



Student Government Association

Bylaws



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ARTICLE I
Structure of the Organization

Section 1.0: Executive Branch

The Executive Branch is the 'tone-setting' organization for the whole SGA. The Executive officers represent the entire student body to faculty and the administration by setting goals, determining action plans, and executing them to bring about positive changes on campus.

A. Meetings

- a. The Executive officers, in addition to the Chief Financial Officer, the Chief of Staff, and the Chief Justice, shall meet together as the Executive Board. The Executive Board shall meet at least once a month to complete the following activities:
 - i. review SGA business and the state of the University
 - ii. set organizational goals
 - iii. determine objectives to reach goals
 - iv. create a plan for action
 - v. evaluate actions and goals
 - vi. review the annual operating budget for SGA
 - vii. receive regular reports on the work of all committees of SGA to prevent duplication of endeavors
 - viii. set the agenda for General Assembly meetings
 - ix. set semesterly, the SGA mandatory events
 - x. appoint commissions and commission leadership with a majority vote
- b. Executive Board meetings will be set semesterly by the President at least one month prior to the end of the proceeding semester with concurrence by the rest of the Executive Board members.

B. Ascension of Rank

- a. The following order will be the ascension of rank of the executive board in the case of judicial proceedings, absence, vacancy, conflict of interest or inability to complete duty:
 - i. President
 - ii. Executive Vice President
 - iii. Attorney General
 - iv. Chief Financial Officer

C. Training of Executive Officers

- a. The Executive Officers will shadow the outgoing administration until the inauguration. Newly elected officers will be required to attend all General Assembly and Executive Board meetings scheduled until their inauguration. In addition, the newly elected Executive Board members and outgoing Executive Board members will meet for a training session within two weeks after elections. The agenda of this training session shall be determined by the experience of the new officers and be created by the outgoing Executive Board and SGA advisor(s).

D. Duties and Responsibilities of Executive Officers

- a. The following duties shall be the responsibility of the President:
 - i. act as official representative and spokesperson of SGA
 - ii. investigate problems and issues affecting students and hear student complaints
 - iii. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, and mandatory events
 - iv. submit reports on SGA activities as charged by the General Assembly at all USI Board of Trustee meetings
 - v. maintain communication between SGA and the University Community
 - vi. open and preside over all General Assembly meetings by taking the Chair and calling the members to order
 - vii. meet weekly with the Executive Board and SGA advisor in an Executive meeting
 - viii. meet as needed with the Vice President of Student Affairs and Activities recognize members entitled to the floor
 - ix. state and put to vote all questions which arise in the course of business and to announce the results
 - x. cast a deciding vote in case of a tie at all General Assembly meetings
 - xi. authenticate, by signature, all acts, orders, and proceedings of the assembly declaring its will and in all things, obeying its commands
 - xii. spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of SGA, and announced at the last meeting of the academic year.
 - xiii. maintain the qualifications of office as outlined in Section 5.4
 - xiv. serve as an ex-officio on all SGA committees
 - xv. provide an accounting or progress report to the appropriate administrators concerning the operation of the programs, services, and activities of SGA
 - xvi. prepare an agenda for each meeting of the General Assembly
 - xvii. prepare a report for each meeting of the General Assembly
 - xviii. acquaint the President-elect with the duties and responsibilities of the office of the President of SGA.
 - xix. Coordinate the search for student representatives to the University Committees and distribute names of University Committee placement and chairs to the Administrative Vice Presidents and Attorney General.
 - xx. Appoint commissions and the commission leadership
 - xxi. Host the Council of Presidents at least once a semester.
- b. The following duties shall be the responsibility of the Executive Vice President:
 - i. preside over meetings when the President is absent or when the President relinquishes the Chair
 - ii. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events and others as designated by the president of SGA

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- iii. meet weekly with the Executive Board and SGA advisor in an Executive meeting
 - iv. meet at least once a month with the Vice President of Student Affairs and Activities
 - v. orientate and train new General Assembly members that are replaced as a result of vacancies
 - vi. be of general assistance to the President
 - vii. assist the President with the execution of legislative acts
 - viii. spend an average of 12 hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of SGA, and announced at the last meeting of the academic year
 - ix. maintain the qualifications of office as outlined by Section 5.4
 - x. prepare a report for each General Assembly meeting
 - xi. acquaint the Executive Vice President-elect with the duties and responsibilities of the office of the Executive Vice President of SGA
 - xii. coordinate all Town Hall meetings along with the assistance of the appropriate committee.
 - xiii. coordinate the SGA awards banquet with the assistance of the General Assembly.
 - xiv. review applications, check for qualifications, and complete forms for all General Assembly vacancies.
 - xv. meet with all General Assembly applicants and conduct an informal interview to discuss all duties and responsibilities of the applied position.
 - xvi. Oversee and regularly meet with all individuals who comprise the Legislative Branch of SGA and ensure that they fulfill all requirements and duties of their office as outlined in the Standing Rules, Bylaws, and Constitution
- c. The following duties shall be the responsibility of the Attorney General:
- i. attend all meetings of the General Assembly, Executive Board, designated committees, SGA retreats, mandatory events, and others as designated by the President of SGA
 - ii. serve as Parliamentarian for SGA
 - iii. meet weekly with the Executive Board and SGA advisor in an Executive meeting
 - iv. assist and oversee Administrative Vice Presidents in fulfilling duties and responsibilities of the office
 - v. train new members on parliamentary procedure
 - vi. chair the SGA Rules Committee
 - vii. be familiar with the most current revised edition of Robert's Rules of Order
 - viii. ensure that all meetings and activities of the SGA proceed in accordance

- with Parliamentary Procedure, the Constitution, Bylaws, and Standing Rules of the SGA
- ix. represent the General Assembly before the University Court in the event of a constitutional challenge
 - x. maintain contact with student representatives and committee chairs on the following University Committees: Administrative Appeals and Campus Appeals.
 - xi. spend an average of twelve (12) hours a week, beginning the week before the commencement of the fall and spring semesters, on SGA business; three of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA, and announced at the last meeting of the academic year
 - xii. maintain the qualifications of office as outlined in Section 5.4
 - xiii. prepare a report for the General Assembly meetings when necessary
 - xiv. acquaint the Attorney General-elect with the duties and responsibilities of the office of the Attorney General of the SGA.
 - xv. Oversee all committees and meet every three weeks with all committee chairs of SGA and ensure that all committees fulfill all requirements and responsibilities as outlined in the Standing Rules, Bylaws, and Constitution
- d. The following duties shall be the responsibility of the Chief Financial Officer:
- i. attend Executive Board meetings in addition to those stated in Section 1.2.b
 - ii. meet weekly with the Executive Board and SGA advisor in an Executive meeting
 - iii. meet with the Dean of Students as needed to review SGA accounts and meet with the USI Staff Accountant as needed
 - iv. act as the official Treasurer and Business Officer of SGA
 - v. responsible for the collection and deposit of all funds of SGA
 - vi. disburse funds only in accordance with fiscal procedures approved by SGA
 - vii. record all receipts, expenditures, and appropriations of money from SGA
 - viii. prepare paperwork for deposits, withdrawals, transfers, reimbursements, petty cash, and other financial transactions in a timely manner and with the assistance of the appropriate University staff
 - ix. make available to SGA and the public all financial records of SGA
 - x. prepare a month-end report of SGA financials by the meeting following receiving the monthly report from the USI accounting office
 - xi. maintain contact with student representatives and committee chairs on the Student Financial Assistance University Committee
 - xii. hold a minimum of twelve (12) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of SGA and announced at the last meeting of the academic year

- xiii. maintain the qualifications of office as outlined in Section 5.4
 - xiv. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Business and Finance
 - xv. serve as a chairperson of the Budget Committee and Grant Allocation Committee
- e. The following duties shall be the responsibility of the Communications Director:
- i. attend Executive Board meetings in addition to those stated in Section 1.2.b
 - ii. meet weekly with the Executive Board and SGA advisor in an Executive meeting
 - iii. acquaint the Communications Director-elect with the duties and responsibilities of the office
 - iv. act as a liaison for all communication efforts between SGA and USI students
 - v. assist in the maintenance of the SGA web page
 - vi. attempt to differentiate SGA from other organizations on campus
 - vii. create, publicize, and promote advertisements for SGA meetings, events, and vacancies
 - viii. put SGA events on the USI academic calendar, MyUSI outlets, OrgSync calendar, and any other official University digital advertising outlets
 - ix. order yearly promotional items for SGA.
 - x. hold a minimum of twelve (12) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of SGA and announced at the last meeting of the academic year

Section 1.1: Legislative Branch

The General Assembly is the great forum in which student ideas and opinions are discussed. The student representatives are responsible for receiving information about actions and issues that affect students and creating bills and resolutions on behalf of the Student Community

A. Meetings

- a. Legislative representatives shall attend all General Assembly meetings, SGA retreats, designated committee meetings, and any other mandatory SGA event. The General Assembly shall open each academic year during the first week of classes and will be scheduled every week thereafter during the fall and spring semesters.

B. Office Hours

- a. Legislative representatives shall complete two (2) office hours per week in the form of in-office or roaming hours. Members should dedicate two (2) hours each week to SGA-related tasks such as planning and conducting delegation events,

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discussing issues with constituents, or sharing concerns with university administration. Office hours may be conducted in the SGA office or elsewhere on campus and must be submitted by midnight on the Sunday of each week.

C. Training of Legislators

- a. A training session will be held for all legislators on a weekend within three weeks after the final election results. The agenda and duration of the session will be determined by the outgoing Executive Board, the incoming Executive Board, and the SGA advisor(s) based on the make-up and needs of the incoming General Assemblies. When vacancies are filled mid-term, it will be the responsibility of the Executive Vice President to orientate and train new members.

