

Bylaws of the Student Government Association
(Updated January 31, 2005)

CHAPTER ONE: Appointments, meetings, attendance, removal of members

1.00 Defined

All laws relating to representative-to-student ratio; committee appointments; SGA meeting time; committee meeting times; penalties for non-attendance; and other details regarding removal of members, excluding impeachment or expulsion, shall be placed Chapter One (1) of the SGA Laws.

1.05 Representative-to-Student Ratio

Rules governing the ratio calculation shall be:

- a. Maximum number of representatives for a class shall be no more than 10% of that particular class in accordance with Chapter One (1) Section 1.075 of the Student Government Association By-Laws.
- b. That ratio shall be calculated before elections are held for upperclassmen elections in the Spring Semester.
- c. That ratio shall be used in accordance with Article II, Section A, Subsection 1 of the Constitution of the Student Body of Southwest Baptist University.

1.075 Definition of Calculated Class

Rules governing the calculation of classes shall be:

- a. Each member of the Student Body will be contacted of his or her classification by hours and informed of his or her expected classification for the following semester no later that 60 days prior to Cine Dine.
- b. In each notification each member of the Student Body will have the opportunity to enter a request for "Change of Status" within a 15 day period of time.
- c. Each request for "Change of Status" must be reviewed by the Student Body President and a decision on the approval must be made no later than 10 days after the received request.
- d. In the Fall Semester students with 31 hours or less will be classified as a freshmen unless a "Change of Status" has been submitted and approved by the Student Body President.

1.20 SGA Meeting Time

The SGA shall meet during a regular semester every Monday that classes are in session at a time and place designated by the President of the Student Body.

1.25 Special Meetings

Attendance at meetings of the SGA or committee at times other than the regularly scheduled time shall be required if at least forty-eight (48) hours notice was given to all members.

1.40 SGA Attendance Policy

The SGA and committee meeting attendance policy shall be:

- a. An absence shall be defined as: non-attendance at a required SGA meeting; two tardies (more than ten minutes late); twice departing from a required meeting before the end of the business session (unless cleared by the President); two class meeting absences; and one hour of absence from working the SGA table (unless replacement is found).
- b. Committee members are expected to attend a set percentage of committee functions as determined by the Committee Chairperson. Failure to attend the set percentage shall result in the dismissal of the member from the committee.
- c. Within seventy-two hours (72) of an absence, tardy, or other infraction of the attendance policy, a member may submit a written excuse to the Secretary of the Student Body concerning the reason for the absence.

- d. The Secretary of the Student Body shall determine the validity of an-excuse and declare it excused or unexcused, with excusable absences being:
 - (1) Sickness or personal emergencies.
 - (2) Required school activities. (Intramurals and workstudy do not constitute required school activities).
 - (3) Special circumstances as determined by the Secretary of the Student Body.
- e. If any member is charged with three (3) excused absences in any semester they will be the equivalent of one(1) unexcused absence. A two-thirds vote of the Student Government Association can change or amend this policy for that academic year, after which time the original policy will be restored.
- f. If a member is charged with more than three (3) unexcused absences in any semester, he/she will be removed from the office and his/her office shall be declared vacant.

1.50 Dismissal—Academic Standing

The Secretary of the Student Body shall be responsible for reviewing, within two weeks of the beginning of each semester, each member's cumulative grade point average and shall report to the President of the Student Body concerning any member who fails to meet the constitutional requirement. The member will be removed from his/her office with that office being declared vacant.

1.60 Dismissal—Required Hours of Work

A member shall be dismissed and his/her office declared vacant by the Secretary of the Student Body for not meeting the following work requirements:

- a. Failure to work the appropriate number of table hours per semester
 - 1. Class Officers and Class Representatives must work three to six hours (3-6) which will be determined by the Student Body Secretary at the beginning of each semester.

CHAPTER TWO: Standing Rules

2.0 Defined

All laws relating to the conduct of SGA meetings and other standing rules shall be placed in Chapter Two (2) of the SGA laws.

