

The Bylaws of the Student Government Association of the University of West Georgia



Ratified (Date)

Table of Contents

Offices	_____	page 1
Committees	_____	page 5
Voting	_____	page 7
Succession	_____	page 7
Elections	_____	page 8
Oath of Office	_____	page 11
Compensation	_____	page 11
Summer Commission	_____	page 11
Amendments	_____	page 11

Article I – Offices

1. Elected Executive Offices
 - a. President
 - i. Conducts meetings as needed with the University Vice President for Student Affairs and Enrollment Management
 - ii. Attends meetings with the University President as requested
 - iii. Issues Executive Orders of SGA concern to the appropriate committees
 - b. Executive Vice President
 - i. Chairs the Rules Committee
 - ii. Maintains and manages SGA meeting materials.
 - iii. Maintains all communications with all bodies of SGA.
 - iv. Manages room reservations and setup for SGA meeting purposes.
 - c. Vice President of Budget and Finance.
 - i. Meets with the SAFBA Budget Manager to ensure that all SGA expenditures follow SAFBA proposal
 - ii. Serves as the purchasing agent of SGA.
 - iii. Manages the SGA Budget.
 - d. Vice President of Student Life
 - i. Chairs the Student Life Committee
 - ii. Works with the Associate Vice President for Student Life and Dean of Students or Coordinator for Student Involvement and Leadership Programs to promote students' interests between SGA and the departments of Student affairs here at UWG.
 - iii. Works with the Center for Student Involvement to promote and advertise SGA programs and activities.
 - iv. Plans and strategizes SGA activities and events
 - v. Communicates regularly with Student Organizations and Clubs about what is going on in SGA. They may perform this duty through any form of communication channel.
 - e. Chief Justice
 - i. Chairs the Governmental Oversight and Bylaws Committee
 - ii. Provides the Senate with updates on the activities of the SGA Judicial Branch at least once a semester.
 - iii. Serves as the student representative on the Parking Appeals Committee.

2. Other Offices

a. Executive Assistant

i. Appointment

1. Appointed by the Elected Executive Officers and Affirmed by a majority vote of the entire Senate

ii. Duties

1. Maintains the SGA membership contact information
2. Keeps the official roll, as well as recording, and distributing the minutes of the Executive Board and Senate meetings
3. Maintains all administrative duties
4. Keeps accurate records of all SGA business and keep filing system and calendars updated, including the SGA Office
5. Orders and maintains the inventory of office supplies
6. Assists the SGA President in planning the end of the year SGA Banquet
7. Assists the Executive Vice President in the duties of his/her office.

b. Director of Community Engagement

i. Appointment

1. Appointed by the Executive Council

ii. Duties

1. Serves as the Chair of the Community Engagement Committee
2. Serves as a member of the SGA Senate.
3. Establishes goals and budget for the Community Engagement Committee
4. Reviews press releases completed by the Director of Publicity
5. Coordinates event reservations on behalf of the SGA
6. Serves as the student representative on the Faculty Senate University Relations Committee
7. Serves as a liaison between SGA and University Advancement and Athletics.
8. Represents SGA when the President and Executive Vice President are unable to do so
9. Builds relationships with, and addresses issues with local, city, county, state, and federal officials
10. Promotes diversity within the Student Body by supporting events that educate the Student Body
11. Hosts “Meet the Administration” and the “SGA Town Hall” during the fall term

- c. Director of Technology
 - i. Appointment
 - 1. Appointed by the Executive Council.
 - ii. Duties
 - 1. Serves as a liaison between SGA and ITS.
 - 2. Serves as a member of the SGA Senate.
 - 3. Assigns students to Technology Student Fee Committee with the approval of the President and to coordinate with the Director of student involvement.
 - 4. Informs the Executive Board of SGA about the actions of the Technology Fee Committee.
 - 5. Serve as student representative on the Faculty Senate Technology Committee
- d. Publicity Coordinator
 - i. Appointment
 - 1. Appointed by the Executive Council and affirmed by the Senate.
 - ii. Duties
 - 1. Coordinates and designs all advertisements, publicity, and press releases for the Student Government Association
 - 2. Serves as contact for all media questions
 - 3. Manages the imaging and branding of the Student Government Association
 - 4. Distributes information from the Student Government Association to Student Organizations
 - 5. Orders promotional items and coordinates promotional events
 - 6. Sends out press releases with approval of the Director of Community Engagement and the Executive Vice President
 - 7. Maintains SGA bulletin board
 - 8. Updates the SGA website weekly
 - 9. Provides the minutes and agenda on the web page within 72 hours after their approval
 - 10. Chairs the Campus Marketing and Strategic Planning Committee

