PREAMBLE

We, the students of Georgia Southern University, in order to form a democratic, efficient and responsible student government to represent, lead, and unify the student body, to decide and act for the students, faculty, and administration, while protecting the individual rights of students, do hereby establish and adopt these bylaws for the Georgia Southern University Student Government Association.

The Student Government Association (SGA) applies only to the internal governance of the SGA. If any part of the SGA Bylaws conflict with the Board of Regents (BOR), University Systems of Georgia (USG) regulations, and/or the Georgia Southern University (GSU) policies and procedures; then the BOR, USG, and GSU policies and procedures will take precedent.
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TITLE I: SENATE OPERATING PROCEDURES

ARTICLE I: Purpose
This Title is adopted by the Senate consistent with its Constitutional power to make laws which shall be necessary and proper for execution of vested power. It is also adopted with the intent to establish order to specify the manner in which the Senate shall exercise its power as the legislative body of the Student Government Association. The bylaws established by this document will be subject to change by a simple (51%) majority vote of the Senate and must not conflict with the rules and regulations outlined in the Constitution.

ARTICLE II: Meetings

Section 1: Meeting Schedule
A. The Senate shall assemble beginning the Wednesday of the first week of classes during the fall semester and every Wednesday consecutively until the Wednesday of the last week of class the spring semester.
B. Senate meetings shall not conflict with the academic calendar established by the institution regarding class cancellations.
   i. Senate meetings shall not take place during finals week of the Fall and Spring.
C. A minimum of five Senate meetings and four college meetings must be held per semester.
D. Executive Officer Meetings shall be held a minimum of once per week.
E. Attendance is mandatory at all meetings.
   i. See Article IV
F. Committees must meet as deemed necessary by the EVP or chair of the committee.

Section 2: Quorum
A. Two-thirds of the eligible voting membership shall constitute a quorum of all meetings of the Senate.
B. No official and binding votes can be taken at any meeting when a quorum is not present. The meeting may be called to order, the roll called, announcements made, and the meeting recessed or adjourned.
C. Positions that have not been filled will not be counted against the quorum.

Section 3: Special Meetings
A. A special meeting of the Senate may be called by the President of the Senate (EVP). The Senate must be given 72 hours electronic notice of said meeting.
B. The order of business for all such meetings shall be determined by the President of the organization and matter needing consideration limited to those specified within the electronic notice.
C. Such meetings may also be called by a two-thirds majority vote of the Senate. In such cases, the meeting agenda shall be set by the President of the Senate.

Section 4: University Committee Appointments
A. The President shall serve as a voting member on the Activity Budget Committee and the University Athletics Council and shall serve on the University System Board of Regents Student Advisory Council.
B. The Vice President of Academic Affairs shall attend all Undergraduate Council and Calendar Committee and serve as a voting member of both committees. Shall be the official representative to the Academic Advisory Council, and shall attend all Faculty Senate meetings and serve as a voting member.
C. The Vice President of Finance shall serve as a voting member on the Activity Budget Committee.
D. The Vice President of Auxiliary shall sit on the University Athletics Council.

Section 5: Shuttle Gus
A. Each college will supervise Shuttle Gus one weekend per semester.
B. The college chair will be responsible for all petty cash.
   a. The petty cash will need to be picked up on Wednesday or Thursday of the week their college is responsible for running Shuttle Gus.
   b. Receipts are mandatory for the use of petty cash.
C. Each Senator within the college is responsible for supervising the organization running the operations of Shuttle Gus.
D. The college supervising will be the executive body representing SGA and have the power to make decisions as necessary for shuttle operations.
E. One executive officer will be on call during the weekend of operation to handle emergencies.
F. Every Senator is responsible for following the guidelines outlined in the GSU student code of conduct.

ARTICLE III: Attendance

Section 1: Meetings
A. Every Senator is required to attend all college and Senate meetings, official SGA functions as assigned by the President, Senate committee meetings, and of those University committees on which that Senator serves.
B. All Senate meetings will start promptly at 6:30pm as designated by the Executive Vice President.