D. Duties and Responsibilities

- a. The following duties shall be the responsibility of the Student Representatives:
 - i. maintain contact with constituents to promote the flow and exchange of information about SGA business and the constituents' concerns
 - ii. maintain contact with the Dean of the College of representation and meet when needed to discuss academic and other issues important to the school
 - iii. meet with students of the College of representation in an organized formal meeting at least once a year to discuss academic and other issues important to students
 - iv. maintain contact with clubs and organizations that fall within the respective school of representation to discuss academic and other issues
 - v. meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academics

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- vi. hold a minimum of two (2) office hours per week
 - vii. maintain the qualifications of office as outlined by Section 5.4
 - viii. prepare a report introducing new business before the Academic Assembly at least once a month
 - ix. acquaint the Student Representative-elect with the duties and responsibilities of the office of the Student Representative of SGA
- b. The following duties shall be the responsibility of the Administrative Vice President for Academic Affairs:
- i. maintain contact with USI Vice President of Academic Affairs and meet when needed
 - ii. maintain contact with the Attorney General and meet when needed
 - iii. chair all Academic Assembly meetings
 - iv. maintain contact with the student representatives and committee chairs on the following University Committees: Records and Registration, Student Academic Affairs and the Student Academic Grievance Committee
 - v. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - vi. maintain the qualifications of office as outlined by Section 5.4
 - vii. prepare and present a report to the General Assembly at least twice a month
 - viii. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Academic Affairs.
 - ix. meet with the executive board one (1) time per month to report activities
- c. The following duties shall be the responsibility of the Administrative Vice President for University Affairs:
- i. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - ii. maintain the qualifications of office as outlined in Section 5.4
 - iii. prepare and present a report to the General Assembly at least twice a month

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- iv. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of University Affairs.
- v. meet with the executive board one (1) time per month to report activities
- vi. Host Alcohol Awareness Week
- vii. plan and prepare one (1) cookout per semester
- viii. Host Crime and Safety Prevention Week
- d. The following duties shall be the responsibility of the Administrative Vice President for External Relations:
 - i. Hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - ii. Maintain the qualifications of office as outlined in Section 5.4
 - iii. Prepare and present a report to the General Assembly at least twice a month
 - iv. Acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of External Relations.
 - v. Meet with the executive board one (1) time per month to report activities
 - vi. Assist in the maintenance of the SGA web page
 - vii. Remain aware in legislation regarding higher education and issues affecting students
 - viii. Pursue and maintain relationships with other collegiate student governments
 - ix. Host one (1) civic engagement event each semester
 - x. Host at least one (1) voter registration event during election years
 - xi. Stay informed on current events related to Indiana and/or Evansville, especially that which is concerned with higher education
- e. The following duties shall be the responsibility of the AVP for Marketing:
 - i. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - ii. maintain the qualifications of office as outlined in Section 5.4
 - iii. prepare and present a report to the General Assembly at least twice a month

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- iv. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of University Affairs.
 - v. meet with the executive board one (1) time per month to report activities
 - vi. act as a liaison for all communication efforts between SGA and USI students
 - vii. assist in the maintenance of the SGA web page
 - viii. responsible for attempting to differentiate SGA from other organizations on campus
 - ix. responsible for creating, publicizing, and promoting advertisements for SGA meetings, events, and vacancies
 - x. responsible for putting SGA events on the USI academic calendar, MyUSI outlets, OrgSync calendar, and any other official University digital advertising outlets
 - xi. responsible for working with the Executive Board in ordering yearly promotional items for SGA.
- f. The following duties shall be the responsibility of the AVP of Environmental Protection
- i. maintain contact with the Director of Public Safety and meet when needed
 - ii. maintain contact with the President and meet when needed
 - iii. chair all Environmental Protection committee meetings
 - iv. maintain contact with the student representatives and Environmental Protection committee members
 - v. hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - vi. maintain the qualifications of office as outlined by Section 5.4
 - vii. prepare and present a report to the General Assembly at least twice a month
 - viii. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Environmental Protection.
 - ix. meet with the executive board one (1) time per month to report activities” and the following paragraphs continue in alphabetical order altering no subsequent position.
- g. The following duties shall be the responsibility of the AVP of Recruitment

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- i. Hold a minimum of two (2) office hours per week beginning the week before the commencement of the fall and spring semesters; summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year
 - ii. meet with the executive board one (1) time per month to report activities
 - iii. prepare and present a report to the General Assembly at least twice a month
 - iv. maintain contact with the Executive Vice President of SGA and meet when needed
 - v. maintain contact with the President of SGA and meet when needed
 - vi. chair all Recruitment Committee meetings
 - vii. acquaint the Administrative Vice President-elect with the duties and responsibilities of the office of Recruitment
 - viii. plan New Student Dinner
 - ix. prepare and attend all orientations
 - x. Serve as a mentor for the members of the First Year Leadership Council by hosting one (1) meeting a month with its members, taking its members on a tour to relevant offices, as outlined in ARTICLE I, Section 1.1 Legislative Branch, Subsection C, Part r, and providing its members with contact information of those administrators who will assist them in acting upon initiatives
- h. The following duties shall be the responsibility of the Member-At-Large: Commuter Students
- i. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
 - ii. maintain contact with the Director of Public Safety and meet as needed to discuss issues pertaining to commuter travel
 - iii. maintain contact with the Director of Student Development Programs and meet as needed to discuss commuter student involvement
 - iv. hold a minimum of two (2) office hours per week
 - v. maintain the qualifications of office as outlined by Section 5.4
 - vi. prepare and present a report to the General Assembly at least twice a month
 - vii. acquaint the Member-At-Large-elect with the duties and responsibilities of the office
 - viii. meet with commuter students in an organized, formal meeting at least once a semester to discuss issues related to parking and other concerns facing commuter students
- i. The following duties shall be the responsibility of the Member-At-Large: University Housing Students

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- i. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and their concerns
- ii. maintain contact with the Director of Housing and Residence Life and Meet as needed to discuss issues important to residential living
- iii. maintain contact with Resident Assistants and meet as needed to discuss issues important to residential living
- iv. hold active membership in the Student Housing Association
- v. meet with students living in university housing in an organized, formal meeting at least once a semester to discuss issues related to university housing
- vi. hold a minimum of two (2) office hours per week
- vii. maintain the qualifications of office as outlined in Section 5.4
- viii. prepare and present a report to the General Assembly at least twice a month
- ix. acquaint the Member-At-Large-elect with the duties and responsibilities of the office.
- j. The following duties shall be the responsibility of the Member-At-Large:
University Division Students
 - i. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and the constituents' concerns
 - ii. maintain contact with the Director of University Division and meet as needed to discuss issues important to University Division students
 - iii. maintain contact with the Director of Career Counseling and meet as needed to discuss issues important to students with undeclared majors
 - iv. meet with University Division students in an organized, formal meeting at least once a semester to discuss issues within University Division
 - v. meet as an Academic Assembly at least once a month to discuss issues involving all aspects of academic
 - vi. hold a minimum of two (2) office hours per week
 - vii. maintain the qualifications of office as outlined in Section 5.4
 - viii. prepare and present a report to the General Assembly at least twice a month
 - ix. acquaint the Member-At-Large elect with the duties and responsibilities of the office of Member-At-Large: University Division students.
- k. The following duties shall be the responsibility of the First Year Leadership Council
 - i. maintain contact with constituents to promote the flow and exchange of information about SGA business and the constituents' concerns

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- ii. maintain contact with the Director of University Division and meet as needed to discuss issues important to freshman students
 - iii. maintain contact with the Assistant Director of Student Development Programs and meet as needed to discuss ongoing orientation for freshman students
 - iv. meet with Freshman Students in an organized formal meeting at least once a semester to discuss issues important to freshman students
 - v. hold a minimum of two (2) office hours per week
 - vi. maintain the qualifications of office as outlined in Section 5.4
 - vii. prepare and present a report to the General Assembly at least twice a month
 - viii. meet with the First Year Leadership Council Mentor, the AVP of Recruitment or the most senior member of the legislative branch, at least once a month to discuss progress on initiatives
 - ix. attend one (1) tour with the Mentor to necessary offices as outlined in items ii. and iii.
- l. The following duties shall be the responsibility of the Members-At-Large: Fraternity and Sorority
 - i. maintain contact with the officers and members of Interfraternal Council or Panhellenic Council by attending their weekly meetings
 - ii. hold a minimum of two (2) office hours per week. A maximum of one (1) hour of Panhellenic Council or Interfraternal Council meetings may count as office hours.
 - iii. must be an initiated member of their own chapter, with one (1) full semester of membership
 - iv. must be in a chapter that is within good standing guidelines set forth by the Panhellenic Council or Interfraternal Council and USI
 - v. must be in academic and financial good standing with their chapter, as defined by the chapter
 - vi. prepare and present a report to the General Assembly at least twice a month
 - vii. acquaint the Member-At-Large elect with the duties and responsibilities of the office of Member-At-Large
 - m. The following duties shall be the responsibility of the Member-At-Large: Student Worker
 - i. Maintain contact with student workers of USI to promote the flow and exchange of information
 - ii. Maintain two office hours per week
 - iii. Maintain the qualifications as outlined in Section 5.4
 - iv. Maintain employment with the University of Southern Indiana during their term

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- v. Prepare and present a report to the General Assembly at least twice a month
- vi. Meet with student workers in an organized exchange at least once per semester to discuss issues relating to student workers at USI
- n. The following duties shall be the responsibility of the Member-At-Large: Graduate Studies
 - i. maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
 - ii. maintain contact with the Director of Graduate Studies and meet as needed to discuss issues important to Graduate Students
 - iii. meet with the Graduate Students in an organized, formal meeting at least once a semester to discuss issues important to Graduate Students
 - iv. hold a minimum of one (1) office hour per week
 - v. maintain qualifications of office outlined in Section 5.4
 - vi. prepare and present a report to the General Assembly at least twice a month
- o. The following duties shall be the responsibility of the Constructive Member-At- Large:
 - i. report directly to the Executive Vice President
 - ii. hold a minimum of two (2) office hours per week.
 - iii. participate in one or more Student Government committee(s)
 - iv. attend all major Student Government events as according to the attendance policy
 - v. must be appointed each semester.
 - vi. acquaint the newly elected Constructive Member-At-Large with the duties and responsibilities of the office Constructive Member-At-Large the term of this position is one semester.
 - vii. assist short-handed delegations in the planning of events
- p. The following duties shall be the responsibility of the Member-At-Large: International Students
 - i. maintain contact with the constituents to promote the flow and exchange of information about SGA business and constituents' concerns
 - ii. maintain contact with International Students in an organized formal meeting at least once a year to discuss issues important to international students.
 - iii. maintain contact with the Director of International Programs and Services and meet as needed to discuss issues pertaining to International Students
 - iv. maintain contact with the Director of Student Development Programs and meet as needed to discuss international student involvement
 - v. hold a minimum of two (2) office hours per week
 - vi. maintain the qualifications of office as outlined in Section 5.4

- vii. prepare and present a report to the General Assembly at least twice a month
- viii. acquaint the Member-At-Large-elect with the duties and responsibilities of the office
- q. The following duties shall be the responsibility of the Member-At-Large: Student Veteran
 - i. maintain contact with constituents as necessary to promote the flow and exchange of information about SGA business and the constituents' concerns.
 - ii. maintain contact with the Veteran Support Services Representatives in the Registrar's office and meet as needed to appraise him/her on SGA activities important to Student Veterans
 - iii. maintain contact with the Associate Provost for Student Affairs and meet as needed to address arising issues
 - iv. meet with Veteran Students in an organized formal meeting at least once a semester to discuss issues important to Student Veterans
 - v. hold a minimum of two (2) posted office hours per week in the Student Veteran's Office (Lower level of the Education Building) and will be flexible to meet with Student Veterans in need
 - vi. maintain the qualifications of office as outlined in Section 5.4
 - vii. prepare and present a report to the General Assembly at least twice a month
 - viii. acquaint the Member-At-Large-elect with the duties and responsibilities of the office of Member-At-Large: Student Veterans
 - ix. maintain an open line of communication with the Indiana National Guard Education Office
 - x. be a member of the Student Veteran Association and attend Student Veteran Association luncheons

Section 1.2: University Court

A. Make-up of the University Court

- a. The University Court shall be made up of one (1) Chief Justice and six (6) Associate Justices. Justices are appointed by the President of SGA as outlined by the Constitution, Article V, Section 3, Part B. The Chief Justice is selected as outlined by the Constitution, Article V, Section 4, Part C.

