

**THE BYLAWS OF THE  
GEORGIA COLLEGE & STATE UNIVERSITY  
STUDENT GOVERNMENT ASSOCIATION**

Section I: Officers and Senators Duties

(A) President

1. Serves as a liaison with administration
2. Oversees SGA
3. Meets with SABC to address budget
4. Represents Students at dedications, receptions, and other university events
5. Approves Bills and Resolutions
6. Makes vetoes and line-item vetoes
7. Approves agenda
8. Presides over Executive Officer meeting
9. Approves prepared payment requests forms
10. Plans awards and induction ceremonies
11. Appoints Attorney General and Student Judicial Board members
12. Appoints Committee Chairs
13. Appoints students to University-wide committees
14. Advises committees on procedures
15. Determines Executive Officer's office hours
16. Attends SAC or delegates another Student Government Representative

(B) Vice-President

1. Presides over Senate
2. Presides over Campus Issues Committee
3. Approves agenda
4. Directs Parliamentary Procedure
5. Declares results of elections
6. Advises all committees
7. Resolves Constitutional inquiries
8. Aids with budget preparation
9. Serves on Statutory Councils and university committees
10. Schedules visitors into the agenda and reports to the Secretary
11. Presides over Executive Officer meeting in President's absence
12. Appoints ad hoc committee members and chairs
13. Serves in a Public relations capacity to see that the student body is informed of all actions taken by SGA.
14. Follows up implementation of resolution
15. Appoints Senators to standing committees excluding Academic Travel Fund Committee which all members are appointed by the Treasurer.

(C) Secretary

1. Rewrites bills and resolutions before sending through process
2. Directs Bill and Resolution process:

- a. Make copies of Bills and Resolutions for Senate, GCSU President, GCSU Vice President of Student Affairs, and SGA Advisors.
  - b. If a Bill, get name, Georgia College Identification Number (GCID#), and address of recipient.
  - c. Get President's and Vice-President's signatures on bills and resolutions after they are passed and approved by the Senate.
  - d. Files Bills and Resolutions sequentially in separate folders
  - e. Maintains office filing and organizational systems
3. Ensures all Senators receive mail in SGA office
  4. Informs Senate of passed legislation
  5. Prepares copies of minutes and agenda.
  6. Reserves room and equipment when necessary
  7. Records meeting attendance and corresponds with Attorney General after every meeting
  8. Serves on Statutory Councils/Committees
  9. Calls Senators when meeting dates, times, and locations change
  10. Handles Excused absences
  11. Records minutes and creates the agenda
- (D) Treasurer
1. Prepares weekly budget reports
  2. Prepares payment request forms for student/companies and follows the same procedure as bill/resolutions process as above as soon as received
  3. Aids with budget preparations
  4. Serves on Statutory Councils/Committees
  5. Chairs SGA Academic Travel Fund
  6. Appoints standing members to Academic Travel Fund
- (E) President Pro-Tempore
1. Chairs University Students Council
  2. Chairs Internal/External Committee
  3. Presents new RSOs for approval
  4. Reviews and brings conflicts with organizational constitutions to the Senate.
  5. Assumes the office of Vice-President if the office becomes vacant.
  6. Handles Treasurer and Secretary Overload
  7. Responsible for maintaining archives and properly disposing of outdated records.
  8. Performs duties as Senator
- (F) Attorney General
1. Confers with the Vice President for Student Affairs of Georgia College and State University on Judicial Issues and presents Judicial cases to the Judicial Board.
  2. Confirms Executive election results
  3. Oversees Vice-President's use of Parliamentary Procedure
  4. Warns/dismisses Senators for excessive absences

(G) Committee Chairs

1. Plan/directs meetings
2. Attends Executive Officers Meeting
3. Informs Senate of progress
4. Plans activities each semester
5. Reports to Vice-President regarding progress, conflicts, and concerns of Senate
6. Advises Vice-President of Senator attendance at meetings
7. Advises Vice-President of new committee appointments, replacements, and removals

(H) Senators

1. Attends all Senate meetings
2. Serves on SGA Committees and ad hoc Committees
3. Attends all committee meetings
4. Serves one office hour a week
5. Acts as liaison between students and SGA
6. Represents Students at University events
7. Assists in Mr. & Ms. GCSU Election
8. Informs officer of conflicts
9. Assists is fundraising and publicity activities
10. Attends organizational fairs and orientations
11. Prepares Bills and Resolutions for the Senate
12. Assists in Officer Elections
13. Gives excuse forms to Secretary
14. Gives Bills and Resolutions to Secretary

Section II: Oath of Office.

The President and Officers of SGA, before entering into the duties of their respective office, (Executive or Legislative) shall take and subscribe to the following oath of affirmation:

“I do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Government Association of Georgia College and State University and that I will faithfully discharge the duties of (office) to the best of my ability.”

The President of Georgia College and state University or his/her designated representative shall administer the Oath of Office to the incoming President of SGA. The newly confirmed SGA President will then administer the Oath to the Executive Officers and the newly confirmed Student Government Association Vice President will administer the Oath to the Legislative Officers of Georgia College and State University.

