

**Kennesaw State University  
Student Government Association  
Bylaws**

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## **Article I: General Use**

1.1 The outgoing Chief of Staff 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 SGA President shall administer this oath. If the 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: Meetings**

2.1. To ensure continuity and rationality in the conduct of its affairs, SGA shall hold regular meetings in specific locations, in order to maximize visibility of the Senate as well as to permit coherence in operating procedures and 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. It is the role of SGA meetings to reflect SGA’s main purpose of representing student concerns, issuing policy recommendations, and encouraging student involvement with University decision-making as outlined in the Constitution.

- 2.3. Meeting locations must be reserved four weeks before the beginning of the academic year.
- 2.4. Meetings will be held bi-weekly, on Wednesdays, at 7:00pm.
- 2.5. 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.
- 2.6. At any time a special meeting of the Student Government may be called by three members of the Executive Board. In such a situation, every effort must be made to contact all members of the Student Government Association.
- 2.7. A simple majority (51%) of SGA constitutes a quorum. A quorum must be present at any meeting in order for business to be conducted.
- 2.8. All meetings of SGA shall be open to all members of the Kennesaw community except by a vote of two-thirds (2/3) majority of the SGA members present to enter into Executive Session, in which the meeting is closed to all but SGA members. A two-thirds (2/3) majority of the SGA members present can reopen the Session to the general community.
- 2.9. Meetings shall be governed by Robert's Rules of Order, except when inconsistent with either the Constitution of SGA or the provisions of this Code. Where Robert's Rules of Order are insufficient, the President, in consultation with the Attorney General, shall make a procedural decision or allow for a vote to suspend the Rules.

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

- 3.1. The Order of Business shall be conducted and defined in the following order and manner:
  - 3.1.1 Call to Order
    - 3.1.1.1 At the agreed upon start time the meeting chair shall call the meeting to order.
  - 3.1.2 . Roll Call
    - 3.1.2.1 The Chief of Staff shall be responsible for calling roll.
    - 3.1.2.2 If a quorum consisting of a simple majority (51%) has been met, then the meeting may proceed. If quorum is not met then the

old and new business portions of the meeting will be postponed to the following meeting.

### 3.1.3 Approval and/or Correction of the Agenda

### 3.1.4 Officer Reports

#### 3.1.4.1 University Officials and/or Guest Speakers

3.1.4.1.1 Speakers will be allowed up to fifteen minutes to present.

#### 3.1.4.2 Directors

3.1.4.2.1 Directors will be allowed up to seven minutes to present.

3.1.4.2.2 Spoken reports will include but may not be limited to:

status of any ongoing projects, any new projects being implemented, updates from committee meetings, and other business pertaining to SGA.

#### 3.1.4.3 Treasurer

3.1.4.3.1 The Treasurer will be allowed up to seven minutes to present.

3.1.4.3.2 Spoken reports will include but may not be limited to:

current balance of SGA funds, any spending since the last meeting, and any upcoming spending.

#### 3.1.4.4 Chief of Staff

3.1.4.4.1 The Secretary will be allowed up to seven minutes to present.

3.1.4.4.2 Spoken reports will include but may not be limited to:

business pertaining to SGA and his or her duties.

#### 3.1.4.5 Vice President

3.1.4.5.1 The Vice President will be allowed up to ten minutes to present.

3.1.4.5.2 Spoken reports will include, but may not be limited to:

status of any ongoing projects, any new projects being

implemented, updates from campus administration meetings, and other business pertaining to SGA.

#### 3.1.4.6 President

3.1.4.6.1 The President will be allowed up to ten minutes to present.

3.1.4.6.2 Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from campus administration meetings, and other business pertaining to SGA.

#### 3.1.5 Unfinished Business

3.1.5.1 Any unfinished business from the previous General Session, including any tabled items, shall be automatically placed under Unfinished Business for the current meeting.

#### 3.1.6 Open Forum

3.1.6.1 Officers may speak for up to two minutes on topics pertaining to the Student Government Association.

#### 3.1.7 New Business

3.1.7.1. 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 Chief of Staff sent the agenda to.

#### 3.1.8. Announcements

3.1.8.1. Officers may speak for up to two minutes on topics pertaining to Kennesaw State University and the surrounding community.

