



# Stetson University Student Government Association Governing Documents

Last Revised 03/04/2024





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# Student Government Association

## The Constitution

We, the students of Stetson University, in order to serve our peers, coordinate effectively with the administration, and become responsible citizens of the world, do hereby claim these rights, freedoms, and responsibilities as our own in accordance with the rules and regulations set by Stetson University, the State of Florida, and the United States of America.

### **Article I. General Organization**

#### Section 1: Title

I. This body recognizes itself and shall forevermore be known as the Stetson University Student Government Association (or the SGA). For the purposes of this document, “the Association” shall refer to the SGA.

#### Section 2: Purpose

I. The Student Government Association shall be the representative body for all undergraduate students of Stetson University. The Association is charged with maintaining an open dialog with the student body and is responsible for championing their views, opinions, concerns, grievances, and intentions to the University administration. Through careful deliberation of matters of policy, the Student Government Association is responsible for advocating for the rights, responsibilities, and best interests of undergraduates while simultaneously keeping the community informed.

#### Section 3: Organization

I. The Student Government Association shall consist of a Legislative and Executive branch. The Association shall hold this Constitution, the Bylaws, and the Code of Ethics

#### Section 4: Nondiscrimination Policy

I. The Student Government Association will consistently promote equity and inclusion throughout the entirety of both the Association and university. The Student Government Association stands opposed to all forms of oppression and marginalization and will be active in the work against discrimination in all of its forms.

### **Article II. The Executive Branch**

#### Section 1: General Provisions

##### Subsection I: Qualifications



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## **A. President and Vice President**

I. In order to qualify, the candidates for President and Vice President must be currently enrolled undergraduate students without academic sanctions for at least one year prior to installation.

II. The candidates must also maintain a minimum cumulative grade point average of 3.25 for President and 3.00 for Vice President at the time of elections.

III. The candidates must also have served in the Association for at least two complete semesters. A complete semester is a fall or spring semester in which the candidate attended at least seventy-five (75) percent of all meetings of the Senate and Legislative committees for which they are a member.

## **B. Cabinet Directors**

I. Directors must be currently enrolled undergraduate students with a minimum cumulative grade point average of 2.50.

II. Directors must be free of academic sanctions and must have served in SGA for at least one semester.

III. The Director of Finance and the Director of Marketing and Student Outreach must have served previously on their respective Committee (SGA Finance Committee or the SGA Marketing Committee) for at least one full semester.

## **Subsection II: Elections and Appointments**

### **A. President and Vice President**

I. The President and Vice President shall be elected by a majority vote of the DeLand campus undergraduate student body in the spring semester.

II. Statutes and limitations set forth by the Association in its Bylaws shall govern the electoral process and the Electoral Committee shall oversee the process.

### **B. Cabinet Directors**

I. After the President's installation, the President shall nominate the Directors of Finance and the Director of Marketing and Student Outreach.

II. These appointments must be confirmed by a simple majority vote during the first Senate meeting of the fall semester.



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## Subsection III: Installation and Term

### **A. President and Vice President**

- I. The President and Vice President shall assume office at (Eastern) 12:00 AM the day after classes end in the spring semester.
- II. The President and Vice President shall serve until the last day of classes spring semester.

### **B. Cabinet Directors**

- I. The Director of Finance and the Director of Marketing and Student Outreach shall assume office immediately upon appointment and shall serve uninterrupted unless the Senate rejects the nomination.
- II. The Director of Finance and the Director of Marketing and Student Outreach shall serve until the last day of classes spring semester.

## Subsection IV: Vacancies

### **A. President**

- I. In the event that the President resigns, is removed, or incarcerated, the Vice President shall immediately assume the duties and title of the President.
- II. In the event that the President is medically incapacitated, the Vice President shall assume the duties of the President and shall be recognized as the Acting President for the duration of the President's inability to discharge their duties. Upon the President's return, the Vice President shall relinquish all duties and privileges therein.

### **B. Vice President**

- I. In the event that the Vice President resigns, is removed, medically incapacitated, or incarcerated, the President shall have two (2) Senate sessions to name a replacement.
- II. The nomination must be confirmed by a simple majority vote in the Senate following the President's nomination.

### **C. Cabinet Directors**

- I. In the event that the Director of Finance and the Director of Marketing and Student Outreach resigns, is removed, medically incapacitated, or incarcerated, the President shall have two (2) Senate sessions to name a replacement.



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II. The nomination must be confirmed by a simple majority vote in the Senate meeting following the President's nomination.

## **D. President and Vice President**

I. In the event that there is a vacancy in both the offices of the President and Vice President, the Director of Finance shall serve as acting President until a special election is held. In the event that the Director of Finance is unable to serve as acting President, the Director of Marketing and Student Outreach shall be second in the line of succession.

II. In the event that the Director of Finance and the Director of Marketing and Student Outreach are unable to serve as acting President, the President Pro Tempore shall become acting President.

III. The Electoral Committee shall have one week to accept nominations for potential Presidential/Vice Presidential tickets.

IV. Both candidates of each ticket must meet the qualifications for office articulated in this Constitution.

V. The Chair of the Electoral Committee shall have one week from the closing of nominations to hold and certify an election according to the guidelines set forth in this document and the Bylaws. The winning ticket shall immediately be sworn in as President and Vice President.

