



Bylaws

SECTION 100: The Legislature

Section 101: The Legislative Committee

Section 101.1: Committee Designation

The Legislative Committee is recognized as a standing Administrative Committee.

Section 101.2: Composition

- A. The Vice President shall chair the Legislative Committee.
- B. Legislative Committee Chairs, Director of Finance (acting as the Chair of the Finance Committee), and President Pro Tempore shall hold seats.
- C. Guests of the Vice President are also permitted.

Section 101.3: Function

The Legislative Committee shall meet regularly to discuss issues relevant to upcoming legislation, Senate sessions, goals of the Legislative Committees and of the Senate, as well as other topics as set by the Vice President.

Section 101.4: Authority Over Resolutions

- A. Resolutions sponsored by Senators shall be automatically referred to the Legislative Committee.
- B. The Committee shall meet regularly to refer resolutions to Legislative Committees. A majority vote shall determine which Legislative Committee a resolution is sent to.
- C. The Committee shall have the authority to refer legislation to more than one Legislative Committee. A majority vote of the committee shall determine if a piece of legislation will be referred to another committee. The Committee shall then designate which committee shall receive the piece of legislation first and where it shall then go if passed.

D. If a piece of legislation passes one committee, but fails in another in which it was referred to, it is considered failed.

E. The Committee may reject any resolution by a two-thirds vote (2/3) of the Rules Committee membership. If the Committee rejects a piece of legislation, the Chair of the Committee shall provide a written explanation within forty-eight (48) hours of the resolution being rejected to the author as to why it was rejected. The Chair of the Rules Committee shall notify the Senate at its next scheduled meeting what resolution was rejected and why it was rejected. During Special Orders, the Senate may overturn a Rules Committee's decision to reject a resolution by a two-thirds vote (2/3)

Section 102: The Rules Committee

Section 102.1: Committee Designation

The Rules Committee is recognized as a standing Administrative Committee.

Section 102.2: Composition

A. The Director of Internal Operations shall chair the Rules Committee.

B. Legislative Committee Chairs shall hold seats.

Section 102.3: Authority Over Removal of Senators

The Rules Committee shall conduct removal warning hearings for Senators who accrue at least three (3) absences. The Committee shall adjudicate the merits of each absence. A Senator shall be removed from the Senate if his/her total unexcused absence count is four (4) or more. If a Senator is removed in this way, he/she is ineligible from serving as a Senator for the remainder of the semester.

Section 103: Right to Representation

All DeLand campus undergraduates have a right to representation in the Stetson University Student Senate.

Section 103.1: Provisions for the Representation of All Students

A. The Senate shall be comprised of four (4) first year students, four (4) second year students, four (4) third year students, four (4) fourth year students, four (4) students from the School of Arts and Sciences, two (2) students from the School of Business, two (2) students from the School of Music, four (4) Commuter students, ten (10) senators at large, and one (1) student from the international student community (international status as determined by Stetson University policy).

Section 104: Election of Senators

Protocols in the Constitution shall dictate the timing and management of elections to these seats in the Senate.

Section 104.1: Voting by Absentee Ballot

A. DeLand campus undergraduate students who are unable to attend the regularly scheduled election in person are eligible to submit applications to vote by absentee ballot.

B. The Association shall accept applications for voting by absentee ballot up to three (3) days from the time of the election.

C. DeLand campus undergraduates exercising the option of voting by absentee ballot will be unable to vote in-person on the day of the election.

D. DeLand campus undergraduates will be notified of their eligibility to vote by absentee ballot at least forty-eight (48) hours before the start of in-person polling.

E. Absentee ballots are due to the Chair of the Electoral Committee a full day (24) hours before polling opens on the DeLand campus.

Section 105: Provisions for the Senate's Assembly

The Senate shall meet weekly during the fall and spring semesters while classes are in session.

Section 105.1: Day and Timing

The Senate shall meet on Wednesday at 7:30 PM (Eastern) unless a majority of the Senate dictates otherwise. The Vice President shall have the power to set the meeting time forward or backward up to one hour to accommodate extenuating circumstances.

Section 106: Membership Policies and Provisions

Section 106.1: Suspension of Voting Privileges

If a Senator accrues three (3) or more absences in combined attendance at Senate, his or her Legislative Committee(s), and Office Hours, the Senator faces expulsion from the body.

