



## **Student Government Association By-Laws**

### **Article I**

#### **Duties of the Executive Branch**

##### **Section 1. The President:**

1. Shall be a standing member of the President's Cabinet of Austin Peay State University.
2. Shall be a voting member of the President's Policy Committee.
3. Shall serve as a role model to the student body and adhere to all policies, guidelines, and rules as stated by the University in the Student Code of Conduct, Student Handbook, and APSU policies/guidelines.
4. Shall act as the voice of the students during interactions with faculty, staff, administration, and the community.
5. May write proposals, Executive Orders, and Presidential Actions.
  - a. An Executive Order is an act that comes from the Executive Committee of the SGA and is only applicable when the Senate cannot meet. An Executive Order shall have the same stature and authority as a piece of Senate legislation.
  - b. A Presidential Action is an act that comes from the President of the SGA that does not require Senate approval and does not bind SGA to any formal action.
6. Must sign or veto Senate Acts and Senate Resolutions return them at the next meeting unsigned. Any presidential veto may be overruled by a two thirds (2/3) vote of the Senate.
7. The President cannot veto Constitutional Amendments which have passed in the Senate by a required vote in accordance with the Constitution.
8. Appoint Executive Research Committees as deemed necessary.
  - a. A research committee is a committee that can be comprised of students, faculty, and/or staff and researches a certain topic and reports back to the person who appointed the committee with a consensual opinion.
9. Shall be an ex-officio, non-voting member of the Senate whereby attendance at the Senate's meetings shall be mandatory.
10. Shall chair meetings of the Executive Committee.
11. Shall have the sole power to appoint the Executive Assistant to the President, without Senate approval.
12. Shall have the power to appoint members to Senate Committees.

**Section 2.     **The Vice President:****

1. Assists the President in all administrative duties, acts as President whenever the President is incapable of carrying out administrative duties and assumes office of President if vacated.
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook, and APSU policies/guidelines.
3. Shall have the sole power to appoint Senators who meet the requirements set forth in the Constitution.
4. Shall have the power to recommend chairpersons of Senate standing committees, Speaker Pro-tempore, and the Senate Parliamentarian and the Chief Clerk of the Senate. Nominees of the Vice President must receive a two-thirds (2/3) approval vote by the Senate before assuming office. If a two-thirds (2/3) approval is not met, the Vice President shall make another recommendation at the following meeting.
5. Shall have the sole power to appoint an Executive Assistant to the Vice President without Senate approval.
6. Shall have the power to appoint students to serve on University Standing Committees.
7. Shall have the power to appoint members to Senate Committees.
8. Shall serve as the Greater Halloween Options for Safe Trick or Treating (G.H.O.S.T.) Chairperson and establish a committee of senators to coordinate, publicize, and execute G.H.O.S.T.
9. Shall appoint two (2) senators to serve on the SGA Internal Affairs.
10. Shall serve as the chair of the G.H.O.S.T. Committee.

**Section 3.     **The Executive Secretary:****

1. Shall maintain SGA documents and proceedings of meetings called by the SGA President and Vice President.
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook and APSU policies/guidelines.
3. Shall maintain a record of attendance for Executive and Legislative branch officeholders.
4. Shall review all SGA financial records along with the SGA President and Adviser(s).
5. Shall coordinate accessibility for students with disabilities in attending meetings of the Executive, Legislative, and Judicial branches.
6. Shall have the power to appoint members to Senate Committees.

**Section 4.     **Financial Officer****

1. Shall be the chief advisor of SGA financial documents and budgeting
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook and APSU policies/guidelines.
3. Shall be required to make a brief report of all expenditures exceeding \$1,000 dollars not otherwise voted on by the Senate no later than 14 business days after the commitment of those funds.
4. Shall be required to make a report of the current status of the budget to the Senate on the first meeting of every month consisting of:

- a. The current monetary amount allotted for spending on students.
- b. Total reserves amount in the Senate budget.
- c. Previous operating cash outflows.
- d. Our current liabilities.
5. Shall be the head of the Budget Committee, organizing members and meetings through the course of their term.
6. Shall, along with one appointed Senator, the SGA Adviser(s), the SGA President, the SGA Vice President, and one currently serving Justice may interview and appoint the Financial Officer elect.

**Section 5. SGA Adviser(s):**

1. Shall advise the officeholders of the SGA in performing their duties and serving the needs of students.
2. Shall have power to review the Constitution, By-Laws, and all legislation of the SGA.
3. May veto financial legislation by returning it to the Executive Committee unsigned. This veto cannot be overturned.
4. Shall advise the officeholders of the SGA in performing their duties and in serving the needs of students.
5. Shall be a full-time faculty or staff member at Austin Peay State University and approved by the Vice President for Student Affairs or his/her designee

**Article II**  
**Duties of the Legislative Branch**

**Section 1. Senators:**

1. Shall be a voting member of the Senate.
2. Shall be responsible for drafting their piece of legislation and shall be responsible for writing at least two pieces of legislation per year of office.
3. Are to serve on a Standing Committee at Austin Peay State University during the entirety of their term in office.
4. Shall be responsible for signing passed legislation prior to the start of the next senate meeting. Failure to do so before the next meeting will result in legislation becoming void.
5. Shall serve on at least one of the Major Event Committees.

**Section 2. Chief Clerk of the Senate:**

1. The Chief Clerk of the Senate is responsible for maintaining and organizing legislation, acts, or resolutions that are brought before the Senate.
2. Shall be currently serving as a Senator.
3. Shall enforce the guidelines for the format and submission of all legislation as well as ensuring compliance with format, funding, and paperwork completion as set forth by the By-Laws and Standing Rules.
4. Shall receive all requests for legislation and refer such legislation to the Executive Committee at least one (1) business day before the meeting of the Senate.

5. Shall be recommended by the Vice President and assume office upon a two-thirds (2/3) vote of the Senate at the same meeting.
6. Shall furnish an electronic copy of all legislation presented in the Senate to all members of that body and to the *All State* no later than two business days after the initial presentation of the legislation in the Senate, under the direction of the Executive Secretary.
7. Shall send a copy of all new business to be presented before the senate to the *All State* for publication that same week. This will be emailed to the Editor-in-Chief no later than 4:30 pm on Mondays of the week that it will be presented. The Chief Clerk will confirm receipt of the new business and confirm that it can be added into the current edition.

**Section 3. Speaker Pro-tempore:**

1. The Speaker Pro-tempore of the Senate is responsible for assisting the Vice President in all administrative duties. (S)He is to act as Speaker of the Senate in the event that the Vice President is unable to attend a meeting of the General Assembly.
2. Shall be currently serving as a Senator.
3. Shall be recommended by the Vice President and assume office upon a two-thirds (2/3) vote of the Senate at that same meeting.

**Section 4. Senate Parliamentarian:**

1. The Parliamentarian of the Senate is responsible for enforcing Robert's Rules of Order, Revised, the Constitution, By-Laws, and Standing Rules during Senate meetings.
2. Shall be currently serving as a Senator.
3. Shall be recommended by the Vice President and assume office upon a two-thirds (2/3) vote of the Senate at that same meeting.

**Section 5. Senate Liaison:**

1. The Senate Liaisons shall be responsible for representing different cultural centers in the Morgan University Center.
2. Shall be currently serving as a Senator.
3. Shall be recommended by the Vice President and assume office upon a two-thirds (2/3) vote of the Senate at that same meeting.
4. There shall be a minimum of five Senate Liaisons, one liaison each for each of the cultural centers in the Morgan University Center. These cultural centers are the Adult, Nontraditional and Transfer Student Center, the Wilber N. Daniel African American Cultural Center, the Latino Community Resource Center, the Military Student Center, and the Student Disability Resource Center.
5. Shall meet with their respective office at least once a month.

**Section 6. Budget Committee**

1. The Student Government Association shall form a committee with the purpose of updating and presenting financial organization establishing a budget for the next fiscal year.
2. The composition of the committee shall be as follows:
  - i. The SGA Chief Financial Officer
  - ii. The SGA Advisor(s)

- iii. The SGA President
  - iv. Two members of Senate
  - v. Two members of Tribunal
3. The Budget Committee shall meet no less than twice a semester before presenting the budget to Senate and (1) one month before the final Senate session of the spring semester. The meeting time is to the discretion of the committee at large.
  4. At the second meeting of every semester, the Budget Committee shall present to Senate all past and projected expenditures, and the success of the budget within the current fiscal year.
  5. The Budget Committee shall address all expenditures and successes of the previous year's budget and author a budget for the next fiscal year.
    - a. The committee must author a budget that will be presented to the Senate for review and voted on for approval. The budget shall take effect upon passage by a two-thirds (2/3) vote. This budget will set the guidelines for expenditures for the next fiscal year.

### **Section 7. Outreach and Communications Committee**

1. The Outreach and Communications Committee shall focus on the communication between SGA and the university at large.
2. Shall be made up of currently serving Senators.
3. Shall be comprised of voluntary senators, approved by the Executive Council.
4. Shall meet once a month, at minimum, to discuss and ensure thorough communication between SGA and the university.
5. Shall be responsible for organizing and maintaining an engaging media presence.

## **Article III Duties of the Judicial Branch**

### **Section 1. Chief Justice:**

1. The Chief Justice shall have the power to administer the oath of office to elected or appointed Senators. In the absence of the Chief Justice, he/she may delegate this duty to the Associate Justice.
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook and APSU policies/guidelines.
3. Shall preside over all Student Tribunal proceedings.
4. Shall chair the Associate Justice Selection Committee.
5. Shall, along with one appointed Senator, the SGA Adviser(s), the SGA President, the SGA Vice President, and one currently serving Justice Interview and appoint the Chief Justice elect.
6. Shall return the completed appeal forms to the Student Affairs Office within one business day following hearing/proceedings, if applicable.
7. Shall meet all eligibility requirements as outlined in the Constitution.

8. May serve on the University Hearing Board.
9. Shall notify all Justices of meeting times and location in a timely manner.
10. Shall appoint a member Justice to record the deposition of cases heard for reference in future hearings. This member shall be called the Recorder.
11. May limit the number of appeals heard at each hearing as deemed necessary.
12. May call an emergency meeting when deemed necessary and shall notify all Justices and defendants no less than twenty-four (24) hours prior to said meeting.
13. Shall be responsible for informing, in writing, the individual(s) requesting Tribunal interpretations and reviews of legislation, the SGA President, the Student Affairs Office, and the SGA advisor(s) of the outcome/resolution/decision within one business day of the Student Tribunal proceeding.
14. Shall inform the Executive Secretary within one business day of each Student Tribunal meeting of any absences of Justices, whether excused or otherwise.
15. Shall have voting rights to grant, deny, or abstain in the case of a tie on any issues brought before the Tribunal.
16. Shall serve as the chair of the Mudbowl Committee.

**Section 2. Associate Chief Justice:**

1. Shall preside over Student Tribunal proceedings as deemed necessary by the standing Chief Justice.
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook and APSU policies/guidelines.
3. Shall meet all eligibility requirements set forth in the Constitution.
4. May serve on the University Hearing Board.
5. Shall have voting rights to grant, deny, or abstain on issues brought before the Tribunal.
6. Shall serve on at least one of the Major Event Committees.

**Section 3. Justice:**

1. Shall attend all scheduled hearings unless notified otherwise.
2. Shall serve as a role model to the student body and adhere to all policies, guidelines and rules as stated by the University in the Student Code of Conduct, Student Handbook and APSU policies/guidelines.
3. Shall notify the Chief Justice, in writing, twenty-four (24) hours prior to an absence.
4. Shall meet all eligibility requirements as outlined in the Constitution.
5. Shall have voting rights to grant, deny, or abstain on issues brought before the Tribunal.
6. Shall serve on at least one of the Major Event Committees.

**Section 4. Recorder:**

1. The Recorder is responsible of taking minutes of all proceedings of the Tribunal.
2. Shall be appointed by the Chief Justice and shall serve in the position until resignation or termination of the tenure of the Chief Justice.

**Section 5. All members of the Student Tribunal:**

1. Shall not discuss any business of the Tribunal outside of Tribunal proceedings.
2. Observe the confidential nature of all Tribunal proceedings.
3. Exercise independent judgment concerning all Tribunal proceedings.
4. Represent the Tribunal competently by demonstrating a thorough knowledge and understanding of the SGA Constitution and its associated By-Laws, Parking Rules and Regulations, Student Code of Conduct, Student Handbook, and any other pertinent APSU policies, procedures, guidelines and/or rules.

**Section 6. Meetings:**

1. The Student Tribunal shall meet a minimum of once per week during the fall and spring semester excluding fall break, spring break, winter break, and the summer term.
2. A regular meeting may be waived or the meeting day changed by a two-thirds (2/3) vote of the Tribunal, or by the presiding officer; no more than two meetings in succession may be waived under this provision.
3. In order to meet quorum, all meetings must have at least five (5) members present. This may consist of any combination of Justices, Associate Justice, and/or Chief Justice.

**Article IV  
Powers of Senate**

**Section 1. Powers of the Senate:**

1. Shall make and/or approve Senate Legislation, Constitutional Amendments, or proposals as they deem necessary in accordance with the SGA Constitution and associated By-Laws.
2. Shall serve as representatives of their constituents as defined by the most current SGA Electoral Act in accordance with the SGA Constitution and associated By-Laws.
3. Shall have the power to override a Presidential veto by a two-thirds (2/3) affirmative vote at the next regular meeting of the Senate following veto. The veto on this shall follow the procedures outlined in the Senate Procedures of these By-Laws.
4. Shall approve by a two-thirds (2/3) vote Executive appointments by the President and Vice President made in accordance with the By-Laws.
5. Shall approve by a two-thirds (2/3) vote Senators appointed by the Vice President in accordance with the By-Laws.
6. Shall elect by a two-thirds (2/3) vote a Senator to serve on the Justice and Chief Justice selection committees.
7. Shall elect, from among its membership, by a majority vote, a senator to serve on the Election Board in accordance with the By-Laws.
8. Shall conduct all meetings in accordance with Robert's Rules of Order, Revised, except where they conflict with the Constitution and/or By-Laws wherein these documents shall have precedence.
9. Shall have the sole power to approve general allocations, special allocations, and all expenditures raised from the collection of student fees for the running of the Student Government Association that exceed \$1,500 when senate is in regular session.

## **Article V Vacancies**

### **Section 1. Executive Branch:**

1. In the event of a vacancy in the office of President, the Vice President shall become President, thereby vacating the office of Vice President.
2. In the event of a vacancy in the office of Vice President or Executive Secretary, the Senate, with the Speaker Pro Tempore presiding, shall nominate from its membership a Senator to fill the vacancy providing the candidate receives a majority vote of the Senate. This shall be done at the next meeting of the Senate following the vacancy.
3. In the event of concurrent vacancies in the offices of President and Vice President, the Senate with the Speaker Pro Tempore presiding, shall nominate from its membership officeholders to fill these vacancies. A simple majority vote is required for the nominees to assume office until new elections can be held. The Election Board, with the Chief Justice of the Tribunal presiding, will be responsible for holding elections to elect a new President and Vice President to serve out the remainder of the vacated terms. These elections shall be conducted within two school session weeks of the offices being vacated.
4. Only those students meeting requirements listed in the SGA Constitution are eligible to fill a vacancy in the office of President, Vice President, or Executive Secretary.
5. No Executive Branch officeholder who has been removed by the Senate and/or other authority may serve or apply for an office for at least one academic year.

### **Section 2. Legislative Branch:**

1. A vacancy in the position of a Senator shall be filled by a student upon review of their application by the Vice President. The applicants shall be reviewed and one nominee shall be selected for each available seat. This nominee shall then be presented to the Senate for approval. If approved, he/she will immediately fill the vacant seat with all rights and responsibilities afforded Senators. If disapproved, the Vice President will select another student applicant to be presented at the next Senate meeting for approval. This process shall continue until a student is approved to fill the vacant seat.
2. Applicants must meet the qualifications for office as set forth in the Constitution

### **Section 3. Judicial Branch:**

1. In the event of a vacancy of the Office of Chief Justice, the Associate Justice shall be appointed Chief Justice, thereby vacating the office of Associate Justice.
2. The office of Associate Justice shall be filled according to the selection process outlined in the By- Laws.
3. No Judicial Branch officeholder who has been removed by the Senate and/or other authority may serve or apply for an office for at least one academic year.

## **Article VI Removal from Office**

### **Section 1. Grounds for Removal:**



1. Any officeholder of the Executive, Legislative or Judicial branches, whether with voting power or otherwise, may be removed from office in violation of the SGA Constitution, associated By-Laws, Electoral Act, and/or if found responsible for violating the Student Code of Conduct and/or Student Handbook. Officers may also be removed for a failure to perform duties or for acts detrimental to the Student Government Association.

**Section 2. Removal Procedures:**

1. Failure to perform the duties of any officeholder as set forth in the By-Laws shall cause said officeholder to be brought before the Internal Affairs Committee. If the Committee finds that an officeholder has failed to perform their duties, the Committee shall initiate removal proceedings.
2. The Chair of the Internal Affairs Committee shall notify, in a timely manner, the officeholder upon receipt of written charges and provide information concerning Committee procedures. If the Chair of Internal Affairs is the charged officeholder, the Internal Affairs Pro-tempore shall chair the proceedings.
3. The Internal Affairs Committee shall inform the Senate, Tribunal, and SGA Advisor(s) of its findings within one business day of the proceedings

**Section 3. Internal Affairs:**

Removal for failure to meet academic standards or for excessive absences shall be automatic. Removal proceedings for these reasons shall be conducted by the Internal Affairs Committee. Removal proceedings for any other reason must adhere to the following:

1. Removal proceedings for any officeholder of the Executive, Legislative, or Judicial branches may be initiated by the Internal Affairs committee following a hearing, if the committee finds that an officeholder has violated Section 2 of this Article.
2. Removal proceedings for the offices of President, Vice President, and/or Executive Secretary may be initiated by a petition bearing the signatures of two thirds (2/3) of the Senate, or two-thirds (2/3) of the members of SGA as defined by the SGA Constitution. Removal proceedings shall be presided over by the Chairperson of the Internal Affairs Committee.
3. Removal proceedings for Senators may be initiated by a petition bearing the signatures of two-thirds (2/3) of the voting members of the Senate, or two-thirds (2/3) of the members of SGA as defined by the SGA Constitution. Removal proceedings shall be presided over by the Chairperson of the Internal Affairs Committee.
4. Removal proceedings for Appointees of any of the three Branches may be initiated by the Appointing Officer, by a petition bearing the signatures of two-thirds (2/3) of the voting members of the Senate or by a petition bearing the signatures of two-thirds (2/3) of the members of SGA as defined by the SGA Constitution. If the officeholder is an appointee of the Executive or Legislative Branches the Chief Justice of the Tribunal shall be the presiding official. If the officeholder is an appointee of the Tribunal Branch removal proceedings shall be presided over by the Chairperson of the Internal Affairs Committee.
5. Removal proceedings may be initiated for Tribunal members by petition bearing the signatures a majority voting members of the Tribunal or by a petition bearing the signatures of two-thirds

(2/3) of the members of SGA as defined by the SGA Constitution. Removal proceedings shall be presided over by the Chairperson of the Internal Affairs Committee.

## **Article VII**

### **Senate Committees and University Standing Committees**

#### **Section 1. General:**

1. Standing Committee is a group of people that can be comprised of students, faculty, and/or staff and researches a certain topic or organizes/coordinates an event. There are University Standing Committees and Student Government Association Standing Committees.
2. SGA shall have the following Standing Committees:

Programming Committee

Public Relations Committee

Student Advocacy Committee

3. A Programming committee shall be defined as a group of people brought together to organize and or coordinate an event that the SGA is conducting. The composition of programming committees is at the discretion of the initiating officer.
4. The Public Relations Committee shall report directly to the Executive Secretary. The composition of the committee is at the discretion of the Executive Secretary.
5. Ad Hoc Committees shall be defined as a group of people brought together to perform the prescribed task to which the committee was appointed to conduct. Ad Hoc Committees may be formed by any member of the Executive Branch.
6. The initiating officer of any senate committee has the power to appoint a committee chairperson without Senate approval for an office for at least one academic year.

#### **Section 2. Membership for University Standing Committees:**

1. University Standing Committees shall be comprised of students, faculty, and/or staff of Austin Peay State University.
2. Shall not be limited solely to members of SGA.
3. A student must be in academic and judicial good standing with the Austin Peay State University in order to serve on a University Standing Committee

## **Article VIII**

### **Senate Procedures**

#### **Section 1.**

The Senate has the responsibility of examining and revising the Constitution and By-Laws by submitting proposed Constitutional Amendment(s) to the Chief Clerk of the Senate. After review by the Chief Clerk, the proposed Amendment(s) will be presented to the Senate as first reading. After the first reading, said Amendment(s) will be sent to the Tribunal for review. The Senate will take no further action on an Amendment(s) until it has been formally submitted, reviewed and an interpretation

provided by the Tribunal. Once returned by the Tribunal to the Senate, said Amendment(s) will be presented for a second reading and Senate approval

## **Section 2.**

1. Sponsor/Sponsorship is defined as a Senator who vouches and takes responsibility for the legislation to which they bring before the Senate.
2. Authors and/ or co-authors wrote and edited the legislation, therefore will be credited for it. 3. Only three (3) co-authors will be allowed.
3. Legislation to be brought before the Senate must be submitted in accordance with the By-laws and Standing Rules

## **Section 3.**

1. Legislation and Amendments to Legislation must be presented to the Chief Clerk in accordance with the By-laws and Standing Rules.
2. Parliamentary protocol according to Roberts Rules Revised will be followed during all Senate meetings.
3. The appropriate form for Senate legislation shall be outlined in the Standing Rules.
4. Presidential Actions shall prescribe to the same legislative criteria as outlines in the Standing Rules and shall require the signature of the President.
5. Executive Orders shall prescribe to the same legislative criteria as outlined in the Standing Rules and shall require signatures of the President, Vice President, Executive Secretary, and Chief Justice.
6. Senate Resolutions and Acts shall prescribe to the same legislative criteria as outlined in the Standing Rules and shall require signatures of the sponsoring Senator(s), President, and Chief Justice. The Chief Justice may only return Senate Resolutions and Acts unsigned if they are in violation of the SGA Constitution, By-Laws, Standing Rules, or Electoral Act.
7. The Chief Clerk of the Senate shall review each piece of legislation for conformity to the prescribed form as outlined by the By-laws and Standing Rules. Sponsors shall inform the Chief Clerk of any amendments made in the Senate and shall submit a corrected copy to the Chief Clerk according to the By-laws and Standing Rules.
8. All Presidential Actions, Executive Orders, and Senate Resolutions or Acts must be printed on SGA Letter Head. Once the document is signed it shall be embossed with the official SGA seal and filed away in the SGA office. A copy of the signed and embossed document shall be retained in the Student Affairs Office.
9. A quorum shall consist of forty (40) percent of the voting members of the Senate based on the number of apportioned seats.

## **Article IX Attendance**

### **Section 1.**

No Senator, selected appointee (according to the By-Laws), or Executive Officer shall be absent from a regularly scheduled meeting of the Senate. If a Senator, selected appointee, or Executive Officer must miss a meeting, they will submit an excuse via a document made and maintained by the Executive Secretary. This document will be

distributed to all SGA members and be made constantly available. The Executive Council will then review the excuses provided and collectively decide if they are excusable or not. Failure to attend Senate meetings and to provide an adequate excuse shall result in an absence being recorded for said member. Failure to attend Senate meetings shall result in an absence being recorded for said member. Three unexcused absences will result in an appearance before the Internal Affairs Committee.

## **Section 2.**

No officeholder shall be absent from service in a regularly scheduled Committee meeting of which they are a member. Two absences from regularly scheduled Committee meetings shall be recorded as one absence from the Senate. An absence shall be considered excused if the officeholder provides the Committee chair twenty-four (24) hours written notice. Validity of absences shall be determined in accordance with the By-laws.

## **Section 3.**

No Tribunal member shall be absent from service in a regularly scheduled meeting of the Tribunal without providing twenty-four (24) hours written notice to the Chief Justice. Failure to attend Tribunal meetings shall result in an absence being recorded for the member. An absence shall be considered excused if twenty-four (24) hours written notice is provided to the Chief Justice. Validity of absences shall be determined in accordance with the By-laws.

## **Section 4.**

Three or more absences of an officeholder of the Executive, Legislative or Judicial Branches shall be addressed in accordance with the By-laws and Standing Rules

## **Section 5.**

1. Senators leaving before the completion of new business without prior permission of the Vice President shall be recorded in the minutes as absent for that meeting.
2. Senators with prior permission of the Vice President to be late to a Senate meeting shall be recorded in the minutes as tardy for said meeting.
3. Tribunal members who are not in attendance until completion of the meeting shall be recorded as absent for the meeting

## **Section 6.**

Senators more than ten minutes late for a regular meeting of the Senate shall not be allowed to vote on any business before the Senate for that meeting.

# **Article X**

## **Standing Rules**

### **Section 1. Amending the Standing Rules**

1. The standing rules may be reviewed by an Ad Hoc Committee established at the discretion of the Executive Committee. This committee shall be chaired by the Vice President and consists of one (1) Senator appointed by the President and one (1) Justice appointed by the Chief Justice. This committee may review the Standing Rules and make recommendations to the Senate. These recommendations must receive a two-thirds (2/3) approval in order to take effect.

2. Senators may also present amendments to the standing rules. Amendments presented by senators must receive two-thirds (2/3) approval of the Senate to take effect.

## **Article XI**

### **Dress-Code**

#### **Section 1.**

1. Any Student Government Association member who is not dressed in business attire (Suit, dress-pants, dress-shirts, polo shirts, skirts, blouse, blazer) or wearing their Student Government Association distributed attire will not be counted present during the beginning call, nor will he or she be able to vote. Flip-flops, rubber or plastic-soled sandals, t-shirts, and other casual clothes are not acceptable as meeting attire. Jeans may be worn with the SGA polo or other correlating APSU polo. This dress code will be enforced at all Student Government Association meetings that allow the public, students, or guest speakers to attend for any reason. The Vice President will have discretion about any questionable attire during Senate meetings and the Chief Justice will have discretion during Tribunal meetings.
2. The Vice-President shall address all dress code infractions.

## **Article XII**

### **Major Events**

#### **Section 1. General:**

1. Major Events are events sponsored by the Student Government Association that are defined under this article. Any other events sponsored by SGA that are not defined under this Article need not follow the procedures set forth in this article and therefore are not deemed Major Events.
2. SGA shall have the following Major Events:
  - a. Mud Bowl
  - b. G.H.O.S.T. (Greater Opportunities for Safe Trick-or-Treating)
  - c. Community Service Project: Spring Semester
  - d. The Spring Spectacular
  - e. Co-Sponsored Events with a Resource or Cultural Center: 2 in Fall Semester and 2 in Spring Semester
3. Mud Bowl shall be the responsibility of the SGA Chief Justice.
4. G.H.O.S.T. (Greater Opportunities for Safe Trick-or-Treating) shall be the responsibility of the SGA Vice President.
5. The Community Service Project shall be the responsibility of the Chief Financial Officer.
6. The Spring Spectacular shall be the responsibility of the SGA President.
7. The Co-Sponsored Event with a Resource or Cultural Center shall be the responsibility of the Senate Liaisons and the Programming Committee.
6. Each member of the SGA Senate and the SGA Tribunal must serve on at least one of

the following Major Event Committees:

- a. Mud Bowl Committees
- b. G.H.O.S.T. Committees
- c. Community Service Project Committees
- d. The Spring Spectacular

7. A member of a Major Event Committees who is not fulfilling their responsibilities will be reported to the head of Internal Affairs

## **Section 2. Procedures of Major Events:**

1. Mandatory attendance of Major Events shall be enforced for all SGA members.
2. Failure to attend a Major Event will result in two (2) absences to be placed on the SGA member's record.
3. An absence shall be considered excused under extreme circumstances only. Validity of absences shall be determined in accordance with the Standing Rules.
4. The projected dates of Major Events shall be brought to the attention of SGA members at the earliest possibility.
5. The time-frame of which Major Events are to be worked shall be brought to the attention of SGA members by the Executive Committee within no less than two (2) weeks of the Major Event.
6. The appropriate amount of time that an SGA member must work to "attend" an event shall be determined by the Executive Committee. This amount of time shall be brought to the attention of SGA members within no less than two (2) weeks of the Major Event.
7. In the event all major events are canceled, senators will be required to attend any two events sponsored by the SGA in lieu of a major event. Missing an event shall carry the same penalty as missing a major event.

## **Section 3. Additions to Major Events:**

1. An event that will require mandatory attendance must be added to this article.
2. A new Major Event shall be added to this article during a regular Senate meeting by a senator or Executive Committee member.
3. New Major Events shall be voted on by the Senate and pass with a majority vote before being added to the by-laws.

# **ARTICLE XIII**

## **Financial Organization**

### **Section 1. Fiscal Year**

The Student Government Association of APSU shall operate on a fiscal year beginning the first day of July at 12:01am, ending at midnight the next calendar year the last day of June.

### **Section 2. Allocation of Funds**

Funding for the Student Government Association may occur in the form of self-assessed student fees (The SGA fee) and sponsorships. The SGA fee is automatically considered funds which may be utilized by the SGA. Sponsorships must first be approved by the SGA Advisor(s).

### **Section 3. Operational Spending Records**

- A. Any spending of funds must be recorded for public notice. Keeping a running list of any expenditures under the SGA shall be the responsibility of the Budget Committee.
- B. Any spending may be categorized into specific areas, allowing individual expenditures to be grouped into a larger set of expenditures.
- C. At the end of the fiscal year, the operational spending record for the previous fiscal year must be published alongside the guiding documents of the SGA on the APSU SGA website.
- D. This record shall include the beginning balance of the fiscal year, all sources of income, and all expenditures and/or categories of spending of the SGA.
- E. An audit of a general spending record may be conducted by the Internal Affairs Committee during the following scenarios:
  - a. By approval of two-thirds (2/3) of the members present and voting of the SGA Senate; or
  - b. By petition signed by ten percent (10%) of the membership of the Student Body presented to the SGA President.

### **Section 4. Excess Funds**

If funds are present that are not already allocated, they shall rollover onto the next fiscal year as excess funds, and shall be spent in the same regard as normal funding.

### **Section 5. Budget Committee**

- A. The Student Government Association shall form a committee with the purpose of updating and presenting financial organization establishing a budget for the next fiscal year.
- B. The composition of the committee shall be as follows:
  - i. The SGA Chief Financial Officer
  - ii. The SGA Advisor(s)
  - iii. Two members of Senate
  - iv. Two members of Tribunal
- C. The Budget Committee shall meet no less than once a semester before presenting the budget to Senate and (1) one month before the final Senate session of the spring semester. The meeting time is to the discretion of the committee at large.
- D. At the second meeting of every semester, the Budget Committee shall present to Senate all past and projected expenditures, and the success of the budget within the current fiscal year.
- E. The Budget Committee shall address all expenditures and successes of the previous year's budget and author a budget for the next fiscal year.

- i. The committee must author a budget that will be presented to the Senate for review and voted on for approval. The budget shall take effect upon passage by a two-thirds (2/3) vote. This budget will set the guidelines for expenditures for the next fiscal year.

**Updated May 2024**