

**JACKSONVILLE STATE  
UNIVERSITY'S  
STUDENT GOVERNMENT  
ASSOCIATION**



**CODE OF  
LAWS**

# Title I

## *Code of Laws*

### Chapter 100: Jurisdiction

100.01 **Codification.** All laws and resolutions of the Student Government Association, hereafter referred to as the SGA, shall be codified and properly maintained by the Vice President of the Student Senate.

100.02 **Order of Titles by Topic.** The following shall be the titles and chapters of this Code of Laws, of which all legislative measures shall be published according to general topic:

Title I Chapter 100-199 Code of Laws

Title II Chapter 200-299 Executive Branch Laws

Title III Chapter 300-399 Legislative Branch Laws

Title IV Chapter 400-499 Judicial Branch Laws

Title V Chapter 500-599 Student Activities Branch Laws

Title VI Chapter 600-699 Finance Laws

Title VII Chapter 700-799 Spring General Laws

Title VIII Chapter 800-899 Student Organizations Laws

Title IX Chapter 900-999 General Laws

Title X Chapter 1000-1099 Homecoming Laws

100.03 **Superiority Clause.** This code shall be superior to any governance except the SGA Constitution.

100.04 **Jurisdiction.** The jurisdiction of this code shall encompass the entire SGA, including; its offices- elected or appointed, agencies, branches, organizations, committees, members, and/or all individuals participating in its events, activities, and programs.

100.05 **Impeachment Notice.** Any official of the SGA- elected or appointed, that violates any included law shall be subject to impeachment.

## **Title II**

### ***Executive Branch Laws***

#### **Chapter 200: The Student Executive Board**

200.01 **Establishment of the Executive Board.** There shall be a Student Executive Board in accordance with Article V, Sections 1-3 of the Constitution of the Jacksonville State University Student Body.

200.02 **Members of the Executive Board.** The Student Executive Board shall consist of the President, Vice-President of Student Senate, hereafter referred as the VPSS, Vice President of Student Activities, hereafter referred as the VPSA, Vice-President of Organizational Affairs, hereafter referred as the VPOA, and the Vice President of Public Relations, hereafter referred as the VPPR. They shall be voting members. As outlined in these Codes, the Student Executive Board shall also consist of non-voting members.

200.03 **Executive Board Meetings.** The Student Executive Board shall meet at least once a week.

#### **Chapter 201: Office of Public Relations**

201.01 **Purpose of the Office of Public Relations.** The Office of Public Relations is an executive agency responsible for publicizing the events and activities of the SGA.

201.02 **VPPR Requirements.** The Office of Public Relations shall be presided over by the VPPR. The VPPR must be in good academic standing, have no judicial holds with the University, be at least of sophomore status (thirty-two [32] credit hours), and hold a minimum of 2.5 cumulative GPA.

201.03 **Duties of the VPPR.** The duties of the VPPR shall include but are not limited to:

1. Coordinating all publicity for the SGA;
2. Designing all printed materials, placing all advertisements, and overseeing all publicity for the SGA;
3. Working with the other members of the Executive Board, Student Activities Council, hereafter referred to as SAC, and Organizational Council, hereafter referred to as OC, to develop publicity campaigns for programs and events;

4. Attending all Student Executive Board meetings as called by the President;
5. Performing such duties as the President might request of them;
6. Keeping official records of participation at each event sponsored by the SGA.

## **Chapter 202: Executive Assistant to the President**

- 202.01 **Establishment of Executive Assistant.** The Executive Assistant to the President shall be a non-voting member of the Executive Board.
- 202.02 **Presidential Discretion.** The SGA President shall reserve the right to not appoint an Executive Assistant if they believe the position is not needed during their term.
- 202.03 **Conflicts of Interest.** No person shall hold this office while simultaneously serving as a member of the Executive Board.
- 202.04 **Executive Assistant Requirements.** The Executive Assistant to the President shall have a cumulative GPA of at least 2.5 and have at least 12 hours completed at Jacksonville State University.
- 202.05 **Duties of the Executive Assistant.** The duties of the Executive Assistant shall include but are not limited to:
1. To attend meetings or University functions as the representative of the SGA President in their absence;
  2. To report to the Executive Board in the absence of the President.

## **Chapter 203: Office of Chaplain**

- 203.01 **Appointment of the Chaplain.** There shall be a Chaplain nominated by the SGA President and confirmed by the Senate.
- 203.02 **Duties of the Chaplain.** The duties of the SGA Chaplain shall include:
1. To issue sympathy to members of the Jacksonville State University family in times of loss on behalf of the SGA;
  2. To be the SGA liaison to the University Ministers and the Student Ministries;
  3. To offer a moment of silence and an inspirational message before all official Senate, SAC, and OC meetings and any other SGA events they are called upon to serve.

203.03 **Chaplain Requirements.** A person wishing to apply for the office of SGA Chaplain must file an application with the SGA President. To be eligible for the position, the applicant must have at least a 2.5 GPA and have at least twelve (12) hours completed at Jacksonville State University.

## **Chapter 204: Community Ambassador**

204.01 **Appointment of the Community Ambassador.** There shall be a Community Ambassador of the SGA. The Community Ambassador shall be appointed by the SGA President and confirmed by the SGA Senate. The Community Ambassador shall not be an already elected or appointed officer of the officer.

204.02 **Duties of the Community Ambassador.** The duties of the SGA Community Ambassador are:

1. To be the liaison between the SGA, the city of Jacksonville, and Calhoun County, and the State of Alabama;
2. To correspond event planning between the SGA and the city of Jacksonville;
3. To be an ex-officio member of the Governmental Relations Committee;
4. To attend city council meetings and report the happenings to the SGA at the following formal SGA Senate meetings;
5. To be responsible for planning and conducting campus-wide voter registration drives;
6. To be responsible for planning and conducting campus-wide civic engagement events;
7. To be responsible for assisting in Higher Education Day.

204.03 **Community Ambassador Vacancy.** The Committee Chair of the Governmental Relations and SGA Vice President of Student Senate shall be responsible for voter registration drives and civic engagement events until the Community Ambassador is appointed, or in the case that the Community Ambassador is dismissed.

204.04 **Community Ambassador Report.** The SGA Community Ambassador will attend SGA Senate meetings bi-weekly, meet with the SGA President, and update the Governmental Relations Committee Chair on business occurring in the city of Jacksonville, Calhoun County, and the State of Alabama.

204.05 **Requirements for Community Ambassador.** The Community Ambassador must have completed twelve (12) hours at Jacksonville State University and maintain a 2.5 GPA.

## **Chapter 205: Presidential Cabinet**

205.01 **Establishment of the Presidential Cabinet.** There shall be a Presidential Cabinet consisting of four members. Each of these members will be delegated tasks within specific areas of focus. The Presidential Cabinet shall be appointed by the SGA President and confirmed by the SGA Student Senate. The Presidential Cabinet shall not be an already elected or appointed officer of the SGA.

205.02 **Duties of the Presidential Cabinet.** The duties of the SGA Presidential Cabinet are:

1. To meet with their designated JSU Cabinet member(s) regularly to discuss issues facing the University per their specific area of focus;
2. To meet with the SGA President once a month to discuss those issues and relay information from their designated JSU Cabinet member(s);
3. To advise the SGA President when making decisions that could potentially affect their area of focus;
4. To act as a resource for Student Senators;
5. To perform such duties as the SGA President might request of them.

205.03 **Academic Requirements.** Undergraduate members of the Presidential Cabinet must have completed 24 hours at Jacksonville State University and must maintain a 2.5 GPA. Graduate members of the Presidential Cabinet must have completed 6 hours in Graduate Level courses at Jacksonville State University and must maintain a 3.0 GPA.

205.04 **Enrollment Requirements.** All students applying to become Presidential Cabinet members must be currently enrolled as full-time at Jacksonville State University throughout their term.

205.05 **Multiple Offices.** One student may not hold more than one cabinet position.

205.06 **Appointment of the Presidential Cabinet.** A new Presidential Cabinet shall be appointed through an interview and application process conducted by the SGA President at the beginning of the Fall semester. Its members shall serve at the pleasure of the President and may be removed by the President if their duties are not being fulfilled.

1. *Cabinet Members.* The four members of the SGA Presidential Cabinet shall be;

- a.
- b. The Director of Student Affairs
- c. The Director of Student Advancement
- d. The Director of Systems and Support
- e. The Director of Athletic Engagement

205.07 **Director of Student Affairs.** There shall be a Director of Student Affairs within the SGA Presidential Cabinet to oversee the areas of Enrollment Management and Student Affairs as they relate to the JSU Presidential Cabinet. The Director of Student Affairs shall regularly meet with the JSU Vice President of Enrollment Management and the JSU Vice President of Student Affairs separately to discuss their areas of focus and how they relate to the student body.

205.08 **Director of Student Advancement.** There shall be a Director of Student Advancement within the SGA Presidential Cabinet to oversee the areas of Academic Affairs and University Advancement as they relate to the JSU Presidential Cabinet. The Director of Student Advancement shall regularly meet with the JSU Vice President of Academic Affairs and the JSU Vice President of University Advancement separately to discuss their areas of focus and how they relate to the student body. The Director of Student Advancement shall also appoint and oversee the College Ambassadors.

1. *Establishment of College Ambassadors.* There shall be seven College Ambassadors. The six colleges at Jacksonville State University will have one Ambassador each. The seventh Ambassador will represent Graduate Studies. College Ambassadors shall be appointed by the Director of Student Advancement and confirmed by the SGA President. Ambassadors shall not be an already elected or appointed officer of the SGA.
2. *Duties of College Ambassadors.* The duties of the College Ambassadors are:
  - a. To meet with the Director of Student Advancement once a month to discuss issues facing the University per their specific college;
  - b. To advise the Director of Student Advancement and SGA President when making decisions that could potentially affect their college;
  - c. To perform such duties as the Director of Student Advancement might

request of them.

3. *Requirements for College Ambassadors.* Undergraduate Ambassadors must have completed 24 hours at Jacksonville State University and be pursuing a major or minor in the college in which they wish to represent. They must have also completed a minimum of 12 hours in said college and must maintain a 2.5 GPA. The Graduate representative must have completed 6 hours in Graduate Level courses at Jacksonville State University and must maintain a 3.0 GPA.
4. *Enrollment Requirements.* All students applying to become College Ambassadors must be currently enrolled as full-time at Jacksonville State University throughout their term.
5. *Multiple Offices.* One student may not hold more than one Ambassador position.
6. *Appointment of College Ambassadors.* A new set of Ambassadors shall be appointed at the beginning of the Fall semester and its members shall serve at the pleasure of the Director of Student Advancement.

**205.09 Director of Systems and Support.** There shall be a Director of Systems and Support within the SGA Presidential Cabinet to oversee the areas of Finance/ Administration and Information Technology as they relate to the JSU Presidential Cabinet. The Director of Systems and Support shall regularly meet with the JSU Vice President of Finance and Administration and the JSU Vice President of Information Technology separately to discuss their areas of focus and how they relate to the student body.

