s) and makes the selection(s).
- C. Student assistants are employees of the SGA and are not considered SGA officers.
- D. Current SGA officers that are compensated by SGA for their role may not be hired as Student Assistants during their term of office.
- E. Student assistants report to the SGA Administrative Coordinator.
- F. A Student assistant may be fired; employment termination will be at the discretion of the SGA administrative coordinator and the Atlanta campus advisor.

Title III: ATTENDANCE POLICY

Article 1 – Attendance

- A. Each Senator shall be required to attend all meetings of their Campus Senate as well as the University-Wide Senate, as appointed by their respective EVPs and those Senate committees on which that Senator serves, including any University Senate and University-Wide Senate Committee meetings.
- B. Each Executive Member shall be required to attend all meetings of their Campus and Executive Committees, Campus Senate as well as the University-Wide Senate, as appointed by their respective EVPs and those Senate committees on which that Senator serves, including any University Senate and University-Wide Senate Committee meetings.
- C. All Campus Senate meetings will start promptly at the time designated by the Speaker of the Senate.
- D. All University-Wide Senate meetings will start promptly at the time designated by the SGA President.
- E. All SGA officers (Senators and Executive Members) shall not be tardy to regularly scheduled SGA meetings.

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- a. If an officer is not present when their name is called during opening roll call or leaves before closing roll, the officer's record shall be marked tardy.
 - b. Two tardies constitute one absence.
 - c. An absence shall be awarded to any officer, without regard to quorum, upon failure to attend a regularly scheduled meeting.
 - d. An automatic excused absence shall be granted to an officer whose absence is the result of SGA-sponsored business, provided they submit a request for an excused absence in writing three business days prior to the meeting. A Senator shall submit the request to the Speaker of the Senate, and an Executive Board member shall submit the request to their respective Campus EVP or the President.
- F. All SGA officers shall be required to attend an SGA Orientation and Photoshoot to be held in conjunction with Inauguration.
- a. Officers may be excused from the Orientation only for emergency reasons with approval of their respective EVP.
 - b. The penalty for absences for the Orientation shall be two Senate absences against the Senator's record for the upcoming fall semester.
 - c. The SGA President and/or President's Cabinet shall enforce any penalty.
- G. All SGA officers shall be required to attend an SGA Training Retreat to be held during the summer.
- a. Officers may be excused from the Training Retreat only for documented severe illness, family trauma, or other extreme circumstances that must be identified in writing within 24 hours of the retreat with approval of the University-Wide Executive Committee.
 - b. The penalty for absences for Senators during the Training Retreat shall be two Senate absences against the officer's record for the upcoming fall semester.
 - c. The SGA President and/or University-Wide Executive Committee shall enforce any penalty.

Article 2 – Webex

- A. University-Wide Senators will be granted access to a Webex portal so that they have the option of attending at their campus.
- B. The only members of the University-Wide Senate able to participate via Webex outside of a central meeting room on a Georgia State University campus are those who are dually enrolled or who have notified the SGA President at least 24 hours prior to the meeting and with the approval of their EVP.
- C. Failure to participate in a University-Wide Senate meeting either in person or via WebEx will count as an absence.

Article 3 – Absences from Meetings

- A. If a voting member of the Senate fails to attend a Senate meeting that Senator automatically forfeits their voting rights on legislation introduced during that meeting. If such legislation is tabled, the Senator will still be unable to vote on that proposed legislation in following meetings.
- B. Excused absences shall be defined as documented severe illness, family trauma, or other extreme circumstances that must be identified in writing within 24 hours of the meeting. All other absences shall be considered unexcused.
- C. Any officer who accumulates three unexcused absences per semester for Campus Senate Meetings or a total of six unexcused absences for University-Wide Senate, University Senate or SGA committee meetings shall automatically and promptly be removed from office on the grounds of nonfeasance.
- D. Absences during special sessions shall not be counted against a Senator's record.
- E. In the event a Perimeter Campus Senator forfeits their seat due to attendance, the Senator will be eligible for reappointment at the next scheduled meeting. There shall be no more than one reappointment per semester per person. If a reappointment is confirmed, the Senator will be extended and credited the equivalent of one absence. Upon the expenditure of that absence, the person forfeits their seat. If a reappointment is not confirmed, the Senator's seat is forfeited and shall be made available to the members of that campus for election or appointment.
- F. It shall be the responsibility of the Communications Director on each Perimeter Campus and the Senate Clerk for the Atlanta Campus:
 - a. To keep an attendance record of the SGA Senate which should include any tardies and absences.
 - b. To notify a Senator via email, copying the Speaker, when a Senator has accumulated two or more absences.
 - c. To notify a campus Executive Committee Member via email, copying the EVP, when an Executive Committee Member has accumulated two or more absences.
 - d. To notify a University-Wide Executive Committee Member via email, copying the President, when an Executive Committee Member has accumulated two or more absences.

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- G. It shall be the responsibility of the Speaker of the Senate to inform the Senate of any Senator who has accumulated two absences.
- H. It shall be the responsibility of the EVP to inform the campus Executive Committee of any member who has accumulated two absences.
- I. It shall be the responsibility of the President to inform the University-Wide Executive Committee of any member who has accumulated two absences.
- J. The Speaker of the Senate shall notify and remove Senators who violate the attendance policy within 72 hours of the third and final infraction.
- K. The EVP shall notify and remove campus Executive Committee members who violate the attendance policy within 72 hours of the third and final infraction.
- L. The President shall notify and remove University-Wide Executive Committee members who violate the attendance policy within 72 hours of the third and final infraction.
- M. It shall be the responsibility of each officer:
 - a. To keep up with their personal attendance record.
 - b. To make sure the SGA office on their campus has their correct address, email, and contact number.
 - c. To submit, when necessary, a written excuse to the Speaker of the Senate no later than 24 hours after an absence. If the Speaker does not receive an excuse within 24 hours of the absence, the absence will automatically be counted as unexcused.
 - d. To send a written letter of resignation if the officer resigns.
- N. Extended Absences:
 - a. Those officers who must miss more than three scheduled meetings because of severe illness, family trauma, or other extreme circumstances must write the SGA Advisor on that campus to notify them of their situation as soon as they are aware of the forthcoming absences.
 - b. Permission for extended absences may be given to officers whose extended absence meets the criteria outlined above; it is not automatically approved.

Title IV: FISCAL POLICIES AND PROCEDURES

Article 1 – General Provisions

Section 1 – Name and Purpose

- A. This Title shall be known, and may be cited, as the SGA “Fiscal Policies and Procedures.”
- B. 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 Budgets

- A. The SGA budgets for the next fiscal year will be developed by the respective Finance Directors (with the assistance of the Budget and Finance Committees) and will be submitted to their Campus Senates by their first meeting in January of each year; each fiscal year shall start on July 1 and end on June 30.
- B. The SGA Campus Senates shall pass a budget allocation bill no later than October 1 of each fiscal year. The budget bill will give executive authority to spend funds up to and including the day in which a budget bill becomes law.
- C. Upon the bill becoming law, the budgets shall be effective until June 30.
- D. Allocation of summer funding will utilize the recommendation of the prior administration until the new administration has the opportunity, to pass a budget allocation bill.

Article 3 – Fiscal Procedures

Section 1 – Donations

In accordance with Student Activity Fee Policies, no donations of SGA funds can be made to any charities, churches/places of worship, or non-profit organizations.