VI. The newly elected President and Vice President shall serve out the remainder of the former President and Vice President's term.

## **Subsection V: Executive Removal**

I. The President, Vice President and Cabinet Directors shall be brought up for removal if the President Pro Tempore receives a petition 3 days before a Senate session and is signed by one-third (1/3) of the Senate's voting membership.

II. Prior to the start of the removal hearing, the President Pro Tempore shall confirm that it is the intention of each petitioner to remove that executive from office and will certify the petition if the number of petitioning Senators remains at least one-third (1/3) of the Senate's voting membership.

III. If the President Pro Tempore certifies the petition, a removal hearing shall be presided over by the Speaker of the Senate. The executive up for removal has the right to be present during the hearing and shall have the right to speak on their own behalf before





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the Senate. The hearing shall not be called to close until every present member of the Senate who wishes to speak has spoken at least once.

IV. The executive up for removal may not be present during voting procedures. A two-thirds (2/3) vote of total voting Senate membership in favor of removal is required to remove the executive.

V. If the Vice President is up for removal, the president pro tempore will chair the removal hearing.

VI. If the Vice President is removed, the President shall appoint a nominee as Vice President to the Senate for confirmation.

VII. If a Cabinet Director is removed, the President must appoint a replacement for that position within seven days. The Senate shall confirm or reject the nomination at its next meeting with a simple majority vote.

VIII. The President may remove any Cabinet Director at any time.

## Section 2: Powers and Duties

### **A. President**

I. The President shall be ultimately responsible for the effective operation of the SGA.

II. The President, or their designee, shall serve as the official representative of the SGA in all matters and shall work with entities outside of the SGA to see that the will of the students is realized.

III. The President shall regularly report to the Senate on matters affecting the Association including the status of passed Senate legislation.

IV. The President may, when necessary, appoint members of the SGA to serve on boards or committees outside of the SGA. The President may, when necessary, also appoint qualified non-SGA student to serve on outside boards. The President is in charge of nominating students to serve on the University Committees by the end of the Spring semester.

V. The President shall have the power to create ad-hoc committees through their term.

VI. The SGA President may veto any resolution, budget, or appropriation passed by the Senate. No resolution, budget, nor appropriation shall become authorized without the signature of the SGA President, except when they have not vetoed the legislation within seven days after presentment, which case it shall become authorized. Should the



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President exercise their veto, they must notify the Speaker of the Senate in writing detailing the reasons for the veto. The Speaker shall then inform the Senate of the veto as well as the reasons behind the veto at the very next meeting of the Senate. A veto by the President may be overridden by a two-thirds vote of the Senate within the same academic year.

VII. The President, by virtue of holding the highest elected office, shall have the authority to interpret the Constitution and Bylaws on any and all matters. The President is required to submit, in writing, a notice of Presidential Interpretation to the Senate.

VIII. The President shall appoint the Director of Finance and the Director of Marketing and Student Outreach.

IX. The President may, upon necessity, issue executive orders within the purview of their office in accordance with the Constitution and Bylaws.

## **B. Vice President**

I. In the absence of the President, the Vice President shall fulfill the President's responsibilities.

II. The Vice President shall be responsible for coordinating information/training sessions for Senators.

III. The Vice President shall serve as the Chair and Speaker of the Senate and shall maintain the effective operation of the legislature.

IV. The Vice President shall regularly collaborate with the President to assist with and participate in the effective administration of the SGA.

V. The Vice President shall notify the Senate of any Presidential vetoes.

VI. The Vice President shall be responsible for granting or calling recesses and setting the duration of such recesses during meetings of the Senate.

VII. The Vice President shall be responsible for designating an acting President Pro Tempore upon absence of either of the duly named office holders from Senate.

VIII. The Vice President, reserves the right to convene the Senate in extraordinary circumstances. The President shall become responsible for contacting Senators to ensure their attendance. Notice of at least twenty-four hours must be given and the meeting must be held between the hours of 8:00 AM and 8 PM.



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IX. The Vice President shall have the authority to push the meeting time of the Senate back by one (1) hour with 24 hours' notice to the Senate membership.

X. The Vice President will chair the Rules Committee.

XI. The Vice President will maintain attendance of Senators within Senate and Committee meetings and will report any Senators up for the Rules Committee to the SGA executive board.

XII. The Vice President will track the engagement points from Senators and will report any Senators up for the Rules Committee to the SGA executive board.

## **C. Director of Finance**

I. The Director of Finance is responsible for any duties the President or Senate sees fit to charge them with.

II. The Director of Finance shall manage all Association and SGA Finance funds.

III. The Director shall disburse SGA funds at the discretion of the Senate and in accordance with Association financial policies and shall disburse SGA Finance funds to the organization, registered student organizations, and department organizations.

IV. The Director shall serve as the Chair to the SGA Finance Committee and shall be responsible for its efficient operation.

V. The Director shall regularly report their activities, budget, and goals to the Senate.

VI. The Director shall oversee the budget presentations at the end of each semester and ensure that an information session is held before budgets are due.