**205.10 Director of Athletic Engagement.** There shall be a Director of Athletic Engagement within the SGA Presidential Cabinet to oversee Athletics and Athlete Involvement as it relates to the JSU Presidential Cabinet. The Director of Athletic Engagement shall regularly meet with the JSU Athletic Director to discuss their areas of focus and how they relate to the student body.



# Title III

## *Legislative Branch Laws*

### **Chapter 300: Regular Session**

300.01 **Start of Regular Session.** The regular session of the Senate shall begin no later than the first Monday after the first day of class each fall and spring semester.

300.02 **Formal and Informal Meetings.**

1. *Formal Meetings.* The Senate shall conduct formal meetings in the Theron Montgomery Building Auditorium at 6:00pm CST on the Second and Fourth Mondays of every month during the academic year. The Rules of Procedure are outlined in Chapter 305.

a. In all formal meetings, the Vice President of Student Senate (VPSS), will organize the seating arrangement of all Senators to group them into their committees. The exact placement of Committees and Committee members is left at the discretion of the VPSS and the corresponding Committee Chairs. The rules on Committees are outlined in Chapter 307.

2. *Informal Meetings.* The Senate shall conduct Informal Committee meetings in the Theron Montgomery Building Auditorium at 6:00pm CST on the First and Third Mondays of every month during the academic year. Informal procedures are at the discretion of the VPSS.

300.03 **Amending Procedures.** The Senate may alter the time and place of a particular meeting by majority vote at a regularly scheduled meeting one week prior to the alternative time or place.

### **Chapter 301: Membership**

301.01 **Senate Seats.** The Senate shall be limited to thirty (30) voting Senators.

301.02 **The Election of the Senate.** Senators will be elected in the Spring General Election by the entire student population of Jacksonville State University (JSU). If vacancies occur during the academic year, these positions will be filled by an appointment made by the VPSS and approved by the Senate with a majority vote.

301.03 **Appointment Applications.** Any student wishing to be appointed to the Senate must complete a detailed application and return it to the VPSS.

301.04 **Application Requirements.**

1. *Grade Point Average.* A candidate for Senate must have a cumulative GPA of at least 2.5 and must maintain this average throughout their term as Senator.
2. *Undergraduate Students.* All undergraduate students applying to become Senators must have obtained at least twelve (12) credit hours at JSU and be enrolled in a minimum of nine (9) credit hours throughout each of the fall and spring semesters of their term.
3. *Graduate Students.* All graduate students applying to become Senators must be currently enrolled as full-time students at JSU throughout the fall and spring semesters of their term.

301.05 **Materials Provided to Senators.** Newly elected or appointed Senators shall be given a copy of the JSU SGA Constitution and Code of Laws and information on Parliamentary Procedure according to *Robert's Rules of Order*.

301.06 **Term of Office.** The term of office for a Senator or a Committee Chair shall begin on the first meeting after the Spring General Election until the last meeting set by the VPSS.

301.07 **Attendance Requirements.** A Senator shall be permitted two (2) absences per semester. An absence may be excused if extenuating circumstances are present, and such circumstances are deemed acceptable by the VPSS.

1. *Losing Senate Seats.* A Senator having exhausted a third absence shall meet with the VPSS within one (1) week of their third absence. At this meeting or any point thereafter, the VPSS may re-appoint this seat should they choose to. Should a Senator fail to meet within the aforementioned time, their seat shall be re-appointed.
2. *Tardiness.* Two (2) tardies to a meeting shall result in the Senator accruing one absence. A Senator will be counted tardy should they miss roll call. A tardy may be excused if extenuating circumstances are present, and such circumstances are deemed acceptable by the VPSS.

301.8 **Oath of Office.** Senators shall take an oath of office no later than the second meeting after their election or confirmation. The Student Judiciary Advocate, hereafter referred to as the SJA, shall administer the Oath Office as follows: "I (name of individual) do solemnly swear (or affirm) to uphold the Jacksonville State University's Constitution and Code of Laws and to serve the students of Jacksonville State University to the best of my ability in my capacity as Senator of the SGA."

1. In case of absence of the SJA, the SGA President will administer the oath.

**301.9 Legislation Requirements.** All Senators must author a minimum of one bill or resolution each semester if they held office before October 31st. If a Senator does not complete their required bill or resolution, given that they held their office before the aforementioned deadline of October 31<sup>st</sup>, they shall receive one (1) absence for the spring semester. Unless they incur the absence during the Spring semester. Unless they incur the absence during the Spring semester, then it is not carried over to a new term. Bills and resolutions written by Senators must reflect the wishes of the student body and be in accordance with the SGA Constitution.

## **Chapter 302: Senate Vacancies**

**302.01 Announcement of Vacancies.** The VPSS will announce any Senate seat openings at the Student Senate meetings.

**302.02 Appointment Process.** If a student wishes to be nominated as a Senator, they must have the same qualifications as specified in 301.03 and file an application with the VPSS.

1. The VPSS will introduce their nominee to the Senate in the form of a bill to appoint a Senator.

**302.03 Discussion Procedure.** At the conclusion of debate, the nominee will leave the room, and the Vice President of Organizational Affairs (VPOA), will bar the door until all discussion is complete, all votes are cast, or the matter is tabled.

**302.04 Appointments Parliamentary Procedure.** Concerning SGA appointments, there shall be a time period of no more than three (3) minutes between the author's closing remarks and the final vote on the appointment. This time period shall be to discuss the nominee without them being present. The maximum amount of time allotted for each Senator will be one (1) minute.

**302.05 Voting Procedure.** The Senate seats will be voted on one vacancy at a time. The vacancy must be filled by a clear majority of the Senators present at the meeting. A clear majority shall be defined as fifty percent, plus one (50% +1) of the Senate present and voting at the meeting.

**302.06 Oath of Office.** All newly confirmed Senators must take the Oath of Office immediately after being voted in. This action is to occur before the inductee takes the Senator seat.

## **Chapter 303: Legislative Officers**

- 303.01 **Legislative Officers.** The VPSS shall appoint, with the consent of the Senate, a Parliamentarian, a Clerk, and a President Pro-Tempore no later than the second meeting after spring elections. The nominees shall be selected at the VPSS's discretion.
- 303.02 **The Parliamentarian.** The Parliamentarian shall ensure that the rules of procedure as established by statute and the general rules for parliamentary procedure as found in *Robert's Rules of Order* are followed. The VPSS shall name an acting Parliamentarian to serve at the first meeting or until a Parliamentarian has been confirmed.
- 303.03 **The Clerk.** The Clerk shall take minutes and keep a record of attendance at each Senate meeting, as well as read all bills and resolutions. The Clerk shall complete all necessary items pertaining to the Student Senate by the end of the business week. The VPSS shall name an acting Clerk to serve at the first meeting or until a Clerk has been confirmed.
- 303.04 **The President Pro-Tempore.** The President Pro-Tempore shall preside in place of the VPSS in their absence or at the VPSS's discretion. The SGA President shall fill this position, if needed, or until the President Pro-Tempore has been confirmed.
1. *Non-Content Changes.* The President Pro-Tempore shall have the authority to make non-content changes to the Code of Laws. Non-content refers to changing the formatting, spacing, word font, spelling, punctuation, grammar, or other such issues without needing to pass a bill through the SGA Student Senate. All changes must be approved by the VPSS before official adoption into the Code of Laws.
  2. *Announcement.* These changes shall be announced by the Code and Constitution Committee Chair or by the Vice President of the Student Senate at the next formal Senate session.

## **Chapter 304: Forms of Legislation**

- 304.01 **Definition of Bill.** Bills are legislative proposals that are designed to either adopt statutory revisions or amendments, appropriate funds, including allocations for University Registered Student Organizations, hereafter referred to as RSOs, or other legislative proposals as provided by law.
1. *Designation of Bills.* Each proposed bill shall be designated by SB, for Senate Bill, as well as a number (e.g., SB 1). The numerical designation shall be in the form of "academic year - number" (e.g., 15-16-01). The VPSS and the Clerk shall be the only persons authorized to number bills. A bill passed by the Senate shall be presented by a title and number, and it shall be incorporated in the Code of Laws.
  2. *Bill Writing Process.*

- a. Formal Submission to the VPSS: For a bill to be submitted to the Senate, it must first be submitted to the VPSS no later than the end of the business day, on the Friday a week before the next formal Senate meeting.
- b. Committee Review: The VPSS shall then submit the bill to the appropriate committee for review. The committee will then review the bill and submit the bill, along with any recommendations for amendment, back to the VPSS, three days before the start of the next formal Senate meeting.
- c. Constitutionality: After committee approval, the VPSS will send the bill to the Code and Constitution Committee for a constitutionality review, three days before the start of the next formal Senate meeting. The Code and Constitution Committee has until one day before the start of the next formal Senate meeting to approve or deny the bill. If a bill makes it through the proper committees, it is placed on the docket.
- d. Managing the Docket: If too many bills are on the docket for the next formal Senate meeting, they are to be placed on the docket of the next informal Senate meeting, unless otherwise denoted by the VPSS.

3. *Incorporation of Bills.* All bills passed by the Senate and placed into the Code of Laws shall be numbered in order beginning with the Chapter number followed by the Section number. The Section Number will begin with .01 and continue in chronological order.”

304.02 **Definition of Resolution.** A Resolution shall be a formal expression of the will, opinion, or intent of the assembly. It shall bear a superscription that shall clearly identify the sponsor(s). It shall, in its body, express the basis for the assembly's expressed will, opinion, or intent. The change(s) that resolutions aspire to create fall outside the scope of the SGA Constitution and Code of Laws, so the process is different.

1. *Designation of Resolutions.* Each proposed resolution shall be designated by a number preceded by S.R., for Senate Resolution, (e.g., S.R. 1). The numerical designation shall be in the form of, “R - academic year - number (e.g., R-05-06-01), and may be titled. The VPSS and the Clerk shall be the only persons authorized to number resolutions.

2. *Resolution Writing Process.* For a resolution to be submitted to the Senate, it ultimately depends on the content therein. When writing a draft for a resolution, it is required to contact personnel from all relevant University departments, such as a dean, to make sure the department is not blindsided, as well as provide expertise. After being written and sent to the University, the resolution is sent to the VPSS for a constitutionality review. If the resolution is constitutional, it is placed on the docket for the next formal Senate meeting. If the resolution passes, the text of the resolution is to be considered by all relevant parties and shall hopefully make changes.

**304.03 Definition of Appointment.** Appointments are an executive proposal designed to appoint someone to a position within the SGA, such as a Student Senator. Appointments are necessary to legislative processes because they allow the SGA to run at full capacity. The result of an appointment is that someone is sworn into one of many positions within the SGA; the Code of Laws does not change.

1. *Appointment Processes.*

a. Appointments of non-Senators. The process by which one is appointed to a position within the SGA is within the discretion of the appropriate member of the Executive Board, with the exception of Senators.

b. Appointments of Senators. The VPSS shall open the Senate for applications. After the VPSS has reviewed all the applications, all applicants are required to attend one formal Senate meeting before the applicant shall be interviewed by the VPSS. During this window of time, the VPSS cannot be impeached by reasons of nonfeasance. After being interviewed and meeting all the requirements for membership as stated in Chapter 301, the applicant is considered appointed. The appointment itself is then drafted by an SGA Executive Officer and put on the docket, but at the bottom of the list of legislation. Appointments shall occur on informal Senate meetings, unless there is time permitted on formal meetings, where it is to be discussed last. After being appointed, the appointed person shall be brought before the Senate for a confirmation hearing. All parliamentary procedure shall be followed during the confirmation hearing as would be expected of a bill. If the appointment is confirmed by the Senate, the SJA performs the Oath of Office on the confirmed person.

