



# **The University of North Carolina at Greensboro Student Government Association**

## **Bylaws and Standard Operating Procedures**

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## Article I. Definitions

### Section 1. Definitions of SGA Members and Terms

- A. For the purpose of the Bylaws and Standard Operating Procedures, these terms shall be defined as follows:
- a. Academic Year - The time period beginning with the last Senate meeting in the Spring semester and concluding after the last Senate meeting in the following Spring semester.
  - b. *Ad hoc* Committee - A temporary committee formed for the purpose of solving and addressing immediate situations or concerns.
  - c. Advisor – A full-time faculty or staff member assigned to provide direction and support to the Student Government Association.
  - d. Allocation Budget - Portion of the SGA budget not allocated to the Operational or Judicial Budgets. Portion of the SGA budget allocated to student groups and funded through student fees.
  - e. Association of Student Governments (ASG) - comprises 17 Associations of Student Governments.
  - f. Attorney General - Student leader over the Judicial Branch, serving as an advisor to the Senate when it comes to governing documents.
  - g. Committee Chair- An appointed Senator presiding over a committee, including meetings.
  - h. Ex officio- "By virtue of the office." Ex officio members shall have all the speaking rights of any other member of the committee unless specifically stated otherwise. Ex officio members shall not count for quorum and do not have a vote in committees.
  - i. Executive Cabinet – Consists of the Chief of Staff, Director of Academic Affairs, Director of Business Affairs, Director of Student Affairs, Director of Media Affairs, Director of Environmental Affairs and Director of Community Affairs. In addition to these standing positions, there can be voluntary positions. The Executive Cabinet reports directly to and is supervised by the President.
  - j. Executive Council – Consists of the SGA President, SGA Vice President, and the SGA Attorney General.
  - k. Fall Allocation Period - July 1 to December 31.
  - l. Historian – Student leader who compiles documentation and notes from SGA events, senate meetings, etc. for the means of collecting the historic significance of SGA.
  - m. Judicial Budget - Portion of the SGA budget allocated to the Judicial Branch.
  - n. Legislation - Bills, resolutions, and any other policy making acts considered by the Senate in order to regulate, authorize, provide funds, sanction, grant, declare, or to restrict.
  - o. Legislative Board - Consists of the following members: Legislative Assistant, Treasurer, Chair Pro Tempore, Parliamentarian, and Committee Chairs. The Legislative Board reports directly to and is supervised by the Vice President.
  - p. Office of Student Rights and Responsibilities - OSRR
  - q. Operational Budget - Portion of the SGA budget allocated to the operation and administration of SGA.
  - r. President - President of the student body, overseer of the Executive Branch of the student government association, and *ex officio* member of the UNCG

- Board of Trustees.
- s. Resignation - A written notice delivered to the President, Vice President, Attorney General, or Advisor of a member's own discontinuation of service within the SGA.
  - t. Senate - The Legislative Body comprised of elected representatives for the Student Government Association.
  - u. Senator - An elected representative for the student body that serves as a member of the Senate and of at least one standing committee in the legislative branch.
  - v. Senator Orientation - Training working coordinated by the Vice President prior to a senator's first Senate meeting involving the description of the function of SGA, including the Executive, Legislative, and Judicial branches to prepare for proper service of the student body.
  - w. SGA - Student Government Association consists of the Legislative, Judicial, and Executive Branch.
  - x. SGA Budget - Total amount of student fees allocated to SGA.
  - y. Spring Allocation Period - January 1 to May 31.
  - z. Standing Committee- A committee that is currently active and consist of two or more members.
  - aa. Student - Any individual who is enrolled at The University of North Carolina at Greensboro.
  - bb. Treasurer – Responsible for maintaining SGA’s financial records, overseeing the budget, and serves as an ex officio member of the Finance Committee. Vice President - Vice President of the student body. Presiding officer over Senate meetings and overseer of the legislative branch.

## **Article II. Rules and Procedures**

### Section 1. Meetings

- A. All committee and body meetings are open to all persons, with exception to meetings dealing with personnel issues. Meetings in which Student Government personnel are discussed shall be closed to non-members as determined by the advisor.

### Section 2. Senate Meeting Agenda

- A. By definition, an agenda item is defined as any legislation or announcement. An agenda item can also include any officer or committee report made on a night other than those required by the SGA Constitution or Standard Operating Procedures.
- B. Any Senator or SGA Officer with an agenda item shall report to the Vice President no later than noon on the day prior to the meeting. If there are documents or other files which complement the agenda item, copies of these attachments shall be presented to the Vice President as a set with the agenda item.
- C. It shall be the responsibility of each committee chair to ensure that any business acted upon by their respective committee is forwarded to the Vice President in accordance with the aforementioned guidelines.
- D. The Vice President shall distribute the meeting agenda to the SGA President and all members of the SGA (including SGA advisor) no less than 24 hours before any Senate meeting. The Vice President shall include in the distribution of the meeting agenda any

- legislation or other new business that was submitted according to the aforementioned guidelines. An e-mail sent to a valid uncg.edu e-mail address shall be considered proper distribution.
- E. If a Senator desires to bring legislation to the floor without first submitting it to the Vice President for inclusion on the agenda, they must make copies (either electronic or physical, up to the current SGA administration's discretion) available.
  - F. Neither the Vice President nor any other Senate officer shall be required to distribute, display, copy, or in any way disseminate items that have not been properly submitted for the agenda in accordance with the aforementioned guidelines.

### Section 3. Presentation of New Business

- A. All legislation must be typed upon presentation to the Senate and be available to each Senator at the meeting.
  - a. Sponsors of a bill or resolution shall have a total of 10 minutes to present their legislation prior to moving for adoption. The time limit may be extended an additional 5 minutes with the consent of 2/3 of the voting Senators. Sponsors may choose (but are not required) to yield part of this time to the floor for points of information related to the bill.
  - b. The presentation time shall be for the purpose of explaining and clarifying the legislation. The Vice President shall rule any attempts at debate or provocation out of order during this period.
  - c. At the conclusion of the time limit, the Vice President may allow the sponsor to finish answering the current point of information. Any Senator may then be recognized to move the adoption of the legislation. Once the legislation has been moved, all normal rules of procedure apply and the sponsor is given no additional rights or privileges in debate.
  - d. A committee may, if it so elects, choose not to present certain legislation to the Senate for consideration. If so, the committee chair must report to the Senate that the legislation failed in committee.

### Section 4. Resignation

- A. Resignations shall be considered final upon their receipt.

## **Article III. The Senate Body**

### Section 1. Senators

- A. Duties, Powers, and Responsibilities
  - a. Senators shall attend scheduled weekly Senate body meetings, and will be removed upon incurring two unexcused absences per semester.
  - b. Senators shall attend their respective committee meetings and take on responsibilities given to them by their chair.
  - c. Senators shall participate in three (3) constituency outreach initiatives each semester and notify the Historian after the completion of such initiatives.
  - d. Constituency Outreach shall be defined as an effort to reach out and engage with students of their constituency (the students who elected the senator and those whom the senator is tasked to represent). These sorts of initiatives can include, but are not limited to surveys, events with an educational purpose or in response to a constituent concern and service with or for their constituents.
  - e. It is a Senator's duty and responsibility to complete at least three constituency

- outreach initiatives and volunteer for three events per semester.
- f. Senators will be responsible for corresponding with the Historian upon completion of each individual outreach event or volunteer event in the Legislative Assistant's preferred method.
- g. Senators shall have the power to create *ad hoc* committees as voted upon by the Senate body.
- h. Senators shall attend a Senator Orientation meeting following their election or appointment to the Senate.
- i. Senators shall hold a minimum of 3 office hours per week, which shall be posted on the SGA website and added to the SGA calendar.

## B. Definitions

- a. Class Senators
  - i. Shall represent their respective classes' concerns.
- b. School/College
  - i. Shall meet with the Dean of the School/College.
  - ii. Shall coordinate meetings as necessary with departments within the school/college.
  - iii. Shall work in conjunction with the Director of Academic Affairs to address the concerns of the schools and colleges.
- c. Commuter
  - i. Shall address the concerns of non-residential students (this shall include distance and online students).
  - ii. Shall communicate with the Transfer and Adult Student Union to ensure that the needs of transfer students that commute are addressed, given students who commute are more likely to fall within this category.
- d. Residential
  - i. Shall address the concerns of residential students.
  - ii. Shall communicate with Housing and Residence Life, Residence Hall Association, Hall Councils, and National Residence Hall Honorary.
  - iii. Shall correspond with the Commuter Senators regarding transfer students that live on campus.
- e. Student Organization
  - i. Shall coordinate meetings with student organizations each semester.
  - ii. Shall forward student organization allocation funding reports to the treasurer and finance committee chairperson.
  - iii. Shall make it a priority to attend student organization meetings with the intention of gathering concerns and showing SGA's support.
- f. At Large
  - i. Each at-large senator shall be responsible for identifying a specific issue or group of students that is under-served and working toward addressing it in a timely manner.
  - ii. Shall report on overall student body concerns, attitudes, and overall campus culture.
  - iii. At-Large Senators shall be responsible for filling in any gaps that they see fit that may not be filled by another senator's position and work.
  - iv. At-Large Senators have the power to partner with other senators to increase the scope and reach of a pre-existing project or constituency outreach initiative.
- g. Non-traditional
  - i.