3.1.8.2. Audience members may speak for up to five minutes on topics pertaining to Kennesaw State University and the surrounding community.

#### 3.1.9 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 President has the discretion to approve or not approve agenda items.

3.4 The minutes and approved agenda of the previous General Session shall be distributed via email to the Senate within 24 hours of the conclusion of the respective General Session.

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

4.1. Attendance shall be taken at all General Sessions and Executive Sessions by the Secretary.

4.2. SGA officers must contact the Secretary if he/she will be tardy or absent 24 hours in advance from the time of the General Session.

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.

4.3.1 Upon review from the Chief of Staff, the Attorney General should be aware of excuses and be able to share with Governance Committee with as much discretion as needed.

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 Chief of Staff at least 24 hours before the meeting that they will be late or absent, and the Chief of Staff approves the late arrival or absence in collaboration with the Attorney General and the Governance Committee as needed. Documentation can also be provided to the Chief of Staff at this time.

4.7. The Chief of Staff shall have the authority to excuse an absence or tardy after consultation with the Attorney General and the Governance Committee as needed.

- 4.7.1 Absences and tardies for work and school are not excusable.
- 4.8. If the Chief of Staff is absent, the Attorney General will consult campus corresponding President Pro Tempore and they 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. 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 Governance Committee in the beginning of their senate term to discuss what accommodations can be implemented.
- 4.11. If the student will be absent for emergency hospitalization or illness, the SGA member must communicate with the Chief of Staff 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 Chief of Staff regarding absences (email, phone, slack etc.)
- 4.13. The guidelines for excused and unexcused absences may be changed according to disability needs
- 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.
- 4.15. Mandatory events will require attendance by all members and shall be determined mandatory based on how the event would benefit the student body.
- 4.15.1. These events shall be confirmed and communicated to the Senate at least 2 weeks prior by the Executive Board with a majority vote.
- 4.15.2. If a member cannot attend the mandatory event, documentation shall be required at least 24 - 48 hours prior to the event and shall be given to the Chief of Staff in consultation with the Attorney General to be considered for an excusable absence.
- 4.16. Members must be physically present at all mandatory events and meetings. Attendance via video conferencing will not be deemed as a valid form of attendance, unless with special

permission from the Attorney General in consultation with the Executive Board.

## **Article V: Stipends**

5.1. The SGA Stipend Committee shall review all relevant documentation 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 includes, but is not limited to, General Body attendance, attendance at SGA events, office hours, 1:1's, committee/commission meeting attendance, administrator meetings.

5.1.2 Documentation includes, 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 Bylaws as well as other duties assigned to them.

5.1.3.1 All Executive Board positions will receive feedback from the Senate and Executive Board through a job performance evaluation survey.

5.1.3.2 The Vice President will be responsible for providing job performance feedback on the four Director positions.

5.1.3.3 The President will be responsible for providing job performance feedback for the Vice President, President Pro Tempore, Chief of Staff, and Treasurer.

5.1.3.4 All voting members of Student Government will be responsible for providing job performance feedback for the President.

5.2 Stipends are calculated by using the recommended/required limits set by SABAC, and



using attendance and participation, documentation, and job performance to determine the award amount.

5.3 SGA officers must be enrolled and 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 (subject to change):

5.3.1 President: \$1000

5.3.2 Vice President: \$750

5.3.3 President Pro Tempore: \$361.11

5.3.4 Chief of Staff: \$361.11

5.3.5 Treasurer: \$361.11

5.3.6 Directors: \$361.11

5.4 The Stipend Committee will be chaired and appointed by the Treasurer, and consist of the Treasurer, a representative from the Executive Board who will act as Assistant Chair, and five senators.

5.5 Stipend Committee shall use a living document to monitor progress and earnings of each individual stipend. This document may be accessible upon request to any member of Student Government, including the student body, after the first Stipend Committee meeting of the semester. 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 the 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 Treasurer, 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 and Transition Manual 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, Vice President, and Treasurer; Chief of Staff, the President Pro Tempore, who is appointed by the Senate by a majority vote; as well as the appointed positions of Directors of Standing Committees.

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.