2.10 Debate

Laws governing debate during the SGA meeting shall be:

- a. No member shall be entitled to speak more than twice to any single motion at the time of presentation, at the close of debate, and as called upon during the debate; and no member shall speak for more than five (5) minutes each time he/she is allowed the floor.
- b. The Director of the Student Activities shall be the only non-member who can speak during debate at all times. With a two-thirds vote of its members present and voting, the SGA may grant non-SGA members the right to speak during debate.
- c. The Chairperson may close the debate and put a motion to vote if no further discussion is indicated.
- d. The Parliamentarian, as an ex-officio member maintains no voting rights. If the Parliamentarian holds an SGA position, he/she maintains voting rights.

2.20 Proxy Voting

A member may vote by proxy if notice is given in writing to the chairperson at least two (2) hours before the meeting is due to begin. Notice shall include specific issues to be voted on and the name of the member who will cast the vote.

2.30 Roll Call Vote

The yeas and nays may be ordered with approval of no less than twenty (20) percent of the members present and voting.

2.40 Surplus Monies

The surplus money from any given year will be carried over into the next year's account funds. The surplus monies may be used for special projects or budgetary purposes.

CHAPTER THREE: Amendments

3.0 Defined

All laws relating to amendments of the SGA laws shall be placed in Chapter Three (3) of the SGA laws.

3.10 Laws Defined

An SGA law shall be defined as any single numbered paragraph.

3.20 Procedure

Any SGA laws may be amended, rescinded, or new laws added by a two-thirds vote of the members present and voting if a one week's notice has been served, or by a three-fourths vote of the members present and voting if such notice has not been served.

CHAPTER FOUR: Elections and the Elections Committee

4.0 Defined

All laws relating to Elections and the Elections Committee shall be placed in Chapter four (4) of the SGA laws.

4.10 Elections Committee Duties

The duties of the Elections Committee shall be:

- a. The Elections Committee shall be responsible for having someone from the SGA Body supervising the ballot box during all elections.
- b. After each voting period the person supervising the ballot box shall secure the ballot box in the SGA Office.
- c. The Elections Committee is responsible for publishing all Student Government office election results. Tallies and percentage of votes received are to be made available upon request.
- d. The Elections Committee is responsible for the counting of ballots following each election. The Elections Committee can employ members of the Student Government Association to help count ballots providing the Chairperson of the Elections Committee does not disapprove. If a member of the Elections Committee is a candidate, he/she may not count votes.
- e. All of the ballots cast by the Student Body in an election must be kept by the Chairperson of the Election Committee for at least seven (7) full days following the election in case of questions concerning the election. It is the responsibility of the Chairperson of the Elections Committee to dispose of all used ballots when he/she is no longer constitutionally required to keep them.

- f. The Elections Committee shall be responsible for providing the Omnibus staffs with announcements of an election at least two weeks prior to the date, and also the availability of absentee ballots for those students unable to participate in the election.

4.20 Procedures

The laws regarding procedures shall be:

- a. The ballot box shall be supervised by at least one SGA member. The issuer of the ballot shall initial the ballot and validate the student's identification by referring to a current semester roster.
- e. All Southwest Baptist University students may participate in SGA elections.
- c. No student may vote more than once per election.
- d. The ballot box will be stationed in the Student Union immediately after chapel services and will remain open until 6 p.m. on election days. The Elections Committee may station additional ballot boxes where and when they feel it is necessary.
- e. All ballots in each election will consist of the office of the election and a list of the candidates for each office. Ballots will consist of a separation to distinguish between the various races. At the discretion of the Student Body Secretary, any ballots that do not meet these restrictions will not be counted as unofficial ballots and will be disregarded.

4.30 Committee Members

- a. Vacancies on the Election Committee shall be filled by the Elections Committee Chairperson with the approval of the SGA. Refer to Article IX Section D of the SGA Constitution on how to fill the vacant slot.
- b. Candidates listed on a ballot, including Election Committee members, shall not be allowed to work at the polling place or to count ballots.
- f. The Chairperson of the Elections Committee shall dismiss from the Elections Committee any member that is not fulfilling his/her obligation(s). Refer to Chapter 11 of the SGA By-Laws concerning the impeachment process due to nonperformance.

