



**Augusta State University
Student Government Association Bylaws**

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Article I

EXECUTIVE BRANCH

Section I –Definitions and Purposes:

- a. **The purpose of the Executive Branch is to represent, unify, and lead the student body.**
- b. **The Executive Branch will insure that the interest of the student body is upheld, within the grounds of the Constitution, University Bylaws, Regent’s Policy, and Student Government Bylaws.**
- c. **“Constitution” is defined as the Student Government Association Constitution adopted May 27, 1997; to include all bylaws and amendments, mad and ratified by the Senate.**
- d. **“Ex-officio member” is defined as a non-voting observer. Said membership does not require regular attendance to meetings.**

Section II – Succession:

- a. **Succession of the SGA President**

In the event that the office of the SGA President shall become vacant, the order of succession for the remainder of the term shall be (1) SGA Vice President, (2) SGA Secretary-Treasurer, (3) elected from the Senate, subject to approval by the Judicial Cabinet.

- b. **Succession of the SGA Vice President**

In the event that the office of the SGA Vice President shall become vacant, the order of succession for the remainder of the

term shall be (1) Secretary-Treasurer, (2) elected from the Senate, subject to approval by the Judicial Cabinet.

c. Succession of the SGA Secretary – Treasurer

In the event that the office of the Secretary-Treasurer shall become vacant, the vacancy shall be filled by election from Senate, subject to approval by the Judicial Cabinet.

d. Vacancies in the Executive Branch

In the event that a vacancy exists in the Executive Branch, the Senate may elect Senate members to fill those vacancies. Senators elected to fill vacancies must be approved by the Judicial Cabinet.

- 1. All resignations must be presented in writing to the Senate Chairperson.**
- 2. The Senate shall abide by Robert’s Rules of Order to govern the election procedure.**
- 3. Elected Senators must meet the requirements for the particular position to be filled.**
- 4. Senators selected to fill a vacancy in the Executive Branch shall be drawn from the Senate in this order if feasible:

Senate Chairperson
Senate Parliamentarian
Senate Secretary
Senators**
- 5. Filled positions shall have the full responsibilities of the office occupied.**
- 6. All vacancies must be filled within two weeks of the vacancy; unless the vacancy occurs at the end of a semester term, in which case the vacancy shall be**

filled by the end of the second full week of classes following the vacancy.

- 7. The Judicial Branch shall call a special meeting to review any elected Senator. A representative of the Senate shall be present to accept the approval or disapproval by the Judicial Cabinet. The approval or disapproval shall be presented in writing to the Senate Chairperson immediately following the Justices decision.**

Section III – Executive Branch Membership:

- a. No member of the Executive Branch shall serve on the Student Senate, Jaguar Activities Board, or Judicial Cabinet, except as an ex-officio member.**
- b. No member of the Executive Branch shall be on academic or social probation.**

Section IV – Executive Council:

- a. The Executive Council shall meet twice a semester, according to the SGA Constitution.**
- b. The Executive Council shall consist of the SGA President, SGA Vice President, SGA Secretary-Treasurer, Senate Chairperson, Jaguar Activities Board Chairperson, and Judicial Cabinet Chairperson.**
- c. The President of the Student Government Association is the recognized head of the Executive Council.**
- d. The Secretary-Treasurer of the Student Government Association is the acting Secretary of the Executive Council.**
- e. The main purpose of the Executive Council is the administration of the Student Government Association.**

- f. Members of the Executive Council shall abide by the SGA Constitution, University Bylaws, Regent's Policy, and Student Government Bylaws.**

Section V – Duties and Responsibilities:

The SGA President:

- a. Shall know and recognize the duties and responsibilities of all branches of the Student Government Association.**
- b. As the recognized head of the student body, the President shall act as the representative of the student body at all university functions; the president may be excused for illness or class conflict, in which case the President must make arrangements for his Vice President to go instead.**
- c. Shall make appointments to fill vacancies within the Student Government Association; however, the Chairs of the Branches of the Student Government Association reserve the right to make appointments to offices within the branches, superceding the President's rights to appointments.**
- d. Shall have all appointments to the Student Government Association and faculty-student committees confirmed by the Senate, failure to do so shall result in a Senate hearing and the possible removal of the appointee by a quorum vote of the Senate.**
- e. Shall not serve on any faculty/student committees, with the exception of the University Council, Committee on University Ceremonies.**
- f. Shall serve as a University delegate to the Student Advisory Council, Board of Regents of the University System of Georgia (SAC), and shall have the authority to appoint the SAC delegate. All these appointments must be made in consultation with, and subject to, majority consent of the**

Senate. The President shall conduct a meeting with the delegate to discuss proper etiquette at SAC, as well as to unify the delegate before appearing as representatives of Augusta State University.

- g. Shall meet with the chairs of all branches of the SGA two weeks prior to the end of each term in order to gather information necessary to write a report to be published at the end of the term.**
- h. Shall address the Senate at the beginning of each term to declare a plan of action. Action taken toward the plan of action must be addressed in the President's written report given at the end of the term. Both the Plan of Action and the end of term report must be published in the Augusta State University newspaper.**
- i. Shall sign or veto acts or recommendations passed by the Senate within ten days of passage; evidence of the President's action shall be in writing and shall be placed in the Senate Chairperson's mail box within the ten day limit.**
- j. Shall ascertain that all appointees referred to the Senate for confirmation meet the following qualifications:**
 - 1. Currently regularly enrolled for a minimum of three (3) semester hours.**
 - 2. A minimum GPA of 2.5.**
 - 3. Is not on academic or social probation.**
- k. Shall replace any appointee who fails to meet the minimum qualifications.**
- l. Shall represent all students of Augusta State University without bias; to include race, creed, religion, or physical handicap.**
- m. Shall work to unify the Student Government Association.**

- n. Shall notify the Senate Chair when he/she would like to address the Senate as a whole when he/ she has an opinion concerning a vote, act, or decision of the Senate. The President must be instructed in Parliamentary Procedure by the Parliamentarian prior to addressing the Senate.**
- o. Shall support the Jaguar Activities Board by volunteering to work at a minimum of (2) events per term. The President should be in attendance at a majority of JAB events as the Augusta State University SGA President; to include evening activities.**
- p. Shall have set office hours during which students may reach him/her; to include weekdays/nights only.**
- q. Work with the Vice President to provide the students of Augusta State University with quality representatives within the faculty-student committees.**
- r. Shall bring all requests for purchasing, travel expenses, or other Executive expenditures of the Student Government Association funds to the Vice President for processing.**

The SGA Vice President:

- a. Shall know and recognize the duties and responsibilities of all branches of the Student Government Association.**
- b. Shall apprise the Executive Branch of Student Senate and Jaguar Activity Board events.**
- c. Shall ascertain that the students appointed to the faculty-student committees fulfill their obligation to the committee. Should an appointee fail to appear, without notice, to two (2) faculty-student committee meetings, the Vice President shall notify the President who will:
 - 1. remove the student from the committee****

2. **send a formal note of apology to the committee chairman**

The vice president shall notify the student in writing that he has been removed from the committee. The President shall replace the student using the stated criteria for appointed positions.

- d. **Shall make known and available to all branches of the Student Government Association, all possible avenues of public relations; to include to the university public relations department, university publications, and local media tools. The Vice President shall contact the university public relations department, university publications, and local media to obtain lists of contacts and positions within the press; these shall be updated every term and posted in plain view for use by the Student Government Association.**
- e. **Shall be responsible for the ordering and obtaining the supplies for the Student Government Association. This shall be accomplished by each branch submitting a list of items at the beginning of each term. The chairs of all branches of the SGA and the Vice President shall meet during the first week of the term to discuss the lists and decide what is most in need. The SGA Secretary/ Treasurer shall be in attendance to provide documentation of past expenditures as well as the current budget. Based upon past expenditures and with the agreement of the chairs and the Vice President, the purchase list shall be created. Any minor purchases (less than twenty-five dollars) to be made during the term must be requested in writing to the Vice President. The Vice President shall promptly act upon the request and notify the requestor of any action taken.**
- f. **Shall have set office hours during which students may reach him/her; to include weekdays/nights only.**
- g. **Shall represent all students of Augusta State University without bias; to include race, creed, religion, or physical handicap.**