## **D. Director of Marketing and Student Outreach**

I. The Director of Marketing and Student Outreach is responsible for any duties the President or Senate sees fit to charge them with.

II. The Director of Marketing and Student Outreach shall be responsible for engaging the Stetson community in terms of marketing and branding. They shall also be responsible for publication of events planned, hosted, or endorsed by the Association. The Director will ensure that they are continuously providing communication to the student body through social media outlets.

III. The Director shall also be responsible for the organization's involvement in the community.



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IV. The Director shall maintain, keep, and compile records and logs of the Association and publish them on the SGA website at [stetson.edu/sga](http://stetson.edu/sga).

V. The Director shall be responsible for accepting for advertising any petition's existence to the student body.

VI. The Director, or their designee, shall be responsible for the maintenance of the SGA website.

VII. The Director shall regularly report their activities and goals to the Senate.

VIII. The Director shall organize and publish an end of year report to the student body via email, and social media.

IX. The Director shall serve as the Chair to the SGA Marketing Committee and shall be responsible for its efficient operation.

## Section 3: Limitation of Service

I. The President, Vice President, and members of the President's Cabinet are limited to one office or title.

## Section 4: Composition and Continuity

I. The Executive Branch of the Stetson University Student Government Association shall consist of the President, Vice President, Director of Finance, and Director of Marketing and Student Outreach, as well as Legislative Committee Chairs appointed by the President and Vice President.

## **Article III. Legislative**

### Section 1: Title

I. The legislature of the Association shall henceforth be known as the (Student) Senate.

### Section 2: Purpose

I. The Senate shall be responsible for all legislative, oversight, and advise and consent matters of the Association and shall be charged with executing the duties herein granted.

### Section 3: Meetings



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I. The Senate shall hold regular weekly meetings during the fall and spring semesters of each academic year.

II. A petition signed by one-fourth (1/4) of voting members of the Senate delivered to the Speaker of the Senate with the time indicated at least twenty-four (24) hours in advance shall establish a special session.

III. In the event of both the Speaker of the Senate and the President Pro Tempore being absent from the Senate, a temporary chair shall be named from among the Legislative Committee Chairs by a plurality vote during a special meeting of the Legislative Committee.

## Section 4: Quorum

I. Quorum will consist of a majority of voting Senators. If, during mandatory meetings (including special sessions), the Senate does not have quorum, it shall form a Committee of the whole, chaired by the Speaker of the Senate. This Committee shall report to the full Senate at the next regular meeting.

## Section 5: Consideration

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

## Section 6: General Provisions

### Subsection I: Qualifications

#### **A. President Pro Tempore**

I. The President Pro Tempore must be a currently enrolled undergraduate student with a minimum cumulative Stetson University grade point average of 2.50. The President Pro Tempore must be free of academic sanctions.

II. The President Pro Tempore must also serve as a Senator.

#### **B. Legislative Committee Chairs**

I. Legislative Committee Chairs must be currently enrolled undergraduate students in good standing with the University and have a cumulative GPA of 2.50.

II. In order to be installed, Legislative Committee Chairs must have served in the Association for at least one complete semester. A complete semester is hereby defined as a fall or spring semester in which the Legislative Committee Chair attended at least



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seventy-five (75) percent of all meetings of the Senate and Legislative committees for which they are a member.

III. Legislative Committee Chairs upon their appointment and confirmation to office will be automatically recognized as Senators at large.

## **C. Senator**

I. Senators shall be currently enrolled undergraduates of Stetson University's DeLand campus.

II. Senators must be in good academic standing with the University.

## **D. The Electoral Committee**

I. Members of the Electoral Committee must be currently enrolled undergraduate students in good standing with the University.

II. No member of the Association seeking election as President or Vice President can serve on the Electoral Committee or as Electoral Committee Chair.

III. In order to be installed, members of the Electoral Committee must be currently elected Senators. Members of the Electoral Committee must have served in the Association for at least one complete semester. A complete semester is hereby defined as a fall or spring semester in which they attended at least seventy-five (75) percent of all meetings of the Senate and Legislative committees for which they are a member, and other events mandated by the President.

IV. In order to be installed, the Chair of the Electoral Committee must have served in the Association for at least two complete semesters. A complete semester is hereby defined as a fall or spring semester in which the Chair of the Electoral Committee attended at least seventy-five (75) percent of all meetings of the Senate and Legislative committees for which they are a member, and other events mandated by the President.

V. Members of the Electoral Committee must serve concurrently as Senators.

## **F. The Environmental Fellows Liaison**

I. The Environmental Fellows Liaison must be a currently enrolled undergraduate student in good standing with the University.

II. In order to be installed, The Environmental Fellow Liaison will be appointed by the President at the beginning of the Fall semester.



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III. The Environmental Fellow Liaison must be a current Environmental Fellow of that respective year. They will be required to attend at least fifty (50) percent of all meetings of the Senate and will provide updates on projects during the Senate agenda.

## **Subsection II: Elections and Appointments**

### **A. President Pro Tempore**

I. Nominations for President Pro Tempore shall be taken at the second Senate meeting of the fall semester.

II. The President Pro Tempore shall be elected from the Senate's current membership by a simple majority vote during the third Senate meeting of the fall semester.