Section 2: Absences
A. An absence is any circumstance that would prevent a Senator or Executive Officer from performing their duties as a member of the Student Government Association to maximum efficiency.
B. Any Executive Officer or Senator wishing to be excused from an absence, late arrival, or early departure must fill out the form on myinvolvement and include appropriate documentation no later than five (5) business days after the absence. If not, their absence will be considered unexcused.
   a. Excused absence forms shall be reviewed by the Executive Board and voted on during the Executive Board meeting.
   b. All decisions made are final and not subject to appeal.

Clause 1: Absence Causes
   i. Failure to attend one night of Shuttle Gus will result in one half (½) of an absence.
   ii. Failure to attend a meeting will result in one (1) full absence.
   iii. Failure to complete two (2) office hours for the month will result in one (1) full absence.
   iv. Failure to report an excused absence within five (5) business days will result in one (1) full absence.
   v. Failure to meet with your college a minimum of two (2) times per month will result in one (1) full absence.
   vi. Failure to comply with committee responsibilities will result in one (1) full absence.
   vii. Two early departures and/or two late arrivals will result in one (1) full absence.
Panel 2: Penalties for absences

Unexcused for Senate
i. A written warning via email from the Student Government Association Graduate Assistant (GA) will follow one (1) unexcused absence.

ii. A second (2) unexcused absence will result in a second warning email from the GA.

iii. The third (3) unexcused absence will precede a third email from the GA regarding notification of dismissal from Senate.
   a. Excused absence forms shall be reviewed by the Executive Board and all decisions made are final and not subject to appeal.

Unexcused for Executive Officers
i. One (1) unexcused absence of an Executive Officer during a semester from a Student Government Association meeting or Executive Officer meeting calls for a written reprimand from the Student Government Association Advisor.

ii. Two (2) unexcused absences will result in a fifteen (15%) reduction in their salary for the remainder of the semester.

iii. If an Executive Officer has three (3) unexcused absences, that officer will be dismissed from the Student Government Association.

Panel 3: Penalties for unexcused late arrivals and/or early departures

i. A total of two (2) unexcused late arrivals and/or early departures for Executive Board members and Senators will constitute as one unexcused absence.

Section 3: Absence Policy Exceptions
The following denote an excused absence and a member will not be penalized when proper documentation can support:
A. Any personal leave (personal illness, religious holiday, wedding, etc.)
B. Family emergency, i.e., death or serious illness of family member or close friend.
C. Mandatory out of class assignments with a written excuse documented by the professor.
D. Late arrivals and early departures shall be evaluated on an individual basis and considered an absence at the discretion of the Executive Board.
a. Late arrivals are defined as a senator arriving after their name on roll has been called. Arrival after the beginning of the President’s address will result in one (1) full absence.
b. Early departures are accepted after the end of the Graduate Assistants address. A departure beforehand will constitute as one (1) full absence.

E. University Sponsored event with proper documentation.
   a. This is limited to one (1) per semester and can only be applied to one missed meeting.

ARTICLE IV: Senator Responsibilities
A. Shall regularly attend Senate meetings, which convene every Wednesday from 6:30pm-8:30pm as predetermined by the Executive Vice President.
B. Shall meet with their selected college a minimum of two (2) times per month to discuss business and to implement and carry out plans to improve the college.
C. Shall actively participate in a minimum of two committees within SGA.
   i. Each Senator will be placed into two committees by the close of business on the last day of the SGA retreat in the fall. This placement will be conducted by the Executive Vice President.
D. Shall attend a minimum of two (2) office hours every month.
E. Shall volunteer for one weekend in conjunction with their college to facilitate and supervise Shuttle Gus operations.
F. Shall attend one approved fund requested event per year.
   i. Documentation shall be provided to the individual college chair within five days of event completion.
   ii. College chair will report Senator status to the Executive Assistant at the close of each semester.

