Armstrong State University
Student Government Association Bylaws

Revised 4-28-17

ARTICLE 1
RULES AND REGULATIONS

The Student Senate is established as the legislative branch of the Student Government Association (SGA) of Armstrong State University as per Article III of the SGA Constitution and shall carry out those duties assigned it in governing the student body.

Section 1
Rules of Order:
The Student Senate shall be governed by the rules herein established. Senate Meetings shall be conducted under the current edition of Robert’s Rules of Order. Procedurally, the Senate Meetings will be conducted as follows:

1. Call to Order
2. Roll Call
3. Approve Minutes
4. Approve Agenda
5. Open Discussion
6. Old Business
7. New Business
8. Exec Reports
9. Adviser Reports
10. Committee Reports
11. Presentations from the Gallery
12. Announcements
13. Adjournment

Open Discussion:
During Senate meetings, an opportunity for open discussion shall occur. This period of Open Discussion will (1) follow Approval of the Agenda and precede Old Business, (2) allow for the rules of order to naturally and automatically be suspended during open discussion and in the same manner be reinstated following, and (3) be limited to 15 minutes, with incremental 5 minute extensions available at the discretion of the Vice President. {The Committee Reports and} Open Discussion of the last Monday for each month shall be substituted for the committee meetings in which Open Discussion will be suspended altogether for the duration of the session in order to allow committees to convene for fifteen (15) to thirty
(30) minutes, with an incremental five (5) minute extension available at the discretion of the Vice President.

**Budget & Monetary Allocations**

**Subsection A**

All requests from either budget must follow the relevant policy for the respective budget.

1. RSO allocation requests must be submitted to the SGA Treasurer, who shall determine that it is within the guidelines of USG regulations and follows the RSO Policy.
2. The SGA Treasurer will then bring it to the RSO Budget Hearing Committee. The Committee will then agree upon an amount.
3. The SGA Treasurer will then forward the request to the SGA Vice President to be placed on the next meetings agenda.
   a. In cases where quorum for the RSO Budget Hearing Committee is not met, the full requested amount will be forwarded to the Senate for deliberation. Any RSO allocation request proposed during a Senate meeting without meeting the above criteria must be sent to the RSO Budget Hearing Committee.

**Subsection B**

1. Senate Budget requests must be submitted to the SGA Treasurer, who will determine if the request falls within University and USG regulations.
2. The Treasurer will then forward the request to the SGA Vice President to be placed on the agenda.

Any requests from either budget that has not gone through the proper procedure can still be approved if the motion attains unanimous consent of the Senate for that request.

**Section 2**

**Meetings:**

The first Senate meeting shall be held at 12:15pm on the first Monday of each semester. [The meetings will alternate to committee meetings on the last Monday of each month.] If the Senate cannot arrive at a consensus for a meeting time or place, the Vice President shall prescribe a time. The Student Body may obtain information regarding meeting days, times, and locations from the Student Union and Activities office. The Senate will meet during the semester as necessary. All Senate and Senate Committee meetings shall be open to the public regardless of the nature of the business at hand.

**Section 3**

**Attendance:**

Senators are expected to attend Senate meetings and Standing Committee meetings. Senators shall not be absent for more than three (3) Senate meetings and up to three (3) Standing Senate Committee meetings per semester except excused absences. Excused absences are categorized as informing the advisor(s) of SGA: Documentation of illness, family affairs, military service, and mandated court appearances. Excused absences are categorized as informing the SGA Vice-President and the SGA Secretary of: class
(starting before the end of the meeting, then said Senator(s) will be permitted to leave early), three (3) college-sponsored activities in which the Senator is involved (such as other organization's events, meetings, etc.), and employment. For a missed Senate meeting, documentation must be delivered to the SGA Vice President by the next Senate meeting. For a missed Standing Committee meeting, documentation must be delivered to the respective Committee Chairperson. If a Senator is not present at the call to order, the Senator is considered tardy. After being tardy three (3) times, the Senator is considered to have one absence. After fifteen (15) minutes, the Senator is considered absent. However, if a Senator is present at the Senate meeting, but leaves before the end of New Business, that Senator is considered absent. After two (2) unexcused absences in the Senate meetings or Standing Committee meetings, respectively, the Senator in question shall be placed on Senatorial Probation, and notified by letter from the Attorney General that a third (3rd) unexcused absence will result in their removal from the Senate or an opportunity to plead their case pertaining to their absences before the Student Integrity Board.