### **B. Legislative Committee Chairs**

I. Legislative Committee Chairs shall be appointed at the discretion of the Vice President in consultation with the President.

### **C. Senator**

I. Senators shall be selected in an on-campus election supervised by the Electoral Committee.

II. This election is to take place at the same time as the Presidential elections, and first year and vacant Senator positions shall take place no later than the end of the fifth full week of regularly scheduled classes in the fall semester.

### **D. The Electoral Committee**

I. The Chair of the Electoral Committee shall be elected by the third Senate meeting from amongst its membership.

II. The Speaker of the Senate shall accept nominations for the position. Each candidate shall have the opportunity to speak on their behalf.

III. The candidate(s) shall be asked to clear the chamber and the Senate shall discuss and vote.

IV. The Chair of the Electoral Committee is required to gain the support of at least a simple majority of Senate members eligible to vote. In the event that no candidate earns a simple majority, a run-off vote shall be held.



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V. The Senate shall nominate and then confirm two Senators to serve as members of the Electoral Committee.

## **Subsection III: Installation and Term**

### **A. President Pro Tempore**

I. The President Pro Tempore shall assume office immediately upon securing a simple majority vote in the Senate.

II. The President Pro Tempore shall serve until the last day of regularly scheduled classes of the following spring semester.

### **B. Legislative Committee Chairs**

I. Legislative Committee Chairs shall assume office immediately upon appointment.

II. Legislative Committee Chairs shall serve until the last day of regularly scheduled class meetings.

### **C. Senator**

I. Senators-elect shall assume office and take the oath of office at the first Senate meeting of the fall semester.

II. Senators shall serve until the last day of regularly scheduled class meetings.

### **D. The Electoral Committee**

I. Members of the Electoral Committee shall assume office immediately following their nomination and confirmation by the Senate.

II. Members of the Electoral Committee shall serve until the last day of regularly scheduled class meetings.

## **Subsection IV: Vacancies**

### **A. President Pro Tempore**

I. If the President Pro Tempore resigns, is removed, or is unable to fulfill their duties, the position must be filled within two (2) Senate sessions.

II. The nomination by the Senate must be confirmed by a simple majority of total voting membership at the next meeting of the Senate.





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## **B. Legislative Committee Chairs**

I. If a Legislative Committee Chair resigns, is removed, or is unable to fulfill their duties, the position must be filled within two (2) regularly scheduled Senate sessions by the Speaker of the Senate.

## **C. Senator**

I. If a Senator resigns, is removed, or is unable to fulfill their duties, the seat shall be vacant until the next election or appointment from the President.

## **D. The Electoral Committee**

I. If a member of the Electoral Committee resigns, is removed, or is unable to fulfill their duties, the position must be filled within two (2) Senate sessions.

II. If the Chair of the Electoral Committee resigns, is removed, or is unable to fulfill their duties, the position must be filled by one of the two (2) voting members of the Committee.

III. The nomination made by the Senate must be confirmed by a simple majority vote at the next meeting of the Senate.

## **Subsection V: Removal**

### **A. Senator**

I. To remove a Senator, a constituent of that Senator must formally draft a petition of removal and file it with the Association via the Director of Marketing and Student Outreach two (2) days before Senate is in session. It shall be kept accessible for fourteen (14) days in the Association's office. The student responsible for filing the petition shall have the time allotted to refer other students of the senator's constituency to the office to sign the petition. If the petition earns two-thirds of a senator's constituents, the Senator shall automatically be removed from office.

II. To remove a Senator due to a violation of the Code of Ethics, there must be a form of evidence and an official letter presented during Special orders as outlined in the Code of Ethics.

### **B. Legislative Leadership**

I. The Legislative Committee Chairs, the Chair of the Electoral Committee and members of the Electoral Committee shall be brought up for removal if the President Pro Tempore receives a petition two (2) days before Senate and is signed by one-third (1/3) of the



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Senate's voting membership. The Vice President shall receive the petition if the President Pro Tempore is being petitioned for removal.

II. Prior to the start of the removal hearing, the President Pro Tempore shall confirm that it is the intention of each petitioner to remove that executive from office and will certify the petition if the number of petitioning Senators remains at least one-third (1/3) of the Senate's voting membership. The Vice President shall confirm the above requirements if the President Pro Tempore is being petitioned for removal.

III. If the President Pro Tempore certifies the petition, a removal hearing shall be presided over by the Speaker of the Senate. The legislative official up for removal has the right to be present during the hearing and shall have the right to speak on their behalf before the Senate. The hearing shall not be called to close until every present member of the Senate who wishes to speak has spoken at least once. The Vice President shall certify the petition if the President Pro Tempore is being petitioned for removal.

IV. The legislative official up for removal may not be present during voting procedures. A two-thirds (2/3) vote of total voting Senate membership in favor of removal is required to remove the legislative official.

## **Subsection VI: Powers and Duties**

### **A. Senators**

I. Senators must attend each meeting of the Senate and of their Legislative Committee and fulfill the engagement points set by the Vice President.