B. Meetings

- a. The University Court shall meet weekly commencing with the first week of classes of the academic year. The Chief Justice will be responsible for setting the next semester's calendar of University Court sessions at the last meeting of the current semester. The Chief Justice will notify the President of SGA, the President of USI, the USI Vice President for Student Affairs, Dean of Students, Director of Public Safety, and pertinent media of the new calendar before the

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new semester begins. Any changes to the University Court calendar shall have to be communicated to the above immediately.

C. Training of Justices

- a. The Chief Justice, Dean of Students, Director of Public Safety, Assistant Director of Residence Life, and the SGA advisor(s) will be responsible for training the members of the University Court. A new justice must have a training session within ten (10) days of swearing in, as determined by her/his experience and the above individuals in all matters of the University Court, SGA, and the policies and procedures of USI as it relates to students and student organizations.

D. Duties and Responsibilities

- a. The following duties shall be the responsibility of the Chief Justice:
 - i. attend all meetings of the General Assembly, Executive Board, University Court, SGA retreats, mandatory events others as invited by the President
 - ii. chair all proceedings of the University Court
 - iii. meet with the Director of Public Safety once a month
 - iv. co-chair the Election Committee, unless otherwise running for office
 - v. administer the oath of office to all elected SGA members
 - vi. maintain records of all University Court proceedings
 - vii. check the qualifications of any candidate for office before elections or during vacancies with the assistance of the SGA advisor(s)
 - viii. check that all members are in good standing at the commencements of each semester of the session with the assistance of the SGA advisor(s)
 - ix. spend an average 12 hours per week, beginning the week before the commencement of the fall and spring semesters, on SGA business; five of which must be in the SGA office. Summer and holiday hours shall be determined by the business of the SGA and announced at the last meeting of the academic year.
 - x. maintain the qualifications for office as outlined by Section 5.4
 - xi. meet weekly with the SGA advisor to appraise him/her of the University Court activities review applications, check for qualifications and completion of forms for all Associate Justices vacancies
 - xii. meet with all Associate Justice applicants and conduct an informal interview to discuss all duties and responsibilities of the applied position
- b. The following duties shall be the responsibilities of the Associate Justices
 - i. attend all meetings of the University Court, SGA retreats, mandatory events, and others as requested by the Chief Justice
 - ii. attend one General Assembly meeting each month
 - iii. maintain the qualifications for office as outlined by Section 5.4
 - iv. administer the oath of office to any SGA member in the absence of, or at the discretion of the Chief Justice
 - v. hold no more than two required office hours per week as determined by the Chief Justice.

E. Original Jurisdiction

- a. Review all new University organization charters for SGA.
- b. In all cases involving offense against the provision of the Constitution and Bylaws of SGA, except those cases involving impeachment, the University Court has the power to interpret the SGA Constitution and Bylaws

- c. Cases referred to the University Court by the Dean of Students where the student has elected to have the courts consider her/his case and are not covered under the jurisdiction of any inferior court.

Section 1.3: Paid Staff

- A. The General Assembly shall have the power to create and eliminate staff positions to expedite the business and record-keeping of the body. These positions shall be paid bi-weekly and are open to registered students at USI.
- B. Selection Process of Paid Staff
 - i. Announcement - All openings for paid staff must be announced through notices or ads in the campus newspaper and USI Today, flyers to all student organizations, Resident Assistants, Career Services, and throughout University Video. The announcement must include a job description, qualifications both desired and needed, stipend amount, working hours, the need for references, deadline, and application process.
 - ii. Applications -Applications, if applicable, will be accepted for fourteen (14) days at which time the President of SGA will, with the assistance of the SGA advisor(s), check the qualifications of each candidate to be sure they are registered students at USI and are in good standing.
 - iii. Interviews -The Executive Board and representatives of any other groups this position will be working with or supervised by will review all applicants and select at least three qualified candidates to interview. The Executive Vice President will call each candidate to be interviewed and arrange for an interview with the Executive Board. Once all candidates have been interviewed, the Executive Vice President will check references for all candidates. After all references are checked, the Executive Board will make a decision and extend an offer. Once the offer is accepted, all applicants must be notified of the appointment.
 - iv. Employment-The Executive Vice President will work with the Administrative Assistant from the Dean of Students Office to arrange for all paperwork of any new hires. Paid staff will be reviewed by the Executive Board and representatives of any other groups this position will be working with or supervised by, and continuance of employment will be determined at the beginning of each session.
- C. Paid Staff Position of SGA
 - i. Chief of Staff- Reporting to the President, the Chief of Staff, will work with the Executive Vice President, Attorney General, and Chief Justice. The following duties shall be the responsibility of the Chief of Staff:
 - i. attend all meetings of the General Assembly, Executive Board, University Court, designated committees, SGA retreats, mandatory events, and others as designated by the President of SGA
 - ii. work closely with the President of SGA to ensure the smooth operation of SGA
 - iii. maintain and update all SGA bulletin boards

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- iv. record the minutes and attendance of all Executive Board meetings, all General Assembly meetings, University Court meetings, SGA retreats and mandatory functions, and distribute them accordingly as outlined in Section 3.14
- v. maintain an archive in the SGA office, in which all official correspondence including the legislation, SGA minutes, reports, and other information pertinent to the SGA, shall be stored
- vi. send, receive, and distribute all official correspondence of the SGA
- vii. basic office and filing work of the SGA business
- viii. perform other duties as assigned in relation to the official business of SGA
- ix. be the official historian of SGA, and collect materials to include as part of the annual report as a record of SGA activities, proceedings, and transactions for the year
 - x. perform basic office and filing work of the University Court
 - xi. attend all University Court meeting and take official minutes of the University Court
 - xii. attend all SGA retreats, mandatory events, and committees as designated by the Chief Justice
 - xiii. send, receive, and distribute all official correspondence of the University Court
 - xiv. receive a salary based on a maximum of 15 working hours/week at a minimum wage.
 - xv. maintain a cumulative GPA of 2.25

ARTICLE II **Committees**

Section 2.0: Committees

- A. Committees are created by the General Assembly to review the business of the SGA or to review and advise on topics relation to the student.
- B. Standing Committees
 - a. Standing committees may be defined as committees that derive their authority from the Bylaws. Standing committees must have a stated purpose, define membership, and define a chairman.
 - b. Standing committees are created only by an amendment to these Bylaws.
 - c. No committee may take action without the consent of the General Assembly.
- C. Special Committees
 - a. Special committees shall be defined as committees that derive their authority from the Standing Rules. Special committees must have a stated purpose, define membership, and name a chairman.
 - b. Special committees are created only after the adoption of, or amendment to, the Standing Rules each year.
 - c. No committee may take action without the consent of the General Assembly.
- D. Study Committees
 - a. Study committees shall be defined as committees that derive their authority from a General Assembly resolution. Study (or ad hoc) committees must have a stated purpose, defined membership, a named chairman, and an expiration time which could be a date or until a task is accomplished.

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- b. Study committees are only by resolution of the General Assembly
- c. No committee may take action without the consent of the General Assembly.
- d. Responsibilities and Duties of a Committee Chairperson
- e. The following shall be the duties of a committee chairperson:
 - i. Prepare a report for the General Assembly of the decision and opinions of the committee
 - ii. Prepare a report of the Annual Report
 - iii. Hold the power necessary to preside over the committee
- F. The President of SGA shall not have the authority to appoint committees, but he or she shall serve as an ex-officio member on all committees.
- G. Membership of committees may be any student, relevant faculty and staff, and administration.

Section 2.1: Commissions

- A. Commissions shall be created by the President of SGA or by the majority of the Executive Board to execute or study special tasks, projects, and goals, as directed by the General Assembly.
- B. Commissions may not interfere with an existing officer, committee, or council's duties, whether the office, committee, or council is vacant or not.
- C. No standing commissions may be written into these Bylaws, any Standing Rules, or last longer than one academic year.
- D. A commission must report at least once a month to the President of SGA who will then report to the General Assembly.
- E. President of SGA shall be responsible for all the actions of the commissions.
- F. The General Assembly may disband a commission if it is deemed to be acting out of order with the mission of SGA.
- G. Membership of commissions may be any student, relevant faculty and staff, and administration.
- H. The leadership of a commission may be the President or appointed a chairperson.

Section 2.2: Standing Committees

- A. Academic Assembly
 - a. the Academic Assembly is concerned with the priorities of USI in providing a quality academic environment for students. It works with the faculty and administration on matters pertinent to academic affairs. The body of Student Representatives from the academic areas shall make-up the Academic Assembly. The Academic Assembly will meet at least once a month to share and exchange information related to all academic issues affecting the student community. The dates for the Academic Assembly shall be set prior to the first General Assembly meeting of each semester. The Academic Assembly may bring recommendations to the General Assembly related to academic issues they deem necessary to act upon.
 - b. The Academic Assembly will be an open forum. USI students or faculty members may attend Academic Assembly meetings and upon receiving permission from the Chair, address the Assembly on any academic issue or concern. Duties and responsibilities of the Academic Assembly shall be to consider matters of student interest in the areas of academic policy, curriculum, and

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faculty-student relations (i.e. academic advising and the academic calendar) and recommend actions to the General Assembly.

B. Election Committee

- a. The Election Committee shall be responsible for conducting fair and impartial elections in accordance with the procedures outlined in the Election Codes and in Section 7.6. The Election Committee shall be responsible for all General and Special Elections.
- b. Membership
 - i. The Election Committee will be created before the first General Assembly meeting in November.
 - ii. The Chief Justice of the University Court will chair this committee. In the event that the Chief Justice is running for an elected position, the General Assembly shall nominate and vote on his or her replacement.
 - iii. Membership of the committee may be composed of Administrative Vice Presidents, Student Representatives, Members-At-Large, University Court Justices, and at least one student not involved in SGA or one of its committees.
 - iv. A University faculty or staff person will be chosen by the committee and asked to act as an advisor. This person will be a non-voting member of the committee.
- c. The following duties shall be the responsibility of the Election Committee:
 - i. check qualifications of all candidates for office during elections
 - ii. review the Election Codes and Statutes each November
 - iii. make recommendations to amend the Election Codes and Statutes as needed
 - iv. determine the calendar for the election process by the end of the fall semester
 - v. reserve any space on campus for all events during the election process
 - vi. coordinate all publicity with the Administrative Vice President of External Relations
 - vii. announce and publicize the calendar for elections beginning the first week of February
 - viii. prepare the Candidate Application and Petition forms for elections by the first week of February
 - ix. assist the Dean of Students Office in confirming the validity of all petitions made for elections
 - x. recruit individuals to work at the different poll place
 - xi. make available all applications and petition forms for elections by the first week of February
 - xii. coordinate all workshops and programs related to Student Government Elections
 - xiii. conduct the drawing for the order of names on the ballot
 - xiv. enforce all guidelines for candidates and workers in the election
 - xv. protect the integrity of the election
 - xvi. handle election grievances
 - xvii. perform the ballot count at the close of elections and post-election results within forty-eight (48) hours of elections
 - xviii. prepare reports for the General meetings and for the Annual Report.