4.40 Eligibility

The Chairperson of the Elections Committee shall be responsible for determining the eligibility of each candidate.

4.50 Challenging an Election

The laws concerning challenging an election shall be:

- a. An election can only be challenged within seven (7) days of the election and only members of the Student Body can challenge an election.
- b. When an election is challenged, all ballots cast in that election must be kept until the issue is resolved.
- c. The Elections Committee is given the first opportunity to resolve the issue to the satisfaction of the person(s) challenging the election. If the decision made by the Elections Committee is appealed or the Elections Committee defers to the Judicial Council upon failure to reach a decision, Judicial Council must decide the issue; in such cases, the Judicial Council may seize the ballots of the election being challenged and place them in the custody of the Advisor of the Student Government Association or the Director of the Office of Student Life. The decision reached by the Judicial Council regarding the election being challenged is final unless three-fourths of the members of the Student Government Association disagree with the decision reached by the Judicial Council, in which case, a new

election is automatically called for with the Office of Student Life being placed in charge of supervising and administering the new election.

4.60 Campaign Rules

- a. Optional campaign speeches will be made the Tuesday evening before elections. Time for speeches will be designated and publicized in the Omnibus the week prior to the speeches by the Elections Committee. The Elections Committee may set an alternative date for speeches.
- b. Each candidate may have a campaign manager, publicity chairperson or other students to conduct the candidate's campaign.
- c. Campaign materials may not be placed in any other location that the Office of Student Life or a specific SBU Department prohibits including, but not limited to, the game-room windows, the bookstore windows, and the cafeteria windows. All campaign materials shall be approved by the Office of Student Life. Campaign materials not properly approved and placed will be removed. All campaign materials must be taken from the site of any polling place prior to the opening of that polling place on the day of the elections. All campaign materials must be removed by noon of the day following the election.
- d. A candidate may spend \$75.00 of his/her own funds and any additional donated funds by supporters on each Cabinet campaign.
- e. A candidate may spend \$50.00 of his/her funds and any additional donated funds by supporters on each class representative or class officer election.
- f. All candidates must be able to submit a financial report of all election expenditures from their campaign upon the sole request of the Elections Committee.
- g. In the case of a violation of any of the above, the candidate's actions will be reviewed within two days by the Elections Committee and the President of Student Government. If the violation occurs prior to the election, the review committee will decide whether the candidate's campaign can legitimately continue. If the violation occurs during or after the election, the review committee will have the power to declare the election invalid. Any questions concerning the process after an election is called invalid is to be answered by the Judicial Council.
- h. A *write in* candidate is any person wishing to run for office who does not fill out a petition and whose name does not appear on the ballot. Any person meeting the qualifications for office and wishing to run as a *write in* candidate may do so; however, all *write in* candidates are obligated to the same set of campaign rules as any official candidate. All votes cast for the *write in* candidate are official and must be included in the final outcome of the election. In the event of a run-off, no further *write-ins* will be allowed.

4.70 Petitions for Elections

The laws regarding petitions shall be:

- a. Pick up petitions, campaign rules, and office requirements in the SGA office the Monday specified by the Elections Committee.
- b. Petitions should be returned to the SGA office no later than noon on Friday of the same week.
- c. Required Signatures
 1. Cabinet Petitions must contain 50 or more signatures from the Student Body.
 2. Class Officer petitions must contain 50 or more signatures from the candidate's respective class.
 3. Class representative petitions must contain 25 or more signatures of the candidate's respective class.

4. Any Executive Cabinet member may sign a petition of any candidate.
- d. Optional campaign speeches will be presented the Tuesday evening before elections or when specified by the Elections Committee.