- h. International
  - i. Shall correspond with international students regarding quality of life on campus, academic challenges, and student organization involvement,
  - ii. Shall be responsible for identifying specific issues within their constituency and working toward addressing them in a timely manner,
  - iii. Shall report on international student concerns, attitudes, and overall involvement in the campus culture, and,
  - iv. Shall have the power to partner with other senators to increase the engagement of international students in campus events; therefore be it

## **Article IV. The Legislative Branch**

### Section 1. Vice President

- A. The Vice President has the authority to remove any member of the Legislative Board *at the advisor's approval* for failure to comply with their responsibilities. Upon removal of a member of the Legislative Board, the Vice President must notify the Senate during their report at the following Senate meeting.
- B. The Vice President shall coordinate a Senator Orientation meeting after each election. The contents of a senator orientation shall include, but are not limited to: a parliamentary procedure workshop, review of the governing documents, team-building activities, and group expectations.
- C. The Vice President is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door and on the UNCG SGA website and Spartan Connect. For each day that classes are out of session, two hours may be deducted from the weekly total of ten hours.

### Section 2. Legislative Board

- A. The members of the Legislative Board are selected by the Vice President.
- B. The members of the Legislative Board are required to hold three regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are to be posted in the SGA office and on the UNCG SGA website and Spartan Connect. For each day that classes are out of session, twenty minutes may be deducted from the weekly total of three hours.

### Section 3. Treasurer

- A. Qualifications
  - a. The Treasurer shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
  - b. The Treasurer shall be enrolled in no less than twelve (residential) or nine (commuter) undergraduate credit hours, or nine graduate credit hours per semester while in office.
  - c. The Treasurer shall be in good conduct standing, as determined by the University.
  - d. The Treasurer cannot hold any other position in the SGA, with the exception of *ex officio* membership to the Finance Committee. The Treasurer shall hold an *ex officio* membership to the Finance Committee. Upon Senate approval, the Treasurer may serve other positions and *ex officio* memberships to committees



- within SGA. Duties, Powers, and Responsibilities
- e. The Treasurer shall fulfill all financial mandates given to them by the Student Body President or the Student Body Vice President in accordance with the Constitution and the Standard Operating Procedures.
  - f. The Treasurer shall execute and administer the Financial Guidelines of the SGA Standard Operating Procedures and all the financial acts of the Senate.
  - g. The Treasurer shall serve as an *ex officio* member of the Finance Committee. As an *ex officio* member of the Finance committee, the Treasurer gives the committee advice and additional information. In addition to this, the Treasurer makes sure that the Finance committee's decisions line up with the Financial guidelines and procedures in the Standard Operating Procedure.
  - h. The Treasurer shall attend an officer orientation prior to the first meeting of current SGA session, as well as all Legislative Board meetings scheduled by the Vice President.
  - i. The Treasurer shall maintain and report records of all appropriations allocated, both spent and unspent, from the SGA Budget.
  - j. The Treasurer shall maintain records of all Allocation Request Forms used within the academic year.
  - k. The Treasurer shall submit a written report to SGA at the end of each allocation period. This report shall include the balance of the operational budget, and the total amount of money spent from each group's allocations.
  - l. The Treasurer shall attend all Student Senate meetings, and give a monthly report on the budget and expenditures that occur within SGA.
  - m. The Treasurer shall serve until resignation, removal from office, or installation of the incoming Treasurer.
  - n. The incoming Treasurer shall assist and coordinate the creation of the SGA Budget for the upcoming session.

#### Section 4. Legislative Assistant

##### A. Qualifications

- a. The Legislative Assistant shall be appointed by the Vice President with majority approval by the Senate.
- b. The Legislative Assistant shall have and maintain a cumulative GPA of no less than 2.50 on a 4.0 scale while in office.
- c. The Legislative Assistant shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate credit hours or nine graduate credit hours per semester while in office.
- d. The Legislative Assistant shall be in good conduct standing, as determined by the University.
- e. The Legislative Assistant cannot hold any other position in the SGA with exception of *ex officio* membership.

##### B. Duties, Powers, and Responsibilities

- a. The Legislative Assistant shall attend an officer orientation meeting prior to the first meeting of the Student Government Association as well as Legislative Board meetings as deemed necessary by the Vice President.
- b. The Legislative Assistant shall attend all Student Senate meetings. Given the nature of the position, attendance is non-negotiable.
- c. The Legislative Assistant shall record the minutes and attendance of Senate meetings.
- d. The Legislative Assistant shall keep an accurate record of the Senate

- minutes as approved by the Senate, as well as all legislation passed, failed, or considered.
- e. The Legislative Assistant shall deliver the minutes to the Director of Media Affairs within 48 hours of approval by the Senate.
  - f. The Legislative Assistant shall perform such other duties as may be assigned by the Vice President of the SGA.
  - g. All legislation passed by the Senate shall be given to the Legislative Assistant, who shall have four days to prepare the legislation in its final form. The individual who was presiding at the time that the legislation was passed shall review this final form, and upon determining that it is correct and complete, they shall sign three copies of the legislation; one for the official records of the SGA, one to be maintained in the office of the Vice President, and a third to be forwarded to the President for their approval or veto.
  - h. The Legislative Assistant shall serve until resignation, removal from office, or installation of the incoming Legislative Assistant.

## Section 5. Parliamentarian

### A. Qualifications

- a. The Parliamentarian shall be appointed by the Vice President with majority approval by the Senate.
- b. The Parliamentarian shall have and maintain, a cumulative GPA of no less than 2.50 on a 4.0 scale while in office.
- c. The Parliamentarian shall be enrolled for no less than twelve (hour thing) undergraduate credit hours or nine graduate credit hours per semester while in office.
- d. The Parliamentarian shall be in good conduct standing, as determined by the University.
- e. The Parliamentarian shall be required to attend two professional parliamentary procedure training workshops before the first Senate meeting of the Fall semester after being sworn into office.
- f. The Parliamentarian cannot hold any other position in the SGA with exception of *ex officio* membership.

### B. Duties, Powers, and Responsibilities

- a. The Parliamentarian shall advise the Senate on matters pertaining to parliamentary procedure, past precedence, or any others for the maintenance of a civil meeting.
- b. The Parliamentarian shall keep a record of the number and periods of time that a member has remaining to speak during a Senate meeting.
- c. The Parliamentarian shall conduct two Parliamentary workshops with the incoming Vice President, including the incoming Parliamentarian.
- d. The Parliamentarian shall conduct Parliamentary workshops after each election during Senator Orientation meetings.
- e. The Parliamentarian shall perform such other duties as may be assigned by the Vice President.
- f. The Parliamentarian shall serve until resignation, removal from office, or installation of the incoming Parliamentarian.

## **Article V. Committee Chair Duties**

### Section 1. The Committee Chair

- A. Each Chair shall abide by the SGA Constitution and Standard Operating Procedures. Failure to do so may result in the removal of their position by the discretion of the Executive Council. Each Chair shall conduct a committee member orientation at their first committee meeting of the semester and as deemed necessary. Each Chair shall be responsible for correspondence with the Vice President.
- B. Qualifications
  - a. During the Spring semester, the Vice President-Elect shall request that each standing committee create a list of up to three nominees for Committee Chair for the following academic year. If there are no appropriate selections in the current committee, and/or if the Vice President-Elect determines another applicant is better suited for the position, the incoming Vice President has the authority to select a member of the Senate who meets the qualifications for Chair of the Committee.
  - b. The appointments for Chair must be approved by a two-thirds vote from the Senate.
  - c. Each Chair shall have and maintain, while in office, a cumulative GPA of 2.50 on a 4.0 scale.
  - d. Each Chair shall be enrolled for twelve undergraduate or nine graduate credit hours per semester while in office.
  - e. Each Chair shall be in good conduct standing as determined by the University.
- C. Duties, Powers, and Responsibilities
  - a. Each Chair shall attend an orientation meeting prior to the first meeting of the SGA as well as all Legislative Board meetings scheduled by the Vice President.
  - b. Each Chair shall have the right to set the original agenda of the committee meetings. The Vice President may add additional items to a committee agenda but must notify the Committee Chair no less than 24 hours in advance.
  - c. Each Chair may schedule emergency meetings, for urgent matters that cannot be handled within the scheduled meeting times, but must provide at least 48 hour notice prior to this emergency meeting. However, an emergency meeting may not be held if objected to by half of the committee within 24 hours of notification. Each Chair will make reports to the Senate and present them when asked.
  - d. Each Chair shall compile an annual report for the committee to be handed into the Vice President by the final meeting of the Senate of the year for which they hold office.
  - e. After each election, Each Chair shall conduct a workshop at the Senator Orientation dealing with the details of the committee.