6.1.1.6.1 Upon appointment of a student for any position in which the Senate is expected to vote on their confirmation the student in question must submit to the Secretary the following information within 48 hours of the GeneralBody Meeting where they will be voted into office:

6.1.1.6.1.1 A short write-up describing why they want the position

6.1.1.6.1.2 An addendum to this statement as to why they are qualified for the position

6.1.1.6.1.3 A list of all RSO's where they hold official, registered membership on Owl Life

6.1.1.6.1.4 A list of achievements and/or awards they believe positively contribute to the argument as to why they should be appointed

6.1.1.6.1.5 Their current classification (freshman, sophomore etc..)and expected graduation date

6.1.1.6.1.6 The above information may *not* include the following, so as not to introduce bias before the Senate meets the candidate:

6.1.1.6.1.7 Name, Age, Sex or Gender, any physical descriptors, or photographs.

6.1.1.6.2 The presumptive nominee is responsible for submitting this information to the Chief of Staff within 48 hours of the General Body Meeting they are expected to be confirmed. Upon receiving this information, the Chief of Staff must make this information available to the Senate 24 hours before that General Body Meeting. Failure to submit the information to the Chief of Staff within 48 hours of the General Body Meeting will result in the candidate being ineligible for appointment confirmation until the following General Body Meeting, in which there will be another opportunity to submit the information in a timely manner as outlined above.

6.1.1.7. Meet at least four times a semester, excluding summer semester, with the Vice President for Student Affairs and Assistant Dean of Students for 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 Approve 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. Must have a minimum adjusted GPA of 2.75. Note that is must be at least a 2.75, not a 2.7499.
- 6.1.1.21. Must serve for two consecutive semesters.
- 6.1.1.22. Must update his or her position's respective transition manual at the end of the term.

6.1.2 The Vice President shall:

- 6.1.2.1. Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President.
- 6.1.2.2. Fulfill the role of President when the President is unavailable.
- 6.1.2.3. Assist the president in his or her duties.
- 6.1.2.4. Serve as a student representative on the University Council.
- 6.1.2.5. Serve as a student representative on PPBAC.
- 6.1.2.6. Oversee the duties of all the committee chairs.
- 6.1.2.7. Ensure completion of SGA mission and goals.
- 6.1.2.8. Assign all internal committees.
- 6.1.2.9. Assist SGA officers and members in the completion of any legislation.
- 6.1.2.10. Meet as needed with the Vice President for Student Affairs.

- 6.1.2.11. Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.
- 6.1.2.12. Prepare the SGA budget and present it to SABAC.
- 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 this must be atleast a 2.75, not a 2.7499).
- 6.1.2.15. Must serve for two consecutive semesters.
- 6.1.2.16 Must update his or her position’s respective transition manual at the end of the term.

6.1.3 The President Pro Tempore:

6.1.3 Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President and Vice President depending on which campus the meeting is housed on.

6.1.3.1 Assist SGA officers and members in the completion of legislation

6.1.3.2. Oversee all the duties of the Senators.

6.1.3.2.1 Establish formal means for ongoing communication with Senators assigned to their committees (i.e. 1:1’s, officer reports, etc.)

6.1.3.2.2 Collect annual end of the year reports from all Senators

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

6.1.3.4 Keep a physical record of all legislation proposed and/or passed by the Senate.

6.1.3.5 Plan all SGA retreats

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

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

6.1.3.8 Must serve for two consecutive semesters.

6.1.3.9 Must update his or her position’s respective transition manual at the end of the term.

6.1.4 The Chief of Staff shall:

6.1.4.1 Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President, Vice President, and President Pro Temp.

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

6.1.4.3 Serve as the chief room reservationist for SGA.

6.1.4.4 Set 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.

6.1.4.5 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.

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

6.1.4.7 The Chief of Staff shall record, preserve, and keep available to the SGA officers and student body, all minutes, bylaws, resolutions, attendance, and other records of SGA.

6.1.4.8 The Chief of Staff 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.

6.1.4.9 Compile the meeting minutes of the standing committees into a virtual and physical record.

6.1.4.10 Assist the President and Vice President in all scheduling matters that pertain to their positions.

6.1.4.11 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 as approved by the Senate.

6.1.4.12 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.