2. *Designation of Appointments.* Each proposed appointment shall be designated by SB, for Senate Bill, as well as a number (e.g., SB 1). The numerical designation shall be in the form of "academic year - number" (e.g., 15-16-01). The VPSS and the Clerk shall be the only persons authorized to number appointments.

**304.04 Definition of Constitutional Amendment.** Constitutional Amendments are legislative proposals designed to change the SGA Constitution. The result of a Constitutional Amendment is either an addition, deletion, or other amendment to the SGA Constitution.

1. *Constitutional Amendment Process.* As stated by Article IX of the SGA Constitution, only Senators and Executive Officers can submit potential amendments to the SGA Constitution. Once a potential amendment is drafted, it is put on the docket, but at the top of the list of legislation and brought before the Senate. Constitutional Amendments are brought before the Senate as soon as possible, without needing external approval from the VPSS or a committee because said

amendment might redefine the roles of the SGA. Constitutional Amendments require a two-thirds (2/3) vote from the Senate to pass. After passing the Senate, the amendment is put on the ballot of the next SGA election. If the amendment gets a two-thirds (2/3) vote from the Student Body, it passes, and it is incorporated into the SGA Constitution.

304.05 **Submission of Legislation.** Only SGA senators shall be able to introduce legislation to the Student Senate pertaining to the provisions outlined in 304.01 with the exception of:

1. Appointments drafted by SGA Executive officers.
2. Resolutions drafted by any elected or appointed member of the SGA.
3. Constitutional amendments drafted by Student Senators or members of the Executive Board per Article IX, Section 1 of the SGA Constitution.

## **Chapter 305: Rules of Procedure**

305.01 **Rules in Conducting Business.**

1. *Order of Business.*
  - a. Call to Order
  - b. Roll Call
  - c. Reading of the Minutes
  - d. Chaplain
  - e. Officer Reports
  - f. Committee Chair Reports
  - g. Student Body Report
  - h. Old Business
  - i. New Business
  - j. Discussion
  - k. Announcements
  - l. Adjournment

2. The VPSS, or the President Pro-Tempore in the absence of the VPSS, shall open the session. No motion may be entertained by the VPSS until the session has been opened.
3. *Messages for Senate.* Immediately after the opening of the session the VPSS shall read to the members any messages received for the Senate. This shall include any bills objected to by the SGA President. This message shall include the SGA President's justification for their veto.
4. *Vetoed Legislation.* Upon reading of a message from the SGA President pertaining to a bill to which they objected, the VPSS shall remind the Senate that a presidential veto may be overridden by a two thirds (2/3) vote by the Senate. The author(s) of the bill in question shall then be asked how they would like to proceed. The bill may be laid on the table for consideration in this session, postponed for consideration at another session, or referred to committee.
5. After the members have received all messages the VPSS shall present to the members any items on their table.
6. At the time for the New Business the VPSS or the Clerk shall read the bill. The Clerk shall ensure that each member of the body shall receive an accurate copy of the bill.
7. The Clerk shall enroll on the Calendar of Business any appointments from the SGA President presented to the Senate for their consent, the reports of the committees pertaining to such appointments, and such items as proposed amendments to the Constitution.
8. All bills shall follow the procedures as stated in Chapter 305 of the Code of Laws.
9. *Alteration of Order of Business.* The VPSS shall possess the authority to re-define and/or re-arrange the Order of Business in a manner that they feel will best suit the interests of the Student Senate. The VPSS, President Pro-Tempore, Clerk, or Parliamentarian of the Senate must inform all Senators of any changes in the Order of Business prior to its application.

305.02 **Definition of Quorum.** Quorum shall be defined as fifty percent, plus one (50% + 1) of the members.

305.03 **Use of Robert's Rules.** The Senate shall follow Robert's rules of Order, insofar as those rules do not conflict with the Student Body Constitution or any law stated herein.



- 305.04 **Definition of Simple Majority.** A Simple Majority Vote shall be defined as fifty percent, plus one (50% + 1) of the members present.
- 305.05 **Submission of Passed Legislation to the President.** The VPSS shall present all bills and resolutions passed by the Senate to the SGA President within two days of passage. Bills and/or resolutions will be presented digitally unless otherwise specified by an officer or senator.
- 305.06 **Publication of Senate Business.** The Senate shall publicize pending legislation and shall encourage students to voice their opinions on such legislation. Such publicity may be coordinated by the VPSS or Clerk, or through an SGA agency for that purpose.
- 305.07 **Roll Call Votes.** Any member may request a roll call vote. The Clerk shall record each Senator's vote.
- 305.08 **Debate Times.** Each bill brought before the senate must not exceed a debate time of fifteen (15) minutes, unless otherwise determined by the VPSS. Each senator must not take up more than two (2) minutes each time they are called on during debate, unless otherwise determined by the VPSS. A bill's author(s) have two (2) minutes to present their opening arguments and one (1) minute for closing arguments, unless otherwise determined by the VPSS. If the VPSS wishes to extend or reduce any of the time periods for any action discussed in this section, they must do so before the bill is read by the Clerk. It is the responsibility of the Senate Clerk or Parliamentarian to enforce time limits during debate.
- 305.09 **Passage of Bills and Resolutions.** A Bill requires a simple majority to be considered passing. A Resolution requires a simple majority to be considered passing.
- 305.10 **Restrictions on Tabling Legislation.** A bill may not be postponed (tabled) past the final formal senate meeting of the year.

## **Chapter 306: Impeachment Proceedings**

- 306.01 **Impeachment Power.** The Senate shall have the power to impeach any Senator, by two-thirds (2/3) vote. Impeachment means to bring charges of misconduct. The Senate shall
- try all cases of impeachment against Senators, according to the Rules of Procedure in 306.3.
- 306.02 **Impeachment Motion and Procedure.** The Senate shall have the power to impeach any SGA officeholder. If a motion to impeach an officeholder shall pass the Senate by a two thirds (2/3) vote, charges shall be presented to the Student Judiciary Panel, hereafter

referred to as the SJP, for their action. The Senate shall appoint one or more of its members to present the case to the SJP. If a Justice shall be charged, the Justice shall be automatically temporarily suspended, and the SJA shall appoint an acting Justice for the sole purpose of hearing the misconduct case.

**306.03 Impeachment Proceedings for Senators.** If a Senator should be impeached, the Senate shall appoint one of its members to prosecute the case. The accused Senator shall be permitted to defend themselves, with or without the aid of another Senator(s). The Senate shall meet in Special Session to try a misconduct case. Then the Senate Clerk shall read the charge to the Senate. Then the prosecutor shall present the case against the accused Senator. Either side may also utilize testimony from other Senators or other individuals. The members of the Senate shall have at least 30 minutes to question the accused Senator and any person(s) who gave testimony. The accused Senator shall then be dismissed. The Senate shall then deliberate for as long as they think necessary. A two thirds (2/3) vote shall be required to remove the accused Senator from office. The Senate shall have power to compel testimony by issuing subpoenas. Any person found in contempt by the Senate shall be liable to prosecution before the SJP.

**306.04 Appeals Process.** Any officeholder found guilty of misconduct and removed from office by the SJP may appeal their case to the Senate. The original prosecutor and defender shall argue the case before the Senate.

## **Chapter 307: Committees**

**307.01 The Organizational Affairs Committee.** There shall be an Organizational Affairs Committee, hereafter referred to as the OAC, of no less than four (4) members, a Chair, and a Vice Chair. The VPOA, with Senate approval, shall appoint the OAC Chair. The OAC Chair, with the approval of the VPOA, shall appoint the OAC Vice Chair.

1. The OAC shall be responsible for receiving, reviewing, and making requests to the Senate for funds to be allocated to Registered Student Organizations, hereafter referred to as RSOs.
2. The OAC shall be responsible for assisting the VPOA in matters pertaining to all organizations on campus.
3. *Organizational Affiliations.* Each member of the OAC must submit in writing to the VPOA a list of every RSO within Campus Groups which they are affiliated with.

4. When deliberating matters of organizations in which an OAC member is associated with, the member shall only be permitted to discuss the matter at the VPOA's request for information purposes only.
5. *Voting Abstinance.* An OAC member must abstain from voting if the member is involved with the organization that is requesting funding.
6. Allocations recommended by the OAC must then be presented to the Senate for final approval.

307.02 **The Student Affairs Committee.** There shall be a Student Affairs Committee in the SGA Senate. This Committee shall be made up of a minimum of three (3) voting members of the SGA Senate.

1. *The Chair.* Of those three voting members, one of them shall be the Chair. The Chair of the Student Affairs Committee shall be appointed by the VPSS. The process for this appointment follows statutory provisions, including a confirmation hearing. For someone to be appointed to the Chair, they must not already be serving as a Chair or Vice Chair of any other Senate Committee or as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.
2. *Duties of the Chair.* The duty of the Committee Chair is to preside over the Committee. This responsibility includes holding Committee meetings. All Senators on the Student Affairs Committee are required to attend all Committee meetings. At Committee meetings, Senators will draft legislation. Any bills written by Senators in a Committee must be passed by their committee before it is to be brought before the Senate.
3. *The Vice Chair.* Of those three (3) voting members, one of them shall be the Vice Chair. The Vice Chair shall be appointed by the Chair of the Student Affairs Committee, with the approval of the VPSS. For someone to be appointed to the position of Vice Chair, they must not already be serving as the Chair of this Committee, a Chair or Vice Chair of any other Senate Committee, as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.
4. *Duties of the Vice Chair.* The duty of the Committee Vice Chair is to be the second-in-command of the Committee. If the Chair is unable to serve for whatever reason or is absent from any SGA function, the Vice Chair will assume the role of Chair for the duration that such position is needed.
5. *Scope.* The scope of the Student Affairs Committee shall be to be responsible for researching and investigating concerns of students in the areas of food service, housing, parking, safety, and any other areas that include student well-being.

They shall bring issues to the attention of higher administration. The Student Affairs Committee will create legislation to resolve said issues. The Student

Affairs Committee shall assist in the implementation of legislation and monitor the consistency of changes. The Student Affairs Committee shall help connect students to the proper administrators if their concerns are outside the authority of the Senate.

**307.03 The Campus Life Committee.** There shall be a Campus Life Committee of no less than three (3) members, a Chair, and a Vice Chair. The Campus Life Committee shall be responsible for building school spirit and student morale. The Campus Life Committee shall be responsible for encouraging students to attend all University student and athletic events. The Campus Life Committee shall receive feedback from students to understand what events and activities they would like to see on campus. The Campus Life Committee shall be responsible for participating in all matters pertaining to Homecoming events, activities, rules, and regulations. The VPSS, with Senate approval, shall appoint the Campus Life Chair. The Campus Life Chair, with the approval of the VPSS, shall appoint the Campus Life Vice Chair.