ARTICLE V: Committees
Section 1: Provisions
A. The provisions of this Article, unless otherwise specified, shall apply to all standing and ad hoc committees of the Senate.
B. The chair of each committee shall submit a committee report detailing the actions, research and resolutions completed by the committee.
C. The committee chair and two committee members of all committee memberships shall constitute a quorum.
i. No action shall be taken in the absence of a quorum.

Section 2: Purpose
A. The purpose of the committees of the Student Government Association is to assist the Senate in the analysis, execution, and administration of legislation to be enacted. Each committee is to research, identify and investigate University-wide issues and propose legislation to enhance to experience of students on campus.

Section 3: Standing Committees
A. Presidential Advisory Council: Shall make recommendations and address matters pertaining to statewide intercollegiate issues. Shall assist the President in his/her duties as well as undertake in special projects as deemed necessary by the President.
B. Constitutional Review Committee: Shall analyze and assess the needs of the organization and make recommendations to update the Constitution and Bylaws based on those needs. Shall seek opportunities to create legislation to improve the effectiveness of the organization on campus. This committee in no way shall impede the right of any senator that wants to submit a Constitutional amendment to the Senate.
C. Administrative Affairs Committee: Shall be responsible for the planning and execution of administrative tasks related to Senator needs. This includes, but is not limited to: Banquets, Senate Selection, and Responsibility Monitoring and Recognition
D. Financial Advisory Committee: Shall analyze and assess the needs of the organization and make recommendations to update the Constitution and Bylaws based on those needs. Shall seek opportunities to create legislation to improve the effectiveness of the organization on campus. This committee in no way shall impede the right of any senator that wants to submit a Constitutional amendment to the Senate.
E. Academic Affairs Committee: Shall identify, analyze, and assess the needs of the institution’s academic needs. Shall seek opportunities to create legislation to improve the quality of student experiences in the classroom. Shall be responsible for formulating and investigating policies concerning academic areas that affect the student body and referring those issues to the Administration.
F. Academic Advancement and Sustainability Committee: Shall identify, analyze, and assess the opportunities for advancement within the institution.
Shall assist the VP of Information and Technology in the allocation and
disbursement of student technology fee funds. Shall be responsible for
attending meetings and staying updated on issues at the library.

G. Auxiliary Affairs Committee: Shall be responsible for meeting with
Auxiliary Directors to develop ideas for the betterment of the auxiliary
department. Shall formulate policies concerning the Auxiliary Services
provided by the University that may affect the student body. Shall seek
opportunities to develop legislation to improve the quality of student
experiences outside of the classroom. Shall be responsible for reviewing and
either granting or denying parking appeals received from parking violations
on campus.

H. Elections Committee: Shall be responsible for all elections procedures. Shall
ensure fair practices among all candidates. Shall be the first level of appeals
for election violations.

I. Marketing Committee: Shall be overseen by the Publicity Coordinator and
may be chaired by a Senator of his/her choosing. Shall be responsible for
coordinating all marketing efforts related to Student Government
Association, serving as the liaison between the Office of Marketing and
Communications and Student Government Association when necessary.

Section 4: Ad Hoc Committees

A. Ad Hoc committees shall be created and appointed on occasions deemed
necessary by the Senate or Executive Board.

B. Ad Hoc committees will fall under the appropriate Executive Board member
deemed necessary as chair.

ARTICLE VI: Legislation

Section 1: Classification of Legislation

A. Senate Resolutions shall be adopted by the Senate and used to express a
non binding position of the Senate and to accomplish a specific objective.
Resolutions are often used to express the approval or disapproval by the
Senate of something that cannot otherwise be voted on, due to the matter not
being within jurisdiction or protected by the Constitution. Senate resolution
are passed by a simple majority (51%) vote and do not require an official
signature by the President.