ARTICLE II
ORGANIZATION

Section 1
Officers:

Subsection A
There shall be a President elected by the student body. The duties of the SGA President in addition to those outlined in the Constitution, are as follows:

1. Unless otherwise specified by the University System of Georgia or Student Advisory Council (SAC) bylaws, the President will represent the University at SAC activities.
2. To chair meetings of the Organization Presidents Council.
3. Meet with the University President and respective President's cabinet member(s) regularly.
4. To perform any additional duties as the office may require.

Subsection B
There shall be a Vice President elected by the student body. The duties of the Vice President in addition to those outlined in the Constitution, are as follows:

1. To serve as the President of the Senate as per the SGA Constitution.
2. To direct committee meetings on behalf of the SGA President upon request.
3. To preside over the weekly sessions of the Senate.
4. To preserve order and decorum in the chamber.
5. To state parliamentary motions.
6. To refer parliamentary questions to the Parliamentarian.
7. To refer bills, concerns, or requests to the appropriate committee.
8. Meet with respective University President's cabinet member regularly.
9. To perform any additional duties as the office may require.

Subsection C
There shall be a Treasurer elected by the student body. The duties of the Treasurer in addition to those outlined in the Constitution, are as follows:

1. To record the collection and distribution of monies for those organizations directly supervised by the Student Activities Committee.
2. To provide a financial report of the Student Government accounts to the Senate at each meeting.
3. To chair all meetings of the SGA Finance Committee and the RSO Budget Hearing Board.
4. Meet with respective University President's cabinet member regularly.
5. Conduct RSO budget hearing as needed.
6. To perform any additional duties as the office may require.

Subsection D
There shall be a Secretary elected by the student body. The duties of the Secretary in addition to those outlined in the Constitution, are as follows:

1. To record the minutes and prepare correspondence for the Senate.
2. To produce minutes of the Senate meetings for all Senators, Executive Officers and to others, if requested; prior to the start of business at the next meeting.
3. Meet with respective University President's cabinet member regularly.
4. To perform any additional duties as the office may require.

Subsection E
There shall be a President Pro Tempore nominated and elected from the current Senate through a simple majority vote. The duties of the President Pro Tempore are as follows:

1. To assume the duties of the President of the Senate in case of absence, resignation, or removal of the Vice President from office until the SGA President appoints a new SGA Vice President as outlined in the Constitution.
2. To serve in place of the SGA Vice President when the Vice President is absent from Campus Union Board (CUB) meetings. Must act as CUB chair when the SGA President and Vice-President are not present.
3. To perform any additional duties as the office may require.

Subsection F
There shall be a Senate Whip nominated and elected from the Senate through a simple majority vote. The duties of the Senate Whip are as follows:

1. To ensure that all SGA Standing and Select Committee seats are filled.
2. To ensure all University-wide and Faculty committee student seats are filled as per the Faculty Handbook Bylaws.
3. To assign committee members with the approval of the Senate.
4. To ensure members of the Senate are made aware of meeting locations, dates and times.
5. To ensure all SGA committees are aware of the senate agenda and all materials pertaining to it.
6. Strive to fill all committee vacancies for the upcoming academic year by the end of the spring semester.
7. To perform any additional duties as the office may require.

**Subsection G**
There shall be a Parliamentarian of the Senate nominated and elected from the Senate through a simple majority. The duties of the Parliamentarian are as follows:
1. To decide questions of procedure in the event of controversy or upon request of the Chair. In the event that Robert's Rules of Order should conflict with the Senate Bylaws, the Parliamentarian must decide according to the Senate Bylaws, unless the decision is overturned by a two-thirds (2/3) vote of the Senate.
2. It shall be the duty of the Parliamentarian to be familiar with the latest edition of *Robert’s Rules of Order*.
3. To perform any additional duties as the office may require.

**Subsection H**
There shall be an Attorney General of the Senate nominated and elected by a 2/3 vote of the Senate. The duties of the Attorney General are as follows:
1. Serves as Chief Enforcement Officer of the SGA Constitution and Bylaws.
2. Reviews all legislation from the Student Senate before submission to the President of the Senate for placement on the Senate agenda.
3. Serves as a counsel to the SGA Executive Board.
4. Maintains and updates the Student Government Association Archives.
5. Serves in the Judicial Branch of SGA as a member of the Student Court.
6. Serves as a member of the SGA President’s cabinet.
7. To perform any additional duties as the office may require.