- e. Director of Academic Affairs
 - i. Appointment
 - 1. Appointed by the Executive Council
 - ii. Duties
 - 1. Chairs the SGA Academic Affairs Committee
 - 2. Serves as a member of the SGA Senate
 - 3. Serve as student representative on the Faculty Senate Academic Policy Committee and reports on academic developments.
 - 4. Establishes goals and budget for the Academic Affairs Committee
 - 5. Verifies academic grade point averages of all of the members of SGA are conducted at the beginning of each semester to ensure all individuals are qualified to serve.
3. Senators
- a. Duties
 - i. Required to attend all Senate meetings
 - ii. Serves as a voting member of the Senate
 - iii. Serves on various Student Government Association Committees.
 - iv. Serves on various University Committees
 - v. Serve as point of contact for students.
 - vi. Proposes legislation on behalf of the student body
 - vii. Seeks student feedback and recommend solutions to student issues
 - viii. Establishes rules and bylaws for internal operations
 - ix. Reviews the expenditures, balance sheet, and assembly reports
 - x. Attends Student Government Association events.
 - xi. Serves on at least one SGA committee.
 - xii. Serves one hour in the SGA office each week of the Fall and Spring Semesters while classes are in session. Office hours are to be served Monday-Friday 8am until 8pm.
4. Vice Chief Justice
- a. Appointment
 - i. Appointed by the Chief Justice and approved by the Senate.
 - ii. In the case that the Vice Chief Justice runs for an elected office, a new Vice Chief Justice must be appointed.
 - b. Duties
 - i. Assist the Chief Justice in the duties of his/her office.
 - ii. Must attend at least one SGA meeting a month.
 - iii. Shall preside over the election process.

5. Associate Justices
 - a. Performs all duties as requested by the Chief Justice.
 - b. Oversees the elections as defined in Article V.

Article II – Committees

1. The committees of SGA will be as followed.
 - a. Rules Committee
 - i. Committee Membership
 1. Executive Vice President, Chief Justice, Vice President of Student Life, and one senator elected by the senate during the SGA retreat.
 - ii. Committee Responsibilities
 1. Develops rules not defined in the SGA Constitution or its bylaws.
 2. Manages office hours.
 3. Ensures senators are following protocols defined in the Constitution and bylaws.
 4. Reviews submissions of Impeachments.
 - b. Community Engagement and External Affairs Committee
 - i. Committee Membership
 1. Director of Community Engagement, a minimum of 3 senators.
 2. Any currently enrolled student may serve on this committee.
 - ii. Committee Responsibilities
 1. Enacts the goals of the Director of Community Engagement.
 2. Builds relationships with, and addresses issues with local, city, county, state, and federal officials
 3. Promotes diversity within the Student Body by supporting events that educate the Student Body
 4. Organizes “Meet the Administration”, the “SGA Town Hall”, and “UWG Day at the Capitol”.
 - c. Academic Affairs Committee
 - i. Committee Membership
 1. Director of Academic Affairs, a minimum of 3 senators.
 2. Any currently enrolled student may serve on this committee.
 - ii. Committee Responsibilities
 1. Works on the establishment of goals for the Academic Affairs Committee
 2. Advises student representative to Faculty Senate Academic Policies Committee.