Section III: Stipends.

The Amounts will be as follows per semester paid in installments as the financial advisor sees fit:

(A) Amounts

1. President- 80% of current year's tuition amount

2. Vice-President- 68% of current year's tuition amount
  3. Treasurer – 56 % of current year's tuition amount
  4. Secretary – 56% of current year's tuition amount
  5. President Pro-Tempore – 52% of current year's tuition amount
  6. Attorney General – 52% of current year's tuition amount
- (B) No Stipend shall increase or decrease with a two-thirds (2/3) vote by the Senate twice.
- (C) If an officer fails to complete a semester, then the officer is compensated for the time he has served.

#### Section IV: Election Guidelines

##### (A) Election Dates

1. Executive Officer Elections- shall be held no later than the last full week of February.
2. Senate Elections- Shall be held no later that 28 days after the first official day of class.

##### (B) Terms of Officers.

1. The Executive Officers shall take office by May 15<sup>th</sup>.
2. The Legislative Officers shall take office once they are sworn in during the fall semester of each calendar year.

##### (C) Qualifications

1. All candidates shall have and maintain a 2.3 cumulative average. A freshman candidate with no college credit are exempt their first semester in school. Qualifications of officers are noted in Article II, Section D of the SGA Constitution.
2. An individual shall not be considered an official candidate until after the SGA Secretary has received the candidates application and has verified his or her qualifications
3. An individual must turn in an application stating the position is the he or she is running for and his or her class status as of the deadline. This declared position is the only position they will be listed under on the ballot. No changing of the desired position is allowed after the application due date.
4. In the case that a write-in candidate wins for his or her position, the candidate is not confirmed until the SGA Secretary verifies his or her qualifications. If the candidate is deemed ineligible, then the SGA President can fill the vacant position by appointment. If the vacant position is the President, a new election is required.

##### (D) Ballots

1. The form of the ballot shall be as follows: The candidates will be listed in alphabetical order by last name under the office they have qualified for.
2. Incumbent candidates will be indicated with an (\*) asterisk by their name.
3. Blanks for write-in candidates shall be provided at the end of the list for each officer and class.

(E) Campaigning

1. Advertising within 100 feet of the polling location shall be taken down by 7:00 a.m. on the day of the election.
2. There shall be no campaigning within 100 feet of the polling stations the day of the elections. No candidate may loiter around the place of voting other than for the express purpose of voting. No campaigning worker may wear decorations that support any candidate while within 100 feet of the polling place.
3. There shall be no malicious campaigning of any kind directed towards another opponent.

(F) Elections

1. The Senate will be composed of 25 senators with five senators from each class (Freshmen, Sophomore, Junior, Senior, and at large positions).
2. In the event that there are not enough candidates from each class, the president of SGA reserves the right to appoint students to fulfill quota.
3. In Succession to office see Article II, Section E of the Student Government Association Constitution. In the event the Vice-President's office is vacant, the President can appoint a Vice-President until one can be elected in the Senate election.

(G) Election Violations

1. All complaints to election violations must be filed with the SGA Attorney General within 5 days of the election.
2. The Attorney General shall then present the complaint to the Vice-President of SGA for the case to be heard by the Executive Officers of SGA.
3. The hearing is conducted with the four Executive officers, with the President presiding over the hearing. In the case of a tie vote, the case goes directly to the Student Judicial Board.
4. Appeal of the Executive officer's decision should be presented to the Student Judicial Board.
5. In any case, the Student judicial Board will act as the final body to determine whether the alleged violations invalidate the election.
6. Should the Attorney General be involved in the said election or not yet affirmed, the President Pro-Tempore shall act in his or her capacity. Should the President Pro-Tempore be involved in the said election or not yet affirmed, the Vice-President shall act in his or her capacity.
7. Any verified violation will result in immediate invalidation of the election results, with a new election to be provided and the violating candidate declared ineligible for election.

Section V: SGA Academic Travel Fund Committee

- (A) SGA has set aside a budget from its Student Activity Board Allocation to provide limited financial support to students who are presenting scholarly research or a project presentation at an academic conference or workshop.

- (B) The presentation must be directly associated with part of the academic curriculum of GCSU and requires the sponsorship of a member of the GCSU faculty and the department chairperson. The process is as follows:
1. Completed applications (including all signatures and supporting documentation) must be submitted at least 15 days prior to the date of the conference at which the presentation will take place.
  2. Within 14 working days of submission of the application the applicant must meet with the Academic Travel Fund Committee. This will be scheduled at the time the application is submitted.
  3. Written notification of the decision of the Academic Travel Fund Committee will be sent to the applicant within 5 working days from the date of the meeting with the board.
  4. If funded, the applicant must submit all required paperwork, documentation, and receipts to the Office of Experiential Learning (Lanier 130) within 14 days of the end of the conference.
  5. Authorized reimbursement will be processed once all the required information has been received.

Section VI: Amendment to the By-Laws

- (A) Any Amendment proposed to the by-laws must be passed twice, by two-thirds (2/3) majority of quorum.
- (B) A roll call vote must be taken each time.