**Subsection I**
There shall be a Public Relations Officer of the Senate nominated and elected by a 2/3 vote of the Senate. The duties of the Public Relations Officer are as follows:
1. To prepare at least once a month an editorial of the progression and accomplishments of the student government association and campus union board to publish in the campus newspaper.
2. Maintain and update social media sites of SGA and CUB, submitting material to the controller of social media for social development.
3. To ensure committees are effectively advertising their events on campus.
4. To ensure the meeting minutes of SGA and CUB are posted and publicized.
5. Take photos at assigned and scheduled Senate and CUB events, programs, and initiatives, and submit photos for our social media development; submitting photos to the controller of social media pages.
6. Work with controller of SGA and CUB web page to ensure it is maintained and regularly updated.
7. Serves as a member of the SGA President’s Cabinet
8. To perform any additional duties as the office may require.

**Subsection J**
There shall be (2) Senator nominated by the SGA President and approved by the Senate through a simple majority to the position of the Senate/CUB Representatives. The duties of the Senate/Campus Union Board are as follows:
1. To serve as the liaison between the Senate and the Campus Union Board.
2. To serve as the voting member of the Campus Union Board Meetings.
3. To attend the weekly Senate and Campus Union Board meetings.
4. To perform any additional duties as the office may require.

**Subsection K: Obligation**
Any officer who is elected or appointed to an SGA executive office knowing that they will be unable to complete his or her term may be required to repay all or part of any stipend received prior to their departure from office. The decision to require repayment will be made by two thirds (2/3) vote of the Senate.

**Section 2**
**Standing Committees:**
The standing committees of the Senate shall be:
1. The Senate Rules Committee, which will determine questions of constitutionality upon request by the Senate; review and recommend changes to the SGA Constitution or Bylaws and verify petitions presented to the Senate by the Student Body.
2. The Student Life Committee, which will deal with the Division of Student Affairs that are nonacademic as it relates to student life including housing and resident life, recreational and wellness, counseling and health services, and any other items related to the Division of Student Affairs at Armstrong State University. With doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the staff of the Division of Student Affairs. The Student Services Committee shall meet at least twice per month.
3. The Vice Presidential Advisory Committee, which shall assist the President of the Senate in a consultation capacity. The committee shall consist of the President Pro Tempore, Senate Whip, Parliamentarian, (2) Senate/Campus Union Board Representatives, and the chairpersons of the senate standing committees. The committee is chaired by the Vice President of Student Government Association. The committee shall meet at least twice per month.
4. The Elections and Recruitment Committee, which shall conduct and supervise all elections and referendums held by the SGA. In addition, the committee shall establish an educational recruitment campaign to promote the SGA election season. In addition, the chairperson and members of the Elections and Recruitment Committee cannot run for any SGA Executive Office during the elections to prevent conflict of interests. The committee shall meet at least twice a month.
5. The Awards Committee, which shall nominate candidates and/or select recipients for: Joseph A. Buck award (outstanding senior), the H. Dean Probst Award (outstanding faculty member), the
Henry L. Ashmore (outstanding senator), and the SGA Student Services Award (outstanding staff member) and other awards as necessary.

6. The Campus and Community Initiative Committee shall coordinate programs that benefit the community such as blood drives, Adopt-A-School, Light the Night, Wise Hearts Initiative (visit senior citizens homes), or similar programs and coordinate campus projects such as Toys for Tots Campaign, Making Maroon Green projects, or similar programs. This committee shall meet at least twice a month.

7. The Business and Finance Affairs Committee, which will deal with Business and Finance Affairs, including student fees, Bursar's Office, dining services, bookstore services, mailroom services, facilities development, athletics department, university police department, housing and residence life, and any other contractual and financial items related to the Business and Finance at Armstrong State University. With doing research, the committee will report its findings before the Senate for further action, if needed. This committee will work directly with the staff of Business and Finance Affairs. The Student Services Committee shall meet at least twice per month.

8. The Academic-Student Success Committee shall deal with academic items, including institutional credits, courses, registration, financial aid, academic advisement, and university tutoring services, library services, online and blended learning services, and any other items related to academic matters. It shall coordinate the Student Government Association's role in the student evaluation of faculty members and shall be responsible for coordinating the Student Government Association's role in matters pertaining to Academic concerns for all students. It shall assist students in utilizing the available campus academic resource centers. After doing research, the committee will report its findings before the Senate for further action, if needed. This committee shall work directly with the Vice President for Academic Affairs. The full Academic Affairs Committee shall meet at least twice per month.