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

6.1.4.14 Coordinate a yearly Constitution and Bylaws review in conjunction with the Attorney General.

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

6.1.4.16 Must serve for two consecutive semesters.

6.1.4.17 Must update his or her position's respective transition manual at the end of the term.

6.1.5 The Treasurer shall:

6.1.5.1 Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President, Vice President, Senate Leads, and Chief of Staff.

6.1.5.2. 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.

6.1.5.3. Update SGA weekly on the status of the budget. Must report on weekly on expenditures.

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

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

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

6.1.5.7. Serve as chair of the Stipends Committee.

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

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

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



6.1.5.11. Must serve for two consecutive semesters.

6.1.5.12 Must update his or her position's respective transition manual at the end of the term.

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 Appoint an Assistant Chair of the Academic Affairs Committees

6.1.6.3 Assign the Assistant Chair the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Academic Affairs.

6.1.6.4 Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.

6.1.6.5 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).

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

6.1.6.7 Plan and execute the "Fuel for Midterms" and "Fuel for Finals" events.

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

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

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

6.1.6.8 Must update his or her position's respective transition manual at the end of the term.

6.1.7 Director of Internal Affairs Committee shall:

- 6.1.7.1 Serve as liaison with the Division of Student Affairs.
- 6.1.7.2 Appoint an Assistant Chair to the Internal Affairs Committee
- 6.1.7.3 Assign the Assistant Chair the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Internal Affairs.
- 6.1.7.4 Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
- 6.1.7.5 Assist in supporting Registered Student Organizations (RSO's).
- 6.1.7.6 Meet monthly with the Dean of Student Affairs.
- 6.1.7.7 Meet monthly with the Executive Director of Student Involvement.
- 6.1.7.8 Assist in the planning of Homecoming and serve as the official SGA representative on University Homecoming committee.

- 6.1.7.9 Organize SGA representation at new student orientations, with the Press Secretary.
- 6.1.7.7. Assist in maintaining positive morale within SGA.
- 6.1.7.8. Prepare with the Executive Board the budget request to be submitted to SABAC.
- 6.1.7.9. Perform or oversee other duties as assigned by the President and Vice President.
- 6.1.7.10 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.
- 6.1.7.11 Must update his or her position's respective transition manual at the end of the term.

6.1.8 Director of External Affairs Committee shall:

- 6.1.8.1 Chair the External Affairs Committee.
- 6.1.8.2 Appoint an Assistant Chair of the External Affairs Committee.
- 6.1.8.3 Assign the Assistant Chair the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of External Affairs.
- 6.1.8.4 Send the meeting minutes to the Chief of Staff within 24 hours of the committee sessions.
- 6.1.8.5 Keep SGA updated on any Kennesaw and Marietta City Council work related to Kennesaw State University or affecting students.
- 6.1.8.6 Update SGA on any major federal, state, and local legislation affecting higher education.
- 6.1.8.7 Assist the Office of Community Engagement in any matters pertaining to student interaction with the surrounding Kennesaw and Marietta community.
- 6.1.8.8 Serve as SGA's official representative to the Department of Alumni Affairs.
- 6.1.8.9 Meet monthly with the Vice President for External Affairs, Vice President of Governmental Affairs, and Chief of Staff.
- 6.1.8.10 Handle all External Affairs suggestions and legislation.

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

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

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

6.1.8.14 Must update his or her position's respective transition manual at the end of the term.

6.1.9 Press Secretary shall:

6.1.9.1 Chair the Communications Committee.

6.1.9.2 Appoint an Assistant Chair of the Communications Committee.

6.1.9.3 Assign the Assistant Chair the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Press Secretary.

6.1.9.4 Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.

6.1.9.5 Coordinate publicity and public relations.

6.1.9.6 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

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

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

6.1.9.6. Organize SGA representation at new student orientations, with the Director of Internal Affairs.

6.1.9.7. Maintain SGA bulletin boards and promotion items.

6.1.9.8. Assign members to committees related to press and public.

6.1.9.9. Act as the point of contact for The Sentinel and other media outlets.

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

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

6.1.9.11 Responsible for all technical operations within the General Session.

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

6.1.9.13 Must update his or her position's respective transition manual at the end

of the term.