C. Rules Committee

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- a. The Rules Committee shall be responsible for reviewing the Constitution, Bylaws, and Standing Rules of SGA on an annual basis and proposing any changes or amendments. This committee will have at least four (4) placements in addition to the Chair (Attorney General) and Chief of Staff, and may consist of the Administrative Vice Presidents, University Court Justices, Student Representatives, and Members-At-Large. This committee shall meet at least once a month.
- D. Grant Allocation Committee
 - a. A committee composed of the Chief Financial Officer as the chairman and other members of SGA with a minimum of five members, shall make recommendations to the General Assembly concerning the allocation of grant funds from the Office of the Associate Provost for Student Affairs for the purpose of Student Organizational Support, Student Organization Startup and funds from the USI Foundation for the purpose of student travel. The General Assembly reserves the right to periodically evaluate the members of the committee and/or impeach the members for failure to meet the duties and responsibilities set forth to the committee. The Grant Allocation Committee may not meet at the same time as the Budget Committee.
- E. Budget Committee
 - a. A committee composed of a quorum with the Chief Financial Officer as chairman, shall review the SGA budget, make recommendations to the General Assembly on the annual budget, and review amendments to the budget. The Budget Committee may not meet at the same time as the Grant Allocation Committee.
- F. External Relations Committee
 - a. A committee shall be formed to maintain communication between SGA and the student body, advertise and promote SGA activities and organization, and shall be responsible for internal and external representation. The AVP for External Relations shall serve as or appoint a chairman with an unlimited number of students serving as members. This committee shall meet at least twice a month.

ARTICLE III Meetings

Section 3.0 General Meetings

- A. General Assembly Meetings During the Academic Year
 - a. Meetings shall be held on Thursdays at 4:30 p.m. SGA will follow the calendar of USI. General Assembly meetings will not be scheduled during breaks or other 'holidays' as recognized by the University unless it is an emergency, then the procedures for special meetings will be followed.
- B. Setting the Calendar for the Academic Year
 - a. The General Assembly meeting and retreat calendar for the next year shall be set before the election packets are made available.

Section 3.1: Quorum

- A. The quorum for General Assembly meetings shall be a majority of the sworn members of the Legislative Branch.

Section 3.2: Voting

- A. All members of the General Assembly shall have one vote in all decisions of SGA, with the exception of the President, Executive Vice President, Attorney General, Chief Financial Officer, Chief Justice, and Associate Justices. The President shall vote in the event of a tie.”
- B. The number of votes necessary for a motion to pass shall be determined by Robert’s Rules of Order.
- C. All votes on resolutions in the General Assembly must be conducted either by hand or roll call. The only time a closed vote is valid is in cases of elections, appointments, or disciplinary actions.
- D. The president can veto any decision by the General Assembly
 - a. There would then be a second vote that must pass by one majority level higher than required by the original vote
 - i. Majority decision would then require (2/3) majority
 - ii. (2/3) the majority would then require (3/4) majority
 - iii. The second decision cannot be vetoed

Section 3.3: Special Meetings

- A. Special meetings may be called by the following:
 - a. the President
 - b. a signature petition of eight (8) voting members of the General Assembly
 - c. a signature petition of five (5) percent of the Student body.
- B. Notice
 - a. At least seven days’ notice shall be given for special meetings detailing time, place, and business to be addressed. The notice shall be given in writing. In addition, a follow-up phone call will be made at least three days before the meeting.
- C. Procedure
 - a. The Chair will call the meeting to order and the member(s) initiating the call for the meeting will present their business. The meeting will be conducted by parliamentary procedure, with the Chair overseeing discussion and voting. No other business other than that specified in the notice shall be transacted at any special meeting.

Section 3.4: Minutes

- A. Includes:
 - a. Kind of meeting (regular, special, emergency)
 - b. Name of assembly
 - c. Date of meeting and place
 - d. Attendance
 - e. Whether the minutes of the previous meeting were approved or dispensed with
 - f. All main motions (except such as were withdrawn), points of order and appeals whether sustained or lost and all other motions that were not lost or withdrawn, including the name of the person who introduced the motion and the person who seconded.

B. Distribution

- a. The Chief of Staff shall provide a copy of the minutes to each member of SGA. A copy of the approved minutes shall be distributed accordingly: Advisor(s) of SGA, Academic Deans, Administrative Department Heads, the campus newspaper, and University Archives.

C. Recording Amendments to the Constitution, Standing Rules, or Bylaws

- a. The Attorney General, who serves as chair of the Rules Committee, shall maintain a binder with the most recent, complete copies of the Constitution, Bylaws, and Standing Rules. The Attorney General shall be responsible for updating the Constitution, Bylaws, and Standing Rules after an amendment is approved by the General Assembly.

Section 3.5: Attendance

It is important to the business of SGA that its membership is in full attendance. Members are required to attend all General Assembly meetings, office hours, committee meetings, retreats, and all other mandatory events. Realizing that there will be instances when a member cannot attend a meeting due to illness, personal, or family emergencies, this attendance policy has been implemented. Section 8.3 outlines grounds for an informal or formal warning or impeachment due to absences

A. Excused Absences

- a. Members can be excused due to personal illness or a personal or family emergency (such as death) during their term. Members have twenty-four (24) hours after missing a meeting for an illness, personal, or family emergency to contact the SGA office. A written notice must also be submitted to the Executive Vice President by the next General Assembly meeting stating the reasons for the absence. If any other situations where a member may not be in attendance, the member must submit a form to the Executive Vice President at minimal three business days prior to the mandatory event and discretion is up to the Executive Vice President for whether the absence is excused or unexcused. Extenuating circumstances will be left to the discretion of the Executive Vice President. The President, Executive Vice President, and Attorney General shall be excused by a majority vote of the General Assembly.

B. Unexcused Absences

- a. The following are unacceptable excuses for not attending General Assembly, Committee Meetings, retreats, workshops, or special programs that have been on the official calendar:
 - i. Homework
 - ii. studying
 - iii. work
 - iv. known transportation issues

C. Appeals

- a. If a person wishes to appeal a decision made by the Executive Vice President, s/he is given the opportunity to submit a written appeal to the University Court within two weeks of the original date of the event missed. The decision of the University Court is final.

ARTICLE IV
Business/Financial

Section 4.0: Annual Budget

SGA shall establish a budget for its committees, maintenance, and operations. This body shall also, upon direction, add to or modify the budget that it may deem necessary. The SGA shall approve a budget based on the anticipated funds for the next year. The amounts budgeted will remain in effect until the end of the fiscal year, at which time any funds remaining after accounting for outstanding debts shall revert to the Reserve Account. The amounts in any line item may be adjusted at any time during the year by a majority vote of the General Assembly.

A. Fiscal Year

- a. The fiscal year of the SGA shall be from July 1 to June 30.

B. Fiscal Policies

- a. The books and accounts of SGA shall be kept in accordance with generally accepted accounting principles and shall be audited or reviewed as required by the Student Board of Accounts.

C. Expenditures

- a. An annual budget shall be developed by the Executive Board and presented by the Chief Financial Officer to the General Assembly for its approval. Expenses not provided for in the budget shall be incurred and paid only upon the approval of the General Assembly.
- b. The General Assembly, by approving the budget, shall give it approval for expenditures for specific line items as defined in the following:
 - i. a committee shall incur expense upon the approval of the Chair and the Chief Financial Officer
 - ii. Line items relating to SGA's maintenance and operations shall incur expenses upon the approved budget. These expenses may be incurred by SGA officers and support personnel.

D. Preparation

- a. The Executive Board will begin working on the budget for the next fiscal year beginning in January. Hearings with current Committee Chairs and officers shall be held. The budget shall be presented to the General Assembly for approval.

E. Reporting of Expenditures

- a. The chairperson in charge of the line item established for their committee shall be responsible for the reporting of expenditures from said budget to Chief Financial Officer
- b. The reporting of expenditures shall be made within thirty (30) days of the conclusion of the activity or purchase.
- c. The violation of the above responsibilities shall constitute grounds for an informal or formal warning or impeachment.
- d. The misuse of money controlled by SGA shall constitute grounds for an informal or formal warning or impeachment.

Section 4.1: Emblems and Insignias

The General Assembly recognizes the following image as the logo of SGA to be used for all official SGA correspondence and promotional materials.

- A. The General Assembly recognizes the following images as the branding of SGA to be used for all official SGA correspondence and promotional materials.
 - a. The images seen in Figures: 1-A, 1-B, 1-C, 1-D indicate the branding standards for SGA.
 - b. The official SGA colors are as follows:
 - i. Blue: Pantone 307
 - ii. Red: Pantone: 032
 - iii. Black
 - iv. White

ARTICLE V

Elections

Section 5.0: General Elections

- A. All elected positions in the SGA will be voted on annually during a General Election beginning the month of March. At that time the following positions will be open for election: President, Executive Vice President, Attorney General, Chief Financial Officer, Member-at -Large: Commuter Students, Member-at-Large: Resident Students, Member-At-Large: University Division, all Student Representatives, and all Administrative Vice Presidents. The exact date will be determined by the Election Codes and Statutes.

Section 5.1: Electoral Districts

- A. The University shall be apportioned into electoral districts that shall be apportioned at the end of each fall semester based on the current official enrollment statistics for that semester. For every 300 hundred undergraduate students enrolled in an academic area (excluding University Division), one Electoral District shall be created from which one (1) Student Representative will be elected into the SGA. Each academic area (excluding University Division) shall have a minimum of two (2) Student Representatives regardless of changes in total enrollment.

Section 5.2: General Rules

- A. Any person who wishes to become a candidate for office must complete and submit an official application to the Dean of Students Office before the deadline specified in Elections Schedule.
- B. There will be a mandatory Candidates Meeting to explain the rules in the election code the week before the campaign begins. Candidates must attend in order to clarify any questions with the election codes and procedures. Failure to attend this meeting will result in the candidate not being put on the ballot.
- C. Candidates are expected to check their electronic mail accounts at least once per day during the campaign and voting period.
- D. Any person found guilty of tampering with the election process or results will be disqualified, forever ineligible to hold office in any branch of SGA at USI, and subject to further disciplinary action. The definition of tampering includes but is not limited to, framing a candidate to gain that person's disqualification and the falsifying of vote results.
- E. All Candidates and campaigns will be subject to University and SGA policies. Violation of any SGA policy by a candidate or campaign worker will result in disqualification.