**307.04 The Code and Constitution Committee.** There shall be a Code and Constitution Committee in the SGA Student Senate. This Committee shall be made up of a minimum of three (3) voting members of the SGA Senate.

1. *The Chair.* Of those three voting members, one of them shall be the Chair. The Chair of the Code and Constitution Committee shall be appointed by the VPSS. The process for this appointment follows statutory provisions, including a confirmation hearing. For someone to be appointed to the Chair, they must not already be serving as a Chair or Vice Chair of any other Senate Committee or as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.
2. *Duties of the Chair.* The duty of the Committee Chair is to preside over the Committee. This responsibility includes holding Committee meetings. All Senators in the Code and Constitution Committee are required to attend all Committee meetings. At Committee meetings, Senators will draft legislation. Any bills written by Senators in a Committee must be passed by their committee before it is to be brought before the Senate.
3. *The Vice Chair.* Of those three (3) voting members, one of them shall be the Vice Chair. The Vice Chair shall be appointed by the Chair of the Code and Constitution Committee, with the approval of the VPSS. For someone to be appointed to the position of Vice Chair, they must not already be serving as the

Chair of this Committee, a Chair or Vice Chair of any other Senate Committee, as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.

4. *Duties of the Vice Chair.* The duty of the Committee Vice Chair is to be the second-in-command of the Committee. If the Chair is unable to serve for whatever reason or is absent from any SGA function, the Vice Chair will assume the role of Chair for the duration that such position is needed.

5. *Scope.* The scope of the Code and Constitution Committee is to be the experts on the JSU SGA Constitution and Code of Laws. This duty involves reviewing the Code for any discrepancies, including hypocrisies, grammatical errors, and violations of the Constitution. This duty also involves making sure that Senators are following the Code of Laws during Senate meetings and training Senators on interpreting the Constitution.

6. The Code and Constitution Committee shall also receive all bills prior to their placement on the docket to determine if the bill(s) are constitutional.

**307.05 The Governmental Relations Committee.** There shall be a Governmental Relations Committee in the SGA Student Senate. This Committee shall be made up of a minimum of three (3) voting members of the SGA Senate.

1. *The Chair.* Of those three voting members, one of them shall be the Chair. The Chair of the Governmental Relations Committee shall be appointed by the VPSS. The process for this appointment follows statutory provisions, including a confirmation hearing. For someone to be appointed to the Chair, they must not already be serving as a Chair or Vice Chair of any other Senate Committee or as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.

2. *Duties of the Chair.* The duty of the Committee Chair is to preside over the Committee. This responsibility includes holding Committee meetings. All Senators in the Governmental Relations Committee are required to attend all Committee meetings. At Committee meetings, Senators will draft legislation. Any bills written by Senators in a Committee must be passed by their committee before it is to be brought before the Senate.

3. *The Vice Chair.* Of those three (3) voting members, one of them shall be the Vice Chair. The Vice Chair of the Governmental Relations Committee shall be appointed by the Chair, with the approval of the VPSS. For someone to be appointed to the position of Vice Chair, they must not already be serving as the Chair of this Committee, a Chair or Vice Chair of any other Senate Committee, as the Senate Clerk, Parliamentarian, or the President Pro-Tempore.

4. Duties of the Vice Chair. The duty of the Committee Vice Chair is to be the second-in-command of the Committee. If the Chair is unable to serve for whatever reason or is absent from any SGA function, the Vice Chair will assume the role of Chair for the duration that such position is needed.

5. Scope. The Governmental Relations Committee shall assist the Community Ambassador in ensuring students are informed of local, state, and federal governmental matters that affect Jacksonville State University students. The committee shall be responsible for planning and conducting campus-wide voter registration drives and civic engagement events. The committee shall also be responsible for assisting with Higher Education Day and if applicable the subsequent workshops/meet and greet events.

**307.06 The Public Relations Committee.** There shall be a Public Relations Committee of no less than three (3) members, a Chair, and a Vice Chair. The Public Relations Committee shall work alongside the Vice President of Public Relations (VPPR), in publicizing all SGA events. The Public Relations Committee shall be responsible for assisting the VPPR in hanging event flyers, posting on social media, and other publicity tasks as directed by the VPPR. The Public Relations Committee shall also be responsible for building and maintaining intercollegiate relationships between other student governments. The VPSS, with Senate approval, shall appoint the Public Relations Chair. The Public Relations Chair, with the approval of the VPSS, shall appoint the Public Relations Vice Chair.

**307.07 Special Committees.** The Senate shall from time to time create such committees as shall be necessary for its business. Such committees shall have a specific purpose and shall exist for a stated period of time. The Chairs for these committees shall be appointed by the VPSS and confirmed by the Senate. There shall be a Vice Chair, which shall be appointed by the Chair with the approval of the VPSS.

**307.08 Committee Assignments.** Every Senator shall actively serve on at least one (1) committee. Should the Senator fail to meet within the guidelines of Section 307.08, their seat will be re-appointed.

**307.09 Committee Chair Regulations.** All Senate Committees shall be chaired by Senators unless otherwise directed by a majority vote of the Senate.

**307.10 Removal of Committee Chairs.** The VPSS shall have the power to remove Chairs of Senate committees if probable cause for dismissal is found.

**307.11 Removal of Committee Members.** The Chair of each committee shall have the power to remove the Vice Chair and committee members if probable cause for dismissal is found

and confirmed by the VPSS. A Senator shall be permitted two (2) Senate absences per semester. However, if a Senator accumulates two (2) absences within a committee, the committee meeting absences will equate to one (1) Senate absence. Further action to remove a Senator from office will be conducted by the VPSS and will commence upon the attendance report of the Chair.

307.12 **Actively Serving Committees.** Committee members shall be permitted two (2) absences per semester with two (2) tardies being considered one (1) absence. A tardy will be given to any committee member who misses roll call. Any absence may be deemed acceptable if extenuating circumstances are present. If the Committee Chair or Vice Chair cannot decide extenuating circumstances, then the decision shall lie in the hands of the VPSS.

The Committee Member has one week after their third absence to meet with the Committee Chair and Vice Chair.

307.13 **Monthly Chair Meetings.** The VPSS shall meet with each Student Senate Committee Chair no less than once per month during each fall and spring semester. The Committee Chairs shall be duly notified of the dates, times, and locations of the meetings as determined by the VPSS. The VPSS shall either meet with each Committee Chair collectively or on an individual basis, at their discretion. The purpose of the Committee Chair meeting shall include, but not be limited to providing attendance reports of committee members; a full progress report of their Committee's past, current, and future activity; and to discuss matters of mutual concern.

## **Chapter 308: Senate Public Access Law**

308.01 **Availability of Senate Records.** All records pertaining to the Senate shall be available for inspection by any member of the SGA.

308.02 **Obstruction of Public Access.** Obstruction of public access shall be a criminal offense and constitute misfeasance.

308.03 **Transparency of Meetings.** All regular meetings of the Senate shall be open to the public. All regular meetings of Senate committees shall be open to the public. The Senate, and its committees, shall have the power to bar and expel individuals for disruptive behavior.

308.04 **Publication of Meetings.** The Senate shall take a proactive approach to public access. The time and place of all meetings shall be announced in the Jacksonville State University Event Calendar. Senate records shall also be available to the public through the JSU Digital Commons collection.

308.05 **Updating Digital Commons.** The Clerk shall be responsible for preparing all Senate records for public access. After the final Senate meeting of each semester, the Clerk shall gather all Senate records and request that the Digital Commons collection digitize them for public access.

## **Chapter 309: Restrictions**

309.01 **Senate Dress Code.** The term “business casual” can include but is not limited to the following dress items: Suits, dresses, skirts, khakis, colored khakis, dress slacks, blazers, collared in addition to button-up shirts, polo’s, blouses, etc. Flip-flops, sneakers, and jeans of any kind are not appropriate for our purposes. The attire of each Senator must be modest in taste and practice, motivated to best represent the students as well as the SGA of JSU. Failure to abide by the guidelines will result in a verbal warning for the offender which is to be recorded by the Clerk and issued by the VPSS or the Parliamentarian. Each reoccurring offense shall equal to an absence; thus, two (2) offenses shall mean the dismissal of the offender.

309.02 **Senate Device Policy.** Cell phones, beepers, pagers or any other electronic devices must be silenced at all times during Senate meetings. Any violation will result in an absence from the meeting and possible disciplinary action, as this is a violation of the University’s Civility Policy. Text messaging shall constitute a violation of this section for the meeting.

309.03 **Senate Tobacco Policy.** The use of tobacco products is prohibited during Senate meetings. Any violation will result in an absence from the meeting and possible disciplinary action.



# Title IV

## *Judicial Branch Laws*

### **Chapter 400: Organization**

400.01 **Makeup of the Judicial Branch.** The Judicial Branch shall be made up of the Student Judiciary Advocate (SJA) and a Student Judiciary Panel (SJP).

400.02 **The Student Judiciary Advocate.** In accordance with Article VII of the Jacksonville State University (JSU) Student Government Constitution, the SJA will be appointed by the SGA President and confirmed by the Senate. They shall serve as a student representative in cases involving student infractions and may not serve in any other SGA elected or appointed office.

400.03 **The Term of the SJA.** The term of the SJA shall be from Spring Semester to Spring Semester. A candidate will be brought forward for appointment by the Senate at the first Senate meeting of the Spring Semester. The last official school day of the Fall Semester will be the SJA's final day.

400.04 **SJA Vacancy.** Should charges need to be filed in the time between the previous SJA's term and the appointment of the new SJA, the charges shall be filed with the SGA Advisor. At the discretion of the SGA President, Vice President of Student Senate (VPSS), and/or SGA Advisor, a special Senate meeting may be called to appoint the new SJA before the first meeting of the Spring Semester.

400.05 **SJA Duties.** The SJA shall oversee both the Spring General and Homecoming elections and shall hold the candidates' meeting for said elections.

400.06 **Eligibility Requirements for SJA.** For a candidate to be appointed they must:

1. have accrued at least 12 credit hours at JSU.
2. have and maintain a 2.5 GPA.
3. be in Good Academic Standing.
4. have no judicial holds.
5. be enrolled at JSU full time for both semesters of their term.

400.07 **The Student Judiciary Panel.** The SJP shall be made up of a minimum of three (3) at-large members of the student body who are not already elected or appointed officers within the SGA. Members of the SJP shall be appointed by the SJA. The SJA will serve as the non-voting presiding officer of this panel, except in the case of a tie.

400.08 **SJA Training.** All members of the SJP shall be given training on the SGA Code and Constitution once appointed by the SJA.

400.09 **Attendance Requirements.** All members of the SJP are expected to attend all official meetings. An absence may be deemed acceptable if determined so by the SJA. Members of the Panel are only permitted two (2) absences. The SJP will be required to wear business casual attire to all Panel meetings. Failure to wear the appropriate attire will result in the panel member being marked absent from the SJP.