II. Senators are required to regularly share news of the Association's actions with their constituents.

III. The Senate has the right to require advisory opinions on matters of the Constitution and Bylaws from the President.

IV. Senators have the power to bring forth resolutions and amendments for the Senate's consideration.

V. Senators shall designate from its own membership a President Pro Tempore.

VI. Senators shall be responsible for confirming or rejecting the President and or Vice President nominations for Director of Finance and the Director of Marketing and Student Outreach. To assume these positions, a nominee must earn a simple majority vote in the affirmative.



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VII. All Senators must complete ten (10) engagement points each semester.

VIII. All Senators must serve on at least one (1) Committee each semester.

## **B. Legislative Committee Chairs**

I. Legislative Committee Chairs shall be responsible for the effective operation(s) of their Committee and have the power to remove a Senator from their Committee due to attendance or other factors.

II. Legislative Committee Chairs shall forward their attendance records to the Vice President within twenty-four (24) hours of meeting.

III. Legislative Committee Chairs have the power to create subcommittees at will and to give mandates to the chair of the subcommittee in question. They are ultimately responsible for the effective operation of the subcommittee and shall serve as ex-officio, non-voting member within their Committee.

IV. Legislative Committee Chairs shall be voting members of the Rules Committee.

V. Legislative Committee Chairs have a right to refuse consideration as temporary chair of the Senate in the event that neither the Speaker of the Senate nor the President Pro Tempore is present.

VI. All Committee chairs must fill out agenda three (3) days prior to meetings in order for Senators to be prepared for senate.

## **C. The Electoral Committee**

I. The Electoral Committee shall be responsible for overseeing any and all matters related to elections of the Association.

II. The Electoral Committee shall be responsible for all communications and publications of the Committee.

III. The Electoral Committee Chair shall certify the results of the election for President and Vice President within forty-eight (48) hours after polls close and a winner is clearly decided. They shall be responsible for communicating the results of the election to the student body.

IV. The Chair of the Electoral Committee is required to regularly report on the progress and goals of the Committee to the Senate. The Electoral Committee Chair shall consult



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with the members of the Electoral Committee to interpret matters of the Constitution and Bylaws as they relate to elections.

## **D. President Pro Tempore**

I. The President Pro Tempore shall be responsible for all legislative correspondence with the Senate membership.

II. The President Pro Tempore shall be responsible for recording and distributing the minutes, roll call votes, voting outcomes, and business of all meetings.

III. The President Pro Tempore shall prepare and distribute agendas at least 48 hours before the Wednesday Senate meeting.

IV. The President Pro Tempore shall preserve all records and correspondence of the Senate during their term.

V. The President Pro Tempore shall preside over meetings of the Senate in the Speaker's absence.

## Section 7: Limitations of Service

I. No individual may chair more than one (1) Legislative Committee.

II. No Senator may serve more than one (1) constituency at any one time.

## **Article IV: Amendments**

### Section 1: Proposing an Amendment

I. An individual Senator or coalition of Senators may propose an amendment to the Constitution or Bylaws.

II. The student body may propose an amendment to the Constitution or Bylaws in the form of a petition. In order to be considered by the Senate, the petition must earn signatures from at least ten (10) percent of the entire DeLand undergraduate student body. After the petition has received the necessary signatures the Speaker of the Senate shall present the amendment as special orders. The Senate shall then deliberate on the amendment.

### Section 2: Passing an Amendment

I. To amend the Constitution or Bylaws, two-thirds (2/3) of the total Senate membership is required to vote in the affirmative of any attempt.



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## Article V: Ratification

I. This Constitution shall be fully ratified after its passage by a two-thirds (2/3) in the affirmative by the voting membership in the Student Senate of Stetson University.



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## Bylaws

### SECTION 100: The Legislature

#### Section 101: The Rules Committee

##### Section 100.1: Committee Designation

I. The Rules Committee is recognized as a standing Administrative Committee.

##### Section 101.2: Composition

I. The Vice President shall chair the Rules Committee.

II. The Committee is comprised of the President, the Vice President, the Directors, and the Legislative Committee Chairs.

##### Section 101.3: Authority Over Removal of Senators

I. The Rules Committee has the authority to remove Senators if they do not follow the membership policies and provisions.

#### Section 102: Right to Representation

I. All DeLand campus undergraduate students have a right to representation in the Stetson University Student Senate.

##### Section 102.1: Provisions for the Representation of All Students

I. The Senate shall be comprised of two (2) first year students, two (2) second year students, two (2) third year students, two (2) fourth year students, three (3) students from the School of Arts and Sciences, two (2) students from the School of Business, two (2) students from the School of Music, two (2) Commuter students, five (5) Senators at large, one (1) student who is a veteran, one (1) NCAA student athlete, one (1) nontraditional student, and one (1) student from the international student community (international status as determined by Stetson University policy).

#### Section 103: Provisions for the Senate's Assembly

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

##### Section 103.1: Day and Timing



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I. 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 104: Membership Policies and Provisions

### Section 104.1: Suspension of Voting Privileges

I. If a Senator accrues three (3) or more absences in attendance at Senate, or three (3) or more absences in attendance of their Legislative Committee(s) the Senator loses voting privileges and the Senator faces expulsion from the body by the Rules Committee chaired by the Vice President.