4.80 Cabinet, Officer, and Representative Elections

- a. Elections will be held the Wednesday specified by the Executive Cabinet.
- b. Determining Results
 1. Cabinet and Class Officer positions will be determined by a majority vote.
 2. Class Representative positions will be determined by a plurality of the votes.
- c. In case of no candidate receiving a majority of the vote, a run-off election between the two top remaining candidates will be held within one week following the previous election. In case of a tie for the second place position, the Elections Committee will cast the deciding vote,
- d. Elections returns shall be posted in the Student Union within six (6) hours after voting ceases.

4.85 Filling Vacancies

The laws regarding vacancies shall be:

- a. **Class Officer vacancies**
 1. When there is a vacancy in a Class Officer position and there is only one person who has turned in a completed petition for the position by the deadline, the Elections Committee may appoint that person to fill the vacancy by a majority vote of its members and the approval of two-thirds of the Student Government Association. The Elections Committee must contact that person within one week concerning his/her appointment.
 2. When there is a vacancy in a Class Officer position and more than one person has turned in a completed petition by the deadline for the same position, the Elections Committee must run an election to fill the vacancy.
- b. **Class Representative vacancies**
 1. Anytime there are any Representative vacancies within a class of the Student Body and there is an equal or lesser number of persons who have turned in completed petitions by the deadline to fill the vacancies, then the Elections Committee may appoint any of the persons who turned in completed petitions by the deadline by a majority vote of its members and the approval of two-thirds of the Student Government Association.
 2. Anytime there are any Representative vacancies within a Class of the Student body and more people have turned in completed petitions to fill the vacancies than there are positions available, then the Elections Committee must run an election to fill the vacancy.
- c. The Chairperson of the Elections Committee can call an election for any Class Officer or Class Representative position without the approval of the Elections Committee.

4.90 Major Event Elections

- a. Mr. and Miss Southwest Elections
 1. Candidates must have at least 64 credit hours and must plan to attend Southwest Baptist University for the following two semesters and graduate upon the completion of those two semesters.
 2. Candidates must have attended Southwest Baptist University each fall and spring semester during their entire college career.
 3. Candidates must not be married during their possible two semester term.

4. The Elections Committee will be responsible for organizing a list of eligible candidates and sending the list to all full-time faculty & staff at least three weeks before the election.
 5. From the list submitted by the Elections Committee, five (5) nominees for each position shall be submitted by the faculty to the Elections Committee one week prior to the election.
 6. Students will vote at the election held on the Wednesday before the ceremony and votes will be counted by the Elections Committee the same day.
- b. All guidelines of Major Event elections, with the exception of the Mr. and Miss Southwest Election, shall be determined by the Elections Committee and the Major Events Committee.

4.95 Inauguration Day

- a. Inauguration Day is the last Monday in April.
- b. Inauguration Day can only be changed by a three-fourths vote of the SGA and it cannot be extended for more than a week past the last Monday in April.

CHAPTER FIVE: Faculty-Student Committees

5.00 Defined

All laws relating to Faculty-Student Committees shall be placed in Chapter Five (5) of the SGA laws.

5.10 Appointments

The President of the Student Body shall appoint students to the Faculty-Student Committees in accordance with the quotas given by the Administration Offices.

5.20 Term of Office

All Faculty-Student Committee appointments shall be for a term of no longer than one (1) academic year commencing upon approval by the SGA and ending with the beginning of finals in the Spring Semester.

CHAPTER SIX: Special Committees

6.00 Defined

All laws relating to special SGA committees shall be placed in Chapter Six (6) of the SGA laws.

6.10 Purpose and Life

Special Committees shall be created by the President of the Student Body and/or an act of the SGA for the purpose of researching and/or examining and/or suggesting possible courses of action on a specific proposal, problem, or incident, or as the SGA deems necessary. The life of the committee shall be until a report is presented to the SGA for adoption or until such a time as the SGA shall vote to disband a Special Committee. A Special Committee shall not be a Standing Committee.

6.20 Procedure

A Special Committee shall:

- a. Be appointed by the President of the Student Body with the exception that a motion to form a Special Committee may name the members of that committee with the President of the Student Body being entitled to name the Chairperson.
- b. Require approval of a majority of the SGA members present and voting.
- c. Be required to present a final report detailing findings and suggestions to SGA for adoption upon completion of the appointed task.