6.1.10 The Director of Diversity and Inclusion shall:

- 6.1.10.1. Chair the Diversity and Inclusion Committee.
- 6.1.10.2. Appoint an Assistant Chair of the Diversity and Inclusion Committee.
- 6.1.10.3. Assign the Assistant Chair the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Diversity and Inclusion.
- 6.1.10.4. Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
- 6.1.10.5. Serve as liaison with the Office of Diversity and Inclusion.
- 6.1.10.6. Meet monthly with the Chief Diversity Officer.
- 6.1.10.7. Assist in the annual planning of Diversity Week and any other diversity holidays
- 6.1.10.8. Assist in upholding Bylaw 17.3
- 6.1.10.9. Perform or oversee other duties as assigned by the President and Vice President.
- 6.1.10.10. Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.
- 6.1.10.11. Must update his or her position's respective transition manual at the end of the term.
- 6.1.10.12. Must participate in in-person team development and skill development training two weeks prior to the start of Fall Semester.
- 6.1.10.13. Oversee all the duties of each of the Senators assigned to their Committee.

6.1.11 Attorney General shall:

- 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 official preserver of the Constitution and Bylaws of SGA and assist the Chief of Staff in the yearly Constitutional review.
- 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.
- 6.1.10.9 Must update his or her position's respective transition manual at the end of the term.

6.2 The SGA Senate shall consist of the elected positions of College Senators, who serve specific colleges, and Commission Chair Senators, who serve specified populations and groups within Kennesaw State University.

6.2.1 College Senators shall:

- 6.2.1.1 Attend all General Session meetings. In case of absence, notify the Secretary at least 24 hours in advance. The Chief of Staff, in consultation with the Executive Board, can make exceptions to this rule. Work and school shall not be considered grounds for excused absences.
- 6.2.1.2 Serve a minimum of one office hour per week in Fall and Spring Semesters while classes are in session. Officer hours are to be served in the SGA Office, Monday through Friday between the hours of 8 AM and 8 PM, except for special cases approved by the Chief of Staff.
- 6.2.1.3 Attend a monthly fifteen minute one on one with the President Pro Temp.
- 6.2.1.4 Compile an officer report to be completed monthly covering the following, but may not be limited to: issues of their constituency, efforts to address the said issues, demonstrated outreach to their constituency, and recommendations for SGA for the future.
- 6.2.1.5 Serve on at least one standing Committee.
- 6.2.1.6 Meet at least twice per semester with the Dean of their college or other

appropriate administrators within the college.

6.2.1.7 Must attend appropriate meetings and organizations that fall under that constituency as determined by the President Pro Temp.

6.2.1.8 Attend or create one campus engagement per month.

6.2.1.9 Perform other duties as assigned by the President Pro Temp.

6.2.2 Commission Chair Senators shall:

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

6.2.2.2 Serve a minimum of one office hour per week in Fall and Spring Semesters while classes are in session. Officer hours are to be served in the SGA Office, Monday through Friday between the hours of 8 AM and 8 PM, except for special cases approved by the Chief of Staff.

6.2.2.3 Attend a monthly fifteen minute one on one with the President Pro Temp.

6.2.2.4 Compile an officer report to be completed monthly covering the following, but may not be limited to: issues of their constituency, efforts to address the said issues, demonstrated outreach to their constituency, and recommendations for SGA for the future.

6.2.2.5 Serve on at least one standing Committee.

6.2.2.6 Must represent their commissions in all meetings with administration.

6.2.2.7 Must attend appropriate meetings and organizations that fall under that constituency as determined by the President Pro Temp.

6.2.2.8 Attend or create one campus engagement per month.

6.2.2.9 Perform other duties as assigned by the President Pro Temp.

6.3 The Intern Program will consist of the Student Government Interns, who serve as non-voting members of the Student Government. SGA Interns shall not be able to make motions.



6.3.1. Student Government Interns shall:

6.3.1.1 Attend at least two General Session meetings over the term of the semester. Director of Internal Affairs can make exceptions to this rule.

6.3.1.2 Function and report as members of the committee or to the senator to which they are assigned.

6.3.1.3 Meet at least once a month with the Director of Internal Affairs.

6.3.1.4 Compile a report to be completed monthly covering the issues of KSU, recommendations for SGA for the future, and upcoming involvement within SGA.

