By-laws for the Student Government Association of the University of West Georgia
(Revised April 2012)

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Article I. ASSEMBLY MEETINGS, GOVERNANCE, AND STRUCTURE

I. Meetings
   A. Assembly Meetings
      1. The Speaker shall preside over meetings of the Assembly. Should the Speaker not be in attendance, the Majority Leader shall preside over the meeting. Should the Speaker and Majority Leader not be in attendance, the Parliamentarian shall preside over the meeting. The Vice President shall make all efforts to attend all Assembly meetings, especially on the occurrence of the Speaker’s absence.
      2. At the second Assembly meeting for an Administration, the Speaker shall take nominations for Majority Leader from the Assembly. The Speaker shall accept all nominations that are seconded. After a pro and con period, the Speaker shall close conversation and initiate voting for which each Senator may only vote for one (1) Senator for Majority Leader. The person who receives the most amount of votes shall be sworn in as Majority Leader. In the event of a tie, the Speaker shall break the tie, as per the Constitution. The person who receives the 2nd highest amount of votes may take the informal title of Leader of the Opposition and Minority Leader.
      3. In accordance with the Constitution, the Speaker shall set the agenda for each Assembly meeting in such a manner that the business and spirit of the Assembly shall not be abridged. The Cabinet Secretary or designate thereof shall take minutes at meetings of the Assembly and shall give all due respect and deference to the presiding officer of the Assembly during its meetings. Each Senator shall deliver a report at least three (3) times per month, excluding the month of the beginning of the Fall Semester, the month of the beginning of the Winter Break, and the final month of the Spring Semester. Senators shall report on relevant Constituency work as well in their reports. The Executive and Chief Justice shall be permitted adequate time at each meeting to deliver reports.
      4. The meetings of the Assembly shall be held every week on Thursday from 3:30 p.m. to no later than 5:30 unless 4/5 of the Assembly agrees to a longer meeting.
      5. When given the floor, persons shall address all comments, questions, and answers to the Speaker of the Assembly, and Senators shall address each other to the Speaker by “Senator (surname),” “the honorable,” represented Constituency, “the gentleman,” or “the lady.”
      6. The Assembly will enter into Recess upon 5/7 vote of the Council and Consent of the Assembly.
      7. Bills of monetary, appropriation, and financial nature shall be voted upon by a roll-call vote. All other bills shall be voted upon as per the direction of the Speaker. Confirmation votes and informal, non-binding votes shall be taken by either secret ballot, roll-call, or voice vote. No bill shall be voted upon by simple voice vote or show of hands if at least 20 minutes remain in the meeting time of the Assembly.
      8. If a Senator leaves the meeting without the Speaker’s acknowledgment of a Point of Privilege to the Senator, the Majority Leader shall be empowered to record the event as 1/2 of an absence.

II. Governance
   A. Assembly Governance
      1. The Assembly shall be governed by the Majority Leader and Rules Committee.
      2. The Majority Leader shall remove Senators from chairpersonships as a consequence of failure to abide by rules established by the Rules Committee.
3. The Rules Committee shall be composed of the Speaker, Majority Leader, and Parliamentarian and shall be chaired by the Majority Leader.
4. The Speaker, Majority Leader, and Parliamentarian shall not be excused from the rules governing the Assembly.
5. Senators are only permitted four absences (excused or unexcused) per semester from an SGA event; a meeting constitutes an event.
6. Upon obtaining more than four absences, a Senator will, at the discretion of the Majority Leader, be brought before the Rules Committee in a formal inquiry to decide whether or not to proceed with Impeachment Charges. Excused absences shall be taken into consideration if impeachment is brought forth by the Majority Leader. Upon obtaining two absences, the Majority Leader shall give warning to a Senator and may reprimand the Senator by assigning extra committee work, extra Constituency work, meetings, Office Hours, legislative work, and event planning. Failure to abide by this shall result in a formal hearing before the Rules Committee. Each event of tardiness shall be the equivalent of 1/3 of an absence or 1/2 of an absence if the tardiness occurs after 20 minutes of the meeting being called to order.
7. Absences included in this policy are: SGA Assembly meetings, SGA Committee meetings, Office Hours, Faculty Senate Committee meetings, and Events/Programs sponsored by SGA.
8. Should behavior that is unethical or unbecoming of a Senator is suspected of a member of the Rules Committee, 13/20 of the Assembly shall, during a normal meeting of the Assembly, vote in the affirmative to require the suspected member or members of the Rules Committee to stand before the Assembly in a formal Question Period of no less than 10 minutes. The Vice President shall preside over the Assembly during this time and shall be an impartial facilitator of debate.

III. Structure
A. There shall be seven (7) Committees of the Assembly to which every Senator shall be members of at least two (2):
   1. Rules
   2. Government Oversight
   3. Academic Affairs
   4. Appropriations and Fees
   5. Campus and Strategic Planning
   6. Programs and External Cooperation
   7. Student Life
B. Rules Committee
   1. The functions of this committee are outlined in “II. Governance.”
C. Government Oversight Committee
   1. Composed of the Speaker, Majority Leader, Parliamentarian, and two (2) Senators appointed by the Majority Leader and is chaired by the Parliamentarian.
   2. Investigative committee that oversees the internal business of SGA and ensures public responsibility to entities thereof.
   3. This committee shall be empowered to subpoena Civil Service members and Court clerks.
   4. By majority vote, this committee may submit a Formal Petition for Impeachment.
D. Academic Affairs Committee
   1. Composed of at least five (5) Senators appointed by the Majority Leader upon consultation with the Rules Committee.
2. Responsible for general academic issues, problems, and procedures.
3. Every Senator of the Assembly shall submit periodic reports on their Constituencies to this committee.
4. The chair of this committee shall, as per direction from the Majority Leader, assign Constituency work to Senators that pertains to academics.