Section 106.2: Removal Hearings

A Senator shall receive summons to appear before the Rules Committee after three (3) unexcused absences. Absences shall be individually reviewed by members of the Committee. A Senator shall be removed from the Senate once his or her total unexcused absence count is four (4) or more. If a Senator is removed he or she is ineligible from serving as a Senator for the remainder of the semester. In the event that a Senator up for removal is unable to attend Rules Committee, a written explanation of absences may be provided, but validation of absences remains at the discretion of the Rules Committee. A Senator's voting privileges shall only be reinstated if the Committee validates enough absences to bring the total number of unexcused absences to no more than three (3).

Section 106.3: Leaving Senate/Legislative Committee Early

Senators are prohibited from leaving Senate before the Speaker of the Senate formally declares the meeting adjourned. Senators are prohibited from leaving Committees before the Chair of their Legislative Committee declares the meeting adjourned. Senators wishing to leave prior to adjournment must notify the President Pro Tempore or their Legislative Committee Chair. Senators who do not notify the President Pro Tempore or their Legislative Committee Chair will be marked as having left early without prior permission which will be treated as an unexcused absence by the Rules Committee.

Section 106.4: Resignations

Resignations must be addressed to the Speaker of the Senate and the President Pro Tempore.

Section 107: Legislation

Section 107.1: Consideration

In order for the Senate to consider a resolution, it must be made available to Senators at least two (2) days before voting occurs.

Section 108: Legislative Committees

Section 108.1: Academic Affairs

The Committee on Academic Affairs shall have the responsibility of researching, initiating, and acting on resolutions brought forward in the Senate that pertain to academics.

Section 108.2: Campus Life

The Committee on Campus Life shall have the responsibility of researching, initiating, and acting on resolutions brought forward in the Senate that pertain to campus life.

Section 108.3: Finance

The Committee on Finance shall have the responsibility of researching, initiating, and acting on legislation brought forward in the Senate that pertain to use of Association funds. The Committee shall also field any resolutions seeking to amend the Association's Constitution, Bylaws or Code of Ethics. The Committee on Finance shall also have the responsibility of researching, initiating, and acting on bills brought before the Senate that deal with the topic of cost of education and university finances. The Committee shall also have the responsibility of reviewing and amending the Association's Budget after it has been introduced in the Senate.

Section 108.5: Diversity and Inclusion

The Committee on Diversity and Inclusion shall have the responsibility of researching, initiating, and acting on resolutions brought forward in the Senate that pertain to guaranteed representation of Stetson students and organizations. The committee shall

also have the responsibility to meet regularly with the MSC, CCC and Non-Traditional student organizations.

Subsection 108.5.1 Chair Qualification Suggestions

The Chair of the Committee on Diversity and Inclusion must be a member, or fall under the category, of one of the following: Student Veteran's Organization, the Multicultural Student Council, non-traditional or International students.

SECTION 200: The Executive

Section 201: The Executive Committee

Section 201.1: Committee Designation

The Executive Committee is recognized as a standing Administrative Committee.

Section 201.2: Composition

- A. The President and shall chair the Executive Committee.
- B. The Executive Committee shall be composed of all members of the Directors Cabinet and Legislative Chairs, as well as any other relevant SGA leaders, as designated by the President or Vice President.
- C. The SGA advisor(s) shall have a standing invitation to attend.
- D. Guests of the President are also permitted.
- E. Guests of the Vice President are also permitted.

Section 202.3: Function

The Executive Committee shall meet regularly to discuss the current climate and goals of the Association, including issues of legislation, implementation, and other topical considerations.

Section 203: The Budget

Section 203.1: Presentation

The President or his/her designee shall put together an operating budget for the year and share it with the Senate in the fall semester. The budget shall be read into new business no later than the second senate meeting of the semester.

Section 203.2: Pre-Term Spending

The President is authorized to spend funds granted by the Division of Campus Life as recommended by the SGA Advisor(s). If a budget resolution has not been passed, the President may not spend more than 25% of the SGA funds allocated by the university unless the Senate approves specific spending action with a majority vote in special orders.