CHAPTER SEVEN: Student Activity Fee Allocation Process

8.00 Defined

All laws relating to the allocation of the Student Activity Fee will be placed in Chapter Eight (8) of the SGA laws.

8.10 Purpose

The purpose of the Student Activity Fee is to provide funds for student oriented activities and/or items by Chartered Organizations, University Departments, or Special Projects as approved by the Student Government Association.

8.20 Committee

- a. To effectively deal with the allocation of the Student Activity Fee, the Budget and Finance Committee of the Student Government Association is herein created. The purpose of the Budget and Finance Committee will be to:
 1. Recommend Student Activity Fee allocations for each academic year to the SGA Body.
 2. Recommend increases and decreases in the Student Activity Fee.
- b. The committee will consist of the following voting members:
 1. The Student Body Treasurer.
 2. The Treasurer of each class.

In the event of a vacancy in the Treasurer position at the beginning of the Spring Semester, the Vice President of that class will assume the duties as a member of the committee. In the event of a vacancy in the position of Vice President, the President of that class will assume the duties as a member of the committee.
 3. Two members of the Student Government Association, to be selected by the Student Body Treasurer and approved by a 2/3 vote of the Student Government Association.
 4. Two members of the Student Body, to be selected by the Student Body Treasurer and approved by a 2/3 vote of the Student Government Association.
- c. The Vice President of Administration, or his/her designee, and the Director of Student Life may serve as ex-officio members of the committee.
- d. The Committee shall be chaired by the Student Body Treasurer.

8.30 Process

- a. Any chartered organization, university department, or special project petitioner can request information on the required standards and procedures for applying for Student Activity Fee funds from the Student Body Secretary. All chartered organizations, university departments, or special project petitioners must follow the guidelines of Chapter Eight (8) of the By-Laws before receiving any funding from the Student Activity Fee. All groups receiving funding from the Student Activity Fee must re-apply yearly.
- b. By a given date in the Spring Semester, set by the Budget and Finance Committee, the committee will require information which will include, but not be limited to:
 1. A line item budget for the proposed use of the Student Activity Fee funds.
 2. Records of expenses for Student Activity Fee funds received the previous year.
- c. After the Budget and Finance Committee reviews the written requests, each organization requesting funds will have a hearing with the Budget and Finance Committee.

- d. Following the hearings for all applicants requesting Student Activity Fee funds, the Budget and Finance Committee will deliberate and present the recommended allocation for the Student Activity Fee to the Student Government Association for debate and approval. The proposed Students Activity Fee allocation must be approved by a two-thirds majority vote of the Student Government Association.
- e. The allocation approved by the Student Government Association will be implemented at the beginning of the following academic year.
- f. Each organization receiving Student Activity Fee funds for three consecutive years will move to a 'preferred' status in the allocation process. The organization will no longer need to have a hearing, unless an increase in funds is requested or a hearing is requested by the Budget and Finance Committee.
- g. The Student Body Treasurer is responsible for communicating the allocated budget and budget number to the clubs and organizations once this information is received from the Office of Accounting the following Fall Semester.
- h. The Chairperson of the Budget and Finance Committee shall dismiss and replace from the Budget and Finance Committee any member that is not fulfilling his/her obligation(s).

CHAPTER EIGHT: Financial Provisions

9.00 Defined

All laws relating to financial provisions shall be placed in Chapter Nine (9) of the SGA laws.

9.10 Procedure

The SGA must announce a vote concerning the Student Activity Fee to the Student Body two weeks prior to the business meeting at which the vote on the issue takes place. The vote shall be advertised through the Omnibus and shall be announced at Chapel.

CHAPTER NINE: Judicial Council

10.00 Defined

All laws relating to the Judicial Council shall be placed in Chapter Ten (10) of the SGA laws.