3. Drafts Appropriate legislation in response to faculty Senate Academic Policies Committee actions, recommendations or agenda items.
 4. Hosts a concerns event once a month.
- d. Appropriations and Fees Committee
- i. Committee Membership
 1. Vice President of Budget and Finance, at least 5 senators.
 - ii. Committee/Committee Member Responsibilities
 1. Responsible of reviewing and approving the budget of each committee.
 2. Assists the VP of Budget and Finance by serving as a liaison between the committee chair and VP of Budget and Finance ensuring each committee stays within budget.
 3. Ensures that the SAFBA Budget Manager is aware of any SGA member who is graduating each semester.
- e. Campus Marketing and Strategic Planning Committee
- i. Committee Members
 1. SGA President and/or Executive Vice President, Publicity coordinator, and at least 3 senators.
 2. The Publicity Coordinator is the Chair of this committee.
 3. Any currently enrolled student may serve on this committee.
 - ii. Committee Responsibilities
 1. Manages marketing efforts of SGA, including the purchase of SGA giveaways, attire, and publications.
 2. Assists the President in assuring that all SGA programs are in conjunction with his/her vision of SGA as long as it is in accordance to the SGA Constitution and Bylaws.
- f. Student Life Committee
- i. Committee Members
 1. VP of Student Life and at least 3 Senators.
 2. Any currently enrolled student may serve on this committee.
 - ii. Committee Responsibilities
 1. Plans and strategizes SGA activities and events in conjunction with the committee.
 2. Communicates regularly with Student Organizations and Clubs about SGA and SGA activities.
 3. Collaborates with University Police, the Faculty Senate, Facilities and Grounds to conduct a Night Walk for the safety of the Students, Faculty, and Staff of UWG.
 4. Assists the VP of Student Life in the duties of his/her office.

- g. Government Oversight and Bylaws Review Committee
 - i. Committee Members
 - 1. Chief Justice, Executive Vice President, Vice President of Budget and Finance, one Associate Justice, and one senator appointed by the senate.
 - ii. Committee Responsibilities
 - 1. Conduct a review of the SGA constitution and bylaws on a regular basis.
 - 2. Review suggestions to improve SGA structure.
 - 3. Recommends Amendments to the SGA bylaws and/or constitution to the senate.

Article III – Voting

- 1. Voting in the SGA Senate meetings
 - a. May be performed by electronic voting, such as I-Clicker Technology, or by a roll call vote.
 - b. Email voting may only be performed in accordance to the SGA Constitution.

Article VI – Succession

- 2. The succession line of SGA shall be as follows.
 - a. Executive Vice President succeeds the President.
 - b. Vice President of Budget and Finance succeeds the Executive Vice President.
 - c. Vice President of Student Life succeeds the Vice President of Budget and Finance.
 - d. Director of Community engagement succeeds the Vice President of Student Life.
 - e. Director of Academic Affairs succeeds the Director of Community Engagement.
 - f. Director of Technology succeeds the Director of Academic Affairs.
 - g. Upon the absence of any of the final line senate shall approve the succession recommended by the Executive Council.
 - h. The Succession of the Chief Justice shall be recommended by the Executive Council and approved by the Senate.

Article V – Elections

1. Court of Elections
 - a. Membership
 - i. Shall be composed of the Vice Chief Justice, one member of the Campus Marketing and Strategic Planning Committee, one Associate Justice, the current election process staff member, One Faculty/Staff member appointed by the Associate Vice President for Student Life and Dean of Students.
 - ii. The Associate Vice President for Student Life and Dean of Students and the SGA Chief Justice may replace any member that they appointed to this committee for any violations of the Constitution or Bylaws.
 - b. Duties
 - i. Shall have Exclusive Jurisdiction over elections.
 - ii. Proposes a Budget to the Campus marketing and Strategic Planning Committee for election advertisements.
 - iii. Investigates and resolves any disputes that may arise during the elections process.
 - iv. Produces and distributes a candidate packet of rules, forms, and dates.
 - v. Declares person’s eligibility and ineligibility to serve in any elected Student Government position.
 - vi. Sponsors an official candidates meeting which is mandatory for all candidates and their campaign managers, at which they will explain Election codes and their responsibility. The Chair of the Court of Elections may grant a candidate an excuse for being unable to attend the candidate meeting.
 - vii. Clarifies all election rules
 - viii. Posts the results of the elections on the Monday following Spring Break.
 - c. Meetings
 - i. Shall be chaired by the Vice Chief Justice.
 - ii. Shall meet for the first time in the last week of January, where they will set a regular meeting schedule.
 - iii. All meetings shall follow Robert’s Rules of Order.
2. Elections 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. Qualifying- Applying to be placed on the ballot of the SGA Elections
 - d. Campaign Agent/Staff- An individual assisting/acting on behalf of a candidate
 - e. Actor- An individual acting in support of or in opposition to a candidate, without specific knowledge of that candidate.