Section 5.3: Eligibility

- A. A Candidate shall be defined as a registered student at USI who has declared intent to participate in any SGA general election according to the SGA Bylaws.
- B. All Candidates must comply with eligibility requirements as established by the Constitution and Bylaws of SGA.
 - a. Any Candidate must be in good standing as defined by Section 5.4.
 - b. Any Candidate must be a registered student at USI and must remain so throughout the length of her/his term.
 - c. Candidates for an Academic Student Representative must have a declared major in the academic schools/he wishes to represent.
 - d. No person may run for more than one position concurrently.
 - e. No person who has served as a voting member of the Election Committee shall be eligible to run for an elected position in SGA during that election.

Section 5.4: Qualifications for Office

- A. President:
 - a. Must have completed at least three (3) semesters of coursework at USI completing a minimum of 24 credit hours of coursework AND served as a member of the Student Government Association for at least two (2) semesters at the time of candidacy.
 - b. The student must hold a minimum, cumulative GPA of 3.0 at the time of candidacy and throughout the term.
 - c. During each semester of her/his term, the President must be enrolled in and complete a minimum of six (6) credit hours at USI.
 - d. Throughout her/his term, the President will not hold another executive board position in any student organization.
- B. Executive Vice-President:
 - a. Must have completed at least three (3) semesters of coursework at USI completing a minimum of 24 credit hours of coursework AND served as a member of the Student Government Association for at least two (2) semesters at the time of candidacy.
 - b. The student must hold a minimum, cumulative GPA of 3.0 at the time of candidacy and throughout the term.
 - c. During each semester of her/his term, the Executive Vice President must be enrolled in and complete a minimum of six (6) credit hours at USI.
 - d. Throughout her/his term, the Executive Vice President will not hold another executive board position in any student organization.
- C. Attorney General:
 - a. Must have completed at least three (3) semesters of coursework at USI, completing a minimum of 24 credit hours of coursework at the time of candidacy.
 - b. The student must hold a minimum cumulative GPA of 3.0 at the time of candidacy and throughout the term.
 - c. During each semester of her/his term, the Attorney General must be enrolled in and complete a minimum of six (6) credit hours at USI.
- D. Chief Financial Officer:
 - a. Must have completed at least three (3) semesters of coursework at USI, completing a minimum of 24 credit hours of coursework at the time of candidacy.

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- b. The student must hold a minimum, cumulative GPA of 3.0 at the time of Candidacy and throughout the term
 - c. During each semester of his/her term, the Chief Financial Officer must be enrolled in and complete a minimum of six (6) credit hours at USI.
 - d. Student must take and pass a financial literacy test with an 80%. This test must be approved by the Dean of Students Office and must be taken within the Dean of Students Office during the duration of the test.
- E. Administrative Vice-Presidents:
- a. Must have completed at least two (2) semesters of coursework at USI, completing a minimum of 18 credit hours of coursework at the time of taking office.”
 - b. Students must hold a minimum cumulative GPA of 2.8 at the time of candidacy and throughout their term.
 - c. During each semester of her/his term, Administrative Vice Presidents must be enrolled in and complete a minimum of six (6) credit hours at USI.
- E. Student Representatives:
- b. Must have completed one semester of coursework at USI or an accredited institution with a minimum cumulative GPA of 2.6 completing a minimum of 12 credit hours of coursework at the time of candidacy. Candidates that do not meet the one semester of coursework at USI or an accredited institution may apply if there is a sophomore, junior, or senior already representing the college. For every one qualified person, there may be one person who lacks the course requirement. There is a limit of two people who lack the course requirement in the position.
 - c. Students must hold a minimum, cumulative GPA of 2.6 at USI throughout their term, and must also maintain a declared major status within their college of representation.
 - d. During each semester of her/his term, Student Representatives must be enrolled in and complete a minimum of six (6) credit hours at USI.
- F. Member-at-Large: Commuter Students, Housing Students, University Division Students, International Students, and Student Worker and the First Year Leadership Council
- b. All Member-At-Large candidates must maintain good standing, as outlined by the University, at the time of candidacy and throughout her/his term. Students must hold a minimum cumulative GPA of 2.6 at the time of candidacy and throughout their term.
 - i. Member-At-Large: Commuter Students:
 - 1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term.
 - 2. S/he must not live in any University sponsored housing during his/her term of office.
 - ii. Member-At-Large: University Housing Students:
 - 1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term.

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2. S/he must live in University-sponsored housing during her/his term of office.
- iii. **Member-At-Large: University Division Students:**
 1. Shall have three (3) seats in the General Assembly and each member must have an undeclared major status at the beginning of his/her term of office or be pursuing a Bachelor of General Studies degree with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in a minimum of six (6) credit hours at USI during each semester of his/her term.
 2. S/he may declare a major and still maintain position until the end of the term.
- iv. **First Year Leadership Council:**
 1. Shall have seven (7) seats in the General Assembly and each member must not have earned more than 31 credit hours at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term.
 2. S/he must maintain freshman status during his/her term of office.
- v. **Member-At-Large: Fraternity and Sorority**
 1. Shall each have one (1) seat in the General Assembly, and each must maintain active membership in the organization of representation.
 2. At the time of candidacy and throughout his/her term, each member must be enrolled in and complete a minimum of six (9) credit hours each semester throughout his/her term.
- vi. **Member-At-Large: International Students**
 1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/her term.
 2. S/he must be degree seeking and have a student visa.
- vii. **Member-At-Large: Student Veterans**
 1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum

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- coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term.
3. S/he must live in University-sponsored housing during her/his term of office.
- viii. Member-At-Large: University Division Students:
1. Shall have three (3) seats in the General Assembly and each member must have an undeclared major status at the beginning of his/her term of office or be pursuing a Bachelor of General Studies degree with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in a minimum of six (6) credit hours at USI during each semester of his/her term.
 2. S/he may declare a major and still maintain position until the end of the term.
- ix. First Year Leadership Council:
1. Shall have seven (7) seats in the General Assembly and each member must not have earned more than 31 credit hours at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of her/his term.
 2. S/he must maintain freshman status during his/her term of office.
- x. Member-At-Large: Fraternity and Sorority
1. Shall each have one (1) seat in the General Assembly, and each must maintain active membership in the organization of representation.
 2. At the time of candidacy and throughout his/her term, each member must be enrolled in and complete a minimum of six (9) credit hours each semester throughout his/her term.
- xi. Member-At-Large: International Students
1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/her term.
 2. S/he must be degree seeking and have a student visa.
- xii. Member-At-Large: Student Veterans
1. Shall have two (2) seats in the General Assembly and each member must have completed a minimum of 12 credit hours of coursework at USI or an accredited institution as approved by the Office of the Registrar with a minimum cumulative GPA of 2.6 at the time of candidacy and be enrolled in and complete a minimum

of six (6) credit hours at USI during each semester of his/her term. S/he must be degree seeking.

2. US Military Veterans discharged under honorable conditions, individuals currently serving in a Reserve Component, spouses, dependents, and USI ROTC Cadets may represent the Student Veterans position.
 3. Candidates will need to have a working knowledge of both federal and state veteran benefits.
- viii. Member-at-Large: Student Worker
1. Student Worker Member-at-Large may have two seats in the General Assembly.
 2. Must be employed by the University of Southern Indiana as a student worker at least one semester prior to applying.
 3. Must have at least a 2.6 GPA and have completed twenty-four credit hours at USI or an accredited institution and be enrolled in a minimum of six credit hours at USI during each semester of his/her term.
- ix. Member-at-Large: Graduate Students
1. Must maintain good standing, as outlined by the University, at the time of candidacy and throughout his/her term.
 2. Must hold a minimum cumulative, graduate GPA of 2.6 at the time of candidacy and throughout his/ her term.
 3. Shall have two seats in the General Assembly and each member must be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/ her term.
 4. S/he must maintain graduate student status during his/her term in office.
- x. Constructive Member-at-Large:
1. Must maintain good standing, as outlined by the University, at the time of candidacy and throughout his/her term.
 2. Must hold a minimum cumulative, GPA of 2.6 at the time of candidacy and throughout his/ her term.
 3. There are a maximum of six (6) Constructive Members at Large.
 4. Shall have two seats in the General Assembly and each member must be enrolled in and complete a minimum of six (6) credit hours at USI during each semester of his/ her term.
 5. S/he must have a valid excuse for not attending the meetings.
 6. This position isn't a voting member of the General Assembly and, therefore, isn't included in the quorum.

G. University Court Justices

a. Chief Justice:

- i. Must have at least three (3) semesters of coursework at USI, completing a minimum of 24 credit hours of coursework at the time of candidacy and throughout the term.

- ii. During each semester of her/his term, the Chief Justice must be enrolled in and complete a minimum of six (6) credit hours at USI.
- iii. The Chief Justice must hold a minimum, cumulative GPA of 3.0 at the time of candidacy and throughout the term.
- iv. The Chief Justice must have served as an Associate Justice on the SGA Court for a minimum of one (1) semester
- v. In the event that no qualified individuals apply for the position, the position shall be made available to all USI students
- b. Associate Justices:
 - i. Associate Justices must have at least two (2) semesters of coursework at USI, completing a minimum of 12 credit hours of coursework at the time of application and throughout the time in office.
 - ii. During her/his time in office, Associate Justices must be enrolled in and complete a minimum of six (6) credit hours at USI.
 - iii. Students must hold a minimum, cumulative GPA of 2.6 at the time of application and throughout the time in office.
- H. Conflict of Interest
 - a. No member of SGA may hold a position in any other branch of Student Government or in her /his branch simultaneously.
- I. Transfer Students:
 - a. Transfer students running for a position in SGA must have attended USI for the following number of semesters for the listed positions:
 - i. Transfer students running for an Administrative Vice President position must have attended USI for at least one full semester to be considered eligible to run for and hold the office.
 - ii. Transfer students running for the executive positions of Attorney General or Chief Financial Officer must have attended USI for at least two semesters before being eligible to run for or hold the office.

Section 5.5: Election Codes

- A. Application Procedures
 - a. Applications shall be made available a minimum of six (6) weeks before the General Election. Applications will be due no earlier than twelve (12) school days later at 5:00 p.m. The Dean of Students Office must have at least two days to verify the record of students applying for the ballot.
 - b. Applications should collect the following information: Students' Name, local and permanent address and phone numbers, student identification number, hours completed, Cumulative GPA, semester GPA's for last two semesters enrolled, and hours currently enrolled. In addition, the application should have a space to indicate the position desired, an agreement or responsibility and release of information statement, a signature line, space for students to write a candidacy position statement and list their skills, abilities, and experiences relevant to the position for which they are running. The application packet should also include petition forms, position descriptions and responsibilities, election dates, and

important meetings, etc.

