

**Kennesaw State University Student Government  
Association Bylaws**

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## **Article I: General Use**

- 1.1. The outgoing Secretary shall distribute the Bylaws at the inauguration to all incoming Student Government Association (SGA) student officers via email.
- 1.2. SGA Officers shall read the Constitution and Bylaws and agree to abide by said documents upon taking their oath of office.
- 1.3. All SGA officers, whether elected or appointed to the SGA, shall take the following Oath of Office:

*“I, (state your full name), do solemnly promise to uphold the Constitution of the Student Government of Kennesaw State University and to faithfully execute the office of (state the office). I pledge to represent the interests of the students over my own self-interests in matters concerning the organization. I will make every effort to be available to listen to concerns of students and to respond to those concerns as I seek to carry out my duties.”*

- 1.4. The current SGA President shall administer this oath. If the current SGA president is not in attendance; the highest- ranking SGA officer present shall administer the oath. If the President or the highest-ranking officer present is taking the oath, the next highest-ranking SGA officer who is not taking the oath shall administer the oath of office.

## **Article II: Meeting Times**

- 2.1. Meeting times shall be decided upon by the SGA Executive Board and announced to the student body via all forms of publication (social media, school newspaper, website, etc.).
- 2.2. Meeting times and locations must be decided and reserved four weeks before the beginning of the academic year.
- 2.3. Meetings shall be held on both campuses, with 50% of all meetings being held on the Kennesaw Campus and 50% being held on the Marietta Campus.
- 2.4. Meetings will be held bi-weekly, on Wednesdays, at 7:00pm

## **Article III: General Session Agenda**

- 3.1. Order of Business

3.1.1. This section (3.1) shall be governed by the policies set out in the newest edition of Robert's Rules of Order Newly Revised, including all definitions of terms, unless otherwise provided for in the SGA Constitution or Bylaws.

- I. Call to Order
- II. Roll Call
- III. Approval and/or Correction of Minutes
- IV. Officer Reports
  - A. University Administration and other officials (as needed)
  - B. Directors
    - i. Status of any ongoing projects
    - ii. Any new projects being implemented
    - iii. Any committee reports or other business
  - C. Treasurer
    - i. Current balance of SGA funds
    - ii. Any spending since the last meeting
    - iii. Any upcoming spending
  - D. Secretary
  - E. Vice President
  - F. President
- V. Unfinished Business (if any from previous meetings)
- VI. Open Forum
- VII. New Business (items added to the current meeting agenda by a main motion if any)
- VIII. Announcements
- IX. Executive Session (as needed)
- X. Adjournment

3.2. The agenda shall be distributed at least 24 hours before the scheduled start time of the respective General Session.

3.3. Any item to be placed on the agenda must be presented to the President for his or her approval before being added to the agenda, except where specifically stated otherwise. These

items must be emailed to the President 48 hours before the scheduled start time of the respective General Session.

- 3.3.1. The minutes of the previous General Session shall be distributed via email to the Senate with the agenda after approval from the President.
- 3.3.2. Any unfinished business from the previous General Session, including any tabled items, shall be automatically placed under Unfinished Business for the next meeting.
- 3.3.3. New Business that is not on the agenda may be placed on the agenda during the General Session under New Business if approved by a two-thirds vote of the Officers concerning whom the Secretary sent the agenda to.
- 3.3.4. The President has the discretion to approve or not approve agenda items.

#### **Article IV: Attendance**

- 4.1. Attendance shall be taken at all General Sessions and Executive Sessions.
- 4.2. SGA officers must contact the Secretary if he/she will be tardy or absent.
- 4.3. For a tardy or absence to be declared excused, the officer must provide documented proof by the end of the next business day as to why the tardiness or absence occurred.
- 4.4. Any SGA officer arriving after the meeting is called to order is considered tardy. Two unexcused tardies shall be considered as one unexcused absence.
- 4.5. SGA officers will not be considered tardy if the officer informs the Secretary at least 24 hours before the meeting that they will be late or absent, and the Secretary approves the late arrival or absence. Documentation can also be provided to the Secretary at this time.
- 4.7. The Secretary shall have the authority to excuse an absence or tardy after consultation with the Executive board. Absences and tardies for work and school are not excusable.
- 4.8. If the Secretary is absent, the campus corresponding Senate Lead shall have the authority to excuse an absence or tardy.
- 4.9. Two unexcused absences will result in the loss of her/his full stipend for the semester, should the officer have a stipend. After the third unexcused absence, immediate removal of said SGA officer from the organization will occur.
- 4.10. SGA members are expected to meet with the President of SGA in the beginning of their senate term to discuss what accommodations, if any are necessary, can be implemented.