- h. Shall work to unify the Student Government Association.**
- i. Shall notify the Senate Chair when he/she would like to address the Senate; the Vice President shall address the Senate as a whole when he/she has an opinion concerning a vote, act, or decision of the Senate. The Vice President must be instructed in Parliamentary Procedure by the Parliamentarian prior to addressing the Senate.**
- j. Shall support the Jaguar Activities Board by volunteering to work at a minimum of (2) events per term. The Vice President should be in attendance at a majority of JAB events as the Augusta State University SGA President(??????); to include evening activities.**
- k. Shall address the full Senate during the first meeting of each month to disclose all expenditures of SGA funds, not to be confused with Student Activities funds. The Student Government Association Secretary/Treasurer must be present to verify the expenditures and to give current Treasury statements, which must be in writing and must show the previous month's balance.**

Article II

Student Senate

Section I – Definitions and purposes:

- a. The purpose of the Senate is to be the legislative body responsible for any legislation related to the Student Government Association, the students, or student interest.**
- b. The Senate defines “class conflict” as not being able to attend Senate Meetings due to class scheduling.**
- c. The Senate defines “official meeting” as any Senate meeting, called by a Senate officer, where quorum is present.**

- d. The Senate defines “Constitution” as the SGA Constitution adopted May 27, 1997; to include all by laws and amendments ratified by the Senate.**
- e. The Senate defines “ex-officio member” as a non-voting observer. Said membership does not require regular attendance to meetings.**
- f. The Senate defines “standing Senate committees” as permanent committee, not to be dismantled but may be combined during times of low membership. In event of a combined committee, one Senator shall serve as Chair of the combined committee.**
- g. The Senate defines “Full Senate Meeting” as a regularly scheduled meeting of the Senate as a whole, to include all committees, their members and all officers of the Senate. The attendance policy is outlined under Attendance.**
- h. The Senate defines “Special Full Senate Meeting” as a meeting called for a special purpose, regardless of scheduling conflicts of the members of the Senate. The attendance policy is outlined under Attendance.**
- i. The Senate defines “Committee meeting” as a regularly scheduled meeting of a committee.**
- j. The Senate defines “negligent” as failure to act with care or concern.**
- k. The Senate defines “quorum” as fifty percent (50%) plus one (1) of the voting members less those excused due to class conflict.**
- l. The Senate defines “proxy vote” as a written vote presented to a Senate officer prior to a call for votes.**

Section II – Vacancies within the Senate

A. In the event that the office of Senate Chair, Senate Parliamentarian, or Senate Secretary shall become vacant:

- 1. Due to a resignation:**
 - a. The resignation must be presented in writing to Student Government Vice-President, who will then preside over the vacancy procedures and must:**
 - b. accept or decline the resignation.**
 - c. In the event that the resignation is declined, the Vice-President must schedule a meeting with the resigner to discuss the resignation. Based on the outcome of the meeting, the Vice-President must choose one of the following:**
 - i. To accept the resignation.**
 - ii. To accept the resignation with regret.**
 - iii. To nullify the resignation petition in agreement with the resigner.**
- 2. Due to a resignation or any other event, ie. end of term, graduation, removal from office, etc.**
 - a. The Student Government Association Vice-President shall:**
 - i. Call a special full meeting of the Senate.**
 - ii. Read the resignation before the Senate; if applicable.**

iii. Follow protocol for electing a new officer within the Senate as stated:

aa. Read the qualifications for the office.

bb. Ask all qualified Senators to stand.

cc. Each qualified Senator shall state their name, major, length of service, anticipated graduation date, greatest strength, greatest weakness, and greatest contribution(s) to the Senate.

dd. Each Senator will be limited to five (5) minutes speaking time, to be monitored by the Vice-President.

ee. The Vice-President will then call for nominations to the vacant position.

ff. The Vice-President will then call for a Senate vote. The candidate who receives the most votes will assume, for the remainder of the term of office, the vacant office and all duties and responsibilities that office requires.

b. The Senate will elect officers each year during the last week of the spring quarter or term. The Student Government Association Vice-President shall conduct the Senate officer elections as stated in Section II:A:2.