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Section 2 – Submittal Procedures

- A. All requests for expenditures must be made in writing to the Finance Director describing the nature of the request at least two weeks in advance.
- B. The Finance Director shall make a report of all purchases at the next scheduled Campus Senate meeting.
- C. All requests over \$2,500 must include at least two bids for the services performed or products provided unless being provided by the University or state contract.
- D. 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

- A. Atlanta Campus - Stipends issued to SGA officers are privileged compensation for specified work below:
 - a. President; Executive Vice Presidents; Speakers of the Senate; Finance Directors; Communications Directors; Chairs of the Academic, Student Life, and Student Services Committee on the Atlanta Campus; and the Senators on the Perimeter Campuses. Criteria shall consist of: attendance at University-Wide Senate, Campus 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).
 - b. Senate Clerk - Criteria shall consist of attendance at Campus Senate meetings (50% of stipend) and other job duties as prescribed herein (50% of stipend).
 - c. Stipend forms shall be distributed monthly to SGA officers. The President shall report on each executive committee member on their stipend forms. The EVPs shall report on their Executive Committee members' progress. The Speaker of the Atlanta Campus Senate shall report on the work of the Standing Committee Chairs and the Senate Clerk. The Speaker of the Perimeter Campus Senates shall report on the Senators. By 8:00 a.m. on the last Friday of the month the stipend forms will be submitted to the SGA Administrative Coordinator on the Atlanta Campus and to the SGA Advisor on the Perimeter Campuses. 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 2:00 p.m. that same day. If an officer is unsatisfied with the decision of the reporting official, they may bring an appeal to the Senate at the next Campus Senate meeting.
 - d. If the SGA sponsors an activity that requires funds to be paid in advance (i.e. tickets, hotel reservations, conference reservations, etc.) and an SGA officer commits to attend said event, but does not attend, the moneys paid by SGA will be refunded to SGA from the officer's stipend. The officer may appeal the refund via letter or email to the Finance Director, who will present the appeal to the Budget and Finance Committee for review, at which time they will vote by majority on the appeal. If the officer in question is the Finance Director, the Campus Executive Council will vote by simple majority (51%) on the appeal. If an officer resigns from office, they shall still be liable for any charges incurred on their behalf pursuant to this clause. If any SGA property (laptops, name tags, iPads, etc.) is not returned to SGA within two weeks of an officer's resignation, they shall be held liable for the value of that property. The officer shall cease being liable only upon the return of said property to the SGA.
- B. Perimeter Campus - Stipends issued to SGA officers are privileged compensation for specified work below:
 - a. The EVP, Communications Director, Finance Director, Senators, and Student Judicial Board members shall be eligible for a stipend to be processed at the conclusion of each semester. The budgeted stipend amounts are determined through the Student Activity Fee Budget process. Students are not guaranteed the full amount of a stipend by mere virtue of the position.
 - b. Each student receiving a stipend may earn the full amount through the completion of office hours, meeting attendance, satisfactory completion of job duties, etc. Each student in a stipend-paid position must complete a standard deduction sheet which outlines associated penalty deductions. Failure to submit this form will result in loss of stipend and/or position. Stipends are directly associated with job performance and may be reduced or forfeited based on the same. No student can receive a stipend for any two of the positions listed above.

Section 4 - Summer Expectations

There are different expectations for positions that are stipended through the summer. They are as follows.

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- A. President (12-month stipend) - For May thru July must respond to emails within 2 business days, log 10 hours of work per week to include leading a monthly University-Wide Executive Committee via Webex meeting, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order).
- B. Atlanta positions
 - a. EVP - For May thru July must respond to emails within 2 business days, log 10 hours of work per week to include attending a monthly University-Wide Executive Committee via Webex meeting, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order), work with Speakers of the Senate and President to prepare for August training.
 - b. Speaker - For May thru July must respond to emails within 2 business days, log 5 hours of work per week, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order), work with EVPs and President to prepare for August training.
 - c. Communications Director - For May thru July must respond to emails within 2 business days, log 7 hours of work per week to include attending monthly University-Wide Executive Committee meeting and Campus Executive Committee meetings (via Webex if not during business hours), must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order).
 - d. Finance Director - For May thru July must respond to emails within 2 business days, log 5 hours of work per week to include attending a monthly Campus Executive Committee via Webex unless during business hours.
 - e. Committee Chairs
 - i. Student Life Committee Chair - For May thru July must respond to emails within 2 business days, log 5 hours of work per week to include attending monthly Campus Executive Committee meetings via Webex if not during business hours, leading Student Life Committee meetings as needed to respond to co-sponsorship requests, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order).
 - ii. Senators: Members of the Vacancy committee and Student Life committee are expected to be available to attend meetings as needed over the summer.
- C. Perimeter positions
 - a. EVPs - For May thru July must respond to emails within 2 business days, log 10 hours of work per week, must be able to attend the NACA SGE and the BOR SAC meeting and if not able, is responsible for finding a designee (in succession order), work with the Speakers of the Senate and President to prepare for August training.
 - b. Communications Directors - For May thru July must respond to emails within 2 business days, log 2 hours of work per week to include attending a monthly Campus Executive Committee and assisting with recruitment efforts.
 - c. Finance Directors - For May thru July must respond to emails within 2 business days, log 2 hours of work per week to include attending a monthly Campus Executive Committee and assisting with recruitment efforts
 - d. Speakers - May thru July must respond to emails within 2 business days, log 2 hours of work per week, must be able to attend the NACA SGE, work with EVPs and President to prepare for August training and assisting with recruitment efforts.
 - e. Senators/Committee Chairs - For May thru July must respond to emails within 2 business days, log 1 hour of work per week to include attending an advisor meeting at least once a month and assisting with recruitment efforts.

Title V: CODE OF IMPEACHMENT

Article 1 – General Provisions

Section 1 – Definitions

- A. 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.”
- B. “Nonfeasance” shall be defined as the failure of any official, elected or appointed, to perform the duties, responsibilities, or functions of office.
- C. “Malfeasance” shall be defined as the improper (as described by the Code of Ethics) or unlawful conduct by any official, elected or appointed, in the performance of the duties, responsibilities or functions of the office which

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violates trust inherent in the office.

- D. A Bill of Impeachment shall consist of a written statement describing the charges and a petition signed by at least 50% of the respective campus' Senators.
- E. The Committee of Investigation shall be defined as the Chief Justice, a Student Judicial Board member, and the EVP (unless the EVP is facing impeachment, in which case the President will serve on the committee), who will serve as a non-voting member.
- F. 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 acquitted of said charges.

Section 2 – General Impeachment Procedures

- A. Any elected official can bring charges of Impeachment for malfeasance and/or nonfeasance against any SGA Officer by submitting a Bill of Impeachment to the Campus Senate, Chief Justice of that campus, and the President of SGA.
- B. The Chief Justice shall call and preside over an impeachment hearing of the respective Campus Senate no earlier than 10 business days and no later than 25 business days from the date of receipt of the Bill of Impeachment by the Chief Justice.
- C. The Campus Senate shall have the power to remove from office any officer of the SGA on the grounds of malfeasance and or nonfeasance. This removal may be enacted by a two-thirds affirmative vote of the Senate members present, and shall be effective for the remainder of their enrollment at Georgia State University.
- D. Judgment in cases of impeachment shall not extend further than removal from office and disqualification to hold and enjoy an office of honor, trust, or profit under the current or future SGA.