10.10 Interpretations During Meetings of the Student Government Association

- a. If during a meeting of the Student Government Association a member of the Student Government Association asks to know what the Constitution and/or the By-Laws of the Student Government Association say on a certain matter, the Chief Justice of the Judicial Council is responsible for looking up the matter in question in the Constitution and/or the By-Laws of the Student Government Association and to then verbally read aloud to the Student Government Association what the Constitution and/or By-Laws say regarding the matter in question.
- b. If an immediate interpretation of the law is requested by a member of the Student Government Association during a meeting, then the presiding officer must call a ten minute recess of the meeting and the members of the Judicial Council are to confer with each other briefly and give an interpretation that is unanimously agreed upon by its members or the Judicial Council may by agreement of a majority of its members postpone a decision for the following meeting of the Student Government Association. (If

the members of the Judicial Council cannot unanimously agree on an interpretation of the law in question during a meeting of the Student Government Association, then the decision of the Judicial Council is automatically postponed until the next meeting of the Student Government Association.) During the time in between these two meetings, the Judicial Council must meet and decide upon an interpretation of the law in question that is agreed upon by a majority of its members and report this to the Student Government Association. As always, the decision of the Judicial Council stands as the final decision unless it is disapproved by at least a three-fourths vote of the Student Government Association.

10.20 Chartering Procedures

- a. Within two weeks of receiving all required information from the Office of Student Life, the Judicial Council shall make recommendations for chartering organizations and clubs to the SGA Body.
- b. To become chartered, an organization/club must receive a two-thirds vote of the SGA body. The names of those organizations/clubs receiving the required vote will be sent to the Office of Student Life to be approved. Once approved, the organization/club is entitled to all the privileges pertaining thereto for the duration of that charter.
- c. Charters last from chartering date until the Judicial Council has received all required information from the Office of Student Life the following Fall Semester.
 1. Purpose of the organization/club.
 2. Type of membership, requirements, process of selection.
 3. Titles of officers as well as method and time for selecting same. (Note: all organizations/clubs must have at least a primary officer and a financial officer.)
 4. An indication of sources and method of handling and disbursing funds.

CHAPTER TEN: Impeachment

11.00 Defined

All laws relating to impeachment shall be placed in Chapter Eleven (11) of the SGA laws.

11.10 Impeachable Offenses

A person can only be removed from office by the Student Government Association for nonperformance of duty and/or for violating published University policy (such as the Student Handbook.)

11.20 Presiding Officer

Anytime the issue of whether or not to remove a member of the Student Government Association from office is before the Student Government Association, the Director of the Office of Student Life must serve as the presiding officer of those meetings of the Student Government Association.

11.25 Impeachment Meeting

The impeachment hearings shall be held during specially called meetings.

11.30 Impeachment Process

- a. When at least four members of the Student Government Association write a letter to the Director of the Office of Student Life that charges a member of the Executive Cabinet or a Class Officer with one or more of the offenses stated in Article XIII Section C of this Constitution, then the Director of the Office of Student Life must first report this to the member of the Student Government Association who has been accused of wrongdoing, then to the Executive Cabinet and the Student Government Association.

- b. The Office of Student Life must then investigate the charges and report their findings to the Student Government Association within three weeks of the Directors receipt of the written charges. If the Student Government Association finds the report inconclusive, then the Student Government Association by a majority vote can give the Office of Student Life two additional weeks to continue to investigate the charges. The Student Government Association can continue to extend to the Office of Student Life up to four additional weeks for investigating the charges if the Student Government Association first finds the investigation inconclusive.
- c. The person charged with wrong doing must then be permitted to answer every charge against him/her. The members of the Student Government Association may then ask that person questions concerning the charges. The Student Government Association can not require the person charged with wrong doing to leave the meeting except when the vote. The Student Government Association must discuss the case for at least one hour before a vote can be called for. (If there comes a time during that hour when no member of the Student Government Association has anything more to say to the issue, then a vote is automatically called for.)
- d. If three-fourths of the members of the Student Government Association agree to remove the person charged with wrong doing from office, then that person is automatically removed from all offices he/she holds in the Student Government Association; otherwise, that person retains all offices he/she holds in the Student Government Association.