- f. Paraphernalia- any advertisement, flyer, handbill, button, sticker, or other item produced by or on behalf of a candidate.
 - g. Polls/Polling place- Any electronic device logged on the location of the SGA Ballot.
 - h. Plurality- The number by which the vote of the winning choice in a contest exceeds that of the closest opponent.
3. Elections Process
- a. The Vice Chief Justice requesting to form the Elections Committee will initiate the elections process in January.
 - b. The Qualifying for SGA elections will begin at midnight on the second Friday in February and last one week.
 - c. On the third Monday of February the candidates for SGA offices shall meet to go over campaigning rules. At the closing of that meeting the campaigning will begin.
 - d. The actual election will last one week, and that week being the week before spring break.
 - e. The results are to be posted the Monday following Spring Break.
4. Candidacy
- a. Candidates for the SGA shall qualify to the Court of Elections by completing an application.
 - b. Candidates shall meet the following requirements for Executive Council positions:
 - i. Minimum cumulative institutional GPA of 2.6
 - ii. Enrolled as a full time student, unless exempted from full-time status by law or university policy
 - iii. No student conduct history or pending violations
 - iv. Must have been a previous member of SGA.
 - v. Must be a matriculating student enrolled in the fall and spring semester.
 - c. Candidates shall meet the following requirements for Senate positions:
 - i. Maintain a cumulative institutional GPA of 2.3
 - ii. Enrolled as a full time student, unless exempted from full-time status by law or university policy.
 - iii. No student conduct history or pending violations
 - iv. Completed at least 12 semester hours.
5. Campaigning rules
- a. Candidates shall adhere to the standards and regulations set forth by the Court of Elections.
 - b. Distribution of campaign material and/or campaign speeches to student organizations shall not begin before the official candidates' meeting.
 - c. 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.
 - d. Candidates will be held responsible for the actions of their campaign staff during the campaign.

- e. 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.
 - f. Candidates and candidate staff must follow the posting policy of the University of West Georgia, including current Residence Life policy
 - g. Campaign paraphernalia must include a statement of authorization and must clearly indicate that the candidate personally funded and endorses the paraphernalia.
 - h. Departmental copy machines and/or student organization printers may not be used to produce paraphernalia.
 - i. All flyers and/or banners must be removed within 48 hours following the elections.
 - j. Signs or posters may not overlap or conceal any portion of another sign or poster.
 - k. Defacing other candidates' campaign materials is strictly prohibited.
6. 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 the appropriate person who is to create the SGA Ballot.
 - 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. In the event of a tie the Court of Elections shall schedule a run-off for the candidates who are tied.
7. Violations
- a. Candidates
 - i. Violations of the SGA Constitution, Bylaws or Campaign rules shall be reported to the Court of Elections before the elections results are posted.
 - ii. The Court of Elections shall then have one week to collect any evidence and hold hearings on the violation.
 - iii. Following the hearing the Court of Elections will have one week to disqualify the offender.
8. Term of office
- a. The Term of office of SGA shall start after the swearing in ceremony following the last SGA meeting of the previous administration.
 - b. The last SGA meeting and the end of term of each year's SGA shall be held two Thursdays before the week of finals.
 - c. The First SGA meeting of the new SGA shall take place the Thursday before finals.

Article VI – Oath of Office

The oath of office of SGA shall be:

I (State your name in full) in the presence of this senate, do hereby promise to fulfill the duties as a student, following that I shall fulfill the duties of (State your office) to the best of my ability. I further promise that I will represent the University in a professional manner in any role that I may hereafter come.

Article VII – Compensation

1. Compensation of SGA may not exceed 30% of the allocated budget of SGA.
2. All compensation will be in the prepared budget of SGA.
3. It is the duty of the executive council to recommend to the senate the allocation of compensation funds.
4. It is at the senate's discretion to accept or to decline that recommendation.

Article VIII – Summer Commission

1. The Summer Commission of SGA will be comprised of SGA members currently enrolled in the summer term and who maintain eligibility requirements.
2. The Summer Commission shall perform all other duties of SGA barring the alteration of the SGA Constitution and By-laws.
3. The highest-ranking officer shall chair the Summer Commission or, in the event that no officer is enrolled, the senate members shall elect a member of the Summer Commission from within to chair the Summer Commission.
4. The Chief Justice or an appointee thereof shall exercise limited judicial responsibility as the Summer Court. Decisions by the Summer Court shall be reviewed by the Judiciary 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 may override such a decision.

Article XI – Amendments

1. Amendments to the Constitution and its Bylaws shall follow the rules as stated in the SGA Constitution.