E. Appropriations and Fees Committee
1. Composed of three (3) Senators appointed by the Majority Leader upon consultation with the Rules Committee.
2. Responsible for coordinating work with the Department of the Treasury pertaining to finances, appropriations, and expenditures.
3. Also responsible for work relating to fees. This committee receives expenditure reports of SAFBA from the Chancellor. Should the SGA choose to adopt a formal Fees Policy through legislation, this committee shall be responsible for coordinating the Policy as directed by the Chancellor.
4. Before the President and Chancellor submit their Budget to the Assembly, they shall submit it to this committee for analysis. During the Chancellor’s presentation of the Budget to the Assembly, this committee shall advise the Assembly on its own analysis and advise amendments.

F. Campus and Strategic Planning Committee
1. Composed of at least five (5) Senators appointed by the Majority Leader upon consultation with the Rules Committee.
2. Responsible for monitoring, reporting on, and crafting SGA Policy initiatives regarding the athletic infrastructure, technology and communications, housing, health and food services, auxiliary services, branding, and facilities development of the campus.

G. Programs and External Cooperation
1. Composed of at least three (3) Senators appointed by the Majority Leader.
2. Responsible for public interactions, monitoring relations between SGA and other student governments, cooperation between SGA and other student organizations, and coordinating policy.

H. Student Life Committee
1. Composed of at least five (5) Senators appointed by the Majority Leader.
2. Responsible for financial aid, orientation, student disciplinary procedures and policies, and other matters referred to the committee by the Speaker.

IV. Board of Peers
A. Composition
1. There shall be eleven (11) maximum members: five (5) appointed by the President, five (5) currently-enrolled, former SGA members chosen from amongst their membership, and the Parliamentarian who shall chair the Board of Peers.
2. The five (5) members who are former SGA members shall be elected as follows:
   a) At the beginning of the Fall Semester, the Speaker shall compel the Parliamentarian to communicate with all currently-enrolled, former members of the Council, Assembly, Civil Service, or Judiciary to seek candidates. Among all volunteers, the Parliamentarian shall record who has submitted a request to be a member of the Board of Peers. After all volunteers have submitted their requests, the Parliamentarian shall take electronic votes for candidates by all currently-enrolled, former members of the Council, Assembly, Civil Service, or Judiciary. The persons who receive the 5 highest amounts of votes shall win office. The Parliamentarian shall vote in the case of a tie in the balloting process.
B. Powers, Duties, Privileges, and Responsibilities
1. The Board shall not exercise any formal compulsory powers other than approving suggestive legislation whereby 3/5 support shall compel the Speaker to introduce the measure in the Assembly.
2. The Speaker may compel the Parliamentarian to call a meeting of the Board to review and give advice on any Green Papers or White Papers.
3. The Speaker may compel the Parliamentarian to call meetings for the Board whenever desired by the Speaker.
4. Members appointed by the President shall assume the title of “Administrative Peer from (College or School of the member’s academic major).”
5. Members chosen from former SGA members shall assume the title of “Representative Peer from (College or School of the member’s academic major).”

Article II. COUNCIL

I. Responsibilities
A. The President’s duties and responsibilities shall be to:
   1. Preside over and lead the Executive Branch.
   2. Issue Executive Orders concerning implementation of SGA policy.
   3. Call and preside over Council meetings.
   4. Serve as a member of and appoint Senators to SAFBA.
   5. Appoint Senators to Fee Committees.
   6. Propose the SGA Budget with the Chancellor.
   7. Be the voting delegate to the SAC of the Board of Regents.
   8. Serve on Academic Appeals and other institutional committees as needed.
   9. Appoint non-Treasury Executive Officials and speak at Orientation sessions.
   10. Approve or veto Legislation from the Assembly.
   11. Appoint Senators to Faculty Senate Committees.
   12. Appoint Senators to represent the Colleges and Schools of UWG with every School and College being represented by at least two (2) Senators.
   13. Submit discussions/proposals to the Assembly on behalf of the Executive Branch in the form of Green Papers and White Papers through the Speaker.
      a) A Green Paper is an exploratory document that is designed to stimulate discussion on a subject amongst, not just the SGA, but a wider audience that includes the Student Body and, if necessary, the greater UWG community.
      b) A White Paper is a document that affirms the Executive Branch’s official position on an issue in order to assist in the formulation of policy.
   14. Keep the Assembly abreast of the activities of the Executive Branch.
   15. Deliver a public State of the University Address once per academic year.
      a) A Formal External Protocol (or FEP) is a legal agreement between the SGA and other student governments that possesses legal equivalence to these By-laws. FEPs shall not take effect until they receive approval from 3/4 of the Assembly.
      FEPs may be nullified by presidential approval and 4/5 of the Assembly.
   17. Issue an Executive Code that governs the behavior of the Executive Branch at the beginning of the President’s term.
   18. Possess the prevailing vote in the Council in case of a tie.
B. The Vice President’s duties and responsibilities shall be to:
1. Exercise the authority of being the principal and main legal advisor to the Executive Branch, acting in the constitutional role of Attorney General.
2. Enforces the decisions of the Judiciary of SGA as Attorney General.
3. Cast a tie-breaking vote in the absence of the Speaker.
4. Be the Chief-of-Staff of the Executive Branch which includes coordinating the activities of the Executive Branch towards the goals of the President and ensuring proper function thereof.
5. Assist the Assembly in monitoring adherence to the Executive Code.
6. Advise the President and Chancellor to remove Executive members.
7. Serve on the Academic Appeals Committee and a Faculty Senate Committee.
8. Be the Acting President in the absence of the President.