400.10 **Duties of the SJP.** The SJP will be vested with the power to interpret any part of the SGA Code of Laws. The SJP will be called upon if there is any discrepancy or confusion about the SGA Code of Laws. Any interpretation, in order to be valid, must have a majority vote (50%+1) of the SJP. These interpretations will set future precedence.

400.11 **Legislative Request for SJP.** The Senate has the power to call on the SJP at any time for an immediate interpretation. The SJP will have a maximum of fourteen (14) days to convene and hear the case.

## **Chapter 401: Constitution and Code of Laws Violations**

401.01 **Code or Constitution Violations.** Any member of the JSU faculty and staff, student body or visitor on campus may file a report if they feel that there is evidence to believe that the SGA Code of Laws or Constitution has been violated by any person(s), group(s), or organization(s) affiliated with the SGA.

401.02 **SJA Violations.** In case of a Constitution and Code violation where the SJA is the subject of the trial, the VPSS will assume the position of the SJA for the duration of the trial.

**401.03 Code Violation Hearings.** In order for there to be a Code of Laws or Constitution violation hearing an official report must be filed with SJA. The SJA will submit copies to the SJP. They will vote on whether there are grounds to hear the case. The vote will be returned to the SJA within two (2) days of notification. If a hearing is necessary, the accused party will receive a copy of the report and a letter containing all the information regarding the case. Both the persons filing the report and the accused shall attend the hearing. Failure to attend a hearing will result in a decision being rendered on the evidence available. If a field report demands clarification, elaboration, or merits further investigation, the SJA and the SJP will be responsible for other pertinent facts and data in order to ensure fairness in resolving the issue.

**401.05 Timeline for Hearings.**

1. *Preparing a Response.* Both the accuser and the accused will have no less than five (5) business days from the date of notification to prepare a response. A hearing will take place no later than ten (10) business days after notification is sent. Should either party require more time to prepare its case, then either party may make an appeal to the SJA for more time, which will be granted at the SJA's discretion.
2. *Witnesses.* Witnesses will be limited to a maximum of five (5) per party. The SJA may request or allow others to attend as expert witnesses. Both parties may have their advisor present if applicable. The advisor may converse with their advisee and may not address any other person involved in the hearing.
3. *Recordings.* A recording of all hearings should be made. The recordings will be sealed after the final decision is reached. The Dean of Students will hold the sealed record until after the students involved are no longer enrolled, at which time the records will be destroyed.
4. *Presenting Evidence.* The hearing will begin with only the members of the SJP, the accusing party, the defending party, and their advisors. After appropriate introductions of all attending individuals, the SJA will ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the SJP may ask questions of either party. Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at their discretion. The witnesses may be questioned at any time by the SJP, the defending party or the accusing party.
5. *Deliberations.* After the SJA has determined that both parties have been given a fair opportunity to make presentations and the panel has no further questions, all persons except the SJP and SGA advisor will be dismissed for the deliberations. The SJA shall guide the deliberation process and conduct voting procedure upon

the conclusion of the deliberation period. Voting will be by open vote, with the SJA voting only in a tiebreaker. A majority vote (50% + 1) is needed to confirm that a Code of Laws or Constitutional Violation has occurred. An official opinion should be drafted for the majority vote, for the minority and for concurring votes if applicable.

401.06 **Decisions and Appeals.** Any decision rendered by the SJA and the SJP concerning any possible violation associated with the SGA Constitution or Code of Laws is final, except in the case of an appeal. An appeals hearing can be requested to the Dean of Students, Vice President of Student Affairs (VPSA), and the President of JSU.

## **Chapter 402: Impeachment**

402.01 **Presiding officer of Impeachment.** In cases of impeachment, the SJA shall act as a non-voting presiding officer over the SJP. The SJA shall only vote as a tiebreaker if the SJP fails to provide a simple majority. When the SJP decides, by a majority vote, that there are either grounds or no grounds for impeachment, the SJA shall come before the Student Senate with the SJP's final decision. Thereafter, the Student Senate shall vote on the charges of impeachment, with a two-thirds vote being required to impeach the accused. Members of the SJP, and the accused, shall be barred from voting on the impeachment.

402.02 **SJP Deliberation.** In cases of Student Body Constitution and/or Code of Laws violations not dealing with impeachment, the SJP will hear the case. Decisions and interpretations made by the SJP are final.

402.03 **Impeachment of SJA.** In cases where the SJA is the subject of the trial, the VPSS will assume the position of the SJA for the duration of the trial.

# Title V

## *Student Activities Branch*

### **Chapter 500: SAC Organization and Meetings**

500.01 **Purpose.** A Student Activities Council, hereafter referred to as SAC, shall exist to provide a variety of activities for the student body.

500.02 **Meetings.** SAC shall meet every month on the 2<sup>nd</sup> and 4<sup>th</sup> Monday at 5:00pm CST. Meetings will begin during the first month of each academic semester.

500.03 **Agenda.** The agenda of each SAC meeting, at the discretion of the VPSA, shall be conducted as follows:

- I. Welcome
- II. Pledge of Allegiance
- III. Roll Call- Executive Assistant
- IV. Chaplain Report
- V. SGA Officer Reports
  - Vice President of Public Relations
  - Vice President of Organizational Affairs
  - Vice President of Student Senate
  - SGA President
  - SGA Advisor
  - Vice President of SAC
  - Vice President of Student Activities
- VI. Director Reports
- VII. Committee Chair Reports
- VIII. Activities Session
- IX. Adjournment

500.03 **Absences.** SAC members shall be permitted to have two (2) absences per semester. In event of too many absences, members must meet with the VPSA to discuss the circumstance, or the seat shall be revoked.

## **Chapter 501: Members of SAC**

501.01 **Composition.** SAC shall be composed of student members, Committee Chairs, Directors, an Executive Assistant, the VP of SAC, and the VPSA, who will act as the chair of the council.

1. Members in leadership positions must have completed twelve (12) hours at Jacksonville State University with a GPA of 2.5 or higher.

501.02 **Committee Chairs.** Committee Chairs of SAC shall be appointed by the VPSA and shall be responsible for attending all SAC meetings and SAC sponsored events.

501.03 **SAC Board of Directors.** SAC Directors shall be selected and appointed by the VPSA through an application and interview process. Directors are responsible for attending all SAC meetings and sponsored events. The VPSA Reserves the right to remove any Director from office in the event that they are not able to fulfill their respective duties.

1. *Director of Operations Duties.* Under circumstances where the current VP of SAC is unable to serve, the Director of Operations shall assume all their duties.
  - a. Inquire to vendors for quotes for various events.
  - b. Learn the process for acquiring a vendor for a JSU event.
  - c. Learn to create a memorandum and purchase order.
  - d. Complete facility reservations for SAC Meetings and events.
  - e. Be familiar with Dean of Students Office operations specific to Student Activities Council
  - f. Develop a rapport with Student Activities Council members and leadership team to determine events and vendors.
  - g. Oversee tailgates from truck loading to end of tailgate
  - h. Utilize Microsoft office: Specifically Forms and Outlook
  - i. Acquiring food quotes and invoices through catering
  - j. Request photo services for big events
2. *Director of Membership Duties.*
  - a. Promote SAC throughout the year at events
  - b. Develop a recruitment strategy for SAC
  - c. Plan and implement application and interview process for Student Activities Council.
  - d. Take responsibility for attendance of SAC members at meetings and events
  - e. Coordinate shifts for members working events

- f. Create and/or maintain documentation process for volunteer hours
- g. Foster a sense of community among SAC members and lead creative morale boosters

3. *Director of Volunteers Duties.*

- a. Take responsibility for attendance of SAC members at meetings and events
- b. Coordinate shifts for members working events
- c. Create and/or maintain documentation process for volunteer hours
- d. Coordinate any community events for SAC to volunteer for the community as an organization.

4. *Director of Marketing.*

- a. Take responsibility for the publicity and promotion of all SAC events, applications, and other marketing needs for SAC
- b. Oversee all SAC social media including creating and managing posts as well as strategizing for more social media reach on the JSU campus.
- c. Lead the SAC marketing team/committee to create t-shirt designs, marketing materials, social media images, and any other marketing needs, while assuring that SAC is adhering to the official style guide set by JSU's Marketing Services.
- d. Create a marketing timeline for each event and include materials that need to be created.
- e. Direct all SAC photography efforts and assure that the university photographer is used when appropriate

501.04 **Executive Assistant.** The Executive Assistant of SAC shall be selected by the VPSA through an application and interview process. The Executive Assistant shall be responsible for recording the minutes and attendance of all SAC meetings and writing thank you and hospitality letters. The VPSA reserves the right to remove the Executive Assistant from office in the event that they are not able to fulfill their duties.

501.05 **Vice President of SAC.** The VP of SAC shall be appointed by the VPSA through an application and interview process and then confirmed by the Senate. They shall aid the VPSA in all duties, act as a liason between student members and SAC leadership, and oversee the SAC Board of Directors. Under circumstances where the current VPSA is unable to serve, the VP of SAC shall assume all their duties.

501.06 **Chief of Major Entertainment.** The Chief of Major Entertainment shall be appointed by the VPSA. Their primary role is to help the VPSA plan, organize, and delegate responsibilities among the SAC members for major entertainment.

501.07 **Chief of Cultural Affairs.** The Chief of Cultural Affairs shall be appointed by the VPSA. Their primary role is to help the VPSA to plan and organize events to promote diversity, volunteerism, and support for multi-cultural unity and philanthropy. The Chief of Cultural Affairs may work closely with various organizations to promote multicultural events, such as the Office of Diversity and Inclusion.

501.08 **Chief of Gamecock Spirit.** The Chief of Gamecock Spirit shall be appointed by the VPSA. Their primary role is to promote school spirit for SGA and athletics by working with the VPSA to plan, organize, and monitor any tailgate activities, pep rallies, athletic events, etc. They shall also act as the liaison between the SGA and Athletics regarding theme nights and any other promotional events.



# Title VI

## *Finance Laws*

### **Chapter 600: Office of the Vice President of Organizational**

#### **Affairs**

600.01 **Disbursing Authority.** The SGA Vice President of Organizational Affairs (VPOA) shall be the disbursing agent for the SGA.

600.02 **Interorganizational Relations.** The VPOA shall be responsible for all relations with Recognized Student Organizations (RSOs). The VPOA shall also maintain the Organizational Council (OC).

600.03 **Duties of the VPOA.** The duties of the VPOA shall include:

1. Preside over all meetings of OC;
2. Coordinate and review all bills and resolutions that come from OC for Senate review;
3. Coordinate all news articles, announcements, and advertisements from OC to be published in the Jacksonville State University newspaper, *The Chanticleer*, and through the Office of Public Relations;
4. To advise SGA officials on all matters concerning RSOs.

### **Chapter 601: Funds Disbursement Process**

601.01 **Compliance with University Policy.** SGA funds shall be disbursed by the VPOA in accordance with the University's policies and procedures.

601.02 **Allocation Requests.** When allocating SGA funds to RSOs, the VPOA and Organizational Affairs Committee (OAC) shall be responsible for reviewing allocation requests and ensuring all requirements are met. If questions arise, the VPOA, OAC Chair, and a representative from the requesting organization shall meet.