Article 2 – Initiation and Notification of Impeachment Charges

- A. Any elected or appointed officer can bring charges of impeachment for malfeasance and/or nonfeasance against any SGA officer by submitting a Special Order to form a Committee of Investigation (as defined in Article 1, Section 1E) the Campus Senate, Chief Justice of that campus, and the SGA President.
- B. If, after deliberation the Committee of Investigation's opinion is favorable to the accused, it shall prepare a written statement exonerating the accused. The statement shall require no action by the Senate and shall be final and conclusive. The committee shall enter upon the Special Order of Impeachment the words "NO SPECIAL ORDER."
- C. If after deliberation the Committee of Investigation finds probable cause, it shall report its finding on a Bill of Impeachment to the Speaker of the Senate for that campus. The Bill of Impeachment shall be placed on the respective campus's Senate agenda as a Special Order, and shall be deliberated on within two regularly scheduled Senate meetings. If the charges of impeachment are for the President, the Atlanta Campus EVP shall place the Bill of Impeachment on the University-Wide Senate's agenda as a Special Order, and shall be deliberated on at the next regularly scheduled University-Wide Senate meeting.
- D. The presiding officer shall notify the accused of the Bill of Impeachment at least 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, oral communication, or two public notices in the campus newspaper and/or the Senate Journal will be deemed proper notification by the presiding officer. The notification shall include the following information:
 - a. The date, time, and place of the appointed Senate Meeting.
 - b. 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.
 - c. The right to the presence of counsel, during the preliminary hearings.
 - d. The right of the accused to view the testimony of any witness after such testimony.
 - e. The right of the accused to any evidence or testimony acquired by the Committee of Investigation favorable to the case of the accused.
 - f. The accused shall have the right, during the preliminary hearing, to petition the Committee of Investigation for an extension by which the proceedings should be begin for not more than seven days, including weekends and holidays.

Article 3 – Impeachment Trial Procedure

- A. Either the SJB Liaison or Associate Justice of the Student Judicial Board on the respective campus shall serve as the presiding officer during the impeachment trial.
- B. If the individual being impeached is the President, the Chief Justice of the campus that the President is currently attending will serve as the presiding officer during the impeachment trial.
- C. The trial will begin with the reading of the SGA Bill of Impeachment by the presiding officer.
- D. The Committee of Investigation shall then report their findings to the Senate.

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- E. After both the Bill of Impeachment and the Committee of Investigation reports have been read, the accused shall be given an opportunity to rebut the evidence presented.
- F. Upon presentation of all information concerning the original Bill of Impeachment, the Senate will be given sufficient time to deliberate on its contents and merits before making a motion to vote. The Senate will then move to a Vote of Impeachment, which requires a two-thirds affirmative vote of the Senate members present.
- G. Provided the Bill of Impeachment is upheld, the accused may appeal to the Student Judicial Board for their campus, with the Chief Justice presiding over the review of the Committee of Investigation to determine if further investigation is warranted in order to provide a decision.
- H. 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.

Title VI: VACANCIES

Article 1 – Vacancies in the Senate

Section 1 – Unfilled Positions

Positions that had no candidates apply to run for election are not considered vacancies until the conclusion of the Election process.

Section 2 – Nomination Process for Atlanta Vacancies

- A. Formation of Vacancy Committee
 - a. A vacancy committee made up of at least three (3) senators will be formed for the remainder of the academic year by the Speaker of the Senate through an appointment process during the first Atlanta campus meeting of the term of office.
 - b. Appointments to the vacancy committee are determined based on interest from the members of the senate and the committee will only meet to fill vacant positions.
 - c. The vacancy committee must make recommendations to the Speaker of the Senate regarding the candidates they have interviewed, from which the Speaker will nominate a candidate to be presented to Senate for confirmation.
 - d. Once senators are appointed to the vacancy committee by the Speaker of the Senate, their appointment to the vacancy committee is for the remainder of their SGA office term.
 - e. In the case of a vacancy within the committee, the Speaker of the Senate is responsible for appointing a senator to fill a vacancy in the committee.
- B. The Speaker of the Senate has sole discretion on which candidate they submit to the Senate for a confirmation vote.
- C. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- D. The Speaker of the Senate has seven days after the application for a vacant position has closed to recommend a nomination to the Senate. If the Speaker of the Senate fails to meet the nomination time requirement, the Campus Executive Committee will nominate a candidate.
- E. Rejection of a Speaker of the Senator's nominee, within the given time period, shall reset the time allocated in this clause.
- F. If a Campus Senate vacancy shall remain open beyond two consecutive regular meetings of the Senate, and the Speaker of the Senate fails to nominate an eligible candidate for the vacant position, the Speaker Pro-Tempore shall have the power to nominate an eligible candidate for the vacant position.

Section 3 - Nomination Process for Perimeter Vacancies

- A. Formation of Vacancy Committee
 - a. A vacancy committee made up of at least two (2) SGA officers from that campus (with the SGA President as an acceptable alternate) will be formed by the Speaker of the Senate or the SGA Advisor for the remainder of the academic year through an appointment process as needed.
 - b. Appointments to the vacancy committee are determined based on interest from SGA officers and the committee will only meet to fill vacant positions.

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- c. The vacancy committee must make recommendations to the Speaker of the Senate, or the EVP regarding the candidates they have interviewed, from which the Speaker will nominate a candidate to be presented to Senate for confirmation.
 - d. If the Speaker of the Senate and EVP positions are vacant the vacancy committee's recommendation are final.
 - e. In the case of a vacancy within the committee, the Speaker of the Senate, EVP or SGA President is responsible for appointing a SGA officer to fill a vacancy in the committee.
 - f. In the event of an entire campus executive committee being vacant, the SGA President shall appoint and confirm position(s) as needed.
- B. The Speaker of the Senate has sole discretion on which candidate they submit to the Senate for a confirmation vote.
- a. If the Speaker of the Senate is vacant, the vacancy committee has sole discretion on which candidate they submit to the Senate.
 - b. If there are less than 3 Senators, the vacancy committee submits their nomination to the SGA President.
- C. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- D. The Speaker of the Senate has seven days after the application for a vacant position has closed to recommend a nomination to the Senate. If the Speaker of the Senate fails to meet the nomination time requirement, the Campus Executive Committee will nominate a candidate.
- E. Rejection of a Speaker of the Senator's nominee, within the given time period, shall reset the time allocated in this clause.
- F. If a Campus Senate vacancy shall remain open beyond two consecutive regular meetings of the Senate, and the Speaker of the Senate fails to nominate an eligible candidate for the vacant position, the Speaker Pro-Tempore shall have the power to nominate an eligible candidate for the vacant position.

Section 4 – Speaker of the Senate

- A. If the Speaker of the Senate position is vacated, the Speaker Pro Tempore automatically becomes the Speaker of the senate until the end of their term and are no longer a Senator.
- B. A vacancy is created in the college or school that the Speaker Pro Tempore was elected to represent.
- C. A new Speaker Pro Tempore is elected from within the campus senate.

Section 5 – Speaker Pro Tempore

- A. In the event that the Speaker Pro Tempore position becomes vacant, Senators can nominate another Senator or themselves to fill the position.
- B. The campus senate should vote on the nominations by the first senate meeting following the day the position is vacated.
- C. The Senator who receives the most votes will become the Speaker Pro Tempore.

Section 6 - University Senate Vacancy

- A. The SGA President appoints candidates to fill vacancies in University Senate committees.
- B. The SGA President has seven days after the publicity of a vacant position has expired to make the appointment.
- C. If the appointment time requirement is not met by the SGA President, the Executive Committee will appoint a candidate.

Section 7 – Senate Committee Chair Vacancies (Atlanta Campus Only)

- A. If a Senate Committee Chair position becomes vacant, any Senator can nominate another Senator or themselves to fill the position.
- B. The Atlanta Senate should vote on the nominations by the first Senate meeting following the day the position is vacated.
- C. The Senator who receives the most votes will become the Committee Chair.

Section 8 - Senate Clerk Vacancy (Atlanta Campus Only)

- A. If the Senate Clerk position becomes vacant, the Speaker of the Senate and Atlanta SGA Advisor will screen candidates and conduct interviews to determine the candidate who will be nominated to fill the position.
- B. The Atlanta Senate must confirm the nomination of the Senate Clerk appointee by a simple majority.