C. The Chancellor’s duties and responsibilities shall be to:
1. Appoint Department of the Treasury officials on the Consent of the Assembly.
2. Be the Chief Financial Officer of SGA.
3. Preside over and lead the Department of the Treasury.
4. Keep SGA’s financial records up-to-date.
5. Deliver financial information semimonthly to the Appropriations and Fees Committee.

D. The Chief Justice’s duties and responsibilities shall be to:
1. Appoint Justices and clerks to the Judiciary on the Consent of the Assembly.
2. Deliver semimonthly judicial reports to the Assembly.
3. Deliver the Oath of Office to members of SGA.
4. Chair the Supreme Court and be the administrative head of the entire Judiciary.
5. Chair the Parking Appeals Committee and serve on Admissions Appeals
6. Preside over and appoint the independent Judiciary Commission on the Consent of the Dean of Students or agent thereof.
7. Issue temporary injunctions when asked if the Chief Justice believes it necessary. All injunctions issued by the Chief Justice are to be reviewed by the Court of Intergovernmental Dispute or Court of Public Dispute, depending on the classification of the plaintiff.
8. Preside over impeachment trials.

E. The Speaker’s duties and responsibilities shall be to:
1. Assign legislation to Assembly Committees.
2. Set meeting times for the Board of Peers.
3. Send Assembly-approved legislation to the President on the day of its passage.
4. Reintroduce vetoed legislation to and preside over meetings of the Assembly.
5. Ensure that proposals approved by 3/5 of the Board of Peers are voted upon in the Assembly.
6. Exercise limited powers of the Majority Leader during the 1st week following the Assembly’s swearing-in.

F. The Majority Leader’s duties and responsibilities shall be to:
1. Appoint Senators to and remove Senators from chairpersonships of Assembly Committees.
2. Chair the Rules Committee.
3. Oversee Office Hours and carry out Assembly rules of Senators.
4. Appoint Senators to Committees.
5. Act in the absence of the Speaker.

G. The Parliamentarian’s duties and responsibilities shall be to
1. Ensure that meetings are conducted according to Robert’s Rules of Order.
2. Preside over and cast a tie-breaking vote of meetings of the Board of Peers.
3. Chair the Government Oversight Committee.
   
H. The Council of the Student Government Association shall be paid positions, the amount of which the Assembly shall determine for the following SGA Council during its budgeting process. Other positions may be paid positions as decided by legislation.

**Article III. Executive Civil Service**

There shall be five (5) departments into which the Civil Service shall be organized:

I. Departments

A. The departments shall exist as follows:
   1. Department of the Treasury
   2. Department for the Cabinet
   3. Department of Health, Environment, and Technology
   4. Department of Community and External Affairs
   5. Department of Student Affairs

B. Selection, Organization, and Duties of Department Members
   1. Non-Treasury Department Secretaries and Directors shall be appointed by the President upon confirmation of a majority of the Assembly.
   2. Treasury Department officials shall be appointed by the Chancellor upon confirmation of a majority of the Assembly.
   3. Non-Treasury Secretaries and Directors shall be answerable to the Vice President and President.
   4. Officials of the Department of the Treasury shall be answerable to the Chancellor and President.
   5. Non-SGA members of the Student Body may serve in any Executive Department but may not serve in the capacity of an official described in these By-laws nor take on any of the responsibilities thereof.
   6. Department Secretaries may select members of the Student Body to work within their respective departments upon the agreement of the President.
   7. The President, Vice President, Chancellor, Secretary of the Cabinet, Secretary of Health, Environment, and Technology, Secretary of Community and External Affairs, and Secretary of Student Affairs shall exist as the Cabinet of SGA.
   8. The Cabinet shall be the highest decision-making body of the Executive Branch, advising the President, Vice President, and Chancellor.

II. Department of the Treasury

A. Powers, Responsibilities, and Duties
   1. Responsible for initiating and completing financial audits when needed.
   2. Keeps records for all expenditures and legislative allotments.
   3. Assists the Chancellor and updates the Assembly on SGA expenditures.
   4. Produces periodic public Financial Disclosure Reports.
5. Works with the University Controller’s and Bursar’s Offices as needed.
6. Directs SGA policy regarding career and counseling services.
7. Directed by the Chancellor and supported by an Office of Business and Innovation and a Budget and Sponsorship Agency.
8. The Chancellor shall appoint the Directors on the Consent of the Assembly.