### Section 2. Committee Chair Pro Tempore

- A. Each Committee Chair Pro Tempore shall abide by the SGA Constitution, Standard Operating Procedures, and Special Rules of Order. Failure to do so can result in their removal from their position by the discretion of the Executive

Council.

- B. A Committee Chair Pro Tempore must be elected by the other members of their committee upon creation of that committee. They must be a voting Senator. The Vice-President may remove them at any time. The Chair Pro Tempore will assume all duties, obligations and privileges of the Chair upon the absence of the Chair.

### Section 3. Secretary

- A. The Secretary of the committee must be elected by the other members of their committee upon creation of that committee. They shall be responsible for keeping minutes of each meeting, recording attendance including presence of quorum, and sending this information to the Legislative Assistant within 48 hours of approval by the committee.

### Section 4. Other expectations

- A. The committee shall not proceed unless quorum (a minimum number of members present to run the meeting) exists, inclusive of the Chair.
- B. No candidate for President or Vice President, or individuals listed in election documents as working for a particular Presidential or Vice-Presidential candidate, may serve in any capacity on election-related projects on the Elections or Publicity committees.
- C. The President, Vice President, and Attorney General may serve as *ex officio* members of any committee.

### Section 5. Committee Agenda

- A. There shall be an agenda for each committee meeting to be distributed to the respective committee 24 hours before the committee meets.
- B. The Senate shall have the privilege of placing additional items on the committee's agenda.
- C. All items will be voted on by the committee membership. A simple majority vote will be required for passage of items.
- D. All items on the agenda that were passed will be reported to the Senate during the committee chair's next report.

## **Article VI. Committee Functions**

### Section 1. The Current Concerns Committee

- A. Purpose
  - a. The Current Concerns Committee shall have primary responsibility for seeking out and investigating the concerns of the Student Body while proactively finding resolutions to the concerns they gathered.
- B. Duties, Powers, and Responsibilities
  - a. The Current Concerns Committee shall be responsible for gathering, hearing, addressing, and enacting upon the concerns of the student body.
  - b. Gather student concerns in a timely manner by tabling and creating events based on these concerns expressed by the student body
  - c. At the end of the semester create a report of all the concerns addressed in that academic year.
  - d. The committee shall investigate concerns in order to evaluate their extent and

- present possible solutions. In order to address these concerns
- e. The committee shall present all expressed concerns and proposed solutions to the Senate during the committee chair's report as well as submit an electronic report to the Executive Cabinet.
- f. The committee, in collaboration with the legislative committee, shall assist any student if requested by that student in drafting legislation.

## Section 2. The Elections Committee

### A. Purpose

- a. The Elections Committee shall have primary responsibility for conducting consistent, unbiased, and fair elections for the elected positions of the SGA.

### B. Duties, Powers, and Responsibilities

- a. This committee shall conduct the Fall and Spring Elections and any special elections in accordance with the Governing Documents.
- b. Prior to each election cycle, the committee will present an election timeline to the Senate. This timeline will include dates and times for the nomination period, campaign period, and voting period. This timeline must be approved by the Senate at least five business days prior to the beginning of the nomination period.
- c. The nomination period will last no less than four days and no more than seven days.
- d. The committee shall create and distribute an elections packet in accordance with the Standard Operating Procedures.
- e. The committee may post marketing advertising for all elections and voting events, in accordance with University posting policies.
- f. Decisions on protests of candidates, campaigns, elections and votes are to be made by the Committee. Any decision made by the Election Committee in regards to a protest can only be overturned by a 3/4 vote of the Senate.
- g. The Elections Committee will host two debates during the Spring elections for the office of President and Vice President. One debate shall be held on a Tuesday during the SGA Senate Meeting and the second debate shall be held on any day of the week excluding Tuesday. The dates shall be left up to the discretion of the Elections Committee.
- h. The Elections Committee Chair along with the Director of Student Affairs shall plan and coordinate the Fall and Spring SGA Week to coincide with elections, in an effort to promote elections and gain better visibility for SGA Week.

### C. Campaign Rules

- a. All nominees must possess the qualifications of the office for which they would like to run as listed in the Constitution and Standard Operating Procedures by the close of the nomination period.
- b. Candidates running for the office of President or Vice President must have served as Senator, Committee Chair, Executive Cabinet member, Vice President or President for at least a year and during the last two out of three semesters.
- c. Candidates for the office of President and Vice President must participate in both SGA debates, given at least two weeks' notice.
- d. In order to run for any office, any and all required documentation must be given to the Elections Committee Chair, at the time designated by the Elections Committee. This shall include the authorization for the SGA Advisor(s) to confirm a candidate's academic and conduct standing, a

brief biography of the candidate, and any other document as further determined by the Senate.

- e. Candidates must file by their legal name, but may choose a name under which to run.
- f. Each student that is nominated for a position shall be notified by email within two business days of the close of the nomination period. The email shall include the election schedule and a link to the SGA governing documents.
- g. Any candidate wishing to accept their nomination must attend one of the informational meetings held by the Elections Committee Chair.
- h. For the purpose of campaign rules, a voting area shall be defined as any UNCG owned location where a ballot can be cast.
- i. The campaigning period should be defined as a time for all candidates to promote their platforms while the voting period shall be defined as a time to promote SGA elections more broadly.
- j. Any Student Government funded organization which holds a meeting that allows campaign appearances by candidates running in Student Government elections must give equal opportunity to all candidates running for the same office. These organizations should notify the elections committee at least 48 hours prior. If the Elections Committee finds an organization to be in violation of this rule, the Elections Committee shall forward their findings to the Finance Committee for review and possible sanctions.

#### D. Campaign Materials Expectations

- a. Campaign material shall be defined as any medium announcing a person's candidacy or a candidate's views. Campaign material shall also be defined as any physical media that attempts to persuade an eligible voter to vote for or against a particular candidate.
- b. No campaign material may be distributed within 30 feet of a voting area while polls are open.
- c. Candidates and/or campaign staff members shall not remove, deface, or conceal campaign material posted by other candidates running for any office. Candidates are responsible for reporting their campaign staff members. Campaign staff members are any person that actively works on a candidate's campaign.
- d. All candidates are responsible for the actions of their campaign workers and for their campaign materials. If violations occur, the candidates will be held accountable for them.
- e. Campaign materials may not be placed anywhere on glass, painted surfaces, doors, poles, windows, or trees. No marking of any type may occur on sidewalks, streets, grounds, or UNCG property for campaign purposes.
- f. Digital marketing expectations are as follows:
  - i. Candidates are:
    1. Not allowed to directly email faculty or staff to solicit their support.
    2. Students must elect to receive candidate-specific campaign-related correspondence (email, social media platforms, digital marketing, etc.).
    3. Candidates cannot use any employment-related email lists or communication to solicit support, including Canvas.
    4. Candidates are encouraged to create election-specific social media profiles to eliminate any possible conflicts of interest.
    5. Candidates must tag the SGA account in all social media campaign

posts.

6. The Elections Committee reserves the right to clarify and provide more specific expectations for each election cycle as digital markets and platforms emerge.
- g. All campaign materials must be removed from UNCG property within twenty-four (24) hours after the election results are announced. In the event of a run-off, posters for those candidates may be left up until twenty-four (24) hours after the results of the run-offs are announced. If all materials are not down within this time, violators of this policy shall be subject to action by the Elections Committee.
- h. Campaign materials may be placed in the following areas:
  - i. In academic buildings in the areas designated for posters, such as general purpose bulletin boards, cork strips, and digital signage.
  - ii. In the cafeteria on poster strips, bulletin boards, and anywhere else that the Director of Dining Services allows.
  - iii. In the Elliott University Center in the areas designated for posters, such as general purpose bulletin boards, media bins, campaign bulletin boards, on unpainted brick interiors, and anywhere else where the Director of the Elliott University Center allows (Media Board and other university publications take priority in the media bins) and flyers may be placed on tables.
  - iv. In the residence halls only on general purpose bulletin boards or general purpose cork strips. Materials cannot be placed on or under any resident's door except by that resident. In addition, campaigning may not be conducted door-to-door in any fashion.
  - v. On the Rawk following traditional usage rules. Candidates must allow the full twenty-four (24) hour period following the previous advertisement's posting to elapse before painting over the Rawk. During election days, a candidate may not have the Rawk painted for their campaign except for the sole purpose of publicizing SGA elections.
- i. A maximum of \$500.00 may be used by each Senatorial candidate for publicity before the first ballot, and in the case of a runoff, a Senatorial candidate's total expenditure should not exceed \$750.00. A maximum of \$750.00 may be used by each Presidential or Vice Presidential candidate for publicity before the first ballot, and in the case of a runoff, a Presidential or Vice Presidential candidate's total expenditures should not exceed \$1,000.00. In the effort of ensuring all elections are fair and accessible to all, SGA Elections Committee would like to highlight spending money is optional and not required. Publicity is considered any means other than word that brings to public notice a person's candidacy or their view, or tries to persuade a voter to vote for a particular candidate. Publicity shall include but not be limited to campaign buttons, flyers, posters, ads (including social media platforms), bulletins, banners, placards, dinners, parties, and other functions held by a candidate on campus. An itemized statement of campaign expenditures must be turned into the Elections Committee Chair before the counting of the votes. Donations must be included at their market value. Any violation may result in disqualification of the offending candidate.