9. Each committee shall have a chairperson. In the case that no chairperson can be named, the Vice President shall reserve the power to name an acting chairperson, or to serve as interim chair ex officio. Each chairperson shall have the duty to ensure that minutes are being recorded by the co-chair, and to ensure that the minutes are being delivered to the Vice President in a timely manner. Additionally, the chairperson must also convene weekly committee meetings. Should a chairperson fail to convene their respective committee more than three (3) times in one semester, or to have no report for their committee at more than two (2) successive Senate meetings, the Vice President shall reserve the power to remove that Senator as chairperson.

10. Additionally, the Vice President shall reserve the power to relieve a chairperson for dereliction of duties. The Senate may also remove a committee chairperson through a motion to declare a committee chair vacant.

11. Each committee chairperson shall appoint a co-chair for their respective committee. The co-chair shall record accurate minutes of each committee meeting those minutes will be sent to the Senate Whip, the SGA Vice President, and their respective committee members no later than forty eight hours after the end of said committee meeting.

12. If the respective committee has a proposal, bill, resolution, or any other material that needs to be voted on, reviewed, or viewed by the Senate shall be sent in to the Student Government Association Vice President no later than Friday at 4:00 PM so it can be placed on the agenda. If
any of the aforementioned material is sent in late and needs to be on the agenda, the sponsoring senator/committee must get two-thirds (2/3) majority vote in the Senate to approve the addition.

13. The Vice President upon approval by the Senate may establish other "select" committees. Chairmen of standing and select committees shall be appointed by the SGA President and approved through a simple majority vote of the Senate. The SGA President, with the advice and consent of the Senate, may relieve a Chairman of his/her duties and appoint a replacement in accordance with the above procedure.

14. The SGA, in accordance with the Constitution, shall establish an Organizational President's Council. The President of the SGA will chair the council meetings and will promote various organizational activities and organizational unity within the University community. Membership on the President's Council is extended to one designated representative from each recognized student organization.

15. RSO Budget Hearing Committee is a committee ran by the Treasurer of the Student Government Association (SGA) and shall conduct multiple interviews with RSOs on the Armstrong campus. This group is tasked with ensuring money is wisely allocated towards organizations requesting funds for events hosted on campus. The recommendations of the committee will be discussed and voted on by the Senate during the next upcoming meeting.

ARTICLE III
OPERATIONS

Section 1
Agendas
The Vice President shall set the agenda for each Senate meeting. Committee chairs will submit the report at all regular Senate meetings.

Section 2
Deliberations
The sponsor of a motion shall have three (3) minutes in which to present their motion before the Senate; the chair may grant an additional five (5) minutes. Debate will be limited to three (3) minutes by each Senator or speaker; upon request, the chair may grant an additional three (3) minutes. The chair may determine a debate out of order and may interrupt the speaker to determine the relevancy of the speaker's remarks. All actions passed by the Senate shall be presented to the SGA President for approval. The President must notify the Senate of a veto within twenty-four (24) hours of the decision. A Presidential veto may be overridden by a two-thirds (2/3) vote of the Senate at the next meeting.

Section 3
Voting
Voting shall be done in accordance with the aforementioned rules of parliamentary procedure. Each senator shall have one vote. There shall be no voting by proxy either in the Senate or in committee. A voting majority will consist of a simple majority of voting members in attendance. A two-thirds (2/3) vote requirement is defined as two-thirds of the voting members in attendance.
Section 4
Quorum
a.) A quorum of the Senate shall consist of a simple majority of the voting Senate membership. The chair shall determine whether quorum is present immediately following Roll Call and before Open Discussion.
b.) Should quorum not be met, neither Old Business nor New Business may be voted on by the Senate. Open Discussion will still occur, after which the agenda will move on to Committee Reports. During meetings without quorum, the Senate will still have the ability to vote to approve the previous meeting’s minutes, approve that meeting’s agenda (with or without amendments), and vote to adjourn at the end of the meeting.

Section 5
Senatorial Actions
Pursuant to two-thirds (2/3) approval of the Senate the Secretary will be directed to prepare the following communications:

Subsection A
Letters of Censure are intended to express official Senatorial disapproval of the actions of an organization, department, or individual.