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Article 2 – Vacancies in the Executive Committee

Section 1 – President

- A. If the SGA President is no longer able to serve, a special meeting of the University-Wide Senate will be called jointly by the Atlanta and Perimeter Chief Justices to nominate and elect a new President from among the EVPs.
- B. The voting members of the University-Wide Senate for such a meeting will be evenly divided among the Perimeter and Atlanta Campus Senators.
- C. In order to achieve balance, the names of Atlanta Campus Senator will be randomly chosen and those Senators shall be able to vote. Any Senator can nominate an EVP and any EVP can self-nominate.

Section 2 – Executive Vice Presidents

- A. In the case of a vacancy in the position of the EVP, the EVP's office shall devolve on the Speaker of the Senate for the remainder of the EVP's term at the campus at which the EVP is a registered student.
- B. Then, the Legislative Branch shall follow the vacancy filling process as outlined in its Bylaws.

Section 3 – Finance and Communications Directors

- A. Vacancies in the SGA must be advertised and applications for positions made available for at least seven days before nominations are made.
- B. Applications will be accepted at all times of the year via OrgSync.
- C. No action will be taken on applications received between the deadline date for Spring ballot candidates and the conclusion of the Spring ballot election process.
- D. The Speaker of the Senate, the Speaker Pro Tempore and at least one other Senator chosen by the Speaker Pro Tempore shall form a Senate confirmation committee to interview the most qualified candidates prior to forwarding a prioritized list of candidates to the EVP.
- E. The EVP has sole discretion on which candidate they submit to the Senate for a confirmation vote.
- F. The nomination requires a two-thirds (2/3) affirmative vote of the Senate members present and takes effect immediately upon approval.
- G. The EVPs have seven days after the application for a vacant Campus Executive Committee position has closed to recommend a nomination to the Senate. If the nomination time requirement is not met by the EVP, the respective Executive Committee will nominate a candidate.

Title VII: ELECTION CODE

Article 1 – General Provisions

Section 1 – Purpose

The Election Code is hereby adopted by the University-Wide 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

- A. Every person who files for an office elected under the authority of the SGA Constitution and Bylaws shall have access to a copy of this document at the time of filing.
- B. 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 either the Presidential or Campus Specific Election Commission.

Article 2 – The Election Commission

Section 1 – General

- A. Presidential Election Commission

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- a. The SGA has established a Presidential Election Commission which sets the dates, activities, guidelines, and deadlines regarding the presidential election and has the authority to preside over all areas of the presidential election process.
 - b. This commission will address all presidential election complaints and may make corresponding decisions at its discretion.
 - c. The Presidential Election Commission reserves the right to have a meeting to review submitted complaints and evidence to decide whether further action is needed.
 - d. Appeals to decisions made by the Presidential Election Commission shall be made to the Student Judicial Board with the Atlanta and Perimeter Chief Justices coming together to adjudicate.
- B. Campus Specific Election Commission**
- a. The SGA has established Campus Specific Election Commissions to set the dates, activities, guidelines, and deadlines regarding campus specific elections and has the authority to preside over all areas of each of their respective campus's election procedures.
 - b. They will address all campus election complaints and may make corresponding decisions at their discretion.
 - c. The Campus Specific Election Commission reserves the right to have a meeting to review submitted complaints and evidence to decide whether further action is needed.
 - d. Appeals to decisions made by a Campus Specific Election Commission shall be made to the Associate Chief Justice of their campus.

Section 2 – Election Commission Qualifications and Appointments

- A. The Presidential Election Commission shall be composed of the Election Commission Chairs from each campus, and at least 2 of the SGA Advisors. A Chief Election Commissioner will be selected from among the members by the SGA Advisors based on their application and/or interview.
- B. Campus Election Commission Chairs and Vice Chairs will be selected using the following process:
 - a. Atlanta Campus - Interviewed and selected by the SGA Advisor, SGA Administrative Coordinator and a Student Judicial Board representative and confirmed by the Atlanta Campus Senate by a two-thirds vote. Members shall be chosen based on experience, integrity, impartiality, and good judgment.
 - b. Perimeter Campuses - The Communications and Finance Director, if they are not running for office shall be the Campus Election Commission Chair and Vice Chair respectively. If they are running for an office, any other executive or legislative member of the SGA at the Perimeter Campuses, who is not running for an office is eligible to serve as the Campus Election Commission Chair and Vice Chair respectively and will be selected by the SGA Advisor and Student Judicial Board representative on that campus and confirmed by the Campus Senate by a two-thirds (2/3) vote on each campus. Members shall be chosen based on experience, integrity, impartiality, and good judgment.
- C. The Atlanta Campus Election Commission shall be composed of an Election Commission Chair, a Vice Chair for Marketing, a Vice Chair for Logistics and volunteers as needed.
 - a. Members of the Commission that receive stipends must:
 - i. Meet Student Leader Requirements as outlined in the Student Code of Conduct.
 - ii. Commit 20 hours a month for 4 months (December is not included in the stipend term).
 - b. Election Commission Officers and volunteers are not eligible to run in the Spring Elections that concur with their Election Commission term or be affiliated with a student political party.
 - c. On the Atlanta Campus, to be paid a stipend, student leaders cannot have a work study position.
 - d. Any vacancies within the Election Commission shall be appointed by the Election Commission Chair and confirmed by the Atlanta Campus Senate via a majority (51% vote).
 - e. If the Atlanta Campus Election Commission Chair position becomes vacant, the Election Commission Vice Chair for Marketing will assume the duties of the Election Commission Chair and would be paid at the Chair level, with the remaining stipend amount spread equally among the rest of the commissioners. The new Chair will appoint a new Vice Chair from among the remaining Atlanta Campus Election Commission members. Election Commission personnel may serve multiple or consecutive terms, but must be re-approved by the Senate via standards set out above.
 - f. If the Senate does not fill one of the commission positions by the first meeting in January, the SGA Advisor will then be authorized and required to fill any unassigned positions within two weeks and shall be authorized to fill these positions without the approval of the Student Senate.

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- D. For the Perimeter Campuses, the Election Commission shall be composed of the Election Commission Chair, whose role is included in Communications and Finance Directors' responsibilities or another existing stipend-paid SGA position (if the Communications and Finance Director is ineligible to serve) and volunteers as needed.
 - a. If none of the currently stipend-paid SGA officers are eligible to serve as Chief Election Commissioner, the SGA Advisor has the authority to appoint an eligible student who is a member of SGA.
 - b. If the Senate does not fill one of the commission positions by the first meeting in January, the SGA Advisor for that campus will then be authorized and required to fill any unassigned positions within two weeks and shall be authorized to fill these positions without the approval of the Student Senate.
 - c. Election Commission personnel may serve multiple or consecutive terms, but must be re-approved by the Senate via standards set out above.
- E. Student Judicial Board members are not permitted to serve on any Election Commission.

