

University of Louisiana at Lafayette

Student Government Association

Bylaws

Mission Statement

“The mission of the Student Government Association is to serve the student body of the University of Louisiana at Lafayette by representing students through a steadfast commitment to providing an environment conducive for the pursuit of student engagement; by ensuring opportunities for leadership development; and by engaging in student-driven initiatives in collaboration with university, city, and state officials in order to enrich the quality of student life and develop a unified Ragin’ Cajun community”

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Article One: Membership Qualifications and General Requirements

Article Chapter Summary: (1). General Qualifications; (2). Branch Specific Qualifications; (3). Member Code of Conduct; (4). Absences and Removal; (5). Membership Privileges

Chapter 1: General Qualifications

Candidates for and members of the Student Government Association shall meet the following requirements:

1. Be classified as a student in good standing of the University.
2. Be available to attend Senate and committee meetings during the term of office as described in **Article I, Chapter 5.**
3. Not be on disciplinary probation by the Disciplinary Committee, Dean's probation, or academic probation. This is with the exception of a Graduate student's probation associated with Graduate Record Examination scores.
4. Not occupy more than one (1) seat in Student Government Association at the same time. This includes the provision that no student may be a candidate for multiple offices at the same time.
5. Undergraduate students shall have at least a 2.50 cumulative grade point average on the 4.0 scale. Graduate students shall have at least a 3.0 cumulative grade point average on the 4.0 scale in graduate work.
6. Undergraduate students shall have a minimum course load of nine (9) credit hours and remain enrolled with at least nine (9) hours during the regular semester(s) while in office. Graduate students shall have a minimum course load of six (6) credit hours and remain enrolled with at least six (6) hours during the regular semester(s) while in office. Both of these provisions are subject to the following exceptions:
 1. Graduate students may be enrolled for a minimum of three (3) credit hours during their last semester.
 2. Undergraduate students are permitted to have less than nine (9) credit hours and remain enrolled with less than nine (9) hours during the regular semester(s) while in office if their academic situation prevents them from holding nine (9) credit hours during the regular semester(s).
7. Uphold and abide by these Bylaws, the Constitution, and all other rules of the Student Government Association during candidacy and while in office.

Chapter 2: Branch Specific Qualifications

Section 1: Executive Branch: Candidates for the Executive Branch (President, Vice President, and Treasurer) shall meet the following additional requirements.

1. Have completed forty-five (45) semester hours or more of college credits.
2. Have completed at least one (1) full academic year at the University.
3. Undergraduate students shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale. Graduate students shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale in graduate work.

Section 2: Legislative Branch: Candidates for and members of the Legislative Branch shall meet the following additional requirements.

1. **Part 1:** Be enrolled in the respective college and remain enrolled in that college while in office.
2. **Part 2:** Credit Hours Requirements:
 1. College Presidents shall have completed thirty (30) semester hours or more of college credit.
 2. College Senators shall have completed twelve (12) or more hours of college credit.

3. Part 3: College Presidents who are undergraduates shall have at least a 2.75 cumulative grade point average on the 4.0 scale. Graduate Students shall have at least a 3.0 cumulative grade point average on the 4.0 scale in graduate work. Graduate students and freshmen senators in their first semester who are chosen to serve as a college president shall be exempted from this part until the conclusion of their first semester of graded work (presuming they meet all other requirements of office).
4. Part 4: Freshmen Senators: Shall have completed less than thirty (30) semester hours of college credit in a collegiate class setting, or be in their first academic year after enrolling as a first-time freshman (defined as consecutive Fall and Spring Semesters, in that order).
 1. For the purposes of this Chapter, “collegiate class setting” shall be defined as taking courses offered via the following formats by an accredited postsecondary institution:
 - a. Classes taught and attended in a physical classroom or laboratory.
 - b. Classes taught online.
 - c. Classes taught by correspondence.
 2. The following shall not be considered completed in a “collegiate class setting:”
 - a. Hours earned via the University’s Advanced Credit Exam program or any equivalent program offered by an accredited postsecondary institution.
 - b. Hours awarded by the University or any other accredited postsecondary institution the candidate has attended for earning a particular score on the ACT, SAT, Test of English as a Foreign Language (TOEFL), or a comparable standardized test.
 - c. Hours awarded by the University or any other accredited postsecondary institution the candidate has attended for sufficient grades in an Advanced Placement (AP), International Baccalaureate (IB), or comparable advanced program of secondary education.
 - d. Hours awarded in a program of concurrent enrollment between the University or any other accredited postsecondary institution and the accredited secondary school(s) at which the candidate shall have been regularly enrolled.

Section 3: Judicial Branch

1. Part 1: The Chief Justice of the Judicial Branch shall have at least a 2.75 cumulative grade point average on the 4.0 scale. Graduate students shall have at least a 3.0 cumulative grade point average on the 4.0 scale in graduate work.
2. Part 2: Associate Justices shall meet the same grade point average and credit hours requirements as regular senators.

Chapter 3: Member Code of Conduct

Section 1: All members are required to adhere to the Student Code of Conduct and fulfill their duties in a manner befitting their offices.

Section 2: This organization will adhere to all policies and regulations of the University of Louisiana at Lafayette and the University of Louisiana System. Furthermore, this organization will adhere to all policies and regulations set forth by the University of Louisiana at Lafayette, University of Louisiana System, and State Legislature regarding Hazing.

Chapter 4: Absences and Removal

Section 1: Absences and Removal of Senators

1. Part 1: Senate members are allotted four (4) absences per term, not to exceed two (2) absences per semester, with the exception of university approved absences, which must be turned in to the Secretary prior to the missed meeting. Each SGA meeting will count as one (1) absence. Each committee meeting missed will count as one-half (1/2) of an absence
2. Part 2: In case of unexcused absences, the following shall apply:
 1. Upon the second absence, the Senate Chairman shall contact the member in question and inform them of the Bylaws concerning attendance, and request that they adhere to the provisions.
 2. Senate members may not exceed two unexcused absences per semester or four during the term. An excused absence shall be any absence regularly accepted by the University and must be submitted in writing.
 3. Upon the third or fifth unexcused absence, the Senate Chairman will inform, in writing, the Senate member that he/she has exceeded allotted absences for the semester or term. The question of removal shall be brought before the Senate to be decided by a two-thirds vote of Senate seats filled, after the approval of a resolution by the Council of Presidents.
 4. Extenuating circumstances will be examined on an individual basis by the Executive Branch, at the recommendation of the Senate Chairman. In these cases the senate member may be given the opportunity to resign.
3. Part 3: Other conduct found to be in violation of the Bylaws, (i.e. malfeasance and dereliction of duty as defined in Chapter 15:38 of the code of Student Conduct), shall be dealt with similarly as found in Bylaws Article I, Chapter 5, Part 2, Sections c.

Section 2: Absences and Removal of Justices

1. Part 1: Judicial Branch members are allotted four (4) unexcused absences per year, not to exceed two (2) absences per semester.
2. Part 2: In case of unexcused absences, the following provisions shall apply:
 1. Upon the second unexcused absence, the Chief Justice shall contact the justice in question and inform him/her of the by laws concerning attendance, and request that they adhere to the provisions.
 2. Judicial members may not exceed two unexcused absences per semester. An excused absence shall be any absence regularly accepted by the University and must be submitted in writing.
 3. Upon the third absence, the Chief Justice shall contact the Senate Chairman who will inform, in writing, the Justice in question that he/she has exceeded allotted absences for the semester. The question of removal shall be brought before the Senate to be decided by a two-thirds vote of the seats filled of the Senate