B. Creating the Ballot

- a. If all information on a student's application has been verified, the student will be placed on the ballot for the position they are running for in the General Election. Any discrepancies or false information will automatically discount the application and the student will be notified that they will not be placed on the ballot. The student has forty-eight (48) hours to appeal the decision to the Election Committee. If no appeal has been made, the candidate will remain off the ballot.

C. Accepting the Ballot

- a. Candidates for office in SGA make a commitment to the business of SGA and the duties and responsibilities that assuming the office, if elected, will demand upon her/his schedule. Candidates must sign a contract stating that s/he will uphold the duties and responsibilities of her/his office and membership in SGA. By signing this contract, the student accepts her/his position on the ballot. Failure to maintain this contract is seen as a failure to execute one's constituted duties and is grounds for disciplinary action in Section 8.3.

D. Workshops and General Election Publicity

- a. Candidate Meetings shall be held after the ballot has been announced to distribute and explain election rules to all Candidates. The calendar of business for the term is presented. The calendar includes the dates and times of all General Assembly meetings, retreats, workshops, and special programs that will be necessary to the business of SGA and the ongoing training and development of its members.
- b. Press Conference/Meet the Candidates as defined by the Election Committee.
- c. Public Relations and Publicity of the General Election as defined by the Election Committee.

E. Campaigning

- a. Campaigning is defined as:
 - i. The public distribution or posting of any material or information promoting a Candidate or Candidates for office.
 - ii. Speaking before an organized group or in a public place with the purpose of promoting a Candidate or Candidates for office.
 - iii. Any activity requesting the vote of a constituent for a specific Candidate or Candidates. d. Any activity requesting funding for the campaign of a specific Candidate or Candidates.
- b. Campaign period will be defined in the Election Codes and Statutes.
- c. Encouraging voting, in general, without specifying a particular Candidate or group of Candidates, is not campaigning.
- d. It is the responsibility of the Candidate to educate her/his campaign workers and affiliates as to rules set forth by this Election Code. Candidates will be held responsible for the actions of those designated by the Candidate to assist with the campaign. Candidates will be held responsible for any actions committed with the consent of the Candidate.
- e. Campaigning before the campaign period will result in disqualification. This includes posting campaign signs or using mass communication.

- f. The use of SGA logo, letterhead, office equipment, or office supplies is prohibited.
- g. Theft or destruction of property of another Candidate will result in disqualification and referral to the University Court.
- h. Forging of materials to give the appearance of origination from another person or campaign or the distribution of factually false information about another person or campaign will result in disqualification.
- i. All materials distributed in a campaign must specify the person or campaign of origination.
- j. All Candidates must follow the USI posting and solicitation policy.
- k. No person shall engage in door-to-door campaigning without having received approval to do so from the Director of Housing. The decision is applicable to all candidates.
 - i. Names of Candidates will be forwarded before the campaign period begins to the Director of Housing by the Election Committee.
 - ii. All Candidates will be notified by the Election Committee of the Director of Housing's decision before the campaign period begins.
- l. No campaigning material shall be distributed into, on, or under doorways, or left hanging on doorknobs of university housing or off-campus living areas. Such materials may be displayed in a room or on the doors of that room only with the permission of one or more of the residents and in accordance with the USI Housing and Residence Life Department.
- m. No person engaged in a door-to-door campaign shall enter or remain in any room, suite, home, or apartment over the objections of any resident thereof.
- n. No Candidate or supporter shall knock on any door or attempt to enter any room if there appears in plain view a written notice stating 'No Campaigning' or words substantially to that effect. General wording such as 'No Solicitors' shall NOT be deemed to constitute sufficient notice under this paragraph.
- o. No Candidate may campaign within a 25-foot radius of voting areas designated by the Election Committee.
- p. Candidates will be responsible for cleaning up any discarded handbills, flyers, etc. on USI property.
- q. When Elections close, all Candidates have two (2) school days to remove all posted flyers, banners, and other campaign materials from the USI premises.
- r. Campaign Literature, Posters, Banners
 - i. All signage for bulletin boards must be approved by the respective office that maintains the bulletin board.
 - ii. No sign for any campaign may exceed 11" x 17".
 - iii. Writing on or applying self-adhesive materials to USI property (including sidewalks, roads, vehicles, and walls), or on private property without permission from the owner is prohibited.
 - iv. The placing of any sign in a way that is designed to obscure any other sign belonging to another campaign is prohibited.
 - v. No campaign materials may be placed within 25 feet of voting areas

designated by the Election Committee during polling times.

- vi. Banners cannot be longer than 6' x 8' and must be approved by the Student Scheduler Office.

F. Campaign Budget General Provisions

- a. Spending limits shall be established by the Election Committee at the Candidate Meeting.
- b. Exceeding these limits will result in disqualification. Falsifying information in the campaign finance report will result in disqualification and referral to the University Court for disciplinary action.
- c. None of these expenses shall be reimbursed by SGA.
- d. Candidates are required to keep a written record of all campaign expenses, including original receipts. Expenditures must be recorded at full retail prices with no special discounts. Donations must be recorded and will be assigned the appropriate market value and will be included as a campaign expense. Candidates must submit the report at the closing of polls, even if no money is spent. The expense report should be turned in to the Dean of Students Office. Failure to do so will result in disqualification.
- e. Any joint expenditures by Candidates will be divided by the number of Candidates participating in the expenditure and the quotient will be added to each as an expenditure. Joint expenditures must be shown in full on the expense report of each Candidate.

G. Voting, Ballots, and Polls

- a. Any student enrolled for classes may cast one vote for each of the Executive Officers, Administrative Vice Presidents, and for the designated number of Student Representatives for her/his school as outlined in the Bylaws, in addition to two Member-at-Large representatives based on her/his classification.
- b. All Ballots will be electronically mailed to all currently enrolled students via their valid electronic mail address provided by USI.

H. Stipulations for Taking Office

- a. Executive Officers and Administrative Vice Presidents shall be elected by a majority of all votes cast.
- b. Student Representatives and Members-at-Large shall be elected by a plurality of ballots cast in their respective class.

I. Posting of Election Results

- a. The results of the election must be posted within twenty-four hours of the closing of the polls
- b. The results must be posted in the Dean of Students Office and the SGA Office.

J. Grievances and Violations

- a. All Candidates are subject to the rules established by the Election Committee and approved by the General Assembly. Violations of said rules may result in disqualifications from candidacy by the Election Committee, and any recommendation for disciplinary action will be forwarded to the Dean of Students Office.
- b. The Election Committee has defined two levels of violations:

- i. Major violations for which the Candidate will be disqualified include, but are not limited to:
 1. Elections interference
 2. Posting of signs or use of mass communication outside of the campaign period
 3. Loitering in the area of the polling places on the election days by the Candidate or anyone affiliated with the Candidate
 4. "Setting-up" or framing another Candidate to cause that Candidate's disqualification
 5. Use of Electronic Mass Mail, with the exception of social networking such as Facebook, Twitter, etc. or anything else deemed appropriate by the Election Committee
 6. Failure to turn in an entire expense report, including the original receipts, by the date and required time
 7. Accumulating three minor violations
 8. Failure to correct a violation as designated by the Election Committee
 9. Other violations designated as resulting in disqualification in this code.
- ii. Minor violations for which the Candidate may be disqualified or subject to other penalties as decided by the Election Committee include, but are not limited to:
 1. Sign violations
 2. Other violations of rules specified in this code.
- c. Any student of USI may submit an election violation charge against any Candidate by submitting the charge in writing at the Dean of Students Office.
 - i. The person(s) charged with any violation will be notified by electronic mail of the time and place of any possible hearing twenty-four (24) hours in advance and will be given the opportunity to hear all charges and present a defense. All meetings of the Election Committee shall be open to the public.
 - ii. Successfully prosecuted election violations (not violation allegations) will be recorded.
 - iii. The Election Committee will issue a warning to a Candidate found guilty of a violation of any rule that does not contain a provision for disqualification. Upon the receipt of three minor violations in a campaign, a Candidate will be disqualified.
 - iv. It will be the responsibility of the affected Candidate to appeal to the University Court any case resulting in disqualification other than for failure to submit a completed application by the deadline specified in the Elections Schedule.
 - v. All grievances must be filed by the closing of the polls on the final day of elections.

K. Run-off Election

- a. A run-off election will be immediately held if in the event that none of the candidates in any election receive a majority vote for an executive office within three days following the election. The run-off election shall last for approximately three business days, and will include all candidates from the original election for the executive office(s) in question. Upon approval by a majority vote in the run-off election, a candidate shall be declared elected.
- L. Contesting an Election
 - a. Contestants have three (3) school days to contest the elections to the University Court.

Section 5.6: Emergency Elections

- A. If an election is found to be fraudulent or found to have been held outside the bounds of the SGA Constitution or Bylaws by the University Court, a new election will be held no earlier than three full school days after the decision has been made and no later than six school days after the ruling.
- B. Such an election would be held at the same time of day at the same site as the original election was scheduled to be held.
- C. There shall be no campaigning for emergency elections.

Section 5.7: Inauguration

- A. Oath of Office
 - a. At the inauguration, the following oath will be given to all members of the new session by the Chief Justice- "I (state your name) promise to uphold with respect and integrity the Constitution and Bylaws of Student Government Association of the University of Southern Indiana. I will preserve and defend the rights of the students while executing the responsibilities and duties of my office to the best of my ability."
- B. Date of Inauguration
 - a. The annual inauguration of the Executive Officers and Legislators shall be determined by the Election Committee at the beginning of the election season.
 - b. A minimum of one (1) General Assembly meeting must be held following the date of the annual inauguration.

Section 5.8: Vacancies

- A. Vacancies in the Executive Offices
 - a. Should the office of the President become vacant, the Executive Vice President shall temporarily assume the duties and responsibilities of the President position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - i. Should the Executive Vice President position be vacant or unable to temporarily assume the duties and responsibilities of the President position,

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then the Attorney General will assume the duties and responsibilities of the President position until such time that the vacancy

can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.