11.40 Impeachment Process of Class Representatives

- a. When at least four members of the Student Government Association write a letter to the Chief Justice of the Judicial Council that charges a Representative of the Student Government Association with one or more of the offenses stated in Article XIII, Section C of this Constitution, then the Chief Justice of the Judicial Council must first report this to the member of the Student Government Association who has been accused of wrong doing, then to the Executive Cabinet and the Student Government Association.
- b. The Judicial Council must then investigate the charges and report their findings within three weeks of the receipt of the written charges by the Chief Justice. If the Student Government Association finds the report inconclusive, then the Student Government Association by a majority vote can give the Judicial Council two additional weeks to continue to investigate the charges. The Student Government Association can continue to extend to the Judicial Council up to four additional weeks for investigating the charges if the Student Government Association first finds the investigation inconclusive.
- c. The person charged with wrong doing must then be permitted to answer every charge against him/her. The members of the Student Government Association may then ask that person questions concerning the charges. The Student Government Association can not require the person charged with wrong doing to leave the meeting except when they vote. The Student Government Association must discuss the case for at least one hour before a vote can be called for. (If there comes a time during that hour when no member of the Student Government Association has anything more to say to the issue, then a vote is automatically called for.)
- d. If three-fourths of the members of the Student Government Association agree to remove the person charged with wrong doing from office, then that person is automatically removed from all offices he/she holds in the Student Government Association; otherwise, that person retains all offices he/she holds in the Student Government Association.

11.50 Impeachment Limitations

No person can be twice charged with the same impeachable offense unless the person is charged of committing the same offense again.

CHAPTER ELEVEN: Legislation Procedure

12.00 Defined

All laws relating to legislative procedures shall be placed in Chapter Twelve (12) of the SGA laws.

12.10 Definition of Legislation

A bill shall be defined as any motion which requires the Administration's approval upon passage by the SGA.

12.20 SGA Action

- a. A bill may be presented by any member of the SGA.
- b. A bill must be posted forty-eight hours before presentation to the SGA.
- c. Upon passage of any bill, the Chairperson of the Student Affairs Committee and the President of the Student Body must sign the legislation and send the legislation to the Director of Student Activities within seventy-two (72) hours.

12.30 Administrative Action

The administration may either approve or disapprove of a bill.

- a. If approved, the bill will be sent through the administrative chain-of-command until the bill has been implemented or has been disapproved.
- b. Upon disapproval of a bill by any administrator, the bill shall be sent to the SGA office.

12.40 Administrative Hierarchy

- a. Director of Student Activities- Within a three (3) day period of reception of the bill, the Director must offer approval/disapproval of the bill. If approved, the bill shall be sent to the Director of Student Life.
- b. Director of Student Life- Within a seven (7) day period of reception of the bill, the Director must offer approval/disapproval of the bill. If approved, the bill shall be sent to the Executive Cabinet of the University.
- c. Executive Cabinet of the University- Within a three (3) week period of reception of the bill, the Cabinet must offer approval/disapproval of the bill. Upon final approval, the bill shall be implemented.

12.50 Overriding Vetoes

A bill may be referred to the next administrator(s) after one administrator vetoes a bill on the same type of business two times. The record of the two vetoes and the comments by the disapproving administrator must accompany the bill to the next level.

CHAPTER TWELVE: Cabinet Turnover

13.00 Defined

Transition from the past Student Government Association Cabinet to the newly elected or appointed Student Government Association Cabinet.

13.10 Mandatory Turnover Conferences

The old and the new Cabinet members shall meet as often as necessary to discuss the duties and responsibilities of the position.

13.20 Mandatory Turnover Manual

The previous cabinet member is required to turn over a manual consisting of:

- a. Duties and responsibilities of the office.
- b. A list and explanation of the action the committee participated in.
- c. The budget analysis of the previous year.
- d. Any other information that the cabinet member deems relevant.

13.30 Cabinet Retreat

The new Student Body President has the authority to take the new Cabinet and any of the old Cabinet that he or she deems necessary on a retreat. The purpose of this retreat would be to plan the new year and develop a working relationship within the administration.