B. In the event that a Senator, with the exception of the Senate Officers, chooses to resign, the Senator must follow protocol as stated:

1. All resignations must be presented in writing to the Senate Chairperson.

- 2. The Chairperson must accept or decline the resignation.**
- 3. In the event that the resignation is declined, the Chairperson must schedule a meeting with the resigner to discuss the resignation. Based upon the outcome of the meeting, the Chair must choose one of the following:**
 - a. To accept the resignation.**
 - b. To accept the resignation with regret.**
 - c. To nullify the resignation petition in agreement with the resigner.**

Section III – Senate Membership

- A. No member of the senate shall serve on the Executive Branch of the SGA or Student Judicial Cabinet.**
- B. No member of the Senate shall be on academic or social probation.**
- C. A Senator may be removed from the Senate on the basis of three or more unexcused absences from regularly scheduled meetings, not due to class conflict, by a written petition, submitted by a Senator, and containing the signatures of a minimum of fifty percent (50%) plus one (1) of the Student Senate.**
- D. A Senator may not be elected to an office within the Senate without having been a Senator for a minimum of 2 full quarters or 1 full semester. If no Senators meet this qualification and a vacancy exists, the position will be open to all otherwise qualified Senators within the guidelines of Section II – Vacancies within the Senate.**
- E. New Senators may not vote at the same Full Senate meeting during which they were sworn in, and must meet with the**

Parliamentarian for instruction on Parliamentary Procedure before voting at any meeting of the Senate.

Section IV – Duties and Responsibilities

Senate Chairperson

- A. The Chairperson will be responsible for conducting and maintaining order during Full Senate Meetings.**
- B. The Chairperson shall conduct all Full Senate Meetings and Special Meetings in accordance with Robert's Rules of Order.**
- C. The Chairperson may call a Special Full Senate Meeting at any time.**
- D. The Chairperson shall oversee the election of the Parliamentarian and Secretary of the Senate.**
- E. The Chairperson shall oversee vacancies in the Executive Branch and vacancies in the Senate as stated.**
- F. The Chairperson shall remove from office any committee chair that is negligent to the duties of his or her office, and oversee the election of a committee chair by the remaining members of that committee. The chair will follow the guidelines of impeachment to govern said removal from office.**
- G. The Chairperson shall act as advisor to a standing or special committee, if needed.**
- H. The Chairperson shall act as a mediator, if needed, to solve disputes among senate committee chairpersons concerning senate business.**
- I. The Chairperson shall unify and lead the Student Senate.**

- J. The Chairperson shall meet with the committee chairpersons once a quarter or twice a semester to facilitate unity and leadership among the committees.**
- K. The Chairperson shall act upon any petition brought before him or her.**
- L. The Chairperson may not initiate a motion at any time.**
- M. The Chairperson may call for a vote of dismissal for any member of the Senate or Executive Branch who is not fulfilling their duties as prescribed in the SGA Constitution, University Bylaws, Regent's Policy, and Student Government Bylaws. A vote of dismissal requires a minimum of fifty percent (50%) plus one (1) of the Student Senate in order to pass and is then referred to the chairperson who shall follow impeachment procedures as stated in Article II, Section X of the By Laws.**
- N. The Chairperson shall appoint a temporary Parliamentarian or Secretary in the event of the absence of the Parliamentarian or Secretary at a Full Senate Meeting or a Special Full Senate Meeting.**
- O. The Chairperson shall fulfill the duties specified within this Constitution, these Bylaws, and Amendments hereto.**
- P. The Chairperson shall know and recognize the duties and responsibilities of all branches of the Student Government Association.**