- ii. Should the Executive Vice President and the Attorney General positions be vacant or unable to assume the duties and responsibilities of the President position, then the Chief Financial Officer will temporarily assume the duties and responsibilities of the President position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - b. Should the office of the Executive Vice President become vacant, the Attorney General shall temporarily assume the duties and responsibilities of the Executive Vice President position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - i. Should the Attorney General position be vacant or unable to temporarily assume the duties and responsibilities of the Executive Vice President position, then the Chief Financial Officer will temporarily assume the duties and responsibilities of the Executive Vice President position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - c. Should the office of the Attorney General become vacant, the Executive Vice President shall temporarily assume the duties and responsibilities of the Attorney General position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - i. Should the Executive Vice President position be vacant or unable to temporarily assume the duties and responsibilities of the Attorney General position, then the Chief Financial Officer will assume the duties and responsibilities of the Attorney General position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - d. Should the office of the Chief Financial Officer become vacant, the Attorney General shall temporarily assume the duties and responsibilities of the Chief Financial Officer position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - i. Should the Attorney General position be vacant or unable to temporarily assume the duties and responsibilities of the Chief Financial Officer position, then the Executive Vice President will temporarily assume the duties and responsibilities of the Chief Financial Officer position until such time that the vacancy can be filled in accordance to the vacancy procedures found in Section 5.8, Section B.
 - e. Any other officer, legislator, or judicial position shall be filled according to the vacancy procedures found in Section 5.8, Section B.
- B. Procedures for Filing a Vacancy
- a. Upon the resignation of a member, a declaration of vacancy will be made at the next regularly scheduled General Assembly meeting.
 - b. Posting of vacancies and all publicity pertaining to them shall be handled by the

- Administrative Vice President for External Relations.
- c. The Executive Vice President shall review applications, check for qualifications and completion of forms for all General Assembly vacancies.
 - d. The Chief Justice shall review applications, check for qualifications and completion of forms for all Associate Justice vacancies.
 - e. The Executive Vice President or Chief Justice, depending on the applicant, shall conduct an informal interview to discuss all duties and responsibilities of the applied position.
 - f. During new business of the General Assembly meeting following the informal interview, the Executive Vice President or the Chief Justice will introduce (one at a time) each applicant by presenting vacancy application, having the candidate introduce themselves, then having each candidate answer any questions from the General Assembly.
 - g. The candidate will then be asked to leave the room. The General Assembly will then discuss the candidate and the pro-con-pro process will take place. This must always end on a pro
 - h. All voting shall be done by secret ballot, and the candidate receiving the most ballots cast and a (2/3) majority shall fill the vacancy.
 - i. The new member will be sworn in and assume office at the next General Assembly meeting.

5.9: Appointed Positions

- A. Appointed positions must follow the vacancy procedures of SGA.
 - a. First Year Leadership Council shall be approved by a majority of the General Assembly.
 - b. University Court Justices shall be appointed by the President of SGA and approved by a majority of the General Assembly.

5.10: Resignation

- A. Resignation from Office
 - a. Should a member of the Student Government Association wish to resign from his/her office, he/she must complete a resignation form found at usi.edu/SGA

ARTICLE VI Legislation

Section 6.0: Resolutions

- A. Resolutions are the official record of a business by the General Assembly. It is the agreed to action that General Assembly will take; therefore all official business must be proposed and maintained by a Resolution.

Section 6.1: Referendum

- A. A referendum shall be defined as a vote by all currently enrolled students at USI

- a. Cases: The following cases shall be brought to a referendum:
 - i. Any amendment to the SGA Constitution
 - ii. Any decision that affects the welfare of the student community
 - iii. Any propositions that members of the student community wish to subject the decision by petition as outlined in Section 7.6, Part C.
- B. Procedures
 - a. A referendum vote of the student community may be called for at any time by the President of the University.
 - b. Should a member(s) of the student community wish to subject a proposition of the General Assembly to a vote of approval by the entire student community they can:
 - i. Notify the chairperson of the Election Committee within one week after a General Assembly vote on said proposition
 - ii. Thereafter be given thirty (30) days in the case of an affirmative vote of the General Assembly to petition the student community to bring said proposition to a referendum.
 - c. Should the petitioner fail to meet the requirements necessary to enact a referendum, the original decision of SGA shall stand as binding.
 - d. A majority of the total ballots cast by the student community in the referendum election shall be necessary for the approval of the proposition being voted on. Should the referendum fail to receive majority approval, the original proposition as voted upon shall be binding.

Section 6.2: Petition

- A. A petition is a formal request made to the General Assembly by its members. Students wishing to bring a matter to the General Assembly may do so by petition. The petition must have a description of the issue and must have signatures of a minimum of ten percent (10%) of currently enrolled students.
 - a. A petition with more than twenty percent (20%) of the signatures of currently enrolled students will automatically be brought to a referendum at the next General Election.
 - b. All petitions will be verified for valid information. If any information is found to be invalid, the petition will not be considered.

Section 6.3: Letters of Support

- A. A Letter of Support is an informal request to the Student Government Association by a student, faculty, or staff member from the University of Southern Indiana requesting the organization's support for a specific cause.
- B. Passing a Letter of Support
 - a. The Attorney General creates a draft of the Letter as it pertains to another individual's request
 - b. The Attorney General presents the proposal to the General Assembly to be voted on in New Business

Section 6.4: Letters to the University

- A. A Letter to the University is a proposal by the Student Government Association for a policy change that campus administration may or may not choose to implement. The SGA will assist administration in executing these changes if they choose to do so.

- B. Passing a Letter to the University
 - a. The Attorney General presents a proposed policy change to the General Assembly during new business
 - b. The General Assembly votes on whether or not they wish to support the policy, requiring a simple majority vote to move forward
 - c. The Attorney General writes the Letter and presents it to the General Assembly in Old Business; if approved, the Letter will be sent to the appropriate offices and/or individuals

Section 6.5: Coding System of Bills and Resolutions

- A. All resolutions introduced before the General Assembly shall be labeled Resolution (RES) and numbered in sequence as defined in Section 6.3, Section B, Clause 1 by the Chief of Staff.
- B. Numbering Resolutions
 - a. Resolutions numbers will consist of the final two digits of the years the term starts and ends in followed by a period and that will be followed by a letter that reflects the order each resolution was received such that “A” would be the first resolution, “B” would be the second, and “AA” would be the twenty-seventh; and after a vote by the General Assembly, a resolution that passes would be given a number in the order it is passed. A resolution that is tabled indefinitely or postponed would keep its lettered distinction and gain a distinction of “-T” or “-P”, respectively. Letters would be reset at the beginning of each administration’s term. For example, if the administration is in the 2012 – 2013 year, the proposed resolutions would be labeled 1213.A, 1213.B, 1213.C, etc. So, if Resolutions 1213.A, 1213.C, and 1213.F all pass, then they would be entered into the resolution register as Resolutions 1213.1, 1213.2, and 1213.3. Resolutions 1213.B-P, 1213.D-P, and 1213.E-T would remain lettered and postponed or tabled with their respective “-P” or “-T” until the end of the term.
 - b. The session numbers of the General Assembly shall begin with the numeral one, starting with the first resolution to be introduced after the new administration is sworn in on the second Thursday of April 2012 with sessions defined in the Constitution, Article IV, Section 4, Clause A.
 - c. Starting in 2008, all resolution numbers are entered into the Register as defined in Section 6.3, Section B, Clause 1. Past resolutions from before the 2008-2009 term would retain their given numbers and be kept in the Register as such. Resolutions numbered under any previous system would still be active.
- C. All resolutions shall include the following:
 - a. Author, a member of SGA who wrote the resolution
 - b. Sponsor, voting member of the General Assembly who supports and will introduce the resolution
 - c. Resolution number
 - d. Date in which the resolution was first introduced to the General Assembly
 - e. Decision of the committee that reviewed the resolution
 - f. Decision of the General Assembly
 - g. A preamble clause
 - h. A resolving clause
 - i. Statement by the President, as described in Section 6.3, Section F

- D. The Attorney General shall keep a register of all resolutions introduced to the General Assembly. The Register would list the resolutions by number, title, and date. The Register would also track the status of the resolution as either: Active, Suspended, Expired, In Process, or Failed.
- E. All SGA Bills shall be accompanied by a statement signed by the President of the SGA indicating her/his approval of the legislation.
- F. No standing, ad hoc, or any other subsidiary committee of SGA shall have the authority to pass any resolution without majority approval of the entire General Assembly.

ARTICLE VII

Judicial Codes and Policies

Section 7.0 Judicial Accountability

- A. Should the University Court show substantive disregard or violation of established and published rules and/or procedures, the President of SGA may or upon petition of one-third (1/3) of the General Assembly, shall be empowered to convene the University Court. At this meeting, the University Court shall be called to account for its

actions. **Section 7.1: Procedures for Appeal**

- A. The University Court members will be responsible for writing and publishing the Manual of Procedure for Appeal and Original Jurisdiction consistent with the provisions of the Constitution. The Manual and subsequent amendments to it shall not be deemed in force until approved by the General Assembly or if subsequently disapproved by the General Assembly. The Manual shall include provisions for informing a student of her/his rights, ensuring the impartiality of the panel hearing the case and for jury trial whenever suspension or expulsion from the University is possible.

Section 7.2: Charge, Trial, and Procedure

- A. An appropriate formal charge may be brought against a student by any members of the University community. In all cases, the complaints shall first be brought before the appropriate officials of the University. If the appropriate administrative officials rule the charge or complaint falls outside the jurisdiction of the University Court as outlined in Section 1.4, the complaint will be adjudicated by the administrative hearing system. If the University Court is not functioning at the time, a charge is officially made, the cases will be heard by the administrative hearing system. In all cases, the parties involved will be encouraged to resolve their complaints before being forwarded for formal adjudication.
- B. The University Court shall follow the University Code of Conduct and Conduct Adjudication Procedures.

Section 7.3: Operation of University Court

- A. The University Court shall hear any suit or case within its jurisdiction as defined in Section 1.4. B). The Justices may assume an active role in the trial, asking questions and calling witnesses.

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- B. A Justice may disqualify her/himself for conflict of interest from voting on a case.
- C. If the interested parties do not wish an oral hearing and the University Court agrees, a decision may be made according to written statements and formally filed briefs related to the case.
- D. An absolute majority vote of the University Court Justices hearing the case is required for a decision to be handed down. A case must be heard and a decision rendered by a minimum of five justices.
- E. A preliminary decision of the University Court may be made orally; however, the final official decision of the University Court shall be a written opinion with provisions made for minority opinions of the University Court. Within seven (7) calendar days of the conclusion of the

trial or hearing, decisions and recommendations of the University Court will be forwarded to the appropriate university officials for action.

- F. Due process procedures related to student judicial proceedings shall be clearly defined in the Code of Conduct and Conduct Adjudication information.
- G. A decision of the University court may be appealed by the accused to the Campus Appeals Commission. The appeals procedure can be found in the conduct Adjudication Information.

ARTICLE VIII Disciplinary Procedure

Section 8.0: Defined

- A. Grievance - a complaint filed by any member of SGA
- B. Informal or Formal Warning – a warning from the Executive Board
- C. Impeachment- a charge which results in removal from office if found guilty.