6.3.1.5 Perform duties as assigned by the Director of Internal Affairs and/or the senator to which they are assigned.

**Article VII: Penalty System**

If the President Pro Tempore or Attorney General is the officer being charged, the Vice President will oversee the contract process.

7.1 The Demerit System

7.1.1 The demerit system shall be used for smaller infractions including the following but not limited to: tardiness and dress code violations.

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

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

7.1.4.1 SGA Advisor, President Pro Temp, and President must be included on these emailnotifications.

7.1.5 Upon his or 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 An emailed notice must be issued to the officer to which the officer must reply 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) 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 Failing to submit an Officer Report

7.2.1.4.3 Failing to schedule a monthly 1:1

7.2.1.4.4 Failing to appear for scheduled monthly 1:1

7.2.1.4.5 Failing to attend a mandatory event without approved excuse

7.2.1.4.6 Failing to schedule a meeting with an administrator

### 7.2.2 Strike 2

7.2.2.1 An emailed notice must be sent to the officer to which the officer must reply that the email has been received.

7.2.2.2 If the officer fails to respond to the email within 48 business hours, the officer immediately proceeds to strike 3

### 7.2.3 Strike 3

7.2.3.1 After receiving Strike 3 said officer shall be immediately removed

## 7.3 Additional Information

7.3.1 Strikes and demerits restart every semester (excluding summer)

7.3.2 Contracts and impeachment proceedings can be continued into the following semester at the discretion of the Attorney General with consultation of the Governance Committee as needed.

7.4 Procedure to issue a demerit or strike:

7.4.1 All executive board members can email the Attorney General or the President Pro Temp.

7.4.2 The demerit and/or strike must be approved by the Attorney General, in consultation with Governance Committee as needed to be officially inputted to keep track of SGA members' status.

7.4.3 Attorney General and President Pro Temp must have a living document containing all demerits and/or strikes, scheduled and nonscheduled 1:1s, campus engagements, and officer reports.

7.4.3 Any member of Student Government can submit a complaint on any member of Student Government to the Attorney General via email at any point in time.

7.5 All strikes are at the discretion of the Attorney General and Governance Committee, but not limited to all the above.

### **Article VIII: Line of Succession**

8.1 In case of temporary absence or a position opening, the line of succession is as follows:

8.1.1 The President

8.1.2 The Vice President

8.1.3 Treasurer

8.1.4 President Pro Temp

8.1.5 Attorney General

8.1.6 Director of Internal Affairs

8.1.7 Director of External Affairs

8.1.8 Director of Academic Affairs

8.1.9 Director of Diversity and Inclusion

8.1.10 Press Secretary

8.1.11 Chief of Staff

8.1.12 If the above officers are absent, the Senate shall vote on a temporary chair from the

remaining Executive Board officers that will reside within the position in question until a special election can be held to fill said seat.

8.1.13 If all the Executive Board officers are absent, the Senate shall vote on a chair from the Senate. that will reside within the position in question until a special election can be held to fill said seat.

8.2 Cabinet Members reserve the right to maintain his or her position and pass the opportunity for the open position off to the next officer in line in the succession.

8.3 Upon the vacancy of the Treasurer position, there must be a special election containing candidates who applied through OwlLife.

8.4 Upon vacancy of a Director position, the Vice President will appoint a new director who will take the position upon a simple majority (51%) vote 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 all 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.

9.4 The Advisor shall orchestrate team development training and skill development training in which the Executive Members shall participate in four hours per semester of team development and four hours per semester in skill development training.

#### **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 have input from all aforementioned Executive Board Officers, as outlined in Article VI

11.3 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 Senators and interns will submit committee preferences and will be appointed to at least one standing internal committee by the SGA Vice President as follows:

### 12.1.1 Academic Affairs

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

12.1.1.3 Members of this committee must accompany the Director of Academic Affairs to attend one meeting with the Provost or Vice President of Academic Affairs per academic year.

### 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.

12.1.3.3 Members of this committee must accompany the Director of External Affairs to one meeting with the KSU Chief of Police or Cobb County Commission per academic year.