B. Secretary to the Treasury for Business and Innovation
   1. Leads the Office of Business and Innovation.
   2. Seeks new ways for saving money.
   3. Assists with negotiation between SGA and private businesses.
   4. Gives estimates to the Chancellor for expenditure costs.
   5. Ensures there are enough competitive prices for planned expenditures.

C. Secretary to the Treasury for Budget and Sponsorship
   1. Leads the Budget and Sponsorship Agency.
   2. Ensures that Departments keep spending within the guidelines of the Chancellor and legislation.
   3. Monitors budget requests, outlays, and assists the Chancellor with deciding from which areas of the budget, outlays shall come when not clear in legislation.
   4. Gives Financial Disclosure Reports to the Press Secretary at the Chancellor’s request.
   5. Collects applications from student organizations seeking funds from SGA, where no organization shall be allowed more than $450 for any one sponsorship request.
   6. Submits sponsorship applications to the Chancellor and President.

III. Department for the Cabinet

A. Powers, Responsibilities, and Duties
   1. Responsible for ensuring good communication across the Executive Branch.
   2. Keeps the general public abreast of SGA activities and polices.
   3. Assists the three branches of SGA with good communication and coordination.
   4. Responsible for the accuracy of the minutes of Assembly and Cabinet meetings.
   5. Responsible for security-related issues of SGA.
   6. Keeps an accurate history of SGA.
   7. Directed by the Cabinet Secretary and supported by an Office of Press Relations and Communications Policy, Office of Intergovernmental and Security Affairs, and Bureau of Policy Research and Records.

B. Cabinet Secretary
   1. Supervises all persons within the Department.
   2. Records minutes during Assembly and Cabinet meetings or designates a member within this Department to do so.
   3. Delivers Assembly minutes to the President, Speaker, and Chief Justice.
   4. Keeps all Executive Branch members well-informed of policies and activities.
   5. Provides administrative support to the President and Vice President.
   6. Ensures good Executive interdepartmental coordination.
   7. Advises the President on tactical direction of policy.
   8. Harmonizes Executive cross-departmental policies.
9. Provides support to the President for seeking appointments to the Board of Peers.
10. Acts in the absence of the Vice President.

C. Press Secretary
1. Leads the Office of Press Relations and Communications Policy.
2. Acts in the absence of the Cabinet Secretary.
3. Prepares press releases as per the direction of the President.
4. Deals strictly with professional communications services near and around the campus of the University of West Georgia, which include but are not limited to: The West Georgian, the Times-Georgian, UTV-13 Television, and The Wolf Internet Radio.
5. Works with the Office of University Communications and Marketing.
6. Assists the Director of Technological Policy and Library Affairs in maintenance of the SGA website, Facebook page, and Twitter.

D. Director of Intergovernmental and Security Affairs
1. Leads the Office of Intergovernmental and Security Affairs.
2. Assists the Vice President and President in enforcement of the decisions of the Judiciary of SGA.
3. Is the official liaison between University Police and SGA.
4. Ensures that the emergency poles of campus are kept functional.
5. Ensures good communication between the Executive, Legislative, and Judicial Branches of SGA.
6. Ensures that the Court of Elections possesses all necessary tools to carry out its independent duties.
7. Acts as advocate and defender for any member of SGA facing impeachment.

E. Director of Policy Research and Records
1. Leads the Bureau of Policy Research and Records.
2. Acts as historian for SGA, which involves taking pictures at SGA functions, gaining student feedback during both meetings and SGA events and compiling an annual scrapbook.
3. Posts Assembly minutes outside of the SGA Office weekly.
4. Provides research for the development of Green and White Papers.
5. Keeps a record of SGA supplies.
6. Carries out strategy reviews and provides policy advice in accordance with the President’s policy priorities.
7. Identifies any key challenges for the SGA and reports them to the Vice President.

IV. Department of Health, Environment, and Technology (HET)
A. Powers, Responsibilities, and Duties
1. Implements SGA health, environmental, and technology policy.
2. Monitors, reports on, and advises on the physical landscape and edifices of the University.
3. Is the liaison between the Office of the Vice President for University Advancement (VPUA) and SGA.
4. Addresses environmental concerns of the University and Student Body.
5. Establishes good communication with the Office of Information Technology.
6. Directed by the Secretary of Health, Environment, and Technology and is supported by an Office of Technology Policy and Library Affairs and a Bureau of Health and Environmental Affairs.

B. Secretary of Health, Environment, and Technology
1. Supervises all persons within the Department.
2. Works closely with Health Services and reports on average waiting times.
3. Ensures that subordinates work with the Director of Policy Research and Records on health, environment, and technology issues.
4. Conducts meetings with the Office of the VPUA at least once every two months.
5. Works closely with the Department of Campus Planning & Facilities.
6. Promotes awareness programs that relate to student health.
7. Delivers a monthly assessment of campus environment, health, and technology to the Assembly (may be delivered by the President or Vice President).

C. Director of Technological Policy and Library Affairs
1. Leads the Office of Technological Policy and Library Affairs.
2. Works closely with ITS and SITS.
3. Works closely with the Dean of Libraries and the Outreach Librarian.
4. Ensures proper updating of SGA’s technology.
5. Maintains and regularly updates the SGA website, Facebook page, and Twitter.

D. Director of Health and Environmental Affairs
1. Leads the Bureau of Health and Environmental Affairs
2. Works closely with the Health Center.
3. Conducts policy work relating to the physical landscape and edifices of the University.
4. Oversees SGA recycling initiatives.
5. Works closely with Facilities and Grounds.
6. Assists the HET Secretary with compilation of the monthly assessment.