Section 3 – Roles and Responsibilities of the Chief Election Commissioner

- A. The primary responsibility of the Chief Election Commissioner shall be to execute the provisions of the Student Government Constitution relative to the Presidential elections and all other provisions of this Code. If a question exists regarding their authority, the Chief Election Commissioner shall petition the Student Judicial Board in writing to answer a question pertaining to their power. Any such petitions should be recorded and submitted to the University-Wide Senate within one week.
- B. Serve as the administrative head of the Presidential election process and to have charge over all personnel/volunteers working within and alongside their commission.
- C. Remain impartial to any candidates or parties participating in the election.
- D. Administer and set provisions for special elections where provided for in the Bylaws, or SGA Constitution.
- E. 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.
- F. Ask the Election Commission Advisor, when necessary, for advisory opinions on election code procedures and policy.
- G. Work with the SGA Advisor or their delegate to ensure the correct online posting of ballots, proposed constitutional amendments and any other official publications of the Commission.
- H. The Presidential Election Commission shall also ensure that proposed constitutional amendments will contain in their entirety the proposed changes and the existing sections of the Constitution, and certify elections and campaign materials as prescribed in the Election Code.
- I. The Chief Election Commissioner shall prepare a Presidential Election Journal to be submitted at the end of their term. This journal must give an accurate and detailed description of events, and must be submitted to the Atlanta Campus's SGA Administrative Coordinator. The journal should include: all complaints and responses to complaints, election results, and any results from the SGA 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 University-Wide Election Journal shall be published online and viewable by the public.
- J. The authority to expend such funds as appropriated to the Election Commission's use shall be entirely vested in the Atlanta Campus SGA Administrative Coordinator, and the Commission must receive written consent from the Administrative Coordinator before using funds.
- K. After final approval by the Presidential Election Commission, an official list of all of the qualified candidates will be made available to the public.
- L. 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: 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.
- M. Any and all dates established for elections and runoff elections must be submitted to all campus senates, not for approval, but notification purposes.

Section 4 – Roles and Responsibilities of the Campus Election Commission Chairs

- A. The primary responsibility of the Campus Election Commission Chairs shall be to execute the provisions of the SGA Constitution relative to campus elections and all other provisions of this Code. If a question exists regarding their authority, the Chief Election Commissioner shall petition the Student Judicial Board in writing to answer a question pertaining to their power. Any such petitions should be recorded and submitted to the campus senate within one week.

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- B. The Campus Election Commission Chairs shall set the minimum hours per week for any other members of their 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.
- C. The Campus Election Commission Chair's responsibilities include, but are not limited to:
 - a. Serve as the administrative head of the campus election process and to have charge over all personnel/volunteers working within and alongside their commission,
 - b. Remain impartial to any candidates or parties participating in the election,
 - c. Administer and set provisions for special elections where provided for in the Election Code, Bylaws, or Student Government Constitution,
 - d. 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,
 - e. Ask the SGA Advisor, when necessary, for advisory opinions on election code procedures and policy,
 - f. Work with the SGA Advisor or their delegate to ensure the correct online posting of ballots, proposed constitutional amendments and any other official publications of the Commission,
 - g. 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,
 - h. The Campus Election Commission Chairs shall each prepare an Election Journal to be submitted at the end of their term. This journal must give an accurate and detailed description of events, and must be submitted to their respective SGA Advisor before the end of finals during spring semester. The journal should include: all complaints and responses to complaints, election results, and any results from the SGA 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.
 - i. The authority to expend such funds as appropriated to the Atlanta Campus Election Commission's use shall be entirely vested in the SGA Administrative Coordinator, and the Commission must receive written consent from the Administrative Coordinator before using funds.
 - j. The authority to expend such funds as appropriated to each Perimeter Campus Election Commission's use shall be entirely vested in the SGA Advisor for that respective campus, and the Commission must receive written consent from the SGA Advisor before using funds.
 - k. After final approval by the Election Commission, an official list of all of the qualified candidates will be made available to the public.
- D. The Campus Election Commission Chair is responsible for making sure the topics to be discussed at the Mandatory Candidate Seminar shall include, but are not limited to the following: 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.
- E. Any and all dates established for elections and runoff elections must be submitted to the campus senates, not for approval, but notification purposes.

Section 5 – Role and Responsibilities of the Election Commission Vice Chairs

- A. On the Atlanta campus, there will be a separate Vice Chair for Marketing and a Vice Chair for Logistics.
 - a. The Vice Chair for Marketing shall be responsible for advertising and public relations. Their goal shall be to encourage qualified individuals to run for office, increase election turnout, make the election known and visible to the student body, advertise election related activities such as debates or other public forums, and coordinate with the administration to ensure the success of the election.
 - b. The Vice Chair for Logistics shall be responsible for assisting in the planning and execution of debates, staffing voting locations, reserving rooms for election commission events, and ensuring the organization and execution of a successful election. They are also responsible for auditing the candidates' campaign finance documentation.
- B. On the Perimeter campuses, the Election Commission Chairs are also responsible for the marketing and the Vice Chair for logistics of the campus elections.

Section 6 – Oath of Office

- A. The Atlanta campus Student Judicial Board Chief Justice or the Chief Justice's designee shall administer the oath of office to the incoming members of the Commission. The oath must be taken before the commencement of each member's respective duties.

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- B. The Oath of Office states: “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 preserve, protect, and enforce the Constitution, Bylaws and the Election Code of the SGA at Georgia State University.”

Section 7 – Removal from Office

- A. Atlanta Campus
- a. The SGA Advisor shall have the right to suspend, with proper cause, any member of the Commission from their duties. If the SJB concurs with the suspension, the student will be removed from their position.
 - b. In the case of removal of the Atlanta Campus Election Chair, the Vice Chair for Marketing shall assume their responsibilities, which does not require approval by the Student Senate.
 - c. If all commissioners are suspended, the Chief Justice shall hire new commissioners who shall not receive standing until confirmed by the Senate via a two-thirds vote.
- B. Perimeter Campuses
- a. The SGA Advisor shall have the right to suspend, with proper cause, any member of the Commission from the student’s duties. If the SJB concurs with the suspension, the student will be removed from their position.
 - b. If the Election Commission Chair is suspended from that position but also serves as the Communications Director, they would retain their Communication Director responsibilities unless their nonfeasance or malfeasance applies to that position as well.
 - c. If the Vice Chair is suspended from that position but also serves as the Finance Director, they would retain their Finance Director responsibilities unless their nonfeasance or malfeasance applies to that position as well.
- C. Chief Election Commissioner
- a. The SGA Advisor shall have the right to suspend, with proper cause, the Chief Election Commissioner from their duties. If the SJB concurs with the suspension, the student will be removed from their position.
 - b. In the case of removal of the Chief Election Commissioner, the SGA Advisors will accept applications from the Election Commission Chairs for no more than 24 hours after the removal of the Chief Election Commissioner. Based on those applications, and their record as an Election Commission Chair, the SGA Advisors will select a new Chief Election Commissioner.

Article 3 – Candidates and Parties

Section 1 – Candidate Qualifications

- A. General
- a. Eligible candidates must have submitted an application, by a date and time to be determined by the SGA Advisor. Candidates must meet the following requirements to be listed on the election ballot:
 - i. President - Must have earned a minimum of 12 credit hours, and be attempting to earn or have already earned 12 additional credit hours totaling to 24 or more earned credit hours by the end of the Spring Semester in which they are running. Must have a cumulative Georgia State University GPA of 3.0 or higher to run for office, and must maintain a cumulative Georgia State University GPA of 2.75 or higher in subsequent semesters to retain the position.
 - ii. EVP and Speaker of the Senate - Must have earned a minimum of 12 credit hours, and be attempting to earn or have already earned 12 additional credit hours totaling to 24 or more earned credit hours by the end of the Spring Semester in which they are running. Must have a cumulative Georgia State University GPA of 2.75 or higher to run for office, and must maintain a cumulative Georgia State University GPA of 2.5 or higher in subsequent semesters to retain the position.
 - iii. Senator – Must be attempting to complete, or have already completed 6 credits by the end of Spring term in which they are running with a minimum cumulative Georgia State University GPA of 2.5 and 2.2 to retain position.
 - iv. For Perimeter College positions, Learning Support courses may be calculated into the Senator’s cumulative GPA. All manual Learning Support grades calculations will be verified by Enrollment and Registration Services.
 - b. All candidates and appointments must plan to be enrolled a minimum of
 - i. Six hours (undergraduate). Online credit hours do not count toward this total.
 - ii. For Perimeter students - they shall serve on the campus where a majority of their classes are held. To serve as an officer of the SGA, they must be enrolled in a minimum of six credit hours at the campus where the

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office is held for the duration of the term of office, excluding summer semesters. If there are any discrepancies in reference to qualifications, the SGA Advisor for that campus will render a final decision.