II. 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 104.2: Removal Hearings

I. A Senator shall receive summons to appear before the Rules Committee after three (3) absences. Absences shall be individually reviewed by members of the Committee. A Senator shall be removed from the Senate if their total absence count is four (4) or more. If a Senator is removed in this way, they are ineligible from serving as a Senator for the remainder of the semester.

II. A Senator will also be removed if they do not achieve the minimum of ten (10) engagement points a semester. The Vice President will ensure Senators are on track for this requirement. If a senator fails to complete ten (10) engagement points in the fall semester (so long as they were elected by the student body), they will be removed from the Senate and will be ineligible from serving as a Senator for the remainder of the semester.

III. 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.

### Section 104.3: Engagement Points

I. A 10-point system called the engagement points is mandatory for all elected Senators to remain in Senate each semester. Should it not be completed, their position is in the hands of the rules committee. The point system will be the following: On campus student facing jobs (2 points), leadership positions in clubs/ Greek life (2 points), attending on campus events (1 point), tabling for SGA (1 point), volunteering for SGA



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collaboration events (2 points), traffic court (1 point) and anything else the Executive Board decides with a maximum number of points of three (3).

## **Section 104.4: Resignations**

I. Resignations must be addressed to the Speaker of the Senate.

## **Section 105: Legislation**

### **Section 105.1: Consideration**

I. 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 106: Legislative Committees**

### **Section 106.1: Academic Affairs**

I. The Academic Affairs Committee shall have the responsibility of representing the academic needs of the student body through bills or resolutions.

II. The Committee shall meet once every other week.

III. A member of the Academic Affairs Committee shall serve on the University Committee of General Education.

IV. The Committee will hold a book drive at the end of each semester with the purpose of collecting books to give to students the following semester. Funds may be allocated to encourage donations.

V. The Committee has the responsibility of conducting a campus wide survey of the favorite faculty member from each school and presenting an award to said faculty.

### **Section 106.2: Campus Life**

I. The Campus Life Committee shall have the responsibility of maintaining a productive relationship with student organizations, student departments, student athletes, and Greek organizations.

II. The Committee will oversee traffic court and organize SGA donations to the latter pantry drive.

III. The Committee shall meet no more or less than once every other week.





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IV. The Committee shall have the responsibility of putting on collaboration events and advocating for student life needs students need and want.

## **Section 106.3: Finance**

I. The Finance Committee shall have the responsibility of researching and approving or denying any legislation or requests before being brought forward in the Senate.

II. The Committee shall meet at the discretion of funding requests and bills.

III. The Committee shall also have the responsibility of reviewing and amending the Association's Budget before it has been introduced in the Senate.

## **Section 106.4: Marketing and Student Outreach**

I. The Marketing Committee shall have the responsibility of updating the SGA website and all social media pages.

II. The Committee shall meet once every other week. This does not include tabling.

III. The Committee shall also have the responsibility of ordering advertising merchandise and bringing awareness about SGA to the undergraduate campus through the merchandise.

IV. The Committee also has the responsibility of tabling at least once every other week to engage with students.

## **Section 106.5: Diversity and Inclusion**

I. The Diversity and Inclusion Committee shall have the responsibility of representing the needs of all diverse groups on campus through resolutions and bills.

II. The Committee shall meet once every other week. This does not include coffee hours.

III. The Committee shall also hold biweekly coffee hours in person to be accessible to students who want to discuss issues and sensitive topics.

## **SECTION 200: The Executive**

### **Section 201: The Executive Committee**

#### **Section 201.1: Committee Designation**

I. The Executive Committee is recognized as a standing Administrative Committee.



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## **Section 201.2: Composition**

- I. The President and shall chair the Executive Committee.
- II. 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.
- III. The SGA advisor(s) shall have a standing invitation to attend.
- IV. Guests of the President or Vice President are also permitted.

## **Section 201.3: Function**

- I. 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 202: The Budget**

### **Section 202.1: Presentation**

- I. 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 202.2: Pre-Term Spending**

- I. 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: Elections**

### **Section 301: General Provisions**

#### **Section 301.1: Date, Timing, and Location**

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



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II. The second Wednesday in April. Polls must be open (Eastern) 9 AM – 8 PM and staffed by the Electoral Committee.

III. 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**

I. 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.

II. 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.

III. Sixty percent of the votes counted must be in favor of a recall for the subject to be removed from office.

IV. Removal of a President or Vice President via recall shall trigger the normal methods for replacement already outlined in this document.

V. 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**

I. 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**

I. All registered undergraduate students of the DeLand campus are eligible to vote.

II. 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.



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III. 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.

IV. Students are required to submit their Stetson issued 800- number in order to vote.

## **Section 301.5 Candidacy Eligibility**

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

## **Section 301.6: Time Period of Campaigning**

I. The Electoral Committee has the power to decide how long campaigning shall last. The Committee shall decide on a period of time between seven (7) and (14) days before polls open for the first round of voting how long tickets may campaign.