### 12.1.4 Diversity and Inclusion Committee

12.1.4.1 The Director of Diversity and Inclusion shall chair this committee.

12.1.4.2 The responsibility of the Diversity and Inclusion Committee shall include, but is not limited to, issues relating to diversity, inclusion, and equity at Kennesaw State University.

12.1.4.3 The committee members must accompany the Director of Diversity and Inclusion to one meeting with the Chief Diversity Officer per academic year.

12.1.5 Communications

12.1.5.1 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 and social media.

12.1.5.2 The committee members must accompany the Director of Communications to one meeting with UTIS per academic year.

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

12.1.5.4 Members of the committee must actively participate in social media campaigns dictated by the Director of Communications to increase student involvement on campus.

## 12.2 Governance

12.2.1 The Attorney General 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 assisting the Chief of Staff in 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, in consultation with the Treasurer, 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 and the Attorney General 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, non voting 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.

12.5.4SFC 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: Commissions**

#### 1.1. Commissions

##### 1.1.1. Responsibilities of Commissions

1.1.1.1. Each Commission must meet formally at least once a month to discuss commission work. The minutes from these meetings must be recorded and forwarded to the Senate Leaders.

1.1.1.2. Each Commission must meet at least twice per semester with the appropriate campus administrator related to the issues of their constituency.

1.1.1.3. Each Commission must compile a report to be completed annually covering the issues of their constituency, demonstrated outreach to their constituency, demonstrated efforts to address the issues of their constituency, benchmarking of other institutions as it relates to their constituency, and recommendations for SGA for the future.

##### 1.1.2. Standing Commissions

1.1.2.1. Non-traditional Students

1.1.2.2. International Students

1.1.2.3. Students with Disabilities

1.1.2.4. American Minorities

1.1.2.5. Residence Life

1.1.2.6. Registered Student Organizations

1.1.2.7. Fraternity and Sorority Life

1.1.2.7.1. The FSL Senator must attend monthly President Executive Council meetings (otherwise referred to as president's meetings).

1.1.2.7.2. The FSL Senator will attend the Fraternity and Sorority Life Leadership team meetings once a month.

1.1.2.7.3. The FSL Senator will hold responsibility of marketing events for any fraternity or sorority chapter on personal and organizational social media.

1.1.2.7.4. The FSL Senator will attend a 1:1 meeting with the Vice President of Student Affairs each semester.

1.1.2.7.5. The FSL Senator will attend at least 2 social events per semester held by the FSL constituents.

1.1.2.7.6. The FSL Senator will act as the liaison between SGA and the Department of Fraternity and Sorority Life.

1.1.2.7.7. The FSL Senator will maintain a list of contacts in FSL leadership positions.

1.1.2.8. Student Athletics

12.1.2.9 Student Veterans

13.1.2.10 First Year Students

## **Article XIV: Elections Policy**

- 14.1 The SGA President shall appoint the Elections Chair with confirmation by two-thirds vote of the Senate.
- 14.2 The Elections Chair shall not be running for office.
- 14.3 It is the responsibility of the Elections Chair to:
- 14.3.1 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.
  - 14.3.2 Work with the Elections Committee to uphold the rules and regulations for campaigning and elections as a whole.
  - 14.3.3 Communicate with the Attorney General any violations regarding campaigning and election matters. Any candidate or ticket brought before the Elections Committee and issued a penalty may seek to appeal the decision before the Governance Committee.
  - 14.3.4 Coordinate with the Press Secretary for publicity for the elections.
  - 14.4.5 Schedule mandatory meeting with candidates to ensure that they are informed of elections rules.
- 14.4 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.
- 14.5 Elections shall be governed according to the standards set forth in the Elections Bylaws determined by the Elections Committee.
- 14.5.1 The Elections Bylaws will be presented to the Senate no later than the last meeting of the Fall semester prior to elections.
  - 14.5.2 If not presented by the end of the Fall semester, the Elections Bylaws of the previous year will be used.
  - 14.5.3 The Elections Bylaws must be approved by two-thirds vote of all voting officers.
- 14.6 The Elections Committee Chair in consultation with the Elections Committee shall disqualify any candidate who does not abide by all Elections Bylaws.