- iii. Three hours (graduate) during fall and spring semesters.
 - c. 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 deanofstudents.gsu.edu.
 - d. Candidates must sign the code of ethics and follow all election guidelines.
 - e. Candidates must be aware that if elected, they will not be able to be employed in a work study funded position during the term in which they will receive their SGA stipend.
 - f. Candidates may only seek election for one office, and cannot change positions once an application for office is submitted and confirmed.
 - g. No student shall hold more than one elected SGA position at a time.
 - h. 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 before the first candidate orientation session will result in automatic disqualification.
 - i. Presidential and campus specific candidates must attend the scheduled debate(s) and remain for the entire debate unless they submit proof of an academic or work conflict to the Election Commissioner at least one week prior to their scheduled debate. Failure to submit this information to the Chief Election Commissioner before the first candidate orientation session will result in automatic disqualification. The only exception to this would be documented severe illness, family trauma, or other extreme circumstances that must be identified in writing within 24 hours of the scheduled debate to the Election Commissioner.
 - j. 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.
 - k. For any senator position (representing one academic area), all candidates must be enrolled at the time of filing in the college that they are seeking to represent. A candidate must be majoring in a subject that falls under the domain of that college.
 - l. The candidate must intend to serve at least two (2) full academic semesters; for Perimeter campus students, a minimum of summer and fall is required; for Atlanta campus students, a minimum of fall and spring is required.
 - m. If a senator elects to transfer out of the college or school that they are representing, they must relinquish their senator position when their transfer is complete as determined by the Registrar.
- F. Qualifications for Senate Leadership on the Atlanta Campus
- a. Candidates running for Speaker Pro Tempore, Head Senator, and the Chairs of the following committees: Academic Affairs, Student Life and Student Services, are Senators who are nominated or self-nominated following the election period.
 - b. Elections to fill each position are conducted by the Senate and will take place during the first session of Senate after Inauguration.
 - c. Candidates running for a senate leadership position must have a cumulative Georgia State University GPA of 2.75 or higher at the time of election and maintain at least a 2.5 minimum cumulative GPA to retain the position.
- G. Qualifications for Senate Leadership on the Perimeter Campuses
- a. Candidates running for Speaker Pro Tempore, are Senators who are nominated or self-nominated following the election period.
 - b. Elections to fill the position are conducted by the senate and will take place during the first session of Senate after Inauguration.
 - c. Candidates running for Speaker Pro Tempore must have a cumulative Georgia State University GPA of 2.75 or higher at the time of election and maintain at least a 2.5 minimum cumulative GPA to maintain the position.

Section 2 – Responsibilities of a Candidate

- A. "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 SGA Advisors are responsible for verifying each candidate meets baseline requirements set forth in this document.

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- B. 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 must always entail 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.
- C. 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 candidate's behalf. The burden of proof shall rest with the accuser to prove "association of the parties" beyond all reasonable doubt.
- D. 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.
- E. All candidates must attend an Election Code Orientation. At the time of filing, each candidate will be informed of the time and location of the seminar specific to their position. The Election Commission Chairs shall be wholly responsible for the organization and execution of these seminars on their respective campuses, with the Chief Election Commissioner responsible for the Presidential Election Code Orientation.
- F. Failure to attend the Mandatory Election Code Orientation specific to the position applied for 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 before the meeting has occurred.

Section 3 – Candidate Seminars

- A. Candidate seminars will be announced prior to the application submission deadline.
- B. All candidates are encouraged to attend a seminar to learn more about the available positions, the qualifications required to be a candidate or to apply for an appointed position.
- C. Candidate seminars shall explain, formally, the intricacies of election activities. These specifics include, but are not limited to, candidate responsibilities, affiliate responsibilities, campaign practices, and party information.

Section 4 – Qualifications of a Party

- A. A party is defined as an affiliation of candidates who group together to organize campaigning for an election.
- B. Candidates shall not be listed on more than one party ticket.
- C. Candidates for President cannot be listed on any party ticket.
- D. There are only two potential types of party tickets:
 - a. Candidates for EVP or Speaker may run on a party ticket, but they cannot include candidates for Senator. Candidates for EVP and Speaker from multiple campuses can run on the same party ticket if they will appear on the same ballot.
 - b. Candidates for Senator may run on a ticket, but they cannot include candidates for EVP and/or Speaker.

Section 5 – 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 any campaign practices.
- E. Party names must be substantially different from other names that have been previously submitted.

Section 6 – Filing for Positions

- A. 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.
- B. All student candidates must submit their applications via the Student Government Elections portal on OrgSync.

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Article 4 – Campaigning Practices

Section 1 – Definition of Campaigning

- A. 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 a student votes.”
- B. Campaigning includes, but is not limited to: verbal and/or electronic solicitation of votes and the following:
 - a. Distributing campaign materials other than private distribution to immediate campaign staff and candidates.
 - b. Announcing or discussing potential candidacy and/or party name in print, broadcast, public forum, or any other media.
 - c. Seeking endorsement (including financial contributions) or voter support for a campaign at an official meeting of a registered student organization.
 - d. Posting any campaign materials.
 - e. Wearing apparel, buttons, stickers, and/or similar items explicitly reflecting an affiliation with a candidate or party.
- C. All campaign material, including social media websites, are subject to certification and approval by the Election Commission.
- D. The determination of campaigning and campaign materials is at the discretion of the Election Commission.
- E. Campaigning does not include reporting by media outlets of any referendum, petition, recall, or constitutional amendment.

Section 2 – Rules and Regulations

- i. Candidates may not begin campaigning or raising funds to campaign until they are verified for eligibility, nor before the campaign start date as determined by the Election Commission. 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 platform. Negative campaigning or “mudslinging” is not appropriate through any media (including but not limited to: posters, stickers, email, social media, etc.). Issues may be discussed candidly, but personal attacks on candidates are not tolerated. Candidates should be mindful of their potential liability in making statements that may not be able to be fully supported with factual evidence; the statements could be considered slander.
- iii. Polling locations
 - a. Candidates, or others acting on behalf of candidates, are not allowed to campaign within 10 feet of the designated Election Commission administered polling locations or SGA office once elections begin.
 - b. There will be one designated on site polling location on each Perimeter campus and four on the Atlanta campus.
 - c. These locations will have at least one computer available for online voting. Candidates must be sure that neither they, nor their campaign party, or others acting on behalf of candidates, do not campaign within the 10 feet of the specified location.
 - d. 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.
- iv. Vote solicitation by candidates, or others acting on behalf of candidates, during the voting period may not occur within 10 feet of all campus residence halls.
- v. Candidates cannot campaign on the fourth floor of Student Center West on the Atlanta campus.
- vi. Candidates, or others acting on behalf of candidates, may contact the leader of any student organization chartered with the University for the purpose of requesting to speak at that organization's meeting or to seek its endorsement.
- vii. Candidates, or others acting on behalf of candidates, may not interfere or otherwise inhibit the campaign of any other candidates.
- viii. Campaigning may not interfere with the normal operations of the campus, therefore campaigning during classes is not appropriate, unless a candidate has expressed permission from the presiding professor.
- ix. The following methods of campaigning are strictly prohibited:
 - a. Any form of aircraft, including drones
 - b. Loudspeakers, sirens, or other noisemakers
 - c. Decorating any car without the expressed consent of the owner
 - d. Any method that violates university or state policy concerning mass e-mail, including sending potential voters unsolicited electronic messages at any time
 - e. Any method that interferes with a person using a voting apparatus, or setting up any polling location
 - f. Door to door campaigning in residence halls
 - g. Campaigning in any of the campus libraries