B. Amendments shall be used to alter or delete the text of a pending piece of
legislation or make revisions to official documentation of the Senate.
Amendments are passed by a two-thirds majority vote and do require an official signature of the President.
a. Amendments to these statutes may be made between the beginning of Fall Semester and the final Student Government Association meeting of the year.
b. Shall be passed by a simple majority vote of the Senate.
c. The proposed changes must then be submitted to the general student body by any means of student media and/or other appropriate methods.
   i. From the time of publication, a student has fourteen (14) calendar days to petition against the changes with the signature of ten (10%) percent of the student body who have paid their current semester's Activity Fee
d. Shall become effective immediately following the fourteen (14) day appeal period.

Section 2: Formalities of Enactment
A. The resolving clause of Senate Resolutions shall be as follows: “Be it resolved by the Student Government Association of Georgia Southern University.”
B. The enacting clause of Amendments shall be as follows: “Be it enacted by the Student Government Association of Georgia Southern University.”
C. All constitutional amendments and senate resolutions shall be placed on the Student Government website.

Section 3: Submission of Legislation
A. All voting members of the Senate shall have the irrevocable authority to introduce legislation.
B. Legislation to be presented to the Senate must be submitted to the Constitutional Review Committee for approval three (3) business days before being presented to the Senate and be available for viewing by the Senate a minimum of two (2) days before the Senate meeting.
   a. All suggested changes will be recognized as friendly amendments and must be accepted by the author to be valid.
   b. The author must accept the suggestion before presenting to Senate.
C. In the case of an emergency, the EVP can call for electronic voting. The Senate shall receive a (72) hour notice in the event of an emergency vote via
email. The voting period shall last for a period of (24) hours. All votes not cast shall be considered abstentions.

Section 4: Classification of Legislation
A. All official copies of Legislation shall be labeled with legislation author(s), date of introduction, and shall contain a copy of the original submission including markups.

Section 5: Ratification
A. This document shall be ratified when the procedures for constitutional changes found in the present constitution have been carried out.

TITLE II: SENATE REGULATIONS

Article VII: Parliamentary Procedure
I. The rules contained in the current edition of “Robert's Rules of Order Newly Revised” shall govern the Georgia Southern University Student Government Association in all cases to which they are applicable and in which they are not inconsistent with the bylaws, constitution, and any special rules of order the GSU SGA may adopt.

II. Purposes of Parliamentary Procedure
The purpose is to ensure majority rule while protecting the rights of the minority, members not present, and all individuals. Parliamentary procedure provides an order and fairness to the governing body.

III. Typical Order of Business
A. Call to Order
B. Roll Call/Determination of a Quorum
C. Approval of the Agenda
E. President
F. Executive Vice President
G. VP of Academic Affairs
H. VP of Finance
J. VP of Auxiliary Affairs
K. Graduate Assistant
L. Old Business
M. New Business
N. Concerns from the Gallery
O. Pass the Gavel
P. Closing Roll Call
Q. Adjournment

IV. Role of the Presiding Officer
   A. Remain impartial during debate.
   B. Vote only to create or break a tie.
   C. Determine that a quorum is present.
   D. Ensure business is introduced in the proper order.
   E. Recognize speakers.
   F. Keep discussion on topic with the motion.
   G. Maintain order.
   H. Put motions to a vote and announce results.

VII. General Rules of Debate
   A. No members may speak until recognized by the chair.
   B. All discussion must be relevant to the question.
   C. A speaker’s list may be made by the chair.
   D. Discussion must be directed toward the chair.
   F. Rules of debate can be changed by a two-thirds vote.

ARTICLE VIII: Dress Code
   A. All executive officers, senate staff, and senate members shall wear professional business attire unless specifically stated.
   B. Failure to comply with dress code regulations will result in one absence and revocation of voting privileges during the meeting in which the infraction occurred.
Section 1: Permitted Attire

A. Gentlemen: button up shirt, dress pants, neckwear, closed toed dress shoes, belt (black or brown), polo, suit, vest.
B. Ladies: dress, skirt, dress blouse, dress pants, suit, dress shoes.