## **Section 301.7: Publicity**

I. 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**

I. 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**

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

### **Section 302.2: Guidelines**

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

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



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

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

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

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

VII. All materials must be approved by the Electoral Committee.

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

## Section 303: Funding the Election

### **Section 303.1: Electoral Committee Finances**

I. The Electoral Committee may petition Campus Life or the Director 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 disbursal and must be strictly unbiased in nature.

### **Section 303.2: Ticket Finances**

I. Tickets shall self-fund their campaign for an amount of US \$500.00.

II. The Student Government Association shall automatically reimburse up to US \$500.00 of funds after the Electoral Committee has an opportunity to verify that the funds were spent on campaign materials and interests only.

III. 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**

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



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## **Section 304.2: Advising and Oversight**

- I. The advisor(s) of the Association shall also advise the Electoral Committee and act as official University oversight of the process.
- II. The Electoral Committee also has the opportunity to designate its own counselor during the campaigning and election process. Their 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.
- III. 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 five (5) 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.
- IV. 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**

- I. 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**

- I. The Committee shall decide on dates specified herein.
- II. The Committee shall conduct an information session for tickets wherein rules, regulations, and expectations are clearly communicated.
- III. The Committee shall reserve chalk space, banner space, and academic halls for the posting of campaign-specific materials on behalf of the ticket(s).
- IV. The Committee shall review the finances and budget of ticket(s) and adjudicate the merits of materials with its own criteria.



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- V. The Committee shall never be bound by precedent.
- VI. The Committee shall be responsible for documenting all decisions on any and all matters.
- VII. The Committee shall be free from the advisory opinions of other students.
- VIII. 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.
- IX. The Committee shall proactively monitor the ticket(s) to insure strict adherence to the Constitution and Bylaws.
- X. 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).
- XI. The Committee is charged with having the final say on any and all matters relating to the election.
- XII. 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.
- XIII. 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.
- XIV. 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.
- XV. The Committee is the ultimate authority on campaign finances.
- XVI. The Committee is the ultimate authority on a ticket's advertising efforts.
- XII. The Committee is the ultimate authority on the adjudication and sanctioning of grievances.
- XIII. The Committee shall convene special elections as required by provisions within.
- XIX. The Committee shall abide by other limitations, expectations, and articulated duties herein.



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## Section 305: Grievances

### Section 305.1: Definition

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

### Section 305.2: General Provisions

I. Grievances must be filed with the Chair of the Electoral Committee.

II. Within twenty-four (24) hours of receipt, the Chair shall decide whether or not to hear the grievance. If they decide 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 Code of Ethics has occurred.

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

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

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

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

### Section 305.3: Alternatives

I. 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

I. Sanctions are recognized as punishments for violations of the Constitution, Bylaws, or Code of Ethics set by the Electoral Committee. Sanctions may include but are not limited to requiring public apologies or acknowledgements, removing advertising options, or disqualification.

### Section 306.2: Calculation of Sanctions





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I. 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**

I. Tickets may, via their representative, appeal sanctions directly to the Electoral Committee. They must outline why the sanction is unfair 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 this Association / for which I have been elected.

### **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**

I. 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**

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



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## Code of Ethics

### Preamble

We, the members, and officers of the Stetson University Student Government Association, do hereby pledge ourselves to this Code of Ethics. We intend to lead by serving the interests, needs, and wants of our fellow students; by maintaining a superior level of conduct that enables us to claim the mantle as effective, trustworthy leaders; by pledging ourselves to accountability if we transgress that which is reasonable, upright, and productive in the execution of our duties.

### **Section I. Senators**

I. Senators are to adhere to their duties as outlined in the Constitution and Bylaws.

II. Senators are to always act in the best interest of the student body. They shall make every reasonable attempt to fulfill their duties in good faith and with full regard for the welfare of others.

III. Senators are to be forthright, honest, and fully transparent in their communications with their constituents. They shall never knowingly misrepresent the truth in their capacity as a representative of the Association.

IV. Senators are to conduct themselves in a professional manner when interacting as a representative of the Student Government Association or Stetson University.

V. Senators are to maintain respect for the University, its employees, their fellow public servants, and themselves.

VI. Senators are prohibited from bestowing favors, making undue use or influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.

VII. Senators are prohibited from misusing, mismanaging, or misappropriating their position and/or equipment, facilities, or funds of the Association.

### **Section II. Executive Officers**

I. Officers are to adhere to their duties as outlined in the Constitution and Bylaws.



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II. Officers are to always act in the best interest of the student body and the Student Senate of the Association for whom they serve. They shall make every reasonable attempt to fulfill their duties in good faith and with full regard for the welfare of others.

III. Officers are to be forthright, honest, and fully transparent in matters of public record and coming changes to the University with the Student Senate and each other.

IV. Officers are to conduct themselves in a professional manner when interacting as a representative of the Student Government Association or Stetson University.

V. Officers are to maintain respect for the University, its employees, their fellow public servants, and themselves.

VI. Officers are prohibited from bestowing favors, making undue influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.

VII. Officers are prohibited from misusing, mismanaging, or misappropriating their position and/or equipment, facilities, or funds of the Association.

VIII. Officers are to put the wishes of the student body as expressed through resolutions of the Student Senate before their personal agendas. They shall work diligently to enact legislation in a timely manner after its passage.