Senate Parliamentarian

- A. The Parliamentarian shall instruction all new Senators in the duties and responsibilities of a Senator, as well as Parliamentary Procedures.**
- B. The Parliamentarian shall actively recruit new Senators, abiding by the University Policy regarding race, creed, religion, and physical handicap.**

- C. The Parliamentarian shall mentor applicants through the prospective Senator process.**
- D. The Parliamentarian shall be responsible for attempting to maintain a balance of Senate membership with regard to race, creed, religion and physical handicap.**
- E. The Parliamentarian shall assist the Chairperson as requested during Full Senate Meetings.**
- F. The Parliamentarian shall offer instruction to Robert's Rules of Order to other branches of the Student Government Association as requested.**
- G. The Parliamentarian shall know and recognize the duties and responsibilities of all branches of the Student Government Association.**
- H. The Parliamentarian shall fulfill all duties of the Senate chair in the absence of the Senate chair, and will be recognized as such by all members of the Student Government Association.**

Senate Secretary

- A. The Secretary shall make available to the SGA Secretary all minutes and attendance records from Senate meetings.**
- B. The Secretary shall take accurate minutes of all Full Senate Meetings.**
- C. The Secretary shall maintain a record of minutes from all Senate Meetings.**

- D. The Secretary shall maintain a record of incoming calls for Senate members and ascertain that messages are delivered promptly to Senators' boxes.**
- E. The Secretary shall maintain a file to contain forms pertinent to Senate business.**
- F. The Secretary shall assist the Chair in the preparation of Senate documents.**
- G. The Secretary shall know and recognize the duties and responsibilities of all branches of the Student Government Association.**

Senate Committee Chairpersons

- A. Are responsible for conducting and maintaining order during Senate Committee Meetings.**
- B. Shall conduct all Senate Committee meetings in accordance with Robert's Rules of Order.**
- C. May call a Committee meeting at any time, with a twenty-four (24) hour notice.**
- D. Must hold a meeting or conduct orderly business weekly.**
- E. Shall oversee the election of the Committee Secretary.**
- F. Is responsible for the duties of the Committee, and is charged with the fulfillment of said duties.**

Senators

- A. Must represent the students of Augusta State University and act on their behalf within the Senate.**
- B. Must attend all meetings, to include all Full Senate meetings, Special Full Senate Meetings, and Committee**

Meetings; with the exception of absences due to class conflict or excused absences.

- C. Senators must actively work for the good of Augusta State University students.**

Prospective Senators

- A. In order to qualify for an interview with the committee or committees, prospective Senators, to include returning Senators, must first:**
 - 1. Complete an application.**
 - 2. Obtain the signatures of 75 students currently enrolled at Augusta State University.**
 - 3. Obtain proof of a current GAP of 2.5 or higher.**
 - 4. Return the application, the signature sheet, and proof of GPA status to a member of the Committee on Committees or place it in their box.**

- B. The Committee on Committees will:**
 - 1. Maintain a file on the prospective Senator.**
 - 2. Review the application, signatures, and proof of GPA status to ensure the prospective Senator is qualified for a Senate seat; and , in the case of returning Senators, check for eligibility to return to the Senate. No Senator who was removed from the Senate may return to the Senate.**
 - 3. Ask Student Services to verify the prospective Senator is regularly enrolled for a minimum of 5 quarter hours or 3 Semester hours, a member of the Graduate Program, or a Post-Baccalaureate student.**
 - 4. If the prospective Senator is:**

- a. **qualified, contact the prospective Senator, arrange an interview, and skip to #5.**
 - b. **not qualified, the committee chair will notify the student, explain the disqualifier, and end the application process.**
 5. **Notify all current Senators and the Senate Chairperson of the date and time of the interview, so they may choose to attend. Only the members of the Committee on Committees, the Senate, and the Senate Chair may ask questions of the prospective Senator or interject opinion to the Committee on Committees concerning the prospective Senator.**
 6. **Conduct the interview in a professional manner.**
 7. **The Committee on Committees will put into writing their decision concerning the prospective Senator and deliver the decision to the Senate Chair.**
- C. The Senate Chair will act upon a recommendation by the Committee on Committees to accept a prospective Senator by bringing the vote before the Full Senate.**
1. **The prospective Senator will be notified so as to be present following the vote.**
 2. **If the prospective Senator is:**
 - a. **Accepted, the prospective Senator will be sworn in but will not be eligible to vote until the next Full Senate meeting. The new Senator will receive a Senate Preparation Handbook, and will schedule a meeting with the Parliamentarian to review Parliamentary Procedure.**