Section 300: Election(s)

Section 301: General Provisions

Section 301.1: Date, Timing, and Location

The Electoral Committee has power to select one (1) of the following options for the timing of the election:

- A. The second Wednesday in April. Polls must be open (Eastern) 9 AM – 8 PM and staffed by the Electoral Committee or the President Pro Tempore as an alternate.
- B. The second Tuesday and Wednesday in April. Polls must be open (Eastern) 10 AM – 7 PM both days and staffed by the Electoral Committee or the President Pro Tempore as an alternate.

Section 301.2: Recall

- A. At any time, the student body can order a recall election of the President or Vice President with a petition signed by at least 25 (twenty-five) percent of the student body, following the procedures for petitions already outlined in this document.
- B. Procedures for the recall election shall follow election procedures already outlined in this document, with the Electoral Committee being allowed to exercise the same discretion as in any other election.
- C. Sixty percent of the votes counted must be in favor of a recall for the subject to be removed from office.
- D. Removal of a President or Vice President via recall shall trigger the normal methods for replacement already outlined in this document.
- E. In the event both the President and Vice President are removed in a single recall the electoral committee shall convene a special election to fill the offices. Any persons removed from office by recall will be ineligible to run during the special election.

Section 301.3: Extensions

The Electoral Committee has the power to open polls up to one (1) hour before and close polls up to one (1) hour after the time specified herein. Alone under extenuating circumstances and with a written explanation sent to the Senate.

Section 301.4: Voting

- A. All registered undergraduate students of the DeLand campus are eligible to vote.
 - 1. All voters are allowed to vote for one Senator for their school, one Senator for their class standing (based on year of declared graduation from Stetson University's Degree Audit class standing) and one senator at large. Commuter students can also vote for one commuter Senator. International students (as determined by Stetson University policy)

can also vote for one international student (as determined by Stetson University policy) for the international student senator position.

2. Student double majoring within the same school are eligible to vote only once for their school senator. Students double majoring in separate schools are entitled to vote for a Senator from each of their schools.

B. Students are required to submit their Stetson-issue photo identification or other form of photo identification and Stetson-issued 800 number in order to vote.

C. The Electoral Committee reserves the right to conduct absentee voting in a manner similar to Senator elections if it chooses.

Section 301.5 Candidacy Eligibility

Students running for a Senate seat can only run for one (1) open seat per election cycle.

Section 301.6: Time Period of Campaigning

The Electoral Committee has the power to decide how long campaigning shall last. The Committee shall decide on a period of time between ten (10) and (14) days before polls open for the first round of voting how long tickets may campaign.

Section 301.7: Publicity

The Electoral Committee is prohibited from creating or disseminating materials for any one campaign in its mandate to advertise the election. Its advertisements to the student body must remain neutral and factual.

Section 301.8: Dual Candidacy

A student is eligible to run as both a Senator and the President or Vice-President on a ticket. Should said student win election to the executive branch, their Senate seat will move to the next highest vote receiver.

Section 302: Tickets

Section 302.1: Definition

A ticket is recognized as the partnership of one (1) Presidential candidate and one (1) Vice Presidential candidate.

Section 302.2: Guidelines

A. Candidates for President and Vice President must run on a single ticket.

B. No candidate may appear on more than one (1) ticket.

C. In order to be eligible to run, tickets must sign pledges that they understand the function of the Electoral Committee, that all rulings are final, and that bending or breaking the rules shall be met with sanctions.

D. In order to receive an application to be eligible to run for office, tickets must attend the mandatory information session hosted by the Electoral Committee well in advance of the start of campaigning.

E. Tickets are prohibited from campaigning in the office of the Student Government Association.

F. Storage of campaign materials in the office of the Student Government Association is strictly prohibited.

G. Tickets shall not solicit the endorsement, material or financial support of the University administration, faculty, professional staff, department or services.

H. Tickets shall disclose the names and contact information of campaign affiliates, members, and volunteers by the end of the first day of campaigning. Additions during campaigning are permissible.

I. Tickets are required to submit a proposed budget to the Electoral Committee before campaigning begins.

J. Tickets are required to submit proposed advertising logos, slogans, etc. to the Electoral Committee before campaigning begins.