V. Department of Community and External Relations
A. Powers, Responsibilities, and Duties
1. Ensures good communication between SGA and off-campus housing.
2. Maintains relations with the local community.
3. Represents SGA and conducts external relations and cooperation.
4. Responsible for matters pertaining to Foreign External Protocols.
5. Addresses athletic concerns of students and implements SGA athletic policy.
6. Directed by the Secretary of Community and External Relations and is supported by the Bureau of Diversity, Greek, and Alumni Affairs and the Bureau of Athletic and Campus Center Affairs.

B. Secretary of Community and External Relations
1. Supervises all persons within the Department.
2. Represents SGA when the President and Vice President are unable to do so.
3. Lobbies, builds relationships with, and addresses issues with local, city, county, state, and federal officials.
5. Works as a liaison between the Student Body and local government.
6. Promotes diversity within the Student Body by supporting events that educate the Student Body about its membership.

C. Director of Diversity, Greek, and Alumni Affairs
1. Leads the Bureau of Diversity, Greek, and Alumni Affairs.
2. Acts in the absence of the Community and External Relations Secretary.
3. Investigates all substantive complaints of discrimination against all students.
4. Works closely with the Office of Institutional Diversity.
5. Is responsible for hosting one event per academic year, as per the direction of legislation approved by the Assembly, which promotes, explores, and educates the students of West Georgia about its membership.
6. Works closely with the CSI Assistant Director for Greek Life.
7. Works closely with the Alumni Office.

D. Director of Athletic and Campus Center Affairs
1. Leads the Bureau of Athletic and Campus Center Affairs.
2. Acts as a resource for the needs of athletic clubs on campus.
3. Works on matters and activities concerning athletics at UWG and student participation with, support for, and concern for these activities.
4. Helps implement the goals of the University with consideration to the expansion of athletic programs.
5. Works closely with and secures rooms in the Campus Center when needed for SGA events.
6. Encourages overall athletic spirit on campus.
7. Coordinates SGA’s involvement with Midnight Madness.
8. Attends a minimum of four athletic events per semester as a representative of SGA.

VI. Department of Student Affairs
A. Powers, Responsibilities, and Duties
1. Conducts programming and organizes SGA events and programs.
2. Responsible for work with ARCH.
3. Works with the Office of Business and Auxiliary Enterprises.
4. Reports on and is responsible for general issues affecting the Student Body that do not fall under the purview of any other departments.
5. Works with the Vice President of Student Affairs and Enrollment Management to increase interaction and communication between various campus organizations.
6. Responsible for Student Concern Forms.
7. Communicates regularly with Student Organizations and Clubs.
8. Directed by the Secretary of Student Affairs and is supported by the Office of Activities, Bureau of Residence Life Affairs, and the Bureau of Auxiliary Affairs.

B. Secretary of Student Affairs
1. Supervises all persons within the Department.
2. Coordinates a “Student Concern Day” in order to better represent student interests each semester.
3. Works with the Vice President of Student Affairs and Enrollment Management to increase interaction between SGA and various campus organizations.
4. Works with the Center for Student Involvement to promote and advertise student organizations and programs and activities thereof.
5. Plans and strategizes SGA activities and events.

C. Director of Activities
   1. Leads the Office of Activities.
   2. Acts in the absence of the Secretary of Student Affairs.
   3. Plans, designs, purchases materials for, creates and has printed any posters, banners, flyers, signs, ads/Public Service announcements, etc. as needed by the SGA.
   4. Hosts the “Meet the Administration” open house during the fall term.
   5. Assists the President and Secretary of Student Affairs in planning the end-of-the-year SGA Banquet.

D. Director of Residence Life
   1. Leads the Bureau of Residence Life Affairs.
   2. Responsible for work with ARCH.
   3. Is the official liaison between SGA and Res Life.
   4. Is the main point of contact for students in addressing issues in the residence halls.

E. Director of Auxiliary Affairs
   1. Leads the Bureau of Auxiliary Affairs.
   2. Works closely with the Parking and Transportation Services in addressing policies and issues.
   3. Delivers a monthly report on Auxiliary Affairs to the Student Affairs Secretary.
   4. Secures rooms and places to meet for non-Campus Center SGA events.
   5. Addresses student concerns regarding Mail Services and Dining Services.
   6. Addresses and serves as a resource for pricing policies on campus.

**Article IV. The Judicial Branch**

There shall be four (4) Courts into which the Judiciary shall be organized:

I. Courts
   A. The courts shall exist as follows:
      1. Supreme Court
      2. Court of Elections
      3. Court of Intragovernmental Disputes
      4. Court of Public Disputes

   B. Selection and Duties of Justices
      1. Justices of each Court shall be appointed by the Chief Justice upon confirmation of a majority of the Assembly, excluding the Court of Intergovernmental Dispute.
2. All Justices, other than the Chief Justice, shall serve until graduation, resignation, or impeachment and removal.
3. Justices shall be bound by impartiality.
4. Justices shall maintain a 2.3 GPA while serving and failure to do so shall result in immediate reporting to the Government Oversight Committee.
5. The Chief Justice shall appoint a number of clerks for the Judicial Branch as deemed necessary who shall require a majority vote of confirmation from the Assembly.
6. Justices may not be members of the Legislative or Executive Branch of the Student Government Association simultaneously.
7. Former members of the Judiciary shall be entitled to be members of the Board of Peers.
8. The Chief Justice shall appoint Alternate Justices upon confirmation of the Assembly.
10. The Chief Justice shall designate one Associate Justice of the Supreme Court to be the Vice Chief Justice, who shall act in the absence of the Chief Justice.