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Section 3 – Approved Materials

- A. 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.”
- B. Candidates may promote their candidacy by distributing handbills, buttons, and business cards directly to students or through other creative means that are appropriate for a college campus environment. Before executing any questionable or unusual marketing techniques, please consult the Election Commission on a Perimeter campus, and the Election Commission Vice Chair for Marketing on the Atlanta campus.
- C. 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 Vice Chair of Marketing of the Election Commission on the Atlanta campus and the Election Commission on their respective Perimeter campuses prior to distribution. A sample of each piece of election material must be provided to the Commission prior to use and at the candidate’s expense. The criteria for certification are as follows:
 - a. 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.
 - b. All campaign material must be submitted for approval at least 24 hours before posting to be considered for certification.
 - c. Candidates and Parties must be completely transparent and public in their social networking and web site development and must register all aliases with the Election Commission as part of the Candidate/Party campaign materials approval process.
 - d. Campaign materials may only be displayed during the specific dates of the campaign period as defined by the Election Commission.
 - e. Printed campaign materials
 - i. Must be submitted to the office of Student Life for Perimeter Campuses, and the Student Center Administration office (310 Student Center East) for the Atlanta campus to be physically stamped before distribution.
 - ii. May not exceed the dimensions of 8 ½” x 11” for the Perimeter Campuses.
 - iii. May not exceed the dimensions of 24” x 36” for the Atlanta campus.
 - iv. Candidates may have a maximum of one banner displayed per campus at any one time during the campaign period. Banners must comply with regulations as defined by university size, posting/hanging, and procedural standards.
 - v. Banner Space must be requested through the office of Student Life on each Perimeter campus and the Student Center Event Management office for the Atlanta campus through any chartered student organization excluding the SGA.
 - f. Candidates wishing to distribute printed materials on the Perimeter Campuses must submit them to the respective offices of Student Life for posting. Candidates are not allowed to post their own materials on the Perimeter Campuses.
 - g. Campaign materials that are distributed and/or posted on the Atlanta campus must comply with Section K, the *Campus Speech, Distribution and Posting Policy* in the Student Code of Conduct. The entire code of conduct can be found online at deanofstudents.gsu.edu.
 - i. Candidates may have a maximum number of 30 hanging or posted campaign materials per building referencing an individual. If students are running with a party the limit for parties are a maximum of 30 hanging or posted campaign materials per building referencing that ticket. A building is defined as both internal and external portions of all facilities, edifices, and property owned, leased or rented by or in conjunction with Georgia State University.
 - ii. *Example: Jane Doe is running with the GSU Cares Party and hangs up 30 flyers with her name on it but not her ticket. Her ticket can hang up to 30 flyers, but they may not reference her name, as she has already hung 30 flyers in that building with her name referenced. If she takes one of her flyers down, she may then be referenced by name on one of the Party’s flyers in that building. Also, if she chooses to reference her ticket on her individual flyers, those flyers will count toward the GSU Cares Party’s overall flyers allotted per building.*
 - h. Individual Candidates or Tickets may not cover more than half of a bulletin board, wall, or area with campaign materials.
 - i. Campaign materials may not be placed in classrooms, laboratories, computer laboratories, residential areas, retail dining areas, elevators, escalators, libraries, entrances and exits to buildings, and/or other locations exempted by the Dean of Students.

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- i. All campaign materials to be distributed in Atlanta Campus Housing must be approved by the Housing office. 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 the Housing office's permission to distribute 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 are not permitted.
- ii. 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 three days of the prescribed deadline.
- j. 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.
- k. Campaigning is only allowed in university buildings during normal business hours of operation. Neither candidates nor their campaign workers may access buildings for the purpose of campaigning at any other time.
- l. 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 Election Period.
- m. Campaign materials may not be placed on vehicles without expressed approval from the vehicle owner.
- n. No campaign materials may be attached directly or indirectly to glass surfaces, light poles, telephone poles, or building windows, walls, or on the exterior of any campus or public buildings.
- o. No chalk, ground signs, or stickers of any kind may be used on buildings.
- p. 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 includes but is not limited to: derogatory or verbally abusive videos, written materials, internet postings, or other campaign outlets. Candidates will be held responsible and required to make restitution for any damage to another candidate's campaign materials by the candidate, party, or person affiliated with either. The determination of responsibility is at the discretion of the Election Commission.
- q. Candidates should maintain good taste in all campaign materials and displays. Slander and obscene language will not be permitted.
- r. University officials reserve the right to limit and restrict the hanging or display of campaign materials.
- s. 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 Leadership Programs office. Candidates may not utilize university academic or student services resources (listservs, class bulletin and/or message boards, discussion groups, iCollege, etc.) to promote their candidacy.
- t. Candidates or campaign workers may not force or pressure individuals to vote in their favor.

Article 5 – Endorsements

- A. Candidates must register by documentation 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 provisional 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. Endorsements by University Departments and University-Sponsored Student Organizations are not allowed.
- E. Any individual organization or business outside of the University may be allowed to endorse a candidate or party ticket.
- F. Current SGA members can not endorse a candidate other than themselves or their party ticket.

Article 6 – Campaign Ethics

- A. Election Commissioners and members of the SGA Student Judicial Board may neither campaign nor verbalize their support for a particular candidate, candidates, or 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, damaging campaign materials.
- D. No person shall offer anything tangible or intangible of value or make any physical, emotional, or verbal threats to any voter to affect the student's vote. The term "anything tangible of value" is up to the discretion of the SJB..

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Article 7 – Voting

Section 1 – Voter Eligibility

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

- A. Voting will be held on the Tuesday, Wednesday, and Thursday of the voting week, at times previously determined by the Election Commission.
- B. 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.
- 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 class days prior to any election.

Article 9 – Ballots

- A. If there are anticipated vacancies which will exist at the conclusion of the election due to a shortage of candidates for any position, applications will be accepted via OrgSync but no action will be taken on them until the conclusion of the Spring ballot election.
- B. All ballots shall be cast electronically.
- C. When only one candidate is seeking a position, their name will still appear on the ballot, however, they will automatically be elected to their position.
- D. 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.
- E. The Election Commission will post the sample ballot for the purpose of correcting errors the day after the last mandatory candidates' meeting by 5:00 p.m. If a candidate does not appeal any error on the sample ballot by 5:00 p.m. on the following day, the candidate loses their right to contest this issue.
- F. 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.
- G. The Election Commission will post the final ballot for any election at least five 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.
- H. If a candidate withdraws from an election or is disqualified following the establishment of the online ballot, but no sooner than four 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.
- I. Any Constitutional Amendments and/or referendums shall be placed at the end of the ballot.

Article 10 – Election Results

- A. Executive Races
 - a. The winners of the races for executive positions (President, EVP, and Speaker) shall be determined by majority vote of the votes cast for each position.
 - b. If one of the candidates did not receive at least 51% of the votes, or there is a tie, a runoff election will be held consisting of the two candidates who received the highest number of votes in the general election. This process shall continue until a majority is reached.
- B. Senate Races
 - a. Atlanta Campus: Candidates running for a college or school seat shall run in conjunction with all other candidates within their college or school. The candidates who receive the most votes shall be seated into each available seat within their respective college or school. (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).