ARTICLE IX: Code of Ethics

Given the mission of the Georgia Southern Student Government Association, the elected and appointed officials hereby implement the Code of Ethics to guide our membership when acting on behalf of the student body.

A. We shall faithfully execute the rules and regulations of the bylaws and constitution to ensure proper representation of the Student Body in the face of the community.
B. We shall make decisions and enact legislation that will service the needs of all students.
C. We shall act with integrity and serve as the liaison between the students and administration.
D. We shall work to understand, respect and support staff and students from all backgrounds and strive to create a culture that shows respect to their contributions to this campus.
E. We shall respect the confidentiality of sensitive information distributed within the organization.
F. We shall promote a positive image for the organization.
G. We shall not give preferential treatment to any organization or individual.
H. We shall not use university funds for personal gain, payments, or reimbursements without proper authorization from the University.

TITLE III: Fiscal Operations

Article X: Budget

Section 1: The Student Government Association budget shall be divided into two categories:

A. Operational Budget
   a. Shall consist of those funds allocated for travel, supplies, and shall have the power to order and pay for such supplies, materials, repairs and maintenance, contingency, etc.

B. Organizational Budget
a. Shall consist of those funds allocated to initiate and support those programs, events, and other enhancement opportunities that are beneficial to the students of the Georgia Southern University community.

b. Any eligible recognized student or student organization that is not funded by another University agency may request funds from this budget. These funds shall be disbursed in accordance with the Student Government Association Funding guidelines.

c. The Individual Funding Guideline and the Organizational Funding Guideline shall be the governing documents regarding the disbursement of organizational funds.
   i. The guidelines shall be on the SGA website and available at all times to the student body.
   ii. The guidelines can be amended through a majority vote within the Financial Advisory Committee and taken to the Senate for a final vote.

Section B: Disbursement of Funds

A. The President and the Vice President of Finance shall develop a proposed budget for the following year. After review by the Executive Board, who may offer written comments about the structure, the budget shall be submitted to the Senate for final approval or modification.

B. All organizational fund requests shall be submitted to and reviewed by the Financial Advisory Committee according to the Student Government Association Funding guidelines.

C. All expenditures from the Operational Budget in excess of $1000 must be brought before the Senate for a decision.

D. All non-budgetary expenditures from the Operational Budget in excess of $500 must be brought before the Senate for a decision.

E. Organizations have a fifteen (15) day grace period for the submission of all fund requests occurring between the present and previous semesters.

Section C: Salaries

A. Executive Officers may receive a salary, the amount of which will be determined by that year’s budget.

B. Senators may not receive a salary.
TITLE IV: Organizational Body

Section 1: Function and Composition

A. The SGA executive board will hold monthly meetings with all student organizations at Georgia Southern University. (Category 1-3 orgs)
B. These meetings will be open to all students, including senators, to listen in on concerns that organizational leaders currently have.
C. One (1) student Organization Leadership Consultant (OLC), from the Office of Student Activities (OSA), will sit in on the meetings to address any concerns regarding organizational structure, renewals, and discuss announcements from the OSA.
D. These meetings will not be mandatory, but instead incentivized to attend.
E. We encourage the organization President to attend at least the first semesterly meeting, and if needed, can send another member from their organization for the remaining meetings.
F. There will be a minimum of three (3) semesterly meetings with a maximum of 4 semesterly meetings.

Section 2: Procedures

G. Meetings will operate according to the current SGA Constitution
H. Robert’s Rules of Order will be utilized during the meeting
I. Meetings will be held on the second Tuesday of the month at 6:30pm and must conclude by 8:30pm.
J. The Executive Vice President will serve as the chair for discussion.
K. The Executive Vice President will serve as the point of contact with all organizations.
L. The Organizational Body shall hold no senatorial voting rights towards the SGA.

TITLE V: Elections

Section 1: Guidelines
A. The Elections Guidelines shall serve as the official governing document for elections.
   a. The guidelines shall be on the SGA website and available at all times to the student body.