II. Supreme Court
A. Organization
1. The Supreme Court shall consist of five (5) members: The Chief Justice and four (4) Associate Justices appointed by the Chief Justice on Consent of the Assembly.

B. Jurisdiction
1. Shall be the highest, final judicial authority pertaining to any issue of SGA.
2. Tries non-judicial members of SGA for impeachment.
3. Reviews all temporary injunctions for a final decision.
4. The Supreme Court shall issue Writs of Certiorari upon the agreement of two (2) Justices thereof.

III. Court of Elections
A. Organization
1. There shall be six (6) members of the Court of Elections, whereby only (5) shall possess votes: the Vice Chief Justice (who shall chair the court), two (2) student Justices appointed by the Chief Justice on Consent of the Assembly, two (2) Faculty and/or Staff members appointed by the Dean of Students, and one (1) non-voting, advisory Judicial Affairs Faculty or Staff member jointly appointed by the Chief Justice and Dean of Students.

B. Jurisdiction, Powers, Rules, and Duties
1. This court shall have exclusive jurisdiction over elections.
2. Establishes official elections dates and times.
3. Distributes all rules and forms and lists of dates.
4. Investigates and adjudicates all campaign violations.
5. Produces and distributes a candidate packet.
6. Declare persons eligible and ineligible to file for or serve in any elected Student Government position in accordance with the Elections Bylaws.
7. Sponsors an official candidates meeting which is mandatory for all candidates and their campaign managers, explain Election codes and their responsibility. A candidate may be granted an excuse by the Chair of the Court of Elections.
8. Explains any ambiguities or queries that the candidates or their staff may have.
9. Distributes a copy of the Elections Statutes and Procedures to each of the candidates.
10. Posts a copy of the results within 24 hours of the closing of the polls on the final day of elections at which time the official results shall constitute a public record. The record on file in the student government office shall include the total number of ballots cast and the total votes cast for each candidate.

C. Statutes and Procedures for Elections

1. Legal definitions shall be as follows:
   a) Candidate- An individual seeking an elected office of SGA.
   b) Campaign- Any public activity or attempt to influence votes for and against a candidate.
   c) Campaign Agent/Staff- An individual assisting/acting on behalf of a candidate.
   d) Actor- An individual acting in support of or in opposition to a candidate, without specific knowledge of that candidate.
   e) Paraphernalia- any advertisement, flyer, handbill, button, sticker, or other item produced by or on behalf of a candidate.
   f) Polls/Polling place- Any computer logged on to the SGA Ballot.
   g) Plurality- The number by which the vote of the winning choice in a contest exceeds that of the closest opponent.
   h) Party- An officially recognized group of current SGA members, former members, potential electoral candidates, and electoral candidates.
   i) Party Group- A group of no more than (5) senatorial candidates whereby a vote for one person in the group is a vote for all persons within the group. No Party may endorse and run more than three (3) Party Groups. Any remaining senatorial candidates from a party must run as individuals.
   j) Slate- Persons running for the position of President, Vice President, and Chancellor together in a group in such a manner that a vote for one person in the group is a vote for all persons within the group. The Speaker shall not be allowed to run on a Slate and shall be an individually-elected office. No Slate may run with a Party in such a manner that a vote for a Council candidate or Slate is a vote for a Senator or Party Group and vice-versa. Council positions shall be voted upon separately from Assembly Party Groups on the SGA Ballot.

2. Candidacy shall be as follows:
   a) Candidates for the SGA shall submit to the Court of Elections via the Office of Judicial Affairs an official Declaration of Candidacy by the deadline.
   b) Candidates shall meet the following requirements for Council positions:
      i. must have accumulated at least 42 semester hours for undergraduates and six (6) hours for graduates.
      ii. must have a cumulative University of West Georgia grade point average of 2.75 for undergraduates and 3.0 for graduates.
      iii. must be currently enrolled in the University and have been enrolled the preceding Fall Semester.
      iv. must have been a member of the Executive, Legislative, or Judiciary for (1) one academic year prior to taking office (applies only to the Presidency, Vice Presidency, and Chancellorship).
      v. must have maintained Good Standing in SGA throughout tenure prior to taking office as a member of the Council (applies only to the Presidency, Vice Presidency, and Chancellorship).
   c) Candidates shall meet the following requirements for Assembly positions:
      i. must have accumulated at least 12 semester hours for undergraduates and six (6) semester hours for graduates.
ii. must have a cumulative University of West Georgia grade point average of 2.5.

d) Candidates shall not have any outstanding disciplinary sanctions at the time of the election.