601.03 **Partial Allocations.** All RSOs are eligible for allocations up to four hundred dollars (\$400.00) per Fall and Spring semester from the SGA, if they meet the following criteria:

1. *Organizational Information.* Create and maintain an organizational page on JSU's Campus Groups website. All organizational information must be up to date. All organizations must have a faculty advisor.
2. *Allocation Request Form.* Complete the Allocation Request Form to the Dean of Students Office. RSOs must include all receipts for the allocation process. The form and receipts will be submitted to the VPOA, who shall review the form in compliance with 601.02.
3. *Financial Information.* Complete and submit a W-9 form with an Employer Identification Number (EIN) to the VPOA. RSOs requesting allocations must have a bank account to receive allocations.
4. *OC Attendance.* Attend at least two (2) OC meetings per semester or make an appointment with the VPOA in the event of a meeting absence.

601.04 **Full Allocations.** All RSOs are eligible for allocations up to six hundred dollars (\$600.00) per Fall and Spring semester from the SGA, if they meet the following criteria:

1. *Organizational Information.* Create and maintain an organizational page on JSU's Campus Groups website. All organizational information must be up to date. All organizations must have a faculty advisor.
2. *Allocation Request Form.* Complete the Allocation Request Form to the Dean of Students Office. RSOs must include all receipts for the allocation process. The form and receipts will be submitted to the VPOA, who shall review the form in compliance with 601.02.
3. *Financial Information.* Complete and submit a W-9 form with an Employer Identification Number (EIN) to the VPOA. RSOs requesting allocations must have a bank account to receive allocations.
4. *OC Attendance.* Attend all of OC meetings per semester or make an appointment with the VPOA in the event of a meeting absence.

## **Chapter 602: General Guidelines**

**602.01 Printed Materials and SGA Logo.** All printed materials for any and all services, activities, programs, or events sponsored by a recipient of a regular appropriation of the SGA budget must include the SGA logo, as designated by the Office of Public Relations. On printed materials, the SGA logo shall be no less than one thirtieth (1/30) of the size of the material on which the logo is placed. One of the following areas on printed materials may be used to meet the logo requirement:

1. On the front of posters and flyers;
2. On the front or back cover of pamphlets and other publications;
3. Inside the front cover of publications.

**602.02 Definition of Regular Appropriation.** Regular appropriations shall be defined as the regular or continual funding to an organization by the SGA. This will not apply to organizations that only receive allocations from the SGA

## **Title VII**

# *Spring General Laws*

## **Chapter 700: Spring General Election Schedule**

- 700.01 **Spring Election Dates.** The Spring General Election process shall begin eighteen (18) days prior to spring break. Applications will then be made available in the Dean of Students Office.
- 700.02 **Election Application Deadline.** The applications will be due to the Dean of Students Office on the Monday after spring break by 4:30 pm CST. A candidate may only apply for one SGA executive position.
- 700.03 **Candidates Meeting.** The Student Judiciary Advocate (SJA), alongside the SGA advisor, will hold a mandatory candidate meeting no later than the business day after applications are due. Candidates must sign a consent form stating that they received and understand the election procedures and regulations as stated in the SGA Code of Laws.
- 700.04 **Candidates Meeting Absenteeism.** If a potential candidate misses the mandatory meeting, they must obtain the election procedures and regulations before they can proceed with campaigning. Campaigning shall begin once the consent form is signed and received by the Dean of Students Office.
- 700.05 **Executive Speeches and Debates.** On the day before Election Day, each candidate will give a speech on their behalf, as well as participate in a debate between each candidate in the running for a particular executive office. The speeches shall be no more than five minutes long, and a facilitator shall govern the debate.
- 700.06 **Date of Spring Election.** The election shall be held on the Tuesday three (3) weeks after spring break; if necessary, a run-off election shall be held on the following academic Thursday.
- 700.07 **Senate Ballot.** Each voter may cast a ballot for three (3) separate candidates for senator. The thirty (30) candidates receiving the highest number of votes cast shall be declared student senators for the next academic year.
- 700.08 **Executive Officer Ballot.** Each voter may cast one vote for the SGA President, Vice President of Student Senate (VPSS), Vice President of Student Activities (VPSA), Vice

President of Organizational Affairs (VPOA), and Vice President of Public Relations (VPPR) positions; the candidate receiving the majority of votes will be named the executive officer.

## **Chapter 701: Spring General Election Rules**

701.01 **Election Oversight.** The SJA shall oversee the Spring General Elections.

701.02 **Voting Period.** The electronic voting system will be open from 12:00 am until 4:00 pm CST on the day of the election.

701.03 **Requirements to Vote.** In order to cast a vote, the voter must have a valid JSU Student ID number and currently be enrolled in at least one (1) class.

701.04 **Definition of Majority.** One candidate within each race must obtain a majority in order to be declared the winner of the elected office. A majority shall be defined as 50% +1.

701.05 **Requirements for Vice Presidents.** All students seeking the elected executive positions of VPSS, VPSA, VPOA, and VPPR must be in good academic standing, have no judicial holds with the university, hold the classification of sophomore status (32 credit hours), and retain a minimum 2.5 cumulative GPA.

1. *Further Requirements for VPSS.* To fill the role of VPSS, an individual must have previously been a member of the SGA Student Senate as described in Chapter 301 of the Code of Laws.
2. *Further Requirements for VPSA.* To fill the role of VPSA, an individual must have previously been a member of the Student Activities Council (SAC) as described in Chapter 501 of the Code of Laws.
3. *Further Requirements for VPOA.* To fill the role of VPOA, an individual must have previously been a member of the Organizational Council (OC) as described in Chapter 803 of the Code of Laws.

701.06 **Requirements for President.** All students seeking the elected executive position of SGA President must be in good academic standing, have no judicial holds with the university, hold the classification of sophomore status (thirty-two [32] credit hours), and retain a minimum 2.75 cumulative GPA.

1. *Further Requirements for President.* To fill the role of SGA President, an individual must have previously been a member of the SGA. This includes any member of the Executive, Legislative, or Judicial Branches.

701.07 **Word-of-Mouth Campaigning.** On Election Day, all word-of-mouth campaigning must be done outside all facilities and entrances to facilities.

- 701.08 **Campaign Materials on Public Property.** No campaign materials may be placed on any area that would result in the defacing of university property or block the vision of traffic, along with any other specific area designated by the SGA.
- 701.09 **Campaign Materials on Private Property.** No campaign material may be placed on personal property without the consent of the owner of said property. This includes vehicles parked anywhere on campus.
- 701.10 **Removal of Campaign Materials.** All campaign materials must be removed by the Sunday following the election. In the case of a run-off election, all campaign materials must be taken down within twenty-four (24) hours of the election.
- 701.11 **Voter Fraud.** Any candidate or ticket of candidates who commits voter fraud will be automatically disqualified from elections. Voter fraud is defined as offering or paying money for votes, promising benefits in exchange for votes, commanding the selection of a particular candidate, requiring eligible voters to provide a proof of ballot after voting, using another voter's identification in order to cast a vote, or making false statements to election officials.
- 701.12 **Fines.** Any candidate who violates section 701.08 or 701.09 will be charged with amount of retribution for damages as determined by the university.
- 701.13 **Banner Regulations.** Candidates may only display up to three (3) banners/sheet-signs for their campaign.
- 701.14 **Campaign Spending.** Candidates may only spend up to \$500.00 on their campaign. All receipts must be turned in to the SJA by 4:00pm CST in the Dean of Students Office the day before Election Day. Failure to turn in receipts by the designated date and time will result in the candidate's exclusion from the election ballot.
- 701.15 **Changes in Election Rules.** Rules and regulations are subject to change at any time at the discretion of the Dean of Students Office. The Dean of Students Office shall be required to give a written list of all rules and regulations to the candidates upon receipt of the candidates' applications. Should the Dean of Students Office change any rule or add a rule or regulation after campaigning has started that takes effect that campaign year, the Dean of Students Office shall be required to give every candidate a new and complete written list of the rules and regulations.
- 701.16 **SJP Proceedings.** Any candidate that violates any rule or regulation of the election may be subject to trials and sanctions at the discretion of the Student Judiciary Panel (SJP).

## **Chapter 702: Spring General Election Regulations**

- 702.01 **Candidate Complaints.** Only a candidate may file a complaint against another candidate for a violation of an election law. A complaint must be filed within twenty-four (24) hours following the alleged violations.
- 702.02 **Filing Complaints.** Any candidate with proof that another candidate has violated any provision of these regulations may file a written complaint with the SJA. The complaint shall include the regulations violated, the date and time of the alleged violation and the name(s) of such person(s) who can substantiate the allegations.
- 702.03 **Complaint Hearing.** In the event that the complaint is filed before the close of the polls, the Student Judiciary Advocate and the SJP shall convene in a timely manner and review the complaint. The SJA will the hearing and maintain order. The SJA shall insure both parties are given a fair opportunity to present their arguments during the hearing. The Panel will determine the penalty or penalties and render their decision in written form. Each member of the panel shall have one (1) vote. Only in the case of a tie, the SJA will cast the deciding vote. If the decision has been to disqualify a candidate, the remaining candidate (if only one) will be declared the winner.
- 702.04 **Hearing Proceedings.** The proceedings of the hearing shall go as follows: The SJA shall call the hearing to order. Only the members of the SJP, the accusing party, and the defending party and their advisors may be present at the beginning of the hearing. After appropriate introductions of all attending individuals, the SJA will ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the SJA and the SJP may ask questions of either party. If either party fails to attend the hearing, they forfeit their right to present their argument to the accusation.
- 702.05 **Witnesses.** Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at his/her discretion. The SJA shall administer the oath to all witnesses. The witnesses will then be questioned first by the party they are testifying for and then cross-examined by the opposing party. The panel may ask the witnesses questions at any time. Both the accusing party and the defending party are limited to five (5) witnesses.
- 702.06 **Succession of Presiding Officer.** In the event that member(s) of the SJP are involved in the election or election infraction in any way, as a candidate or has special interest (referenda) in the event in question, or is incapable of serving for this special session,

they shall not serve in terms of hearing and ruling on the cases in which they are involved. The VPSS shall step in to fill one seat on the panel. If the VPSS is involved in the election or election infraction in any way or incapable of serving for this special session, the next highest-ranking eligible executive officer shall step in to fill one seat on the panel. If the SJA is incapable of serving for this special session, the SGA President will serve on their behalf. If the SGA President is involved in the election or election infraction in any way or incapable of serving for this special session, the next-highest ranking eligible executive officer will serve on their behalf.

702.07 **Appeals.** If disqualified, the candidate has twenty-four (24) hours to file a written request for appeal to the Student Judiciary Advocate of the SGA. The SJA and the SJP will convene within five (5) business days and rule upon the appeal. During the meeting, the SJP and any other members of the panel will present their findings of the case and has the option of questioning all parties involved before rendering a decision. The candidate will be given equal time to present their case. Unless extenuating circumstances apply (determined by the SGA Advisor) and/or unless the SJA or a panel member is involved in any election violation, the SJA and all members of the panel must be present to hear and rule on all cases involving election infractions.