Subsection B
Letters of Commendation are intended to express official Senatorial approval of the actions of an organization, department, or individual.

Subsection C
The Senate may request that an individual appear before the Senate to offer testimony of matters concerning the Senate. This testimony will be delivered to the Senate during the New Business portion of the meeting in accordance with the newest edition of Robert's Rules of Order.

ARTICLE IV
OATH OF OFFICE

The President of the Honor Court shall administer the oath of office to the President, Vice President, Treasurer and Secretary. The SGA President shall be responsible for administering the oath of office to all Senators. All SGA officers and senators shall take the following oath of office.

I, ____________, will uphold the duties of the office of __________ of the Student Government Association. I will strive to be an effective leader. I will abide by the constitution of the Student Government Association. I will be a voice for students on campus. To this I solemnly swear.
Administrator's response: You are hereby entitled to all the rights and privileges of the office of __________ from this day forward.

ARTICLE V
IMPEACHMENT, EXPULSION, AND RESIGNATION

Section 1
a.) Any officer, Senator, or any other student member of SGA may be removed from their respective office(s) for violation of the SGA Constitution, these Bylaws, failure to fulfill their office’s duties, or the College Code of Conduct. Articles of impeachment that set forth the charges and reasons for removal must be signed by at least five (5) Senators. The Articles must be presented to the accused officer at least one week prior to the meeting at which the charges will be considered. The President Pro-Tempore shall preside over the impeachment hearing. Should the President Pro-Tempore face impeachment, the Senate shall elect a presiding officer for the impeachment hearing.
b.) During the impeachment hearing, the Senate will move into an executive session, whereas all individuals in the meeting room who are not Executives, Senators, Students at-Large, or an Adviser for SGA shall leave during the course of the hearing.
c.) The accusers shall have no more than fifteen (15) minutes to defend the articles of impeachment, while the accused shall also have no more than fifteen (15) minutes to offer a rebuttal to the accusers. Both parties may present evidence or witness testimony.
d.) Following both parties’ testimony, the Senate shall then vote on the charges facing the accused via paper ballot.
e.) A two-thirds majority shall be required to remove the accused officer from their position.

Section 2
Expulsion
All officers, except the Student Government Association President as outlined in the Constitution, shall be subject to expulsion after more than two absences within a semester unless they are excused absences as defined in the Faculty handbook. The Vice President must formally notify officers of their removal. If it is the Vice President that is accused, then the President Pro-Tempore will assume the Chair until the matter is resolved. If the accused desires a hearing, a two-thirds vote of all Student Government Senators serving shall be necessary to remove the accused from office.

Section 3
Resignation
Any officer or senator may resign from the Student Government Association as outlined below:
1. Must give one week’s formal notice of resignation to Senate Whip and if the Senate Whip is unavailable, the notice must be given to the Secretary of Student Government Association.
2. Must have a resignation meeting with the Vice President of the Student Government Association prior to being relieved of Senatorial duties.

ARTICLE VI
GRADUATION STOLES AND CORDS
The Student Government Association stoles and cords will denote and award students who have achieved some sort of co-curricular honor and participation over the course of their time with an association and in the university. Student Government Association member who is graduating from Armstrong State
University has the opportunity to fill out a form for a graduation stole and/or chord depending upon their position and branch within the association. All applicants must have served for at least two semesters. Any SGA member graduating either in the fall or spring semester must apply for the graduation stole and/or chord during the spring semester of the academic year. After submitting their application, the awards committee will approve all applicants who will receive stole and/or chord. After the Awards committee has completed the list of who will and will not receive a graduation stole and/or chord, the applicants will be notified about their request and will receive the stole and/or chord at the annual SGA Induction Ceremony. The branch of Student Integrity Board, Senate, Campus Union Board, and Liberty Center Student Council may receive chords. The executive branch, Student Integrity Board Executives, Campus Union Board Executive and Liberty Center Student Council Executive officers may receive stoles. A candidate can receive both cord and stole if served on the Executive Branch, Student Integrity Board Executive office, Campus Union Board Executive office, Liberty Center Student Council Executive office, and other constitutional branches. The stoles and cords will be funded by the Student Government Association.

ARTICLE VII
AMENDMENT

These bylaws may be amended by a two-thirds vote of the Student Government Association Senators in attendance. All amendments take effect immediately upon their passage.