K. Tickets are prohibited from using offensive or slanderous language in their communications, advertisements, promotional material, incentives, etc. All materials must be approved by the Electoral Committee.

L. Tickets are required to submit a preference form of banner spaces, chalk spaces, and academic halls for the posting of flyers to the Electoral Committee.

M. Tickets are required to designate a representative to the Electoral Committee on a case-by-case basis should matters necessitate the presence of an advocate (i.e., the deliberation of grievances). This representative shall be required to clear the meeting place before discussion and voting commences.

N. Tickets are responsible for producing receipts in a timely fashion anytime the Electoral Committee requests them.

O. Tickets are prohibited from advertising within a reasonable distance of the Carlton Union Building on the day of the election.

P. Tickets are entitled to table at any point during campaigning except on Election Day when they must be a reasonable distance away from the Carlton Union Building.

Section 303: Funding the Election

Section 303.1: Electoral Committee Finances

The Electoral Committee may petition Campus Life or the Secretary of Finance to purchase materials that advertise and/or create an incentive to participate in the

election. Materials may not be given to tickets for disbursement and must be strictly unbiased in nature.

Section 303.2: Ticket Finances

- A. Tickets shall self-fund their campaign for an amount up to US \$500.00.
- B. The Student Government Association shall automatically reimburse these funds after the Electoral Committee has an opportunity to verify that the funds were spent on campaign materials and interests only.
- C. If a ticket goes over US \$500.00, the Electoral Committee shall consider withdrawing it from candidacy.
- D. In the event of special election the electoral committee shall guarantee a campaign budget per ticket of up to \$150.

Section 304: The Electoral Committee

Section 304.1: Composition

The Electoral Committee shall be comprised of the Chair and two (2) voting members. Provisions in the Constitution shall govern their appointment and installation.

Section 304.2: Advising and Oversight

- A. The advisor(s) of the Association shall also advise the Electoral Committee and act as official University oversight of the process.
- B. The Electoral Committee also has the opportunity to designate its own counselor during the campaigning and election process. His/her identity shall be advertised via a method deemed appropriate by the Committee. Selection of the special counselor must be approved by the Senate body in special orders.
- C. A judicial oversight panel may only be created to review decisions of the Electoral Committee by commission of two-thirds members present in Special Orders after being proposed by a Senator by means of a motion. The Senate must explicitly define the scope of such a panel. After being commissioned by a two-thirds vote, the Senate shall immediately nominate potential members to the panel and vote to appoint no less and no more than five Senators to serve as members of said panel during the same Senate session which proposed and then commissioned the panel. Members of the Electoral Committee may not be members of the panel. The panel has the power of judicial review over Electoral Committee decisions by the power invested in it by the Senate. The panel must only act within the scope mandated and authorized by the Senate.
- D. No judicial oversight panel created without the mandate of the Senate shall be recognized. Its conclusions and recommendations shall be treated as null and void.

Section 304.3: Mandate and Authority

The Electoral Committee is responsible for the effective, transparent, ethical, impartial, and rule-abiding running of the entire elections process. It derives its authority from the Constitution and Bylaws, which the Committee has affirmed to uphold in all matters.

Section 304.4: Provisions and Duties

- A. The Committee shall decide on dates specified herein.
- B. The Committee shall conduct an information session for tickets wherein rules, regulations, and expectations are clearly communicated.
- C. The Committee shall reserve chalk space, banner space, and academic halls for the posting of campaign-specific materials on behalf of the ticket(s).
- D. The Committee shall review the finances and budget of ticket(s) and adjudicate the merits of materials with its own criteria.
- E. The Committee shall never be bound by precedent.
- F. The Committee shall be responsible for documenting all decisions on any and all matters.
- G. The Committee shall be free from the advisory opinions of other students.
- H. The Committee shall hold a debate and/or town hall style meeting with the ticket(s) prior to election day(s). The Committee shall also hold at least one debate for each senate seat category (class standing, school, commuter) as deemed necessary.
- I. The Committee shall proactively monitor the ticket(s) to insure strict adherence to the Constitution and Bylaws.
- J. The Committee shall be accessible 24/7 for the duration of campaigning and the day(s) of the election (with the exception of class, religious observances, previously scheduled medical procedures, and unforeseen circumstances).
- K. The Committee is charged with having the final say on any and all matters relating to the election.
- L. The Committee is responsible for meeting regularly and establishing a handbook of elections policies/procedures, which shall be confirmed by a majority vote of the senate.
- M. The Committee reserves the right to amend the rules and regulations it sets independently of the Constitution and Bylaws at any time with ample notice to the community. Said changes must be approved by the Senate body in special orders.
- N. The Committee must prepare ballots in an environmentally sustainable fashion. It is at the Committee's discretion whether or not an option for abstention is included on the ballot.