14.6.1 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 Director of Procedural Operations in consultation with the Governance Committee.

14.7 Campaign announcement and commencement shall begin two weeks prior to the start of week of voting.

14.8 The timeline for elections will be outlined in the Elections Bylaws.

14.9 Voting shall occur online through Owl Life.

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

## **Article XV: Vacancies in SGA**

15.1 Formation of Vacancies Committee

15.1.1 A vacancy committee made up of at least three (3) SGA officers from each campus, will be formed by the Vice President and will remain as such for the remainder of the academic year through an appointment process.

15.1.2 Appointment to the vacancy committee are determined based on the interest from SGA officers and the committee will only meet to fill vacant positions.

15.2 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.

15.2 The Vacancies Committee, will review and discuss the applicant with the Executive Board.

15.3 New Officers must participate in a two-week training process as follows:

15.3.1 New Officers must work with the Director of Internal Affairs and Vice President to understand all required duties.

15.3.2 New officers will be presented with a packet containing the SGA Constitution, Bylaws, and other information deemed appropriate.

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

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

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

15.6 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

15.7 Enrolled in enough hours so that candidate meets the above earned hour requirements

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

15.8 After being sworn in, the new member must meet with the Attorney General to confirm their knowledge of their duties.

15.8.1 This should be done by the new officer reading a document explicitly stating all of their duties as presented by the Attorney General.

## **Article XVI: Impeachment Proceedings**

16.1 Impeachable offenses will include but is not limited to:

16.1.1. Office hours

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

16.1.2. Meetings

16.1.2.1. Any SGA officer caught in falsifying excuse for absence will result in impeachment hearing.

16.1.3. Mandatory events

16.1.3.1. Any SGA officer caught in falsifying excuse for absence will result in impeachment hearing.

16.2. The Attorney General shall be responsible for sending the SGA officer to be impeached a letter by email, within two days after the vote is taken by 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 Advisor, President and President Pro Tempore (if applicable) in the same amount of time.

- 16.3. Accused officers shall be afforded the following due process:
- 16.3.1 Written notice, including complete reasoning of proposed action.
  - 16.3.2 Opportunity to submit written rebuttal.
  - 16.3.3 The right to a hearing and cross-examination of accusers before the Governance Committee.
  - 16.3.4 Robert's Rules of Order shall govern the impeachment process.
  - 16.3.4 The right to present witnesses on his/her behalf.
  - 16.3.5 The right to remain silent with no inference of guilt.
- 16.4. Failure to appear at the time of the trial shall result in the waiving of rights 16.3.1 through 16.3.5 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.
- 16.4.1. The voting process is to the discretion of the chair.
- 16.5. Impeachment hearings are chaired by the SGA Advisor.
- 16.6. 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 Attorney General shall present reasons for the Senator's impeachment. Once the Senator and Attorney General have presented their cases to the Senate, the Senate shall vote. Should the Senator not be present, the Attorney General shall present the reasons for the Senator's Impeachment, and then the Senate shall vote on the Article(s) of impeachment.
- 16.7 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.
- 16.8 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.
- 16.9 If the officer is impeached they will not collect any stipend.

## **Article XVII: Rights of Members**

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

17.2 All members of SGA shall use reasonable and good faith efforts to ensure that neither the student government association nor its members engage in any vilification and shall refrain from making any false, negative, critical or disparaging statements, implied or expressed, concerning SGA or members consisting thereof, including, but not limited to, statement ship, methods of conducting business, the quality of work, and role in the community.

17.3 In accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community.

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

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

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

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

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

## **Article XVIII: Legislation Procedures**

18.1 All Legislation shall be introduced by a SGA officer or Committee and brought forward in the General Session during new business in order for the matter to be considered by the Senate.



18.2 Director of Procedural Operations shall be responsible for continuous maintenance of the Bylaws such that any given time they reflect all enacted as of that time. Resolutions and amendments shall be considered enacted when all SGA action on it is completed.

18.3 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 XIX: Office Policies**

19.1 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.

19.2 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.

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

### **Article XX: Amendments**

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

### **Article XXI: Effective Date**

21.1 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 XXII: Revisions**

22.1 Revised and approved on 4/25/19 by Student Government Association.