702.08 **Reexamination of Appealed Cases.** In the event that a candidate appeals, and the SJA and the SJP must re-examine their decision, each member has one (1) vote. Only in the case of a tie, the SJA will cast the deciding vote. Members of the SJP cannot be replaced

for these hearings and rulings. If a member of the panel is incapable of serving for this special session, permission must be granted from the SGA Advisor for the case to proceed. If the SJA is incapable of serving for this special session, the SGA President will act on their behalf. A clear majority vote (50%+1) is needed to overturn or uphold the SJP decision.

702.09 **Recording of Hearings.** All hearings that involve the violation of an election law must be audio-recorded by the SJA. All audio recordings will be retained in the Dean of Students Office for one semester.

702.10 **Use of Audio Recordings.** The SJA and the SJP may use the audio-recordings for election complaint hearings.

## **Chapter 703: Election of Mr. & Miss Friendly and Mr. & Miss Jax State**



- 703.01 **Election of Mr. & Miss Friendly and Mr. & Mrs. Jax State.** Elections for Mr. & Miss Friendly and Mr. & Miss Jax State shall be held each academic year at the discretion of the SGA Executive Board and the Dean of Students Office.
- 703.02 **Election Procedures.** All election procedures from Chapter 701 and 702 shall apply for the election of Mr. & Miss Friendly and Mr. & Miss Jax State.
- 703.03 **Requirements for Candidates.** Candidates for Mr. & Miss Friendly and Mr. & Miss Jax State must currently have at least a 2.5 GPA, twelve (12) credit hours, be active in at least two (2) on-campus activities, be able to serve a two (2)-semester reign, and be full-time students.
- 703.04 **Student Appreciation Event/Project.** Once elected, Mr. Friendly, Miss Friendly, Mr. Jax State, and Miss Jax State shall collaborate to plan and carry out a VPSA-approved Student Appreciation Event/Project in the fall semester following SGA Spring General Elections.
- 703.05 **Succession of Title.** If the requirements for these titles are not met or the titleholder is unable to complete the full-term of two (2) reigning semesters, the current reign will end and the candidate with the next highest number of votes in the prospective category shall be named the new current reigning titleholder.

## **Chapter 704: Vacant SGA Executive Positions**

- 704.01 **Executive Office Vacancies.** In the event that any Executive Office of the SGA is deemed vacant at the close of the normal application acceptance period, the normal application period shall be extended for two (2) weeks starting on the Friday in which the application acceptance period normally ends.
- 704.02 **Applications for Executive Officers.** During the extended application period, all executive positions shall be deemed open and any qualified student may submit their application and upon the receipt of the candidate's application and qualification certification, campaigning can begin immediately. It shall be assumed that the candidate understands all the rules and regulations governing the elections proceedings, including campaigning. Candidates submitting their candidacy during the extended application period will appear on the ballot for the regular spring elections. The regular spring election can be postponed for a maximum of three weeks (3), excluding spring break.
- 704.03 **Requirements for Application.** At this point, all Executive positions shall require a 2.5 GPA, with the exception of the SGA President requiring a cumulative 2.75 GPA, with twenty-four (24) hours of JSU credit. This shall be the required GPA for the entire term of those executive officers.

704.04 **Further Executive Vacancies.** After the two (2)-week extended application acceptance period has ended and vacancies still exist within SGA Executive Officers, the outgoing SGA Executive Board, incoming SGA Officers, the SGA Advisor, and Dean of Students (ex-officio) shall meet the Friday immediately following the regular Spring Election to appoint an acting: SGA President, VPSS, VPSA, VPOA, and/or VPPR, whichever is applicable. An outgoing officer can fill one of these positions if they express such interest; if not, any qualified student can serve in this acting position. The acting position shall be under the discretion of the SGA Advisor and the SGA President.

704.05 **Confirmation of Temporary Executive Officers.** The acting SGA Officer(s) shall be subject to urgent Senate confirmation/rejection. Upon confirmation, they shall be (whichever is appropriate) the SGA President, VPSS, VPSA, VPOA, and/or VPPR.

704.06 **Executive Vacancies Continued.** In the event that an elected member of the Executive Board is not eligible to serve after the time applications have closed, and there is no established successor in the SGA Constitution or Code of Laws, then the SGA President shall name a successor to fill the acting role. This acting role shall be confirmed by the Senate to serve until a special election is established.

704.07 **Special Election.** At the expiration of the acting position time allotment, a special election should have been held and the newly elected SGA Officer(s) should take office immediately.

704.08 **Supremacy Clause.** Chapter 704 has supremacy and nullifies any conflicting requirement of Title VII and shall be only enacted if any SGA Executive Position is vacant at the time the normal application acceptance period usually ends. However, Chapter 704 shall follow the sections of Title VII that governs election proceedings except the sections that conflict with this chapter. Any provisions that are not covered by this chapter shall be reverted back to any part of Title VII that cover(s) the area(s) of concern.

# Title VIII

## *Student Organization Laws*

### **Chapter 800: Registered Student Organizations**

800.01 **Recognition of Student Organizations.** The SGA shall recognize all registered student organizations (RSOs) recognized by the Dean of Students Office.

800.02 **Rights of RSOs.** RSOs shall be entitled to participate in SGA-sponsored events, request allocations, advertise activities through SGA channels, and reserve a seat on the Organizational Council (OC).

800.03 **Maintaining Registered Status.** In order for an RSO to maintain their registered status, they must complete the requirements for active status as detailed in Chapter 801. Failure to abide by these requirements will result in the RSO being placed in an inactive status. Inactive RSOs shall lose their registered status after two (2) semesters of inactivity.

### **Chapter 801: Requirements for Registered Student Organizations**

801.01 **RSO Form.** All RSOs shall submit an RSO form to the Dean of Students Office. RSO forms shall be due each fall semester with updated organizational information.

1. New student organizations may submit the RSO form as soon as possible, regardless of semester.

801.02 **Campus Groups Page.** All RSOs shall create and maintain a page on Campus Groups. Relevant information pertaining to the organization is expected to be updated annually.

801.03 **Faculty Advisor.** All RSOs must have a faculty advisor.

801.04 **Active Membership.** An RSO's active membership shall consist only of active members of Jacksonville State University.

801.05 **Hazing Policy.** All RSOs shall comply with Jacksonville State University's Hazing Policy and applicable Alabama laws on hazing. An RSO found to be in violation of the University's policy or Alabama laws on hazing by the Director of Community Standards and Student Ethics may be placed on probation and risk losing registered status.

### **Chapter 802: Organizational Council**

802.01 **Purpose of OC.** OC shall exist to represent and defend the rights of all RSOs. OC shall foster the growth of RSOs and encourage cooperation between both organizations and the University.

802.02 **Seats on OC.** All RSOs are entitled to a seat on OC.

802.03 **OC Meeting Times.** OC shall meet on the first and third Monday of the month at 5pm. All meetings shall be open to the public.

1. *Rescheduling Meetings.* If a holiday or University closure occurs on an OC meeting date, the Vice President of Organizational Affairs (VPOA) reserves the right to reschedule the meeting to another time (e.g., later in the week). The VPOA shall announce the changes in meeting times at least one (1) week in advance.

802.04 **OC Meeting Requirements.** The first OC meeting must take place before midterms. There must be at least three (3) OC meetings per semester, all of which must take place before finals.

802.05 **OC Schedule.** OC shall receive from the VPOA a schedule of all OC meetings at the beginning of the semester.

## **Chapter 803: OC Membership**

803.01 **Organizational Representatives.** Each RSO's seat at OC shall be represented by one officer or member of that organization. RSOs shall also be allowed to send alternate delegates to OC meetings. Organizational representatives may only represent one RSO.

803.02 **Allocations Eligibility.** OC attendance shall be used to qualify RSOs for allocations in accordance with Chapter 601.

1. *Make-up Meetings.* If an RSO cannot send delegates to OC meetings, they may request a meeting with the VPOA to make up for the OC absence. The VPOA reserves the right to approve or reject a requested meeting.

803.03 **Legislative Capacity.** RSOs in attendance at OC meetings shall reserve the right to address issues affecting RSOs to OC. RSOs may send requests for Senate legislation to the OC officers or on the RSO's or OC's behalf.

## **Chapter 804: OC Officers**

804.01 **OC Clerk.** The VPOA shall appoint, with consent of the OC, a Clerk. The Clerk shall take the minutes and record attendance of every meeting. The VPOA shall appoint an interim Clerk to serve at the first meeting until a Clerk has been appointed.

804.02 **OC President Pro Tempore.** The VPOA shall nominate a President Pro Tempore which shall be voted on and confirmed by the Senate. The President Pro Tempore shall preside over OC meetings when the VPOA is absent. The VPOA shall nominate a President Pro Tempore no later than the third meeting of the fall semester. The President Pro Tempore shall have the same qualifications as the VPOA.

## **Chapter 805: Rules of Procedure**

805.01 **Enforcement of Procedure.** OC's Order of Business shall be structured and enforced at the discretion of the VPOA and the OC officers.

1. *Example Order of Business.* If OC wishes to adhere to formal Rules in conducting its business, the following Order of Business shall serve as an example:

- a. Call to Order
- b. Attendance
- c. Chaplain Report
- d. SGA Officer Reports
- e. OC Officer Reports
- f. Organizational Advisory Board Reports
- g. Old Business
- h. New Business
- i. Discussion
- j. Announcements
- k. Adjournment

## **Chapter 806: Organizational Advisory Board**

806.01 **Establishment of Organizational Advisory Board.** There shall be an Organizational Advisory Board consisting of a minimum of ten (10) OC members, the VPOA, and the OAC Chair. The VPOA shall serve as the Chair of the Board.

**806.02 Selection of Organizational Advisory Board Members.** The members of the Organizational Advisory Board shall be chosen through an application and interview process overseen by the VPOA. Board membership shall consist of, at a minimum, one (1) representative from the following types of organizations:

1. Academic/Department-Sponsored Organizations;
2. Activity-Based Organizations
3. Athletic Organizations
4. Diversity and Advocacy Based Organizations;
5. Honor Societies;
6. Interfraternity Council Organizations;
7. National Panhellenic Council Organizations;
8. National Pan-Hellenic Council Organizations;
9. Political and Service-Oriented Organizations;
10. Religious Organizations.

**806.03 Duties of the Organizational Advisory Board.** The Organizational Advisory Board shall work alongside the VPOA, and assist with tasks such as the following:

1. Planning OC meetings;
2. Planning events related to the office of VPOA;
3. Gathering organizational information;
4. Promotion of OC;
5. Any other tasks related to organizational affairs that the VPOA deems fit.

**806.04 Creation of Committees.** The VPOA shall reserve the right to create committees within OC.

# **Title IX**

## ***General Laws***

### **Chapter 900: Tailgate**

900.01 **Establishment of Tailgates.** Unless otherwise announced, the SGA shall set up tailgates on Dillon Field for all home football games during the fall semester of each academic year.

900.02 **Tailgate Reservations.** Any active registered student organization (RSO) wishing to reserve a spot in Dillon Field may do so by contacting the SGA Vice President of Organizational Affairs (VPOA) before the first home game of each season. If an RSO

wishes to reserve a spot for a tailgate after the first home game of each season, it shall be at the discretion of the VPOA to assign any open spots.