O. The Committee has the authority to suspend elections for up to one (1) hour at any given time during election day(s) to resolve grievances or other matters requiring its attention.

P. The Committee is the ultimate authority on campaign finances.

Q. The Committee is the ultimate authority on a ticket's advertising efforts.

R. The Committee is the ultimate authority on the adjudication and sanctioning of grievances.

S. The Committee is responsible for creating and maintaining a non-Stetson issued email address for official correspondence.

T. The Committee shall convene special elections as required by provisions within.

U. The Committee shall abide by other limitations, expectations, and articulated duties herein.

Section 305: Grievances

Section 305.1: Definition

A grievance is recognized as any charge of misconduct leveled against a ticket, its affiliates, or volunteers

Section 305.2: General Provisions

A. Grievances must be filed with the Chair of the Electoral Committee via the non-Stetson issued email address provided to the tickets and the community.

B. Within twenty-four (24) hours of receipt, the Chair shall decide whether or not to hear the grievance. If he/she decides the grievance has merit and is not motivated to intimidate, delay, or bog down proceedings, then a meeting shall be called to rule if a violation of the Constitution, Bylaws, or rules and regulations has occurred.

C. Tickets are entitled to representation for the hearing portion of the meeting.

D. If the Committee decides an infraction has occurred, the representatives shall be released from the meeting and the Committee shall decide on sanctions.

E. The Committee shall decide whether or not to make the particular details of a grievance and its sanction public.

F. The Chair shall document and communicate all findings, evidence, and decisions to the tickets.

Section 305.3: Alternatives

In cases where the Chair senses an uncooperative working relationship between or amongst the tickets, he or she reserves the right to call a direct mediation to settle disputes and set aside differences.

Section 306: Sanctions

Section 306.1: Definition

Sanctions are recognized as punishments for violations of the Constitution, Bylaws, or rules and regulations set by the Electoral Committee. Sanctions may include but are not limited to the reduction of the campaign-spending cap, restricting the ability of tickets to campaign, requiring public apologies or acknowledgements, removing advertising options, or disqualification.

Section 306.2: Calculation of Sanctions

The Electoral Committee shall consider the severity of the infraction, the damage done, and patterns of behavior when calculating the necessity of sanctions.

Section 306.3: Reviewing Sanctions

Tickets may, via their representative, appeal sanctions directly to the Electoral Committee. They must outline why the sanction is unfair or crippling and provide an alternative plan for restitution and/or correction.

SECTION 400: Oaths of Office

Section 401: For All Elected Officials

I (state your name) / do hereby solemnly promise / to support and maintain / the Constitution and Bylaws of / the Stetson Student Government Association / and I pledge my best efforts to / the effective performance of / the duties of (office) of this Association / for which I have been chosen.

Section 402: For Members of the Electoral Committee

I (state your name) / do hereby solemnly affirm / to support and uphold / the Constitution and Bylaws of / the Stetson Student Government Association / and I pledge my best efforts to / the effective performance of / the duties and expectations of the Electoral Committee / for which I have been entrusted.

SECTION 500: Parliamentary Authority

Section 501: Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution, the Bylaws, and any special rules of order the Senate may adopt.

SECTION 600: Amendments

Section 601: Amending the Bylaws

To amend the Bylaws, two thirds of present voting members, assuming quorum, are required to pass the proposed amendment.

Ad Proviso

The By-Laws shall be passed by a 2/3 vote of members present assuming a quorum as long as the accompanying Constitution amendment is passed subsequently. The Constitution and Bylaws shall govern the election in Spring 2015 and shall take full effect following the end of the Spring semester 2015.

Committee

Yes: Unanimous

No:

Present: