

**CONSTITUTIONAL BY-LAWS OF THE STUDENT GOVERNMENT ASSOCIATION
OF UNION UNIVERSITY**

Ratified by the Senate and approved by the student body: May 2001
Last amended: October 2010

Article I. Elections

- Section 1** **General Guidelines**
- A) All elections should be organized and facilitated by the Attorney General and SGA Advisor to ensure proper judicial process.
 - B) All votes should be counted by SGA Executive Officers, Class Officers or those appointed by the Attorney General. At least three (3) persons must be present during the counting. No one seeking an office can count a ballot on which they might receive a vote.
 - C) The Attorney General must be present at all times during the counting procedure.
 - D) Final decisions concerning rulings on specific ballots, votes, etc. are to be made by the Attorney General and/or SGA Advisor with deference being given to the Attorney General.
 - E) Election results should be compiled and/or posted by the Secretary, with a copy to the Attorney General, the SGA Advisor and a copy filed in election records. Election results are confidential until posted publicly. Details of the counting process are to remain confidential within the counting membership of the Executive Officers, Class Officers, or appointed help.
- Section 2** A file must be maintained containing all pertinent information regarding elections (at least one ballot from each election, a copy of the posted results, etc.). This file is to be kept current by the Secretary and kept within the SGA Archives in the SGA Office (see Article IV).
- Section 3** Elections for the offices of SGA President, Vice-President, Treasurer and Secretary are to be held in November or the first week of December. To be eligible for an Executive Office, a student must have a 2.5 GPA or higher and not be on general probation (refer to Student Handbook).
Campaigns will run for one week on a week in which a Student Senate meeting is scheduled for a Wednesday. Senate shall be open to the entire Student Body and the speeches shall be presided over by the SGA Secretary and Attorney General.
Campaign material must be approved by the Dean of Students and receive the Student Services stamp to be posted. Materials may not be placed on walls or glass doors and must be removed by 5:00 p.m. on the Friday following elections.
Voting days are held on the Thursday and Friday of the campaign week. Location may be determined by the Secretary and Attorney General to best suit the Student Body at that time.
- Section 4** Elections for President, Vice-President, Treasurer and Secretary of the sophomore, junior and senior classes are to be held during April or May and

should follow the same format as the Executive Officer elections outlined in Section 3.

Any student wishing to run for a vacated class officer position may follow the same guidelines as noted in Section 3.

- Section 5** Any student nominated for the Mr. or Ms. Union ballot must be a senior by hours and by years, have at least a 2.5 GPA, and not be on general probation (refer to Student Handbook).
Nominations are made open-floor at a closed Senate meeting (only Senators allowed to vote) during the fall semester. Ten (10) men and ten (10) women shall be on the ballot.
The election should be held in November or the first week of December in conjunction with Executive Officer elections. Winners shall be posted and the SGA Advisor shall inform the appropriate winners and media.
- Section 6** Any female student nominated for the Homecoming Court ballot must be within her respective nominating class and not be on general probation (refer to Student Handbook).
Nominations are made at a closed Senate (only Senators are allowed to vote) during the fall semester in conjunction with Mr. and Miss Union nominations. Ten women shall be on the ballot.
One (1) representative will be elected from the freshman, sophomore and junior classes. Four (4) representatives will be selected from the senior class, with the senior who receives the most votes from the student body being named Homecoming Queen.
Results may be posted, and participants and Homecoming Committee notified by the Secretary or SGA Advisor. The Queen is not to be announced before the coronation ceremony.
- Section 7** Special elections may be held as needed and deemed necessary by the unanimous consent of the SGA President, Attorney General and Advisor. In the event that a class officer vacates his or her office to campaign for an executive office, the Attorney General and Secretary must notify the Student Body of the vacated position and dates for the upcoming election.

Article II. Senate

- Section 1** Executive Officers of SGA, except the President, have voice privileges, but not voting privileges. The President may have voice privileges if the rules of Senate are suspended.
- Section 2** The offices of Chaplain and Sergeant-at-Arms are appointed by the Vice-President before the first Senate and approved by the entire Senate in a voice confirmation with any objections noted. Clerk, Chaplain, and Sergeant-at-Arms may or may not be members of the Senate. If the officers hold Senate seats, they have voting privileges as a Senator. If they are not already members, they do not receive voting privileges.
- Section 3** Only senators are allowed to present bills or resolutions.

- Section 4 Any disrespectful behavior towards the University, officials, administration, or other Senators will not be tolerated. Said behavior is determined by the SGA Vice-President and/or SGA Advisor.
- Section 5 Any organization not having their Constitution on file in the SGA Advisor's office will not be allowed to participate in Senate. The Secretary will keep a list of all organizations and Constitution status, as well as all Senators' names. It is the responsibility of the Secretary to alert the Vice-President of any ineligible speakers/organizations in Senate.
- Section 6 The Sergeant-at-Arms is responsible for distributing Senate voting cards and receiving them again at the end of Senate.
- Section 7 All Senate legislation shall be numbered according to the calendar year, thus coinciding with the Executive term of office.
- Section 8 Executive Officers of SGA, specifically the Vice-President, shall collaborate to list the pending legislation of the next Senate in print outside the SGA office in order that Senators may have prior knowledge of pending legislation for the purpose of discussion and contemplation. Such listing should be made public at least the day before a scheduled Senate meeting. Other time requirements for legislation are applicable as the SGA Executive Officers dictate.

Article III. Discretionary Job Descriptions

- Section 1 The SGA President may appoint a Chief of Staff, Ambassador or Public Relations Advisor to aid in his or her administration. He or she must appoint two individuals to help train and facilitate the Freshman Council.
- A) The Chief of Staff is a member of the Executive Council and is responsible for communication with Executive Officers, Class Officers and intra-office communication. He or she reports directly to the President and must have a working knowledge of the SGA office and access to the SGA phone system. He or she keeps records of all official actions and activities of the SGA in the archives permanent file.
- B) The Ambassador functions as the liaison between the SGA, student body and Administration of Union University, reporting to the Dean of Students concerning pending legislation and effectively communicating the desires and intent of the SGA in its requests. He or she must possess public and interpersonal communication skills.
- C) The Public Relations Coordinator is responsible for all appropriate public relations issues impacting the SGA, including, but not limited to: campus life issues, Senate (in conjunction with the Vice-President) and special SGA-sponsored events. He or she must possess a working knowledge of computers and graphic design as well as having artistic skill.
- D) Two Freshman Council Advisors are responsible for organizing the Freshman Council interviews and at least one advisor must be present during all interviews. They have the final decision concerning selection and placement of Council members with the advice and consent of the

SGA President. They will meet weekly with the Council for the first semester and instruct the council members on their duties within SGA.
E) The SGA President also has discretion to appoint personnel to his cabinet as he or she deems necessary.

Section 2 All officers must sign a copy of their job description agreeing to execute their duties faithfully before the first Senate of the next academic semester. A copy of the signed job descriptions is to be filed in the SGA Archives (see Article IV of By-Laws).

Article IV. Archives

Section 1 All SGA files are to be kept and updated regularly by the SGA Secretary. Copies of each event outline, special meetings, notices and a list of officers for the year must be kept on file in their correct location. Archives are kept according to calendar years following the SGA Executive schedule. The general (or permanent) file contains all SGA information not contained explicitly in the Senate file for Bills and Resolutions.

Section 2 A copy of each bill/resolution presented in Senate must be filed in the SGA office. Any bill/resolution passed and signed by the President or otherwise enacted by any Constitutional means must also be filed in the SGA office Archives. A copy must also be presented to the SGA Advisor and the Dean of Students.