3. Campaigning shall be as follows:
   a) Candidates shall adhere to the standards and regulations set forth by the Court of Elections.
   b) Candidates, during the campaigning process, shall not use any items owned-by or any employee of the University of West Georgia while the employee is at the moment working in such a manner that legally requires the University of West Georgia to pay the person for work.
   c) Candidates will not be in campaigning violations if they are posting according to the Posting Procedures explained by University of West Georgia procedures, including Residence Life.
   d) No candidate or member of a candidate’s staff shall campaign within 25 feet of a polling place in a manner that is disruptive, ostentatious, and/or disorderly.
   e) Distribution of campaign material and/or campaign speeches to student organizations shall not begin before the official candidates’ meeting.
   f) At the candidates’ meeting, all candidates must sign an agreement affirming that both the candidate and his/her campaign manager have read the candidate’s packet, including the Election Statutes and Procedures, and fully understand all of their meanings and implications.

4. Parties and Executive Slates
   a) Any group of senatorial candidates who choose to form an SGA Party (herein after referred to as party) shall submit a Party Affiliation form as provided by the Court of Elections.
   b) The Party Affiliation Form shall include the Party’s name, list of all senatorial and Council candidates in the Party, their signatures, and any Party-wide staff.
   c) Candidates and staff may be added or removed from the Party until the close of the filing period at which time modifications will be prohibited.

5. Campaign Staff
   a) Candidates will be held responsible for the actions of their campaign staff during the campaign.
   b) All candidates, Slates, and Party Groups shall submit information to the Court of Elections the campaign manager and any other person associated with the campaign. In the event that a candidate, Slate, or Party adds additional members to their campaign staff, the candidate or candidates must provide to the Court of Elections the names of new person(s) associated with the campaign.
   c) A person whose name has not been provided to the Court of Elections as being officially associated with a candidate’s campaign, whose actions coincide with acting on behalf of a particular candidate, may be treated as a member of a candidate’s campaign staff by the Election Commissioner for the purposes of sanctioning violations.

6. Period
   a) The campaign period shall begin at the conclusion of the candidates’ meeting and conclude at the closing of the polls on the final day of the election.
   b) Campaigning outside the campaign period is prohibited.

7. Posting
   a) Candidates and candidate staff must follow the posting policy of the University of West Georgia, including current Residence Life policy.
b) Campaign paraphernalia must include a statement of authorization and must clearly indicate that the candidate personally funded and endorses the paraphernalia.

c) Departmental copy machines and/or student organization printers may not be used to produce paraphernalia.

d) All flyers and/or banners must be removed within 48 hours following the elections.

e) Signs or posters may not overlap or conceal any portion of another sign or poster.

f) Defacing other candidates’ campaign materials is strictly prohibited.

8. Expenses

a) Every candidate shall be limited to three hundred and fifty dollars ($350) in campaign expenditures per person.

b) In the case of Parties and Slates, the same formula shall be used where the total expenditure does not exceed $350 per person.

c) A Financial Disclosure Statement shall be turned in to the Court of Elections or Office of Judicial Affairs by 10:00 a.m. the day following the closing of the polls.

d) Reports must include receipts for all expenditures, one copy of each item of paraphernalia along with the number of copies distributed, and descriptions of expenditures where appropriate.

e) No candidate may use University funds or campus resources for campaigning.

f) No organization shall use student activity funding to endorse a candidate.

g) The candidate must maintain receipts for all campaign items including donated and/or borrowed materials. The labor provided by a candidate’s campaign supporters shall not constitute as a donated material or services and shall have no financial value.

h) A candidate exceeding the expenditure limits, failing to file a Financial Disclosure Statement, omitting expenditures from a report, or falsifying a report entirely or in part shall be brought before the Court of Elections to decide if the person should be disqualified.

9. Voting

a) No student enrolled at the University of West Georgia shall be denied the right to vote.

b) The Court of Elections shall be responsible for providing candidate information to Information Technology Services. SGA and ITS shall administer the voting website.

c) In order for a Council candidate to be declared a winner, he or she must receive a plurality of votes. In the event of a tie, the Court of Elections shall schedule a prompt run-off election.

d) In order for an Assembly candidate to be declared a winner, he or she must receive a plurality of votes. At least the top 17 senator candidates receiving a plurality of votes shall be the victors. In the event of a tie for the 17th senator, the Court of Elections shall schedule a run-off for the candidates who are tied for the 17th Senate position.

e) Party Groups shall win based upon the number of votes the individual groups of 5 receive in such a manner that should a Party Group receive less votes than an individual person running for an Assembly seat, the individual shall win over the Party group. There shall not be more than three (3) Party groups to win election for Assembly seats; the maximum allotment of total Assembly seats that Party Groups are allowed to win election shall be 15 seats. The Party Group that receives the 4th highest amount of votes out of all Party Groups, even if such a group gains more votes than an individual, shall not be allowed to take any seats, and remaining individual candidates shall win the seat or seats according to the number of votes received. Any vacancies shall be filled in accordance with the Constitution.
IV. Court of Intergovernmental Dispute
   A. Organization
      1. This court shall consist of one (1) Justice, the Chief Justice.
   B. Jurisdiction
      1. The Chief Justice shall have original jurisdiction over all legal controversies and/or issues connected with any part of the Student Government Association.
      2. This Court shall hear and decide upon any legitimate legal cases or controversies concerning the SGA Constitution, By-Laws, Laws, Resolutions, and Conventions.
      3. Temporary injunctions shall be issued through this court, and all of them shall be reviewed by the Supreme Court for final approval.
      4. This Court’s constitutional interpretations shall not be final unless the Supreme Court refuses a Writ of Certiorari.