Section 8.1: Grounds for Disciplinary Action

- A. The following are regarded as, but are not limited to, grounds for disciplinary action:
 - a. persistent violation of rules
 - b. slanderous or insulting remarks
 - c. reference to personalities
 - d. neglect of duty
 - e. threats to hurt a member
 - f. bribery
 - g. larceny
 - h. false charges and accusations
 - i. absenteeism
 - j. violation of federal, state, or local laws
 - k. violation of University Rules and/or Policies
 - l. assaults on the floor
 - m. disorderly conduct
 - n. misconduct in office
 - o. disobedience to instructions
 - p. defrauding or cheating the organization
 - q. conspiracy
 - r. misuse of funds
 - s. willful destruction of property
 - t. disobeying Bylaws and Standing Rules
 - u. disobeying the General Assembly's will

Section 8.2: Grievance

Any member of SGA, feeling that they have been wronged by an elected or appointed official of SGA, may file a grievance with the University Court unless the grievance is with a member of the University Court, at which time the grievance should be filed with the Attorney General.

The Chief Justice or Attorney General will review the grievance and contact the individuals to discuss the matter. Depending on the seriousness of the grievance and violation, the Chief Justice or Attorney General will mediate the situation. The presiding officer will refer the matter to the General Assembly for Warning, Informal or Formal Warning, or Impeachment procedures, or dismiss the matter if evidence does not sufficiently support the grievance.

Section 8.3: Informal and Formal Warnings

A. Reasoning

- a. The informal and formal warnings are a way for members of SGA to keep each other accountable in their actions and behaviors instead of suspending or expelling an officer or member for violations of its Constitution, Bylaws, and/or Standing Rules, there is an addition step so that SGA member may correct their behavior.

B. Procedure for Informal Warning

- a. Evidence of misconduct will be presented to the Attorney General.
- b. The member that is being accused of misconduct will be notified that a complaint was filed about them and that they make a case for their innocence to the Attorney General.
- c. The Attorney General will decide after careful consideration whether to issue them an informal warning.
- d. The outcome of the decision of the Attorney General will be sent to the individual privately.

C. Procedure for Formal Warning

- a. Evidence of misconduct will be presented to the Attorney General.
- b. The member that is being accused of misconduct will be notified that a complaint was filed about them and that the Executive Board will be discussing whether to issue them an Intermediate Warning.
- c. The Executive Board will allow the accused member to present their case to the Executive Board and then the Executive Board will discuss and decide whether to issue an intermediate warning to the accused member.
- d. The outcome of the decision of the Executive Board will be sent to the individual privately and will be announced at the next scheduled General Assembly meeting.

D. General Guidelines for Informal and Formal Warning

- a. Evidence may be brought physically or sent to an Attorney General for review.
- b. The Attorney General will keep record of all warnings throughout the year.
- c. Any member of SGA may recommend a warning for another individual within SGA.
- d. If a complaint was sent about a member of the Executive Board, then the University Court shall hear and decide the warning.

- e. Both Formal Warnings and Informal Warnings will carry through the entire Academic year.

Section 8.4: Impeachment

A. Filing of Charges

- a. If a member of SGA wishes to bring charges against another member of SGA, they must present the reason and the evidence to the Attorney General of SGA.

B. Review

- a. The Attorney General will then call a session of five random General Assembly members picked by the Dean of Students office to consider impeachment charges. The Attorney General will present the evidence against the member of SGA facing impeachment charges and the five random General Assembly members will decide by a majority whether or not to bring impeachment charges against the accused. The member being accused shall remain anonymous.
- b. If the case is declined, the member who submitted the evidence will be notified with an explanation no later than one week after the case was declined.
- c. If the case is accepted, the Attorney General will notify the Chief Justice.
- d. The Chief Justice shall then call a session of the SGA University Court within ten (10) working days of such notice to try the impeachment.

C. Notification

- a. Both the Prosecution and the Defendant who is facing impeachment will be notified of any hearings by Certified Mail with a Return Receipt requested of the time, date, and location of which the trial will be held.

D. Trial

- a. Each side will have an opening statement. The Prosecution will go first, then the Defendant.
- b. The Prosecution will present their evidence. The time limit for this presentation will be up to the discretion of the Chief Justice.
- c. The Defendant will then have up to three minutes to rebut the Prosecution's evidence.
- d. Then, the Court of Impeachment will have the opportunity to ask both the Prosecution and the Defense questions. The time limit for questions will be up to the discretion of the Chief Justice.
- e. The Defendant will then present their evidence. The time limit for this presentation will be up to the discretion of the Chief Justice.
- f. The Prosecution will then have up to three minutes to rebut the Defendant's evidence.
- g. Then, the Court of Impeachment will have the opportunity to ask both the Defendant and the Prosecution questions. The time limit for questions will be up to the discretion of the Chief Justice.
- h. The Court of Impeachment will then discuss the charges and whether they are in violation or not in violation and then it shall require a two-thirds majority of the

members of the Court of Impeachment. Failure of the Court of Impeachment to make a decision within 48 hours of the hearing shall constitute an acquittal.

- i. The decision of the Court of Impeachment will be sent to the Prosecution and the Defendant within the same day of the decision.
- j. If impeached, the removed member must make an appeal within forty-eight (48) hours of receipt of notification to the Dean of Students. The appeal will be heard by the Student Conduct Board.

E. Appeal

- a. An appeal can be requested for the following reasons:
 - i. Failure of due process is claimed
 - ii. Significant new evidence is to be presented
 - iii. Constitutionality of the regulation is questioned.

F. General Guidelines for Impeachment Proceedings

- a. Impeachment charges may occur on, but not limited to, those grounds stated in Section 8.1 Section A.
- b. If impeached, a student must wait for a minimum of two full semesters before being considered eligible for any position in SGA. After this period, the student's future involvement in SGA will be at the discretion of the GA by majority vote.
- c. The quorum for the SGA Court of Impeachment shall be five members of the University Court. If at the time of consideration of impeachment charges the Court of Impeachment is not comprised of at least five University Court Justices, the President shall appoint the Court of Impeachment the number of members necessary to fulfill this requirement. If impeachment charges have been brought against the President, all responsibilities of the President in the impeachment process shall be performed by the Executive Vice President of SGA.
- d. The entire impeachment proceedings shall be closed to the public. The proceedings shall be accurately transcribed and recorded by the Chief of Staff.
- e. The member being impeached shall represent her/himself and her/his own behalf or if not present at the hearing, the hearing will be conducted with the student in absentia. The student shall have the right to have an advisor present. The advisor is not an attorney, but an assistant in the preparation of and throughout the hearing. S/he must be a member of the University community.
- f. The SGA will be represented by the Attorney General unless the Attorney General is facing impeachment, acting as the Chair, or expresses a conflict of interest. If the Attorney General is found to be facing impeachment or expresses a conflict of interest, the Attorney General must present the reason to the General Assembly and may only be excused if the General Assembly votes by a simple majority. If the Attorney General is found to be facing impeachment or have a conflict of interest another Executive Board member will take the place of Prosecutor. The ascension of the rank of the Executive Board will follow as outlined in ARTICLE I, Section 1.0, Subsection B.
- g. If impeachment charges are brought against the Chief Justice or s/he is found to be in conflict of interest, the Senior Clerk shall notify the Attorney General. The

Attorney General shall then serve as a member of the Court of Impeachment and Chair.

- h. During these proceedings, the University Court shall be known as the Court of Impeachment.
- i. The SGA advisor(s) shall attend all impeachment proceedings as non-voting members.

ARTICLE IX
SGA Advisors

Section 9.0

- A. The Dean of Students shall serve as the SGA, permanent non-voting advisor. Her/his responsibilities will include attendance at all General Assembly and University Court meetings, informational support, and other activities that will add to the general well-being of SGA and student community.
- B. In addition, faculty and/or staff advisors may be selected by the Executive Board, Academic Assembly, and other committees that wish to utilize an additional resource for the special needs of their activities that will add to the general well-being of Student Government Association and the student community.
- C. Other duties of advisors may include:
 - a. provide continuity and counseling
 - b. provide resource information
 - c. act as a group facilitator
 - d. act as an administrative liaison when the need arises
 - e. work with members of the Executive Board and Administrative Vice Presidents to run goal setting sessions and evaluation sessions, including leadership conferences, retreats, placement training, and transitional training
 - f. meet on a regular basis with members of the Executive Council to help facilitate better organization, planning, and initiation of programs and services

ARTICLE X:
Amending Bylaws

Section 10.0

- A. The Rules Committee will review the Constitution, Bylaws, and Standing Rules of SGA on a regular basis.
 - a. At that time, the Rules Committee may develop proposals to amend these documents.
 - b. The Rules Committee shall present their proposals to SGA General Assembly for discussion in New Business.
 - c. Once presented the proposal shall be tabled until the next meeting of the SGA General Assembly, where in Old Business it shall be further discussed if necessary and/or voted upon.

Section 10.1

- A. If any member of Student Government wishes to bring forth a By-Law Amendment Proposal, they may do so in the following manner.
 - a. The member will present their proposal to the Rules Committee.
 - b. The Rules Committee will discuss the validity of the proposal.
 - i. If the Rules Committee accepts the proposal, then they shall present the proposal to the SGA General Assembly to be voted on in New Business.
 - c. Once presented the proposal shall be tabled until the next meeting of the SGA General Assembly, where in Old Business it shall be further discussed if necessary and/or voted upon.
- B. Changes or amendments to the Bylaws must be passed by a two-thirds (2/3) majority vote of the General Assembly members present.

ARTICLE XI:

The Student Government Association Community Standards

Section 11.0: Policy

- A. Reporting Responsibility
 - a. The Student Government Association Community Standards Policy is intended to encourage and enable SGA members to raise concerns internally so that Student Government Association can address and correct inappropriate conduct or actions as outlined in the SGA bylaws, constitution, and standing rules. It is the responsibility of all SGA members to report concerns about violations of the SGA's bylaws, constitution, or standing rules that govern SGA's operations.
- B. No Retaliation
 - a. It is contrary to the values of Student Government Association for anyone to retaliate against any SGA member who is in good faith reports a violation of bylaws, constitution, or standing rules of Student Government Association.
- C. Acting in Good Faith
 - a. Anyone filing a written complainant concerning a violation must be acting in good faith and have reasonable grounds for believing information disclosed indicate a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be charged with an offense by Student Government Association.
- D. Confidentiality
 - a. Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential between the SGA Executive Board, the SGA advisors, and the University Court, to the best of our ability.
- E. Handling of Reported Violations
 - a. The Student Government Association will notify the person who submitted the concern and acknowledge the receipt of the reported violation or suspected violation. All reports will be promptly investigated, and if there is a substantial

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amount of information that confirms the violation's that were reported, the Student Government Association Executive Board and SGA advisors will take disciplinary action.

Figures

Figure 1-A



**Student Government
Association**

**Student Government
Association**



**Student Government
Association**

**Student Government
Association**

Figure 1-B



**Student Government
Association**



**Student Government
Association**



**Student Government
Association**



**Student Government
Association**

Figure 1-C



Figure 1-D



**Student Government
Association**

**Student Government
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