900.03 **Tailgate Rules.** The VPOA shall provide each RSO wishing to participate in tailgates with a list of rules and regulations. The RSO must agree to the terms and conditions before they are allowed to tailgate.

900.04 **SGA Members Working Tailgates.** If at any time Student Activities Council (SAC) does not have a sufficient number of members (determined by the SGA Vice President of Student Activities [VPSA]), Student Senators shall be responsible for working tailgates. The SGA Vice President of Student Senate (VPSS) shall be responsible for determining which Student Senators shall do so.

# Title X

## *Homecoming Laws*

### **Chapter 1000: Homecoming Election Schedule**

1000.01 **Oversight of Elections.** The Student Judiciary Advocate (SJA) shall oversee Homecoming elections.

1000.02 **Succession of SJA.** In the case the SJA is not present, the Vice President of the Student Senate (VPSS) will serve in all capacities for the SJA.

1000.03 **Candidates Meeting.** The SJA, alongside the SGA Advisor, shall hold a mandatory candidate meeting no later than the business day after applications are due. Candidates



must sign a consent form stating that they received and understand the election procedures and regulations as stated in the SGA Code of Laws.

**1000.04 Candidates Meeting Absenteeism.** If a potential candidate misses the mandatory meeting, they must obtain the election rules and procedures before they can proceed with campaigning. Campaigning shall begin once the consent form is signed and received by the Dean of Students Office.

**1000.05 Homecoming King and Queen Elections.** There will be two separate elections. The first election is to elect the top five (5) king candidates and top five (5) queen candidates. They will comprise the Homecoming Court. The second election is to elect the Homecoming King and Queen from the top five finalists in both the king and queen candidates.

**1000.06 Homecoming Election Times.** The Homecoming Court will be chosen through the electronic voting system and will be open from 12:00am CST until 4:00pm CST on the date chosen by the Dean of Students office.

**1000.07 Homecoming Election Provisions.** The Homecoming King and Queen elections will be held online at least two (2) days in advance of Homecoming Day. Each student will cast one (1) vote for King and one (1) for the Queen finalists. The Homecoming King and Queen shall be the finalists receiving the highest overall number of votes cast. In the event of a tie, a runoff election will be hosted at the discretion of the Dean of Students Office.

**1000.08 Posting of Results.** The Assistant Dean of Students must post the results of the election on the door of the Dean of Students office by 9:00am CST the day after the announcement.

**1000.09 Announcement of Election Results.** The Homecoming King and Queen and their courts shall be announced at an event during Homecoming Week, set at a predetermined time by the SGA Executive Board.

## **Chapter 1001: Homecoming Election Qualifications**

**1001.01 Requirements for Voting.** In order to cast a vote, a voter must have a valid JSU Student ID number and currently be enrolled in at least one (1) class.

1001.02 **Requirements for Candidates.** Candidates for Homecoming Queen and Homecoming King must be enrolled at Jacksonville State University full-time, be in good academic standing with the University and have no judicial holds.

1001.03 **Executive Restrictions.** The SGA President, VPSS, Vice President of Student Activities (VPSA), Vice-President of Organization Affairs (VPOA), Vice President of Public Relations (VPPR), and the SJA are prohibited from running in the Homecoming elections.

## **Chapter 1002: Homecoming Election Regulations**

1002.01 **Word-of-Mouth Campaigning.** On the day of the election, all word-of-mouth campaigning must be done outside all facilities and entrances to facilities.

1002.02 **Placement of Campaign Materials.** No campaign materials may be placed on any area that would result in the defacing of university property, block the vision of traffic, or otherwise be designated by the SGA.

1002.03 **Placement of Campaign Materials on Private Property.** No campaign material may be placed on personal property without the owner's consent. This includes vehicles parked anywhere on campus.

1002.04 **Removal of Campaign Materials.** All campaign materials must be removed by 7:00 pm CST on the day after Election Day.

1002.05 **Voter Fraud.** Any candidate or ticket of candidates who commits voter fraud will be automatically disqualified from elections. Voter fraud is defined as offering or paying money for votes, promising benefits in exchange for votes, commanding the selection of a particular candidate, requiring eligible voters to provide proof of ballot after voting, using another voter's identification in order to cast a vote or making false statements to election officials.

1002.06 **Succession of Homecoming King and Queen.** In the event that the reigning King or Queen is unable to fulfill their duties for any reason or the King or Queen transfers or drops out, the next runner-up shall receive the title of homecoming king/queen and assume the duties thereof.

1002.07 **Banner Regulation.** Candidates may only display up to three (3) banners/sheet signs for their campaign.

- 1002.08 **Campaign Expense Regulations.** Candidates may only spend up to five hundred dollars (\$500.00) on their campaign. All receipts must be turned in to the Student Judiciary Advocate by 4:00pm CST in the Dean of Students Office by the day before Election Day. Failure to turn in receipts by the designated date and time will result in the candidate's exclusion from the election ballot.
- 1002.09 **Fines.** Any candidate who violates sections 1002.02 or 1002.03 will be charged with the amount of retribution for damages as determined by the university.
- 1002.10 **Endorsement from JSU Employees.** Candidates may not receive, solicit, or publicize any endorsement from an official University representative or faculty/staff member.
- 1002.11 **Changes to Homecoming Election Rules.** Rules and regulations are subject to change at any time at the discretion of the Dean of Students Office. The Dean of Students office shall be required to give a written list of all rules and regulations to the candidates upon receipt of the candidates' applications. Should the Dean of Students Office change any rule or add a rule or regulation after campaigning has started that takes effect that campaign year, the Dean of Students Office shall be required to give every candidate a new and complete written list of the rules and regulations in a timely manner.
- 1002.12 **Violation of Homecoming Election Rules.** Any candidate that violates any rule or regulation of the election shall be subject to trials and sanctions at the discretion of the SGA.
- 1002.13 **RSO Sponsorship.** A registered student organization (RSO) must file an application with the Dean of Students to sponsor a candidate for Homecoming King or Queen.
- 1002.14 **Optional Sponsorship.** A candidate may be sponsored by an RSO; however, it is not required for a candidate to run.
- 1002.15 **RSO Sponsorship Regulation.** Any sponsoring organization must be an RSO and may only sponsor a maximum of four (4) candidates.
- 1002.16 **Disqualification Clause.** If any organization participating in the homecoming competition fails to meet the regulations set forth in this Title, that organization will be immediately disqualified by the judges of the event at that time.

## **Chapter 1003: Homecoming Election Rules for Violations**

- 1003.01 **Judicial Hearing.** The Student Judiciary Panel (SJP) shall hear all election law violation cases.

1003.02 **Candidate Complaints.** Only a candidate may file a complaint against another candidate for a violation of election law. A complaint must be filed within twenty-four (24) hours following the alleged violations.

1003.03 **Filing Candidate Complaints.** Any candidate with proof that another candidate has violated any provision of these regulations may file a written complaint with the SJA. The complaint shall include the regulations violated, the date and time of the alleged violation and the name(s) of such person(s) who can substantiate the allegations.

1003.04 **Hearing of Complaints.** In the event that the complaint is filed before the close of the polls, the SJA and the SJP shall convene in a timely manner and review the complaint. The SJA will the hearing and maintain order. The SJA shall ensure both parties are given a fair opportunity to present their arguments during the hearing. The SJP will determine the penalty or penalties and render their decision in written form. Each member of the panel shall have one (1) vote. Only in the case of a tie, will the SJA will cast the deciding vote. If the decision has been to disqualify a candidate, the remaining candidate (if only one [1]) will be declared the winner.

1003.05 **Hearing Proceedings.** The proceedings of the hearing shall go as follows: The SJA shall call the hearing to order. Only the members of the SJP, the SGA advisor, the accusing party, and the defending party and their advisors may be present at the

beginning of the hearing. After appropriate introductions of all attending individuals, the SJA will ask the accused party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the SJA and the SJP may ask questions of either party. If either party fails to attend the hearing, they forfeit their right to present their argument to the accusation.

1003.06 **Witnesses.** Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at their discretion. The SJA shall administer the oath to all witnesses. The witnesses will then be questioned first by the party they are testifying for and then cross-examined by the opposing party. The panel may ask the witnesses questions at any time. Both the accusing party and the defending party are limited to five (5) witnesses.

1003.07 **Succession of SJA and SJP.** In the event that member(s) of the SJP are involved in the election or election infraction in any way, as a candidate or has special interest (referenda) in the event in question, or is incapable of serving for this special session, they shall not serve in terms of hearing and ruling on the cases in which they are involved. The VPSS shall step in to fill one seat on the panel. If the VPSS is involved in the election or election infraction in any way or incapable of serving for this special

session, the next highest-ranking eligible executive officer shall step in to fill one (1) seat on the panel. If the SJA is incapable of serving for this special session, the SGA President will serve on their behalf. If the SGA President is involved in the election or election infraction in any way or incapable of serving for this special session, the next-highest ranking eligible executive officer will serve on their behalf. If there are no executive officers available, then the Pro-Tempore of Student Senate will serve on their behalf.

**1003.08 Appeals Process.** If disqualified, the candidate has twenty-four (24) hours to file a written request for appeal to the SJA. The SJA and the SJP will convene within five (5) business days and rule upon the appeal. During the meeting, the SJA and any other members of the panel will present their findings of the case and has the option of questioning all parties involved before rendering a decision. The candidate will be given equal time to present their case. Unless extenuating circumstances apply (determined by the SGA Advisor) and/or unless the SJA or a panel member is involved in any election violation, the SJA and all members of the panel must be present to hear and rule on all cases involving election infractions.

**1003.09 Appeals Proceedings.** In the event that a candidate appeals, and the SJA and the SJP must re-examine their decision, each member has one (1) vote. Only in the case of a tie, the SJA will cast the deciding vote. Members of the SJP cannot be replaced for these hearings and rulings. If a member of the panel is incapable of serving for this special session, permission must be granted from the SGA Advisor for the case to proceed. If the Student Judiciary Advocate is incapable of serving for this special session, the SGA President will act on their behalf. A clear majority vote (50%+1) is needed to overturn or uphold the SJP decision.

**1003.10 Recording of Hearings.** All hearings that involve the violation of an election law must be audio-recorded by the SJA. All audio recordings will be retained in the Dean of Students Office for one (1) semester.

**1003.11 Use of Recordings.** The SJA and the SJP may use the audio recordings for election complaint hearings.

## **Chapter 1004: Meet and Greet**

1004.01 **Establishment of Meet and Greet.** The members elected to the Homecoming Court must attend the Meet and Greet as determined by the executive Officers of the SGA and the SGA Advisors.

1004.02 **Purpose of Meet and Greet.** The Meet and Greet will be an event for the top ten (10) candidates to speak with students concerning their platform.

1004.03 **Setting of Meet and Greet.** The Meet and Greet must take place at an SGA-sponsored event as determined by the Executive officers of the SGA and the SGA Advisor.

*Updated: September 29, 2023*

- *SGA VPSS Kaitlyn Letson*