#### E. Voting Procedures

- a. All elections shall be conducted by secret ballot. The method of balloting shall be chosen by the Elections Committee with the approval of the Senate.
- b. Only students currently enrolled at The University of North Carolina at Greensboro may vote in Student Government Association

- elections.
  - c. No person may cast more than one vote for President or Vice President per election.
  - d. If a candidate is running unopposed, the voting shall be conducted in the same manner as the vote for any candidate with opposition with the options of abstain and no confidence.
- F. Tabulating Results and Determining Winners
- a. When only one seat for any office is being voted upon (e.g. SGA President), a candidate must obtain a simple majority of votes in order to win.
  - b. When more than one seat for an office is being voted upon (e.g. Sophomore Senator) then election shall be by plurality, where those individuals with the highest number of votes in ranking order shall win the election.
  - c. In an election involving more than two candidates running for one seat where no one candidate receives a simple majority of votes cast for that seat, then the candidates holding the top two positions or whatever minimum number of candidates is necessary to represent a majority of the number of votes cast, in ranking order of those candidates receiving the highest number of votes, shall comprise a run-off to determine the winner.
  - d. In case of a tie, the winner shall be determined by a run-off election.
  - e. In all run-offs, the winning candidate must obtain a simple majority of the votes cast.
- G. Notification of Candidates and Releasing Of Results
- a. The Elections Committee shall notify all candidates of the results of the elections, as a whole, via email, as soon as they are known. The results will be publicly announced at the next regular Senate meeting, and the Vice President shall be responsible for sending a campus wide email to all students informing them of the election results.
- H. Candidate Sanctions
- a. Any candidates who misrepresents any facts concerning a campaign, or who violates any of the policies, shall be subject to disciplinary action by the Elections Committee.
  - b. The Elections Committee, in consultation with the SGA Advisor, may disqualify or otherwise sanction any candidate in violation of the election guidelines. Any sanctions shall require a 2/3 vote of the Elections Committee.
- I. Contestation of Elections
- a. Only an eligible voter, who upon witnessing an alleged irregularity and reporting the irregularity to an elections official within two (2) business days of the time it was first witnessed, may contest an election or referendum.
  - b. Witnessing for the purposes of this rule shall be defined as documentation and/or eye witness accounts.
  - c. A person wishing to contest the results must submit a written contestation to the Elections Committee Chair, or if they cannot be reached, to the Vice President or the President of SGA within two (2) business days after the closing of polls. In the written contestation, the name of the Elections Committee official whom the contestation was originally reported on must be stated. The Election Committee Chairperson shall inform candidates that lose their election of their ability to contest the results.
  - d. Within two (2) business days after receiving the contestation, a schedule shall be set by the Elections Committee to hear the contestation and announce its decision.



- e. If, in the opinion of the Elections Committee, the irregularity involves a sufficient number of total votes to change the election or referendum results, or if the effect of the irregularity cannot be determined, then the results shall be declared invalid and a new election schedule will be determined according to the guidelines above.
  - f. Any appeal of an Elections Committee decision should be addressed to the Attorney General, Elections Committee Chair, President, and Vice President of Student Government in writing within one (1) business day after the decision is announced and made public. The appeal shall be heard and ruled upon by the Student Government Superior Court.
  - g. Unless otherwise provided for by the SGA Constitution or Standard Operating Procedure, decisions of the Elections Committee are not subject to the approval of the Student Senate.
- J. Conceding
- a. Any candidate wishing to concede must give written notice to the Elections Committee Chair.
  - b. Any candidate who relinquishes the right to participate in a runoff election after the primary results have been made known has twenty-four (24) hours in which to reconsider their decision. If at the end of this time, they still wish to relinquish this right, their decision shall be considered final and binding.

### Section 3. Finance Committee

- A. Purpose
- a. The Finance Committee shall have primary responsibility for allocating student group funds in a fair, unbiased and consistent manner to students and groups of this University.
  - b. The Student Organization senators will also hold responsibility in their involvement in the Finance Committee Allocation process.
- B. Duties, Powers, and Responsibilities
- a. The committee shall determine the schedule for each allocation request period. This schedule must be approved by the Senate prior to being announced to the student body.
  - b. The committee shall receive the allocation requests of eligible students and student groups.
  - c. After hearing and considering each request, the committee shall generate allocation legislation for consideration by the Senate. This legislation must contain a written bill following the format prescribed in the governing document and an itemized spreadsheet listing all allocations.
  - d. The committee shall present a schedule for all allocation periods for the academic year by the third meeting of the Senate.
  - e. The committee shall conduct Allocation Orientation meetings to educate students on the allocation application process as it determines but no less than once each semester.
  - f. Allocation meetings shall include: a brief summary of the allocation process, a demonstration on how to complete each form within an Allocation Request, information on how to access funds after they are allocated, contact information for the Finance Committee Chair and Treasurer, printed or electronic copies of all finance bylaws and statutes, and a question-and-answer period. Attendance at these meetings shall be mandatory for the Finance Committee Chair and Treasurer.

- g. The committee shall develop an Allocation Application that includes all sections of the Standard Operating Procedures pertaining to the allocation process.
- h. The committee shall follow all financial and allocation procedures described in these Standard Operating Procedures.
- i. The committee shall publicize the dates, times and locations of all meetings involved with the allocation process.

#### Section 4. The Legislative Committee

##### A. Purpose

- a. The Legislative Committee shall have primary responsibility for reviewing legislation prior to presentation to the Senate to ensure quality and consistency.

##### B. Duties, Powers, and Responsibilities

- a. The committee shall review all legislation submitted by other committees, members of the Senate, officers of the SGA, or by students.
- b. When legislation is presented to the committee, the committee shall conduct a review to:
  - i. Ensure that the legislation does not conflict with the Constitution or Standard Operating Procedures.
  - ii. Ensure the legislation contains the necessary details required for its successful implementation.
  - iii. Correct the grammar and spelling.
- c. After reviewing the legislation, the committee has the following options:
  - i. Send legislation as originally submitted to the Senate by sending it to the Vice-President and Legislative Assistant.
  - ii. Send legislation back to the author with recommendations.
- d. The Legislative Committee Chair shall report the committee's decision (with a full explanation) to the primary author(s) and/or sponsor(s) of the legislation.
- e. The Legislative Committee shall offer a workshop during Senate each semester teaching SGA members how to write and draft legislation.
- f. The Legislative Committee Chair is responsible for updating the reading dates and vote numbers of a piece when it is presented. They are also responsible for tracking the referred section, margin numbers if not present, and the final signature from their revision. They will then send it to the President and Chief of Staff.

#### Section 5. The Social Justice, Diversity, and Inclusion Committee

##### A. Purpose

- a. The Social Justice, Diversity, and Inclusion Committee shall have primary responsibility for addressing the concerns of UNC Greensboro students and spreading awareness for social justice, diversity, and inclusion on campus.

##### B. Duties, Powers, and Responsibilities

- a. The Social Justice, Diversity, and Inclusion Committee shall address student concerns and issues around diversity, inclusion, and equity.
- b. The committee shall plan and coordinate at least three (3) diversity, inclusion,

- and equity events per semester with at least two (2) of these events being in collaboration with another department or student organization on campus
  - c. The committee shall plan at least one annual initiative focused on institutional change for diversity, inclusion, and equity on a campus-wide level.
  - d. The Committee chair shall convey the current status of diversity, inclusion, and equity initiatives and the status of minority enrollment during senate reports to the student body through monthly senate reports.
  - e. The Committee shall inform SGA on social, cultural, recreational, and educational programs and ensure that they are inclusive.
  - f. The Committee shall implement diversity, inclusion, and equity training for all SGA members throughout the session.
- C. Outreach and Engagement
- a. The Diversity, Inclusion, and Equity Committee is committed to making sure underrepresented student voices, and student groups are heard.
  - b. The committee shall serve as a liaison between SGA and all external diversity, inclusion, and equity initiatives as well as campus entities promoting an intercultural environment by appointing members to serve on committees relating to campus diversity, inclusion, and equity.
  - c. The Committee Chair shall act as a liaison between SGA and the Intercultural Leadership Council.
  - d. The Committee shall each semester present an opportunity to the Intercultural Leadership Council to have a collective meeting to promote relationships, collaborations, and share best practices for all events.

## **Article VII. Finance and Allocation Guidelines**

### Section 1. Definitions

- A. For the purposes of this section, the following words and phrases are defined:
- a. Appropriations Period – Shall run concurrently with the SGA fiscal year.
  - b. Allocation Period - The allocations process shall consist of one funding period: Fall Regular allocations shall be the primary method of funding student events and supplies.
  - c. Electioneering - Any campaign activity (such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, or sponsorship of a fundraiser), designed to further or hinder the candidacy of an individual or individuals for any elected office.
  - d. Fiscal Year – The SGA fiscal year shall mirror UNCG’s fiscal year (July 1 – June 30).
  - e. Generated Funds - All outside income generated by a student or student group. This excludes any funds allocated to a student group by the SGA.
  - f. General Reserve - SGA Funds that are available to be distributed to eligible students and student groups.
  - g. Lobbying - Any effort to persuade any government official (including those officials within national, state, or local administrations) to take a certain position on any issue through direct communication with that entity or official.
  - h. Regular Request - a request from an eligible student or group for SGA funding for the following semester.
  - i. Student Government Association Funds - Funds allocated to the SGA by

- the University from student activity fees.
- j. Student Group - A group of students officially recognized as a registered student group through the Office of Campus Activities and Programs.

## Section 2. Basic Provisions and General Philosophy

- A. SGA Funds should be used for the funding of programs, services, and events with the goal of benefiting the entire student body.
- B. The financial guidelines shall regulate the use of funds allocated by the SGA to every student and group that receive SGA funds. Exemptions from these regulations must first be approved by the Finance Committee and Treasurer, and then affirmed by the Senate.
- C. Any student or group that requests SGA funds for an item or event shall have the opportunity to indicate in advance whether or not they will accept partial funding. Acceptance of any SGA funds for an event shall be considered a commitment on the part of the requesting party to host the event or purchase the item.
- D. In the event there are unspent SGA funds in the Administrative Line Item of the Budget at the end of an academic year, the Executive Council, in collaboration with the incoming Executive Council, shall use the funds to purchase supplies for the SGA for the following session.
- E. All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SGA funds shall be considered the exclusive property of the SGA.
- F. Every item acquired with SGA funds must be reported to the Treasurer and Finance Committee. Thus, the Treasurer and Finance Committee must maintain a record of all materials, supplies, equipment, or otherwise non-negotiable acquired with SGA Funds. Furthermore, the Treasurer and Finance Committee reserves the right to regulate the utilization of these items to better serve all student groups.
- G. Receipt of SGA funds does not limit a group's use of generated funds.

## Section 3. Provisions for Funding

- A. All parties requesting funding from the General Reserve must adhere to the following requirements. Failure to meet the following requirements will result in automatic ineligibility for funding.
  - a. Only UNCG student groups and students may request SGA funds.
  - b. All parties must attend any required orientation meetings prior to requesting funding, provided that notice of said orientation meeting was distributed at least two weeks in advance.
  - c. All parties must follow the Finance Committee procedures and instructions to come to Finance hearings prepared to address their request in consideration of the finance guidelines, and provide all appropriate documentation to substantiate their claims.
  - d. All parties must submit a completed Allocation Request packet by the due date set by the Finance Committee.
  - e. All parties receiving allocation funding must clearly state "Funded by SGA's Allocation Budget Derived from Student Fees" with a "Funded By..." logo on all promotional materials, tickets, uniforms, etc., in accordance with the Standard Operating Procedures. This logo shall be sent to all student groups after attending the mandatory Finance Presentation.

- B. Priority for Funding. The following guidelines shall be used to determine the appropriation of funds from the general reserve. The guidelines are listed in descending priority.
- a. The Finance Committee must consider the cost of the event compared to the number of students affected, the number of students involved in a project, and potential and demonstrable impact on the campus community. The Finance Committee should try to anticipate this representation by looking at past involvement, enthusiasm for the program, and the amount of involvement anticipated by the group.
  - b. The Finance Committee must consider how vital a request is to the group. Things to be considered should be the priority of the request in relation to other requests sponsored by the group, whether or not it is in part a fundraising program, and how it would affect the morale of the group.
  - c. The Finance Committee must consider how unique a request is to the Student Body. It should consider the cultural/educational value of the program, the amount of recognition it brings to the University, and the identification it has with the group.
  - d. The Finance Committee and Senate must consider the amount of money the group will be spending on the item or event compared to the amount of money requested.
  - e. Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories essential to the continuation of the group shall be considered for funding on the basis of how the group's programs as a whole will benefit the student body. Funding for a group as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.

#### Section 4. Prohibited and Restricted Types of Expenditures

- A. Prohibited Expenditures: No requests for any of the following activities shall be fulfilled with funds from the general reserve.
- a. Expenditures that result in a monetary gain for any student or member of the group. Monetary gain shall be defined as scholarships, gift certificates, salaries, stipend, etc.
  - b. Reimbursement of expenses from previous semester(s).
  - c. Reimbursement of any lost or stolen monies, checks, purchase orders, etc.
  - d. Any persuasive religious exercise that cannot legally be funded with student fees, as determined by the University General Counsel.
  - e. Requests for expenditures outside the current allocation period
  - f. Efforts on behalf of the SGA to persuade officials within the University of North Carolina System's administration will not be considered to be lobbying as long as it is expressing the interest of the Student Body at large.
  - g. Nothing in this section shall be construed to prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a group receiving monies from the general reserve, or by a member of such a group, as long as the expenses of such efforts are funded by personal or group's generated funds and not monies from the general reserve.
- B. Restricted Expenditures: Funding from the Allocation Budget for any of the following types of requests shall be restricted as described.
- a. Student groups shall not be allocated funds for more than two of the following types of events per semester: parties, banquets, picnics, social

- events, or entertainment.
  - b. For the purpose of this section, "social event" shall be defined as any event that does not further the education or growth of the group as a whole.
  - c. Groups that have become newly affiliated in the past two allocation periods are exempt from this restriction.
- C. Travel and Lodging
- a. No meals shall be funded while traveling, except where such meals are part of a conference registration.
  - b. If a registration fee includes the cost of lodging, the fee shall be itemized as accurately as possible so that fees and lodging can be considered separately.
  - c. The maximum allocation for lodging per night per room shall be in accordance with the most up to date travel policy. Only one room for every four persons traveling will be eligible for funding.
  - d. Members of groups who wish to travel by air must submit at least three (3) quotes for airfare to the Finance Committee at least four (4) weeks before the beginning of the conference/event, or on the same day that allocation request forms are due, whichever occurs earliest. Criteria for approval shall be the necessity, cost, and distance involved. Groups should seek out the least expensive times and tickets of flights, and be prepared to pay for their own travel if their airfare request is not approved.
  - e. All travel costs for private vehicles shall be handled on a reimbursement basis. To be reimbursed for travel expenses, an individual or group must submit both receipts for actual fuel purchases and beginning and ending odometer readings for each vehicle to the Treasurer within thirty (30) days of return. Reimbursement shall be made per mile or for actual expenditures, whichever is less. The maximum allowance for travel in a private vehicle will be consistent with the state government mileage reimbursement rate.
  - f. The maximum travel allowance will be in accordance with the rates set by UNCG Business Affairs.
- D. Any expenditure made for a single speaker's speaking fee/honorarium (including any travel and lodging expenses incurred by the speaker and paid by the group) greater than \$2000 shall require approval of 2/3 of the Senate.
- E. Funds may be appropriated for programs originating outside the University at local, state, and national levels that directly affect students at The University of North Carolina at Greensboro and that aligns with the criteria for funding defined in the Standard Operating Procedures. Such appropriations may be made only with the approval of 2/3 of the Senate.

#### Section 5. Additional Restrictions On Funds

- A. No recognized student group that receives funds via SGA allocation for an event may charge admission to UNCG students for that event. Any attempt to do so shall cause the offending affiliated organization to lose funding eligibility from SGA for one allocation period.
- B. Recognized student groups that spend less than 50% of allocated funds from the previous semester will be ineligible for funding for one allocation period, regardless of when the recognized student group submits an allocation packet, unless approved by the Finance Committee and Treasurer given justified and rational circumstances.
- C. Recognized student groups that fail to turn in the post-event forms will be ineligible for SGA funding for one allocation period. The recognized student group has until the packet submission deadline of the following allocation period to turn in the Post-Event

- form.
- D. Any recognized student group failing to turn in both a hard and soft copy of the allocation packet by the allotted deadline set forth by the Finance Committee Chair will be ineligible for funding for that allocation period.
  - E. Monies for charter buses shall be limited to \$2,000. Airfare transportation shall be limited to the contiguous United States.
  - F. Affiliated organizations that fail to attend an allocation meeting for a given allocation period will not be eligible for funding in that allocation period.

#### Section 6. Allocation Process

- A. The Senate shall maintain the process by which the Allocation Budget is allocated through the following procedures and the enactment.
- B. Division of SGA Funds
  - a. Before the fees are divided among the allocation periods, an amount equal to twenty-two (22%) percent of the yearly SGA Budget shall be retained for the Operational budget. This budget will be authored by the President. This budget must be approved by majority vote of the Senate prior to its implementation.
  - b. Before the fees are divided among the allocation periods, an amount equal to six (6%) percent of the yearly SGA Budget shall be retained for the Judicial budget. This budget will be authored by the Student Attorney General. This budget must be approved by majority vote of the Senate prior to its implementation.
  - c. The Allocation Budget shall be evenly distributed between all allocation periods.
- C. The Senate shall not consider any allocation legislation or operational budget that contains a deficit (total expenditures exceed total available funds).

#### Section 7. Special Allocation Consideration

- A. After the Regular Allocation process has ended, the Finance Committee shall meet and consider each request. The committee should first examine the requests for compliance with the SGA governing documents and applicable UNCG policies. Once compliance has been determined, the committee may then make further reductions in order to produce a balanced budget.
- B. Each line item and event shall be considered independently. If an individual item is found to be in conflict with the SGA governing documents, it shall not affect the eligibility of other items and events in the same allocation request.
- C. Due to the limited funds available to SGA, the Finance Committee may not be able to fully fund all items/events. To balance the budget, the committee may impose additional limitations on requests beyond what is mandated. However, these limitations must be applied equally to every allocation request during that allocation period.
- D. After all requests have been fully considered and an allocation budget without a deficit has been achieved, the Finance Committee Chair shall be responsible for creating and formatting allocation legislation, while the Treasurer shall be responsible for finalizing the spreadsheet attached to the legislation. This legislation must be submitted to the Legislative Committee in the same format as any other legislation.

## Section 8. Hearings Process

- A. Following the submission of the allocation requests, but before the Finance Committee begins deliberations, each requesting student or organization must attend a hearing with the committee. Hearings consist of a question and answer period, and the hearing schedule shall be determined in advance by the committee.
- B. The hearing shall provide the requesting party an opportunity to explain the allocation request.

## Section 9. Individual Students

- A. Individual students as previously defined by the SGA Standard Operating Procedures shall be considered for SGA funding upon the receipt of an SGA allocation application.
- B. A packet by an individual student shall only be considered complete after the student has met with the SGA Advisor and Finance Committee Chair to discuss the nature of the packet.
  - a. An individual student must contact the SGA Advisor at least two weeks prior to the application deadline to set up an appointment.
- C. The signature of the SGA Advisor shall be considered in place of the signature of a faculty advisor.

## Section 10. Enforcement of Financial Bylaws and Standard Operating Procedures

- A. The Treasurer shall have the authority to suspend the allocated funds of any student or student group that fails to comply with these standard operating procedures or any other current financial expectations. Written notice of the suspension must be sent to the affected party, the Business Manager, and the Finance Committee.
- B. Once notified of a suspension of funds, the Finance Committee shall convene as soon as within 7 days to discuss the situation, hear from the affected party, and set a termination date of the suspension. The affected party may appeal the decision of the Finance Committee to the Senate by submitting a written appeal to the Vice President within 72 hours of the notification of the decision.

## **Article VIII. The Executive Branch**

### Section 1. The President

- A. Duties, Powers, and Responsibilities
  - a. The President shall submit to the Senate a written job description for each paid member and voluntary positions of the Executive Cabinet. This description shall be due prior to the meeting that the member is presented for confirmation by the Senate.
  - b. The President has the authority, per advisor approval, to remove any member of the Cabinet with written notice. Upon removal of a member of the Executive Cabinet, the President must notify the Student Senate during their report at the following Senate meeting.
  - c. The President may be recognized in the Senate for points of information or to provide clarification, but may not make motions or participate in debate.



- d. The President shall deliver a weekly report during weekly Senate meetings.
- e. The President is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door, added to the SGA calendar, and on the UNCG SGA website. For each day that classes are out of session, two hours may be deducted from the weekly total of ten hours.
- f. The President, in coordination with the Chief of Staff, shall be responsible to make reservations for Executive Initiatives as well as submitting catering requests within a timely manner.

## Section 2. The Executive Cabinet

### A. Duties, Powers, and Responsibilities

- a. The members of the Executive Cabinet are selected by the President.
- b. The Executive Cabinet members may serve on University committees, as appointed by the President and confirmed by the Senate.
- c. The Executive Cabinet members shall have regular meetings with University officials relevant to their positions.
- d. The individual Executive Cabinet members may be utilized by the Student Senate committees.
- e. The members of the Executive Cabinet are required to hold three regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are to be posted in the SGA office, added to the SGA calendar, and on the UNCG SGA website. For each day that classes are out of session, twenty minutes may be deducted from the weekly total of three hours.
- f. All members of the Executive Cabinet are required to attend each senate meeting. Each Executive Cabinet member shall have a total of two unexcused absences.
- g. All members of the Executive Cabinet are required to provide a monthly report. In the event an Executive Cabinet member is unable to attend they shall notify the Chief of Staff at least 48 hours in advance to deliver it on their behalf.
- h. The Executive Cabinet will notify the Chief of Staff within 30 days of an event to allow adequate time to make reservations and catering requests.
- i. The members of the Executive Cabinet must compile individual reports of their activities to be incorporated into the Annual Report. Their reports must be submitted to the President by the last meeting of the Student Senate.
  - i. The members of the Executive Cabinet must attend the officer orientation conference held by the President.
  - ii. Members of the Executive Cabinet may be recognized in Senate for points of information or to provide clarification, however, they shall not make motions or participate in debate.
  - iii. The members of the Executive Cabinet shall serve until resignation, removal from office, or until the installation of the incoming cabinet.

## Section 3. The Chief of Staff

### A. Qualifications

- a. The Chief of Staff shall be selected by the President with majority approval by

- the Senate.
  - b. The Chief of Staff shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
  - c. The Chief of Staff shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
  - d. The Chief of Staff shall be in good conduct standing as determined by the University.
- B. B. Duties, Powers, and Responsibilities
- a. The Chief of Staff serves as the primary liaison between both the SGA President and the Executive Cabinet. The Chief of Staff shall have bi-weekly meetings with the President to ensure they are kept up to date.
  - b. The Chief of Staff shall be tasked with gathering all necessary information to make reservations for Executive Initiatives as well as gathering all necessary information to submit catering requests within a timely manner.
  - c. The Chief of Staff shall have the primary responsibility of submitting events in Spartan Connect.
  - d. The Chief of Staff will hold the Secretaries of the Cabinet accountable for creating purposeful and substantive external initiatives that will benefit UNCG students by ensuring work agreements and tasks are being carried out as they are assigned and required.
  - e. The Chief of Staff shall be required to attend the first ASG meeting alongside the President, Vice President, and the ASG Campus Liaison to monthly ASG meetings. For the remainder of the meetings there shall be a rotating member of the legislative or judicial branch.

#### Section 4. ASG Liaison

- A. Qualifications
- a. The ASG Liaison shall be selected by the President with majority approval by the Senate.
  - b. The ASG Liaison shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
  - c. The ASG Liaison shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate or nine graduate credit hours per semester while in office.
  - d. The ASG Liaison shall be in good conduct standing as determined by the University.
- B. Duties, Powers, and Responsibilities
- a. The ASG Liaison serves as the primary chief student advocate for all students in all areas relevant to ASG.
  - b. The ASG Liaison shall attend the monthly ASG Meetings, and should coordinate who else is going to the monthly meetings. After attending monthly meetings, the ASG Liaison must share an update, information learned, and key takeaways from the meeting with the Senate.
  - c. The ASG Liaison shall fulfill all duties assigned by the VP of Campus Outreach, and focus on building community across the UNC System as a whole.
  - d. The ASG Liaison must create purposeful initiatives aligning with both ASG and UNCG Administrations.
  - e. The ASG Liaison shall serve as the main point of contact for the ASG Advisor out of the UNC System Office and assemble the delegation list and ensure

each individual traveling every month signs a travel agreement form and turns it into the CAP office.

- f. The ASG Liaison shall work with the Finance Committee, CAP office, and Vice President to educate students and student groups about the ASG grant application.

## Section 5. Director of Academic Affairs

### A. Qualifications

- a. The Director of Academic Affairs shall be selected by the President with majority approval by the Senate.
- b. The Director of Academic Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- c. The Director of Academic Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
- d. The Director of Academic Affairs shall be in good conduct standing as determined by the University.

### B. Duties, Powers, and Responsibilities

- a. The Director of Academic Affairs serves as the chief student advocate for all academic-related issues.
- b. The Director of Academic Affairs shall be responsible for representing the academic needs of the Senate to the Provost by channeling it through the Vice President who meets monthly with the Provost. The Director of Academic Affairs or an assigned liaison shall also represent SGA at various Faculty Senate meetings throughout the year.
- c. The Director of Academic Affairs will create several academic initiatives to ultimately increase awareness of any academic changes and policies.
- d. The Director of Academic Affairs shall also work to reward students who show an increased commitment to academic excellence. To ensure that this happens the Director of Academic Affairs will work with the schools and colleges to support pre-existing programs
- e. The Director of Academic Affairs in conjunction with the school and college senators to address academic concerns.
- f. The Director of Academic Affairs shall work in conjunction with the University Library to host coffee in the library. This will occur during the final exam period around the end of both semesters.
- g. The Director of Academic Affairs shall work with University Libraries to assist with the Diversity Expo and the READ posters.
- h. The Director of Academic Affairs shall work in tandem with The Director of Student Affairs to initiate one meeting between Faculty Senate and students per session to discuss syllabi statements;

## Section 6. Director of Business Affairs

### A. Qualifications

- a. The Director of Business Affairs shall be selected by the President with majority approval by the Senate.
- b. The Director of Business Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- c. The Director of Business Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.

- d. The Director of Business Affairs shall be in good conduct standing as determined by the University.
- B. Duties, Powers, and Responsibilities
- a. The Director of Business Affairs serves as the chief student advocate for excellence in all business-related issues on campus including campus resources including but not limited to Dining Services, Parking and Campus Access Management, and the UNCG Police Department.
  - b. The Director of Business Affairs will collaborate with the Chairs of the Social Justice, Diversity, and Inclusion Committee and the Current Concerns Committee. They will work together to create a clear plan of action for students who need their accommodations addressed and provide accountability for all members in their roles.
  - c. The Director of Business Affairs is expected to meet regularly with the Vice Chancellor for Business Affairs as well as other administrative staff who support Business Affairs such as the Directors of Dining Services, Parking and Campus Access Management, and the UNCG Police Department. They are expected to have at least 3 meetings per semester with each of these faculty members so there is a constant flow of communication between the Director of Business Affairs, the SJDI and Current Concerns committee chairs, and the appropriate faculty that will address the issues.
  - d. The Director of Business Affairs shall work with University Police and Facilities to carry out an annual Safety Walk.

## Section 7. Director of Student Affairs

- A. Qualifications
- a. The Director of Student Affairs shall be selected by the President with majority approval by the Senate.
  - b. The Director of Student Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
  - c. The Director of Student Affairs shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate or nine graduate credit hours per semester while in office.
  - d. The Director of Student Affairs shall be in good conduct standing as determined by the University.
- B. Duties, Powers, and Responsibilities
- a. The Director of Student Affairs serves as the chief student advocate for all student-related issues on campus and across the UNC System.
  - b. The Director of Student Affairs shall be responsible for uniting the UNC Greensboro student body to create a stronger community.
  - c. The Director of Student Affairs is expected to meet regularly with the Vice Chancellor for Student Affairs as well as work with other administrative staff in the departments within the division of Student Affairs.
  - d. The Director of Student Affairs along with the Elections Chair shall plan and coordinate the Fall and Spring SGA Week to coincide with elections, in an effort to promote elections and gain better visibility for SGA.
  - e. The Director of Student Affairs shall lead the creation of thank you cards to be signed by students for UNCG departments including but not limited to Dining Services, Housekeeping, Maintenance, Administration, and Parking Services.
  - f. The Director of Student Affairs shall work in tandem with The Director of Academic Affairs to initiate one meeting between Faculty Senate and students

per session to discuss syllabi statements; as well as one trip per session to the University Teaching and Learning Commons to ensure care is part of the classroom culture.

## Section 8. Director of Media Affairs

### A. Qualifications

- a. The Director of Media Affairs shall be selected by the President with majority approval by the Senate.
- b. The Director of Media Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- c. The Director of Media Affairs shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate or nine graduate credit hours per semester while in office.
- d. The Director of Media Affairs shall be in good conduct standing as determined by the University.
- e. The Director of Media Affairs shall have experience and familiarity with creating websites.

### B. Duties, Powers, and Responsibilities

- a. The Director of Media Affairs serves as the Creative Director behind SGA outreach and publicity efforts, the webmaster for the SGA website, and collaborates with the Publicity Committee to represent the organization on all media platforms.
- b. The Director of Media Affairs shall be responsible for matters related to technology.
- c. The Director for Media Affairs is the primary point of contact for SGA website and Spartan Connect development, and advocating for necessary technology to grow Student Affairs and SGA intercommunication.
- d. The Director for Media Affairs shall work in collaboration with the Public Relations (PR) Team to help create flyers and run social media accounts.
- e. The Director for Media Affairs shall upload minutes and legislation to the website upon 48 hours after receiving these items from the Legislative Assistant.

## Section 9. Director of Community Affairs

### A. Qualifications

- a. The Director of Community Affairs shall be selected by the President with majority approval by the Senate.
- b. The Director of Community Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- c. The Director of Community Affairs shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate or nine graduate credit hours per semester while in office.
- d. The Director of Community Affairs shall be in good conduct standing as determined by the University.

### B. Duties, Powers, and Responsibilities

- a. The Director of Community Affairs serves as the chief student advocate for

- all areas but focusing mainly on the areas surrounding campus.
- b. The Director of Community Affairs will be responsible for creating and maintaining ongoing SGA community initiatives.
- c. The Director for Community Affairs shall also reach out to other Greensboro colleges and universities to strengthen our Greensboro community.
- d. The Director for Community Affairs will spread awareness on community-wide issues that will impact students and UNC Greensboro as a whole.
- e. The Director for Community Affairs shall be responsible for civic engagement efforts including but not limited democratic engagement, community service, and service learning. They shall work in conjunction with the Assistant Director of Community Engagement in the Office of Leadership and Civic Engagement and Director Federal and External Affairs in the Office of the Chancellor.
- f. The Director for Community Affairs shall be responsible for spearheading an outreach event per semester to gather non-perishables and canned foods for donation to the Spartan Open Pantry.
- g. The Director for Community Affairs shall coordinate at least one Fall community service initiative along with coordinating the attendance of the Martin Luther King Jr. Day of service.

#### Section 10. Director of Sustainability Affairs

##### A. Qualifications

- a. The Director of Sustainability Affairs shall be selected by the President with majority approval by the Senate.
- b. The Director of Sustainability Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- c. The Director of Sustainability Affairs shall be enrolled for no less than twelve (residential) or nine (commuter) undergraduate or nine graduate credit hours per semester while in office.
- d. The Director of Sustainability Affairs shall be in good conduct standing as determined by the University.

##### B. Duties, Powers, and Responsibilities

- a. The Director of Sustainability Affairs shall serve as the chief student advocate for students in matters of environmental and sustainability affairs.
- b. The Director of Sustainability Affairs shall represent Student Government on the Green Fund.
- c. The Director of Sustainability Affairs shall be responsible for one project through the Green Fund per academic year.
- d. The Director of Sustainability Affairs shall be responsible for an outreach event involving environmental and/or sustainability initiatives.

### **Article IX. The Judicial Branch**

#### Section 1. The Attorney General

##### A. Duties, Powers, and Responsibilities

- a. The Attorney General shall appoint, supervise, and coordinate a judicial staff, student members of the various panels, as well as 2 members of the Superior Court.
- b. The Attorney General, in consultation with OSRR, shall appoint and interview

- incoming Student Advisors and Case Coordinators.
- c. The Attorney General shall deliver a weekly report during weekly Senate meetings.
  - d. The Attorney General is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door, added to the SGA calendar, and on the UNCG SGA website. For each day that classes are out of session, two hours may be deducted from the weekly total of ten hours.

## Section 2. Guidelines To Interpreting Policy

- A. Any member of the Student Government Association or of the student body may request any clarification or interpretation from the Attorney General. The Attorney General shall be notified of any request through email.
- B. The Attorney General shall issue all interpretations when requested to do so by any member of the Student Government Association or student body. Interpretations shall be defined as any ruling on any vague, ambiguous, or confusing rule, policy, legislation, for provision of the governing documents. After receiving a request for interpretation, the Attorney General shall notify the resposdee within 5-7 business days.
- C. If a request for interpretation is made during a meeting of the Student Senate, the public request will be considered a public notification of a request for interpretation. Members of the Student Government Association and of the student body shall have a total of 48 hours from the time of the public notification to submit written opinions of the disputed rule, policy, legislation or provision of a governing document. These written opinions should not exceed two typed pages in length.
- D. The Attorney General shall have an additional 72 hours following the completion of the 48 hour opinion submission time in order to make their ruling on the interpretation of the disputed rule, policy, legislation or provision of a governing document.
- E. In making their official interpretation, the Attorney General shall rely upon only the disputed rule, policy, legislation or provision of a governing document, the submitted opinions, other Student Government Association rules, policies, legislation and provisions of the governing documents and University policy. The Attorney General is prohibited from discussing with any person excluding: SGA Advisor(s); other University Administrators; other constituent institutions of the UNC System; their views of the possible interpretation of the disputed rule, policy, legislation or provision of a governing document until the official interpretation is presented to the Student Senate.
- F. The Attorney General's official interpretation must be submitted to the Legislative Branch and the Executive Branch, in writing, at the meeting of the Student Senate immediately following the Attorney General's completion of their official interpretation. The Attorney General may seek to have granted to them an extra amount of time in order to complete the interpretation by suggesting a motion to the Student Senate to extend the 72 hour interpretation time.

## Section 3. The Judicial Advisors

- A. Qualifications
  - a. A Judicial Advisor shall be three students who have served on the OSRR Conduct

- Team and are appointed by the Attorney General to the Superior Court.
- B. Duties, Powers, and Responsibilities
    - a. The Judicial Advisors shall participate in official SGA activities as directed by the Attorney General.
    - b. The Judicial Advisors shall attend at least one Senate meeting per semester. The advisors must give prior written notice to the Vice President and the Attorney General if they cannot attend at least one Senate meeting.

#### Section 4. Superior Court

- A. Duties, Powers, and Responsibilities
  - a. The Superior Court shall be appointed by the Senate in the meeting following the conclusion of the Fall special elections.
  - b. The Superior Court shall hear appeals in accordance with the Constitution.
  - c. The Superior Court shall determine responsibility or non-responsibility in impeachment cases.
  - d. The Superior Court may impose sanctions.
- B. Appeals Procedures
  - a. Any person may appeal a decision of the Senate, Committee or Officer if deemed in conflict with existing governing documents, resolutions, University policy, and State or Federal laws.
  - b. A written appeal must be made to the Attorney General within ten working days of the public announcement of the decision, with the exception of appeals concerning Elections which must be made within 72 hours.
  - c. The Attorney General shall forward the appeal to the Executive Council for consideration. Any member of the Executive Council may forward the appeal to the Superior Court for a full hearing. Otherwise the appeal shall not be further considered.
  - d. Once an appeal is forwarded, the Attorney General and Vice President shall convene the Superior Court as prescribed by the Constitution.
  - e. Members of the Superior Court shall read the appeal and any submitted supporting documentation. The Court may determine that a decision can be made based on those documents only, or whether additional information and/or hearings are needed.
  - f. The Superior Court shall deliver a written decision within 72 hours of the conclusion of the hearing. In determining the resolution of an appeal, the Court may only overturn a decision; they may not issue sanctions or other punitive measures.
  - g. The Superior Court shall be the final level of appeal.
- C. Impeachment Procedures
  - a. Impeachment shall be defined as a formal accusation of wrongdoing. Any member of the SGA may be impeached. Grounds for impeachment may be brought upon, but are limited to:
    - 1. Bullying.
    - 2. Use of derogatory language.
    - 3. Harassment of any kind.
    - 4. Failure to uphold the responsibilities of their position listed in the SGA Constitution and Standard Operating Procedures.
  - b. All cases for impeachment shall begin with a formal complaint written by any student of the University.
  - c. Only written and signed requests for initiation for impeachment by the



- Attorney General are acceptable.
- d. If the impeachment deals with a Senator, it shall be presented to the Vice President.
  - e. If the impeachment deals with the Vice President, it shall be presented to the Chair Pro Tempore.
  - f. If the impeachment deals with the President, it shall be presented to the SGA Advisor.
  - g. If the impeachment deals with a member of the executive cabinet, it shall be presented to the Vice President.
  - h. Once a motion to impeach has been passed by the Senate: The individual(s) who filed the complaint as well as the accused individuals will be notified within three (3) days after the passage of the motion.
    - i. After passage of a motion to impeach, the Attorney General and Vice President shall convene the Superior Court.
    - ii. The hearing to determine responsibility or non-responsibility shall be conducted by the Superior Court. A responsible finding from the Superior Court's hearing shall result in sanctions. The sanctions may include, but are not limited to: removal from the SGA, removal from a committee chair role, removal from a committee, removal of the privilege of any absences, mandatory office hours, public apologies, mandatory community service hours as assigned by Student Government Association, or removal of rights to run for office.
    - iii. All hearings regarding the official's impeachment shall cease upon their resignation.
  - i. Any member of SGA may be sanctioned for any lawful transgressions, wrongdoings, failure to follow the law, convictions for a felony or misdemeanor while in office; (except minor traffic violations), being found responsible for a violation of a University policy while a member of Student Government, violation of the SGA attendance policy, failure to adhere to SGA's Constitution and Standard Operating Procedures, and embezzlement of SGA funds.

#### Section 5. Superior Court Hearing Officer

- A. The SGA Attorney General shall serve as the hearing officer for Superior Court hearings or meetings. In the event the Attorney General cannot fulfill their duties, the OSRR, in consultation with the Vice President, shall appoint a new-hearing officer from OSRR.
  - a. The Hearing Officer will not be permitted to vote during Superior Court Proceedings.
  - b. The Hearing Officer is a disinterested and unbiased individual that is responsible for ensuring the following:
    - c. Hearings are fair and unbiased.
    - d. All parties involved have the opportunity to present their case and relevant information.
    - e. Student rights are protected.
    - f. Information or evidence that is misleading, inaccurate, or in violation of University policies, is stricken from the record and not used in Superior Court deliberations but could subject the individual to charges under the Student Code of Conduct.

## Section 6. Superior Court Notification Procedure

- A. Upon receiving a complaint, the Attorney General shall notify the Vice President and all parties involved (excluding members of the Court) within 72 hours.
- B. The Hearing Officer, in consultation with the SGA Advisor, shall arrange all meeting dates and times to occur in a timely manner. Once the hearing has been set, the Attorney General shall notify the Superior Court within 48 hours.
- C. The Hearing Officer shall provide written notification to all parties of the alleged violation, their rights, hearing dates, times and locations, and general procedures for the hearing.

## **Article X. The Oath of Office**

### Section 1. Oath

- A. Before acting upon their duties, all officials of the SGA shall take the oath of office. The oath of office reads as follows:

“I, (state your name), pledge to uphold the Constitution of the Student Government Association of The University of North Carolina at Greensboro, and to do my best to fulfill all the duties and responsibilities given to me by the students to advocate, educate, and serve the student body.”

## **Article XI. Ratification, Amendment, and Temporary Suspension**

### Section 1. Ratification

- A. These Bylaws and Standard Operating Procedures shall become effective upon ratification by a two-thirds vote of those Senators present and voting, provided that a quorum exists, unless vetoed by the President.

### Section 2. Amendment

- A. All proposed amendments must take the form of legislation, and shall be referred to the Legislative Committee. Amendments shall become effective only after ratification by the procedure described in Article IX Section 1. This rule may not be suspended.
- B. The Student Senate and The Governing Documents Review Committee shall have the power to revise, edit, and otherwise change the SGA Standard Operating Procedures, SGA Bylaws, and SGA Constitution.

### Section 3. Temporary Suspension

- A. Any portion of these Standard Operating Procedures, unless stated otherwise, may be temporarily suspended by a three-fourths majority vote of those Senators present and voting.
- B. In the event that there is a temporary suspension it should be explicitly stated and reflected in the minutes including the reasoning for doing so.

*Edited (and approved) November 2022*

**Appendix**

**1. Legislation Guidelines**

All legislation submitted to the Student Government Association will be placed in the following format:

IN THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF  
NORTH CAROLINA AT GREENSBORO

**SB (session) ORDER OF BILL SUBMISSION (for example 01)**

Short Title:

Sponsors:

DDMMYY

**A BILL/RESOLUTION TO [long title follows]**

*BILL OR RESOLUTION FOLLOWS HERE TO INCLUDE THE INFORMATION BELOW:*

**WHEREAS**, [type the problem to be addressed here (extended purpose)]; and

**WHEREAS**, [explain the problem to be addressed here]; and

**WHEREAS**, [type reasons for addressing the problem here];

**THEREFORE, BE IT ENACTED/RESOLVED BY THE STUDENT SENATE OF  
THE UNIVERSITY OF NORTH CAROLIN AT GREENSBORO THAT:**

(type the name of the title, section and any further divisions of the governing documents to be amended or describe the action to be taken here]:

(if a change to the code) copy of the text of the code with deletions stricken through, and additions underlined here]

**AND BE IT FURTHER ENACTED/RESOLVED THAT:**

[repeat format of last section for any additional changes that need to be made to the code or actions that must be taken]

At the end of any piece of legislation, the following shall appear, to be initialed and dated by the Vice President, Legislative Assistant, Committee Chair or Secretary:

SB (session) 01 (example)

Certified correct and proper:

Initial\_\_\_\_\_ Date \_\_\_

After the passage of any piece of legislation two lines under the certification, the following Presidential approval shall be placed, using a 12 point font, Times New Roman centered on the page:

Presidential Approval \_\_\_\_\_ Date \_\_\_\_\_

After the passage of any piece of legislation, the numbers along the left side of the document shall be deleted before forwarding it on to its proper mandate(s).

The following guidelines and regulations shall be used when submitting legislation in the Legislative Format to the Student Senate:

- Top line ("IN THE STUDENT GOVERNMENT ...") in all caps, 10 pt. font ● SB line bold, 12 pt. font: ex. SB 95 01, where 95 denotes the session number) and 01 denotes bill number (order in which bill is submitted, NOT passed). The Student Senate was begun in the 1922-1923 academic year.
- Short Title, Sponsors, and History, all caps, (excluding "Short Title:" and "Sponsors:") 10 pt. font, "DATE" in format: DD MONTH YEAR, ex. 14 APR2017 i. History section will contain date and the following:
  - who introduced the bill or resolution,
  - when it was sent to a committee,
  - when it was passed by a committee,
  - when it was sent to the Student Senate,
  - when it was signed or vetoed by the President,
  - when it was passed over a veto by the Senate.
- The individual(s) considered to be the chief sponsor(s) of any piece of legislation shall be listed in the History section as the individual(s) who introduce(s) the legislation into the Student Government Association.
- Legislation Title, all caps 12 pt. font "A BILL(or)RESOLUTION TO" Resolution or Bill, 12pt. font, "WHEREAS" in all caps and bold, Resolve or Enact Statement, all caps, bold