- 4.11. If the student will be absent for emergency hospitalization or illness, the SGA member must communicate with the Secretary to let the situation be known with as much confidentiality as needed.
- 4.12. SGA member and President will specify how the member should communicate with the Secretary regarding absences.
- 4.13. The guidelines for excused and unexcused absences may be changed according to needs relating to disabilities.
- 4.14. A SGA member cannot have punitive measures taken against them for documented disability related absences. In cases where students self-manage their disorder and do not see a doctor for every absence, the SGA member and President should decide in advance how determining whether absences are disability-related will be accomplished.

#### **Article V: Stipends**

- 5.1. The SGA Stipend Committee shall review stipend requests each semester and recommend a stipend award within the guidelines set by the Student Activities and Budget Advisory Committee (SABAC) and the SGA. Criteria shall consist of equal parts attendance and participation, documentation, and job performance.
  - 5.1.1 Attendance and Participation may include, but is not limited to, General Body attendance, attendance at SGA events, office hours, 1:1's, committee/commission meeting attendance
  - 5.1.2 Documentation may include, but is not limited to, officer reports, end of the year reports, committee/commission meeting minutes, forum feedback, or other SGA forms
  - 5.1.3 Job Performance will be evaluated based on the quality of work done by an officer as it relates to positional responsibilities outlined in the Constitution and By-Laws as well as other duties assigned to them.

5.1.3.1 All Executive Board Members will conduct a survey to evaluate each executive member to count as a portion of their stipend received.

5.3 SGA officers must be enrolled in good academic standing to be eligible for a stipend award. The following criteria shall be used when determining the maximum stipend for which each officer is eligible:

5.3.1 President: \$1,000

5.3.2 Vice President: \$700

5.3.3 Senator Leaders: \$361.11

5.3.4 Secretary: \$361.11

5.3.5 Treasurer: \$361.11

5.3.6 Directors: \$361.11

5.4 The Stipend Committee will be chaired by the Treasurer and consists of Treasurer, at least two senators, and the SGA Advisor (nonvoting).

5.5 Stipend forms shall be distributed monthly to the Executive Board, and Directors. At least one week prior to the last general session meeting of the semester, the stipend forms will be submitted to the Stipend Committee and it will begin review on each request. Any proposed deductions by the Stipend Committee will be communicated via email to the officer in question at least two days prior to the last general session. The officer then has 24 hours to submit an appeal to the Stipend Committee. If the officer is dissatisfied with the decision of the Stipend Committee after appeal, he or she may bring an appeal to the Governance Committee.

5.6 If SGA sponsors an activity that requires money to be paid in advance and an SGA officer volunteers to attend said event and does not attend, the money paid by SGA will be refunded to SGA from the said officer's stipend. The said officer may appeal the refund by email to the Stipend Chair who will present the appeal to the committee for review. The Stipend Committee will vote by majority on the appeal. If an officer resigns from office, he or she will still be liable for any charges incurred on his or her behalf pursuant to this clause. Any SGA officer will be liable for any SGA property that is not returned.

5.7 Failure to complete end of year report will result in loss of stipend for work completed.

## **Article VI: SGA Duties and Responsibilities**

6.1 The SGA Executive Board shall consist of the elected offices of President and Vice President and the appointed positions of Secretary, Treasurer, Senate Leader (Marietta), and Senate Leader (Kennesaw).

6.1.1 The President shall:

6.1.1.1. Chair meetings of the SGA Executive Board.

6.1.1.2. Chair General Session meetings.

6.1.1.3. Serve as the official spokesperson for the SGA.

6.1.1.4. Serve as the official delegate to the Student Advisory Council to the Board of Regents of the University System of Georgia (SAC).

6.1.1.5. Appoints officers to all external committees.

6.1.1.6 Appoints all non-elected members of the Executive Board to be confirmed by a two-thirds vote of the senate.

6.1.1.7. Meet at least four times a semester, excluding summer semester, with the Vice President for Student Affairs, the Executive Director of Student Involvement, and the Directors of Student Life.

6.1.1.8 Maintain open communication with the President of Kennesaw State University.

6.1.1.9 Create and appoint chairs to SGA Senate ad-hoc committees as deemed necessary.

6.1.1.10 Coordinate and handle the passage of the SGA legislation through all proper channels and provide reports to the SGA Senate on the status of said legislation.

6.1.1.11 Serve as a student representative on the University Council.

6.1.1.12 Serve as a student representative on the Presidential Planning and Budget Advisory Committee (PPBAC).

6.1.1.13 Set the agenda for all SGA meetings.

6.1.1.14 Appoint Senators who shall be confirmed by a majority vote of the Senate.

6.1.1.15 Assign duties to the Executive Board.

6.1.1.16 Appoint student members to SABAC.

6.1.1.17 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.1.18 All powers not addressed in the Constitution or Bylaws shall be assumed by the SGA President.

6.1.1.19 Prepare the SGA budget and present it to SABAC.

6.1.1.20. Shall determine which events mandatory by second general body are meeting and give to officers of SGA at this time.

6.1.1.21. Must have a minimum adjusted GPA of 2.75- note that is must be at least a 2.75, not a 2.7499

6.1.1.22. Must serve for two consecutive semesters.

6.1.2 The Vice President shall:

6.1.2.1 Assist the president in his or her duties.

6.1.2.2 Serve as a student representative on the University Council.

6.1.2.3 Serve as a student representative on PPBAC.

6.1.2.4 Oversee the duties of all the committee chairs.

6.1.2.5 Oversee the intern program

6.1.2.6 Ensure completion of SGA mission and goals.

6.1.2.7 Assign all internal committees.

6.1.2.8 Assist SGA officers and members in the completion of any legislation.

6.1.2.9 Meet as needed with the Vice President for Student Affairs.

6.1.2.10 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.2.11 prepare the SGA budget and present it to SABAC.

6.1.2.12 Fulfill the role of President when the President is unavailable.

6.1.2.13. Appoints all Directors to be confirmed by a two- thirds vote of the senate.

6.1.2.14 Must have a minimum adjusted GPA of 2.75- note that is must be at least a 2.75, not a 2.7499

6.1.2.15 Must serve for two consecutive semesters.

6.1.3 The Senate Leaders for Marietta and Kennesaw Campus shall:

6.1.3.1 Oversee all the duties of the Senators.

6.1.3.1.1 Establish formal means for ongoing communication with Senators (i.e. 1:1's, officer reports, etc.)

6.1.3.1.2 Collect annual end of the year reports from all Senators

6.1.3.2 Assign all senators to commissions/colleges aside from those specifically outlined in the Constitution/Bylaws

6.1.3.3 Maintain a program for the orientation and training of new SGA Senators

6.1.3.4 Plan all SGA retreats

6.1.3.5 Attend all Executive board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.3.6 Compile the final end of the year report for all of SGA

6.1.3.7 Must serve for two consecutive semesters.

6.1.4 The Secretary shall:

6.1.4.1 Fulfill the role of President if previous officers are not available.

6.1.4.2 Keep minutes of all SGA General Session and Executive Board meetings.

6.1.4.3 Assist the Executive Board and Senate with communications.

6.1.4.4 Serve as the chief room reservationist for SGA.

6.1.4.5 Complete the agenda for SGA General Session meetings and distribute to SGA officers via email at least 24 hours before meetings. Agenda must be approved before being distributed.

6.1.4.6 Post agendas on the website prior to each General Body meeting. After said meeting, post all minutes and legislation.

6.1.4.7 Following each meeting, provide copies of the minutes and any legislation via email within 24 hours directly to the President of Kennesaw State University, the Vice President for Student Affairs, and University Archives.

6.1.4.8 Serve as the office manager for the Executive Board and Senate offices.

6.1.4.9 The Secretary shall record, preserve, and keep available to the SGA officers and student body, all minutes, bylaws, resolutions, attendance, and other records of SGA. The secretary shall notify officers and committee members of their election or appointments, furnish committees with whatever documents are

required for the performance of their duties, and maintain an accurate list of all existing committees and their members.

6.1.4.10 Keep accurate records of all SGA business and keep filing system and calendars updated, including Senate office hour time sheets, committee reports, and stipend forms.

6.1.4.11 Be responsible for ordering and maintaining the inventory of office supplies.

6.1.4.12 Perform or oversee other duties as assigned by the President as outlined in the Constitution and Bylaws.

6.1.4.13 Must serve for two consecutive semesters.

6.1.5 The Treasurer shall:

6.1.5.1 Keep accurate record of SGA expenditures, and prepare 2 financial statements per semester: one at mid-term, and one at the end of the semester to be presented to SGA.

6.1.5.2 Update the Executive Board Biweekly on the status of the budget. Must report on biweekly expenditures

6.1.5.3 Meet monthly, or more frequently as needed, with the Business Manager in the Department of Student Involvement

6.1.5.4 Authorize all expenditures of the SGA before disbursement of funds from the Department of Student Involvement

6.1.5.5 Prepare with the Executive Board members the budget request to be submitted to SABAC

6.1.5.6 Serve as chair of the stipends committee.

6.1.5.7 Report to SGA on the status of the SABAC budget.

6.1.5.8 Perform or oversee other duties as assigned by the President.

6.1.5.9 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.5.10 Must serve for two consecutive semesters.

6.1.6 Director of Academic Affairs Committee shall:

6.1.6.1 Chair the SGA Academic Affairs committee and meet with the Provost and Vice President for Academic Affairs of KSU or designee to ensure completion of SGA goals and legislation when appropriate.

6.1.6.2 Identify and investigate University-wide academic issues and propose related legislation to the Senate; ensure legislation passed by the Senate pertaining to academic affairs reaches the appropriate University officials. Serve as one SGA representative on the Undergraduate Policies and Curriculum Committee (UPCC).

6.1.6.3 Serve as the official SGA representative on the Policy Process Committee (PPC).

6.1.6.4 Prepare with the Executive Board the budget request to be submitted to SABAC.

6.1.6.5 Perform or oversee the fulfillment of other duties as assigned by the Vice President.

6.1.6.6 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.7 Director of Internal Affairs Committee shall:

6.1.7.1 Serve as liaison with the Department of Student Involvement.

6.1.7.2 Assist in supporting student organizations.

6.1.7.3 Meet monthly with the Dean of Student Affairs.

6.1.7.4 Meet monthly with the Executive Director of Student Involvement.

6.1.7.5 Assist in the planning of Homecoming and serve as the official SGA representative on University Homecoming committee.

6.1.7.6 Assist in maintaining positive morale within SGA.

6.1.7.7 Prepare with the Executive Board the budget request to be submitted to SABAC.

6.1.7.8 Perform or oversee other duties as assigned by the Vice President.

6.1.7.9 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.8 Director of External Affairs Committee shall:

6.1.8.1 Chair the External Affairs Committee.

6.1.8.2 Keep SGA updated on any Kennesaw and Marietta City Council work related to Kennesaw State University or affecting students.

6.1.8.3 Update SGA on any major federal, state, and local legislation affecting higher education.

6.1.8.4 Assist the Office of Community Engagement in any matters pertaining to student interaction with the surrounding Kennesaw and Marietta community.

6.1.8.5 Serve as SGA's official representative to the Department of Alumni Affairs.

6.1.8.6 Meet monthly with the Vice President of Economic Development and Community Engagement.

6.1.8.7 Handle all External Affairs suggestions and legislation.

6.1.8.8 Prepare with the Executive Board the budget request to be submitted to SABAC.

6.1.8.9 Perform or oversee other duties as assigned by the Vice President.

6.1.8.10 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.

6.1.9 Director of Communications shall:

6.1.9.1 Chair the Communications Committee;

6.1.9.2 Coordinate Publicity and Public Relations;

6.1.9.3 Manages the SGA social media account(s) as a way to update the public about events and meetings pertaining to SGA and or Kennesaw State University

6.1.9.4 Coordinates the Feather Letter-a newsletter will be published at the end of every month that details SGA's work in the past weeks. The purpose is to better streamline communication between SGA board members and the students of KSU.

6.1.9.5 Send out public releases with approval of the President and Vice President;

6.1.9.6 Submit weekly updates of upcoming events and publicity to the Director of Operations with approval of the Vice President for the SGA website;

6.1.9.7 Organize SGA representation at new student orientations;

6.1.9.8 Maintain SGA bulletin boards and promotion items

6.1.9.9 Assign members to committees related to press and public

6.1.9.10 Perform or oversee the fulfillment of other duties as assigned by the Vice President.

6.1.9.11 Attends and/or contacts University Information Technology Service (UITS) technical meetings

6.1.9.12 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution.

6.1.10 Director of Procedural Operations

6.1.10.1 Serve as chair of the Governance Committee.

6.1.10.2 Serve as official Parliamentarian of the General Session meeting.

6.1.10.3 Maintain order in meetings .

6.1.10.4 Serve as chief Procedural Officer.

6.1.10.4 Coordinate a yearly Constitution and Bylaws review.

6.1.10.4 Serve as official preserver of the Constitution and Bylaws of SGA.

6.1.10.5 Assume the authority to make editorial changes not affecting substantive requirements, and to re-arrange, re-title and re-number the various Articles, Sections, and Clauses of the Constitution, as may become necessary because of amendments thereto or for ease of reference, provided that no substantial objection is made to any such change by any member and approved by the Senate.

6.1.10.5 Maintain up-to-date knowledge of Robert's Rules of Order

6.1.10.6 Enforce the dress code of SGA in all meetings

6.1.10.7 Perform or oversee other duties as assigned by the Vice President

6.1.10.8 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws

6.2 College Senators shall:

6.2.1 Attend all General Session meetings. In case of absence, notify the Secretary at least 24 hours in advance. The Secretary, in consultation with the Executive Board, can make exceptions to this rule. Work and school shall not be considered grounds for excused absences.

6.2.2 Meet at least twice per semester with the Dean of their college or other appropriate administrators within the college.

6.2.3 Serve a minimum of one office hours per week in Fall and Spring Semesters while classes are in session. Officer hours are to be served Monday through Friday

between the hours of 8 am and 8pm, except for special cases approved by the Secretary.

6.2.4 Compile a report to be completed annually covering the issues of their college, demonstrated outreach to their constituency, demonstrated efforts to address the issues of their constituency, benchmarking of other institutions as it relates to their college, and recommendations for SGA for the future.

6.2.5 Must attend appropriate meetings and organizations that fall under that constituency as determined by the senate leaders.

6.2.6 Function and report as members of the committee to which they are assigned.

6.3. Student Government Interns shall:

6.3.1. Serve as officers of the Student Government. SGA Interns shall not have voting privileges and shall not be able to make motions.

6.3.2. Perform duties as assigned by the Vice President.

6.3.3. Function and report as members of the committee to which they are assigned.

6.3.4. Abide by the SGA Constitution and Bylaws.

6.3.5. Fulfill same qualifications as other members of student government excluding the credit hour requirement.

6.3.6. Attend SGA Senate meetings.

6.3.7. Attend off-week Intern meetings.

6.3.8. Interns are not required to complete officer hours.

6.3.9. Interns do not qualify for an SGA stipend.

## **Article VII: Penalty System**

7.1 The Demerit System

7.1.1 The demerit system shall be used for minor infractions.

7.1.2 Three demerits are immediately equivalent to one strike.

7.1.3 Demerits may be issued for the following (including but not limited to):

7.1.3.1 Second dress code violations

7.1.3.2 Arriving tardy to a General Session meeting

7.1.3.3 Missing one or more related meetings (Commission meetings, Committee meetings, tabling, etc.)

7.1.3.4 Missing one week of office hours

7.1.3.5 Missing an officer report

7.1.3.6 Missing one campus engagement event each month (i.e., one tabling, one classroom visit, etc.)

7.1.3.7 Missing an unexcused 1:1 (counts as two demerits)

7.1.4 Regarding notification, the defendant must be emailed with a notification of his/her demerit, specific reasons as to why, and a running tally of how many demerits they have

7.1.5 After his/her second demerit, it must be noted to that individual, that upon receiving a third demerit, all three demerits will be instantly converted to a strike.

## 7.2 Strike System

### 7.2.1 Strike 1

7.2.1.2 A written notice must be issued to the officer to which the officer must reply with written notice that the email has been received.

7.2.1.3 If the officer fails to respond to the email within 48 business hours, the officer immediately proceeds to strike 2

7.2.1.4 A “Strike 1” can be immediately issued (bypassing demerits and strike 1 offenses) for actions such as the following (including but not limited to):

7.2.1.4.1 Missing a General Session

7.2.1.4.2 If a submitted complaint is officially on file (however all previous infractions are bypassed and disregarded)

7.2.1.4.3 If a student fails to meet with an administrator within the first month of the semester

### 7.2.2 Strike 2

7.2.2.1 A contract must be arranged between both senate leads (if possible), the Director of Procedural Officer, and the officer in question

7.2.2.2 All parties should have a copy of the signed contract

7.2.2.3 Failure to respond to a written request to schedule a contract meeting within 24 hours will cause the officer to immediately proceed to Strike 3

7.2.2.4 Should the officer refuse to sign a contract, the officer will immediately proceed to Strike 3 if there is no appeal for Strike 2

7.2.2.5 The contract shall be reviewed by at the Senator’s corresponding campus Senate Lead<sup>1</sup> and Director of Procedural Operations five weeks after being formed.

7.2.2.6 A “Strike 2” can be immediately issued (bypassing demerits and strike 1 offenses) for actions such as the following (including but not limited to):

7.2.3 Strike 3

7.2.3.1 Impeachment Proceedings

7.2.3.1.1 Refer to bylaws, Article XV

7.3 Additional Information

7.3.1 Strike 1 offenses and demerits restart every semester (excluding summer) 7.3.2

Contracts and impeachment proceedings can be continued into the following semester at the discretion the Director of Procedural Operations and Senate Leads

7.4 Procedure to issue a demerit or strike:

7.4.1 All executive board members can submit a form on Owl Life to the Director of Procedural Operations or the Senate Leads

7.4.2 The form must be approved by Senate Leads or Director of Procedural Operations to be officially inputted to keep track of SGA members’ status.

7.4.3 Members of the Senate can submit a complaint through the complaint process (see article XYZ)

7.5 All strikes are at the discretion of the Director of Procedural Operations and Senate Leads including, but not limited to all the above.

**Article VIII: Succession of Chairs**

8.1 The President shall chair all SGA meetings.

8.2 In the President’s absence, the Vice President shall chair the meeting.

8.3 If the above officers are absent, the Senate Lead of the campus hosting the meeting shall chair the meeting.

8.4 If the above officers are absent, the Senate Lead of the campus not hosting the meeting shall chair the meeting.

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<sup>1</sup> If the Senate Lead or Director of Procedural Operations is the officer being charged, the Vice President will oversee the contract process.

- 8.5 If the above officers are absent, the Secretary shall chair the meeting.
- 8.6 If the above officers are absent, the Treasurer shall chair the meeting.
- 8.7 If the above officers are absent, the Senate shall vote on a chair from the remaining Executive Board officers.
- 8.8 If there are no Executive Board officers present, The Senate shall vote on a chair from the Senate.

**Article IX: The Faculty/Staff Advisor**

- 9.1 The Advisor shall be the Director of Student Life or his/her designee.
- 9.2 The Advisor shall attend Executive Board and Senate meetings.
- 9.3 The Advisor shall advise the SGA Executive Board of all functions, policies, and rules of KSU and the Board of Regents.

**Article X: Constitution and Bylaws**

- 10.1 All officers of the SGA Executive Board and Senate shall abide by the SGA Constitution and Bylaws.

**Article XI: Budget Request to SABAC**

- 11.1 The SGA President, or designee, shall present the SGA budget to SABAC during the Spring Semester.
- 11.2 The proposed budget must be presented to and approved by a majority vote of SGA before it is presented to SABAC.

**Article XII: Committees**

- 12.1 Interns may be appointed to at least one standing internal committee by the SGA Vice President as follows:

- 12.1.1 Academic Affairs

- 12.1.1.1 The responsibility of the Academic Affairs Committee shall include, but is not limited to, issues pertaining to all academic affairs of Kennesaw State University.

- 12.1.2 Internal Affairs

- 12.1.2.1 The responsibility of the Internal Affairs Committee shall include, but is not limited to, issues pertaining to all facets of the student experience provided to students at KSU.

- 12.1.3 External Affairs

12.1.3.1 The responsibility of the External Affairs Committee shall include, but is not limited to, issues involving coordination with the local, state, and national elected leaders as appropriate as it affects students at Kennesaw State University.

12.1.3.2 The External Affairs Committee shall also work with the KSU Alumni Association, as needed.

#### 12.1.4 Communications

12.1.4.1 The responsibility of the Communications Committee shall include, but is not limited to, publicizing SGA and non-SGA events, initiatives, branding, and managing the SGA website.

12.1.4.2 The responsibility of the Communications Committee shall also include issues pertaining to technology as it affects students at Kennesaw State University.

### 12.2 Governance

12.2.1 The Chief Procedures Officer shall chair the Governance Committee.

12.2.2 The President, in consultation with the Governance Chair, shall appoint members of the Governance Committee who will be confirmed by a majority vote of the Senate.

12.2.3 The Governance Committee shall consist of the Chair, one Executive Board member, and three senators.

12.2.4 The responsibilities of the Governance Committee shall include resolving appeals of decisions made by the chair of SGA meetings, deciding questions of ethics, and oversee a yearly review of the Constitution and Bylaws. The Governance Committee will meet as needed and decisions will be decided by majority vote.

### 12.3 Stipend Committee explained in Article V.

### 12.4 Campus Committees

12.4.1 The SGA President shall appoint SGA members as representatives to the Student Fee Committee, Student Activities and Budget Advisory Committee, and to other University committees.

12.4.2 All SGA appointed representatives shall abide by the SGA Constitution and Bylaws.

12.4.3 Committee representatives may be removed by the SGA President when they can no longer fulfill their responsibility.

12.4.4. Committee representatives serving on behalf of SGA shall report on the current status of said committee during their next open forum report.

## 12.5 Student Fee Committee

12.5.1 The members of the Student Fee Committee (SFC) are appointed by the SGA President and shall be confirmed by a two-thirds approval of the Senate.

12.5.2 The Student Fee Committee shall be comprised of 13 voting members and 4 ex-officio, nonvoting members. The membership shall be as follows:

12.5.2.1 Seven students to be appointed for a term ending with the election of the next SGA administration.

12.5.2.2 The Vice President for Student Affairs or designee.

12.5.2.3 The Chair of the Athletic Board or designee.

12.5.2.4 The Chair of the Information Technology Advisory Committee or designee.

12.5.2.5 The Chair of the Public Safety Advisory Committee or designee.

12.5.2.6 Vice President for Operations or designee.

12.5.2.7 The SGA President.

12.5.2.8 Ex-Officio (non-voting) members.

12.5.2.8.1 Dean of Students.

12.5.2.8.2 Director of the Office of Budget and Planning.

12.5.2.8.3 Associate Director of the Office of Budget and Planning.

12.5.2.8.4 Assistant to the Vice President for Student Affairs.

12.5.3 SFC shall elect, by majority vote and requiring the affirmative vote of at least three student members, a student chair from its membership. The chair shall not vote, except in the case of breaking a tie.

12.5.4 SFC shall advise the University President on proposals to increase, decrease, or create any new student fee. SFC shall also advise the University President on the disposition of all student fees.

### **Article XIII: Elections Policy**

13.1 The SGA President shall appoint the Elections Chair with confirmation by two-thirds vote of the Senate.

13.2 The Elections Chair shall not be running for office.

13.3 It is the responsibility of the Elections Chair to:

13.3.1 Select an Elections Committee that consists of at least the SGA Advisor, the Elections Chair and at least one SGA member who is not running for office.

13.3.2 Work with the Elections Committee to uphold the rules and regulations for campaigning and elections as a whole.

13.3.3 Coordinate with the Communications Chair for publicity for the elections.

13.3.4 Schedule mandatory meeting with candidates to ensure that they are informed of elections rules.

13.4 While the Elections Chair will be responsible for organizing and overseeing all aspects of elections, the Office of Student Life shall provide necessary support and direction throughout the process.

13.5 Elections shall be governed according to the standards set forth in the Elections Bylaws determined by the Elections Committee.

13.5.1 The Elections Bylaws will be presented to the Senate no later than the last meeting of the Fall semester prior to elections.

13.5.2 If not presented by the end of the Fall semester, the Elections Bylaws of the previous year will be used.

13.5.3 The Elections Bylaws must be approved by two-thirds vote of all voting officers.

13.6 The Elections Committee shall disqualify any candidate who is not present at the mandatory meeting for the election pending the veto of this decision by the current SGA Executive Board.

13.7 Campaign announcement and commencement shall begin 2 weeks prior to the start of week of voting.

13.8 The timeline for elections will outlined in the Elections Bylaws.

13.9 Voting shall occur online through Collegiate Link.

13.10 The elected officers of SGA shall be as followed: President, Vice President, and Senators.

#### **Article XIV: Vacancies in SGA**

14.1 Between elections, students interested in filling a vacant Senate or Executive Board position on SGA must fill out the pertinent form on SGA's Owl Life page.

14.2 At the SGA President's discretion, he or she may discuss the applicant with the Executive Board.

14.3 Applicants must participate in a training process as follows:

14.3.1 Applicant must be presented with a packet containing the SGA Constitution, Bylaws, and other information deemed appropriate.

14.3.2 The SGA President or designee and at least one additional member of the Executive Board will interview the applicant prior to nomination.

14.4 Upon the President's nomination, the applicant will be presented before the Senate for confirmation by a two-thirds vote.

14.5 Minimum adjusted GPA of 2.5- Note that it must be at least a 2.5, not 2.499

14.6 Have earned and received credit at KSU for a minimum of 12 semester hours for an undergraduate seat or a minimum of 9 semester hours for a graduate seat

14.7 Enrolled in enough hours so that candidate meets the above earned hour requirements by the end of Spring semester 2016

14.7.1. This excludes transfer students and dual- enrollment students. Transfer students must have completed 12 credit hours from Kennesaw State before they apply.

#### **Article XV: Impeachment Proceedings**

15.1 Impeachable offenses will include but is not limited to

15.1.1. Office hours

15.1.1.1. Failure to complete 8 office hours in a given semester.

15.1.1.2. Any SGA officer caught in falsifying hours will result in impeachment hearing.

15.1.2. Meetings

16.1.2.1. Failure to attend meetings with appropriate persons identified under job duties

Jyg,giuyb15.1.3. Mandatory events

- 15.1.3.1. Failure to attend one mandatory event will result in impeachment hearing.
- 15.2. The Governance Committee chair shall be responsible for sending the SGA officer to be impeached a letter by email, within two days after the vote is taken by the Governance Committee to impeach said officer. The letter shall outline the subsequent impeachment process and charges of impeachment. The letter shall be sent to the SGA Executive Board in the same amount of time.
- 15.3. Accused officers shall be afforded the following due process:
  - 15.3.1 Written notice, including complete reasoning of proposed action.
  - 15.3.2 Opportunity to submit written rebuttal.
  - 15.3.3 The right to a hearing and cross-examination of accusers, before the Governance Committee.
  - 15.3.4 Robert's Rules of Order shall govern the impeachment process.
  - 15.3.5 The right to present witnesses on his/her behalf.
  - 15.3.6 The right to remain silent with no inference of guilt.
- 15.4. Failure to appear at the time of the trial shall result in the waiving of rights 15.3.1 through 15.3.2 as listed above. A 2/3 vote of the SGA Senate (excluding the accused member) shall be required to remove the accused person. Said person shall have no vote.
  - 15.4.1. The voting process is to the discretion of the chair.
- 15.5. Impeachment hearings are chaired by the SGA Advisor.
- 15.6. The Senator who has Articles of Impeachment drawn up against him or her shall, if he or she be present, have the opportunity to make his or her case to the Senate why he or she should not be impeached. Following the Senator, the Chair of Internal Affairs shall present reasons for the Senator's impeachment. Once the Senator and Chair of Internal Affairs have presented their cases to the Senate, the Senate shall vote. Should the Senator not be present, the Chair of Internal affairs shall present the reasons for the Senator's Impeachment, and then the Senate shall vote on the Article(s) of impeachment.
- 15.7 If there is not a general meeting within 5 days of the vote by the governance committee the impeachment proceedings will occur after the next general body meeting. If vote

occurs in the same week a general meeting the impeachment proceedings will occur on the following week.

15.8 Any official who has been removed from office by impeachment will not be permitted to hold any office or serve in any other capacity within the Student Government Association for the remainder of their attendance at Kennesaw State University.

15.9 If the officer is impeached they will not collect any stipend.

#### **Article XVI: Rights of Members**

16.1 Members are considered as anyone enrolled as a student at Kennesaw State University.

16.2 All SGA members have speaking privileges at the chair's discretion.

16.3 SGA members shall follow the same procedures as outlined previously to have an item placed on the agenda.

16.4 Visitors are considered to be anyone not enrolled as a student of Kennesaw State University.

16.5 All SGA visitors have speaking privileges at the chair's discretion after all SGA officers have had the chance to discuss said topic.

16.6 Non-SGA members shall follow the same procedures to have an item placed on the agenda.

#### **Article XVII: Legislation Procedures**

17.1 Legislation may be proposed by any member of the student body of KSU.

17.2 All Legislation shall be introduced by an Officer within SGA in order for the matter to be considered by the Senate.

17.3 When legislation is passed, the SGA President forward the written legislation to the appropriate administrator within two weeks of the passage of said legislation.

#### **Article XVIII: Office Policies**

18.1 The Office Policy created by the Secretary shall be posted in the office and made visible to all members. It shall also be distributed to new officers before they are approved for key card access. Each member and guest must follow the Office Policy when in the Student Government Offices.

18.2 If any violation occurs, the Secretary shall file a written reprimand and report said violation to the President or Vice President, based on the rank of the officer.

18.3 After second violation, a hearing of the Governance Committee shall decide on a disciplinary action.

**Article XIX: Amendments**

19.1 Amendments to these Bylaws shall follow the procedures outlined in the Constitution.

**Article XX: Effective Date**

20.1 Upon passage by the SGA, the document will then be sent to SABAC for approval.

Following SABAC approval, the document will go into effect immediately.

**Article XXI: Revisions**

21.1 Revised and approved on 9/6/17\* by Student Government Association.

1 January 2017

Updated Date