V. Court of Public Dispute
   A. Organization
      1. This court shall consist of one (1) Justice appointed by the Chief Justice.
   B. Jurisdiction
      1. This court shall have original jurisdiction over legal controversies and/or issues connected with any part of the SGA and any student or group of students affected by SGA policy.
      2. This court shall be empowered to issue temporary injunctions.

VI. Impeachment Procedures:
   A. Impeachment
      1. Impeachment shall be initiated by a Formal Petition for Impeachment issued by a majority of the Assembly Government Oversight Committee or any four (4) Senators to the Supreme Court. Impeachable offenses are:
         a. Having been found responsible for violating the Student Conduct Code.
         b. Not fulfilling the duties of the position as stated in the Constitution and Bylaws.
      2. Impeachment must be brought typed to the Supreme Court, with the statement of charges. It shall consist of the name of the accused, reasoning for impeachment, and signatures of members bringing forth impeachment.
      3. There will be a brief discussion of the charges that may be limited by the Chief Justice.
      4. After such, discussion will be closed and the Supreme Court shall conduct a trial no earlier than one week and no later than two weeks after the accusation.
      5. In the trial, the Vice President shall read the letter of stated charges and then speak on the letter. The Chief Justice will then move the meeting into a question and answer period for the accuser.
      6. Upon completion of the question and answer session, the defendant will have a period to defend his or her case.
      7. After this defense, the Chief Justice may hold another question and answer session.
      8. Once this final session is completed, the Supreme Court and the SGA Advisor shall leave the room, and a verdict shall be determined by the Justices who may utilize advice from the Advisor during deliberations. Should the accused person be found guilty and therefore impeached by the Supreme Court, the Chief Justice shall submit a recommendation of sanctions to the Assembly.
      9. The Assembly shall vote to either expel the impeached member or give an alternative, appropriate sanction by a 2/3 vote.
VII. Oath of Office
1. No person shall take office within the Student Government Association without having completed the necessary protocols for obtaining office and being sworn-in.
2. The Oath of Office shall be administered by the Chief Justice or a member of the Supreme Judiciary Court selected by the Chief Justice.
3. The official Oath of Office for the Student Government Association shall be as follows: “On my honor, I (state name), do solemnly swear (or affirm) that I shall faithfully execute the Office of (state the office) of the Student Government Association and that I shall fulfill the duties and uphold the principles of the Constitution thereof to the best of my abilities until the end of my term.”

Article VI. SUCCESSION AND VACANCIES

I. Succession
A. President
1. The Vice President shall succeed the President.
2. Absent the Vice President, the Chancellor shall succeed the President.
3. Absent the Chancellor, a Cabinet member shall succeed the President in this order: Cabinet Secretary, HET Secretary, Community and External Affairs Secretary, and Student Affairs Secretary.
B. Vice President
1. Office is filled similar with the Presidency as per Article VI, Section I, Subsection A, Part 3.
C. Chancellor
1. The Secretary to the Treasury for Business and Innovation shall succeed the Chancellor.
2. Absent this Secretary, the Treasury Secretary for Budget and Sponsorship shall take office.
3. Absent this Secretary, the President shall appoint a member of the Board of Peers.
D. Chief Justice
1. The Dean of Students shall appoint a new Chief Justice from amongst the Associate Justices of the Supreme Court on the Consent of a majority of the Council.
E. Speaker
1. The Majority Leader shall succeed the Speaker.
2. Absent the Majority Leader, the Assembly shall, by plurality vote, choose from amongst their voting membership a person to succeed the Speaker.
F. Majority Leader
1. The Parliamentarian shall succeed the Majority Leader.
2. Absent the Parliamentarian, a committee chair shall succeed the Majority Leader in this order: Academic Affairs, Appropriations and Fees, Campus and Strategic Planning, Programs and External Cooperation, and Student Life.
G. Parliamentarian
1. Succession shall parallel that of the Majority Leader as per Article VI, Section I, Subsection F, Part 2.

II. Vacancies
A. Executive Civil Service
1. The President shall appoint persons to fill vacancies to non-Treasury positions.
2. The Vice President shall appoint persons to fill vacancies in the Treasury Department.
B. Assembly
1. The Council appoints persons to fill vacancies in the Assembly on Assembly Consent.
2. The President shall appoint persons to fill vacancies among the Administrative Peers.
3. The Parliamentarian shall appoint persons to fill vacancies among the Representative Peers.

C. Judiciary
1. The Chief Justice shall appoint persons to fill vacancies in the Judiciary.

**Article VII. SUMMER COMMISSION**

A. The Summer Commission of SGA will be comprised of SGA members currently enrolled in the summer term and who maintain eligibility requirements.

B. The Summer Commission shall perform all other duties of SGA barring the alteration of the SGA Constitution and By-laws.

C. The highest-ranking officer shall chair the Summer Commission or, in the event that no officer is enrolled, the Assembly members shall elect a member of the Summer Commission from within to chair the Summer Commission.

D. The Chief Justice or a designate thereof shall exercise limited judicial responsibility as the Summer Court. Decisions by the Summer Court shall be reviewed by the Court of Intergovernmental Dispute upon commencement of the Fall Semester. If the decision is that of the Chief Justice that is being reviewed from the summer, the Supreme Court shall issue a Writ of Certiorari to review the issue.