- 1. To fulfill duties set form in the Constitution.**
- 2. To process all prospective Senator's paperwork in a timely manner.**
- 3. Must not interfere with the work of the Standing Committee.**
- 4. May be disbanded during times of low membership, with the understanding that the committee may be reinstated and carry on its duties when membership rises sufficiently.**
- 5. Must define the committee's purpose in writing and place in the permanent Senate files.**

Section VI – Student Senate Chairperson's Council

- A. The Student Senate Chairperson's Council, hereinafter known as the "Chairman's Council", shall assume all duties and responsibilities for the governance of the Student Senate.**
- B. The purpose of the Chairperson's Council is to coordinate the Senate related affairs and to increase communication between the Committees.**
- C. The Chairperson's Council shall consist of the Senate Chair, Parliamentarian, Secretary, and all Committee Chairpersons.**

Section VII – Conduction of Student Senate Meetings

- A. No Senate meeting shall be officially conducted without the presence of a quorum.**
- B. There shall be a five (5) minute limit on debate. The Chairperson shall have the authority to yield more time to debate as needed. The Senate has the right by two-thirds**

(2/3) vote to yield ten (10) extra minutes to debate. This motion may be made as often as needed.

Section VIII – Bylaws

- A. The Chairperson, at the beginning of the Spring Quarter or Semester, shall instruct the Rules and Efficiency Committee to review and update the Student Government Bylaws. Any changes to be made shall then be brought before the Senate for a two-thirds (2/3) vote of approval before being sent to the Student Government Association President for signing. The President shall adhere to the Constitution Article II:II:2 to process recommendations made by the Senate.**

- B. Any Senator, at any official Full Senate Meeting may make a motion to update the Student Government Bylaws. Any such motion made shall then be brought before the Senate for a two-thirds (2/3) vote of approval before being sent to the Student Government Association President for signing. The President shall adhere to the Constitution Article II:II:2 to process recommendations made by the Senate.**

Section IX – Impeachment

- A. The Student Senate shall have the right initiate impeachment procedures against any Student Government Association member, appointed or elected, on the following grounds:**
 - 1. Absences of more than one full quarter or semester resulting from class conflict.**

 - 2. More than the respective branch of Student Government's allowed number of unexcused absences per quarter or semester.**

 - 3. Failure to responsibly fulfill the duties of the office to which elected or appointed.**

- 4. Any other reason stated with the Constitution or Bylaws as grounds for removal, dismissal, or impeachment from the respective position.**
- 5. Failure to recognize and abide by the Constitution or Bylaws.**

Section X – Impeachment Procedures

- A. Impeachment procedures shall be initiated by the Senate Chairperson and must be approved by a simple majority of the Senate; herein referred to as a vote of dismissal. In the event that the Senate Chairperson is the member to be impeached, the SGA Vice-President shall initiate the proceedings and oversee the impeachment procedures, to include the argument for impeachment.**
- B. A hearing will be set to determine the validity of the impeachment.**
- C. The SGA member in question will be notified in writing not less than one week in advance of the impeachment hearing and the reason for the impeachment proceedings.**
- D. At the hearing, the member in question will be given the opportunity to defend his/her case.**
- E. The Senate Chair shall present the argument for impeachment.**
- F. Following the presentation of defense and prosecution, the Senate will vote for or against impeachment by secret ballot. A two-thirds (2/3) vote of the Senators shall be required to carry in favor of impeachment.**
- G. The Student Judicial Cabinet Chairperson shall preside over the proceedings.**