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- b. Perimeter Campuses: Candidates running for a senator position shall run in conjunction with all other senate candidates from their campus. The six candidates who receive the most votes on their campus shall be declared the winners.
- C. General
 - a. 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.
 - b. If no complaints or appeals are registered with the campus's Election Commission within 24 hours of the closure of the voting polls, all election results shall be deemed final.
 - c. An appointment process will be deemed appropriate to fill vacant positions, if after elections, seats are available. The EVPs have the authority to appoint eligible students to vacant positions with confirmation from their Campus Senate.
 - d. In the occurrence of a vacancy between the end of the annual election process and the inauguration proceedings, the Election Commission Chair for each individual campus will contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
 - e. In the case of vacancies that occur after the inauguration proceedings but before the first Senate meeting in the Fall semester, the Speaker of the Senate for the respective campus with a vacancy has the authority to contact the next person on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
 - f. In the case of graduate student position vacancies that occur after the first senate meeting of the fall semester, the Speaker of the Senate for the Atlanta campus has the authority to contact the undergraduate student on the election ballot with the highest number of votes to determine if they are interested in filling the vacancy until all candidates have been exhausted; in which case, it would then default back to the regular vacancy appointment process.
- D. Runoff Elections
 - a. In the event of a runoff election, all tickets will continue with their violation points they received during the general election.
 - b. Candidates in a runoff election must attend a mandatory meeting with the Chief Election Commissioner if it is the Presidential race or the Elections Commission Chair if it is a campus specific race. Failure to do so will result in their disqualification.
 - c. Within two business days of the announcement of a runoff election, the date and time of the mandatory meeting with the Election Commissioner must be announced.
 - d. Within two business days of the announcement of a runoff election, the formal runoff election dates, including the 24-hour voting cycle and announcement of runoff election results, must be announced.
 - e. The violation decision appeal deadline for runoff elections is one business day from the date of the Elections Commission's ruling on any given violation.
 - f. In the case of a runoff election, the Financial Disclosure Form will not be due until 5:00 p.m. on the Monday following the election.

Article 11 – Campaign Finance

Section 1 – Expenditures

- A. Candidates for campus based positions shall not make expenditures totaling more than three hundred dollars (\$300.00).
- B. Candidates for the President position shall not make expenditures totaling more than five hundred dollars (\$500.00).
- C. Party expenditures cannot exceed the total of the individual campaigns of its members.

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 and will be included toward the totals.
- C. The Election Commission shall require each candidate to file a weekly Financial Disclosure Statement from the beginning of the campaigning period until 24 hours after the closure of the voting polls. The candidates may file

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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 the candidate’s 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.
- G. Any non-Georgia State University organization or entity that is politically affiliated, is strictly prohibited from contributing financially or with in-kind services to any candidate’s or party’s campaign.

Article 12 – Violations

Section 1 – Complaints and Reporting

- A. All campaigning and election complaints must be submitted in writing within 24 hours of the close of elections via the Elections section of the SGA website: sga.gsu.edu.
- B. 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.
- C. Any Georgia State University student, faculty, or staff member may file a complaint subject to the restrictions enumerated above.
- D. Complaints may only be discussed between the parties involved, witnesses, the appropriate Election Commission, and its Advisor.
- E. The appropriate Election Commission will then investigate said complaint and decide its merit. The Election Commission must review the complaint carefully to determine validity before proceeding. The Election Commission must submit written documentation of review to the Election Commission Advisor no more than two business days after they receive the complaint.
- F. The Election Commission 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.
- G. 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 the Chair 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.
- H. Results of the complaint will be determined within 24 hours of the hearing if deemed necessary and prior to the announcements of the results.
- I. Any filed complaints will be made available to the public upon request to the Election Commission Chair after they are filed and decisions regarding the legitimacy of complaints have been made.
- J. Appeals to Election Commission decisions shall be made to the Student Judicial Board on each campus for campus specific elections, and the SJB on the campus of the Chief Election Commissioner for the president’s seat.

Section 2 – Classification of Violations and Penalties

- A. The following list shall never be construed to be an exhaustive list of all violations, and the Chief Election Commissioner may bring forth charges according to their best judgment.
- B. Violations are classified as follows:

<p>Class A Violations (Major Offenses) Any violation of the Student Code of Conduct and/or local, state, and/or federal laws; Election Fraud (knowingly participating in deceptive campaign activities, " defined as the unauthorized tampering, altering, or abuse of the voting process; falsified campaign documents; identity theft).</p> <p>Deliberately defacing, altering, or destroying the campaign material of another candidate without that candidate’s explicit written permission.</p>	<p>Class A Penalties Disqualification and automatic referral to the appropriate Dean of Student’s office.</p>
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<p>Class B Violations The obstruction of the Election Commission in the discharge of their official duties; exceeding campaign spending limits; failure to appear before the Election Commission for trial and/or SJB for hearings.</p> <p>Using defamation (spoken or written) to disparage another candidate.</p> <p>Two Class B violations shall constitute a Class A violation, and is then subject to Class A penalties.</p>	<p>Class B Penalties Temporary suspension of active campaigning by the candidate, their party, and their endorsers. The candidate is responsible for notifying their party and endorsers, if applicable. Time period is at the discretion of the Election Commission.</p>
<p>Class C Violations Pre-campaigning, failure to submit required campaign documents to the Election Commission.</p> <p>Attaching campaign materials directly or indirectly to glass surfaces, light poles, telephone poles, or building windows, walls, or on the exterior of any campus buildings.</p> <p>Use of ground signs, chalk or stickers of any kind on building surfaces (excluding pavement where permitted). Placement of materials on vehicles without express permission of the owner.</p> <p>Improper posting of campaign materials inside buildings or campaigning in class without the permission of the faculty member.</p> <p>Three Class C violations shall constitute a Class B violation and are then subject to Class B penalties.</p>	<p>Class C Penalties Written warning and a 48-hour suspension of campaigning.</p>

- C. Party staff members and volunteers are subject to the same violations and penalties as candidates. The Election Commission and/or the Student Judicial Board shall have jurisdiction to decide whether or not it is necessary to penalize the candidate or party for a violation of its staff/volunteer members.

Section 3 – Disqualification of Candidacy

- A. 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.
- B. 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.

Article 13 – Inauguration

- A. An inauguration ceremony for the SGA executive officers and senators shall be held within one month of the announcement of election results.
- B. The Atlanta Campus Election Commission Chair, working with the SGA administrative coordinator, shall be responsible for seeing that an inaugural ceremony is held in accordance with this article.
- C. The Atlanta Campus Election Commission Chair, working with the SGA advisor, shall select and duly advertise the time, location, and date of the ceremony.
- D. In the event of a contested election, the Election Commission may postpone the inauguration of the contested officers for up to 30 days following the conclusion of the final election results.
- E. The following students should attend and shall be given seats of honor at the ceremony: the incoming and retiring SGA executive officers and senators from all Georgia State University campuses. Students can invite as many guests as they wish, but they will need to pay for the cost of the meal and must RSVP for the guest(s) a week prior to the event.

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- F. Minimum Ceremonial Procedure
 - a. The retiring SGA President shall preside.
 - b. The Atlanta and Perimeter Student Judicial Board Chief Justices or their designee(s) shall administer the oath of office to the incoming SGA executive and legislative officers.
 - c. The oath shall read: "I (name) do solemnly affirm that I will serve the student body 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 student body of Georgia State University."
- G. Oaths of Office of the elected SGA officers shall be administered by the appropriate SJB representative from their respective campuses whenever vacancies occur.
- H. The incoming SGA President may deliver the major address of the ceremony (the inaugural address) after receiving the oath of office.