## **Section III. Chairs and Members of the Electoral Committee**

I. The Chair and members of the Electoral Committee are to adhere to their duties as outlined in the Constitution and Bylaws.

II. The Chair and members of the Electoral Committee are to act as unbiased representatives of legitimacy and constitutional authority in the student government. They are to represent the continued stability of a government in transition.

III. The Chair and members of the Electoral Committee are to be forthright, honest, and fully transparent in their communications with any and all members of the Stetson community with regard to elections.

IV. The Chair and members of the Electoral Committee will maintain the highest respect for the institution of the Student Government Association.



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V. The Chair and members of the Electoral Committee are strictly forbidden from bestowing favors, making undue use or influence of powers of office, or offer special considerations of any kind in exchange for anything of material or intrinsic value.

VI. The Chair and members of the Electoral Committee must pledge to uphold the Elections Code upon acceptance of service.

## Section IV. Provisions for Alleging a Violation

I. Any member of the Association is qualified to bring forth an allegation of wrongdoing against another member of the Association during Special Orders of any regular meeting of the Student Government Association.

- a) If the complaining member is the President Pro Tempore, they shall yield their presiding powers to the Legislative Committee Chair listed first in alphabetical order by title of office.
- b) If the complaining member is the President Pro Tempore and the accused violator of the Code of Ethics is a Legislative Committee Chair, they shall be automatically removed from consideration for presiding over the Senate.
- c) If there is a complaint made against the President Pro Tempore, they shall yield their presiding powers to the Legislative Committee Chair listed first in alphabetical order.
- d) No member of the Association may make complaints against themselves.

II. Allegations of violating the Code of Ethics must be made before the full Senate in the form of an official letter outlining the allegation and providing at least one form of evidence listed herein: Original photograph(s), unedited video, email or other official correspondence, certification of a violation of the Student Handbook by the Dean of Students, any other original documents or content that may serve as proof that a violation has occurred.

III. After the letter is read to the Senate by the complaining member, a majority vote shall be required to move into a formal hearing of the alleged violation. If a formal hearing is authorized, the Senate shall enter a closed session and guests shall be asked to clear the chamber.

IV. The Senate shall enter a period of debate on the alleged violation. The accused member or member(s) shall be called upon to provide testimony on the events cited as violations. They are entitled to face their accuser, to engage in an open discussion directly with them before the Senate and to speak in their own defense before other



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members of the body may speak. Upon speaking in their own defense and engaging their accuser, the Senate shall be permitted to debate the matter.

V. Discussion of the alleged violation of the Code of Ethics shall not conclude before every member of the Association who wishes to speak has spoken at least once.

VI. A majority vote shall be required to recognize that a violation of the Code of Ethics has occurred.

VII. In the event that the Senate recognizes a violation to the Code of Ethics has occurred, the next order of business shall be sanctioning the member responsible. Members of the Association shall put forth formal recommendations based on the sanctions outlined herein.

- a) When making formal recommendations, members must specify the duration for which privileges shall be suspended if at all.
- b) Multiple sanctions may be recommended as a single punishment for a violation of the Code of Ethics.

VIII. A majority vote for any one of the sanctions shall be required for it to be recognized as binding. The presiding officer may, however, show leniency and pronounce judgment in the form of a less severe sanction. It is the right of any member to appeal the decision of the Chair if the body's decision is overruled. A two-thirds vote shall be required to reenact the original sanction.

IX. Sanctions take immediate effect upon the Senate's agreement.

X. The Senate shall move back into its regular business at the conclusion of the hearing.

## Section V. Sanctions for Senators

I. Sanctions are binding in both meetings of the Senate and all committees under the direction of the Association.

II. Only the following sanctions outlined herein shall be considered as valid punishments for violations of the Code of Ethics:

- a) Censure: A statement of official commendation for violating the rules, policies, and procedures of the Association. A censure has no formal penalty other than simply stating a violation has occurred.
- b) Suspension of Speaking Privileges: Senators shall be barred from speaking for a time specified by the Senate. They may, however, vote on all matters.



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- c) Expulsion from a Specific Office: If a Senator is serving in an additional capacity as a Legislative Committee Chair, a member of the Electoral Committee, as a Director within the Association, President Pro Tempore, Clerk of the Senate, or Parliamentarian, they may be dismissed from their duties. They will retain the right to serve as a Senator, however.
- d) Expulsion from the Association: If a Senator is punished in this way, their rights, duties, and powers shall be immediately revoked.

## Section VI. Sanctions for Executive Officers

I. Only the following sanctions outlined herein shall be considered as valid punishments for violations of the Code of Ethics:

- a) Censure: A statement of official commendation for violating the rules, policies, and procedures of the Association. A censure has no formal penalty other than simply stating a violation has occurred.
- b) Expulsion from a Specific Office: If an Officer is punished in this way, they shall be dismissed from their duties. They may, however, join the Association as a Senator.
- c) Expulsion from the Association: If an Officer is punished in this way, their rights, duties, and powers shall be immediately revoked, and they shall be additionally barred from service as a Senator.

## Section VII. Amendments

I. An amendment to this document must be considered by the Committee on policy reform.

II. Amendments to the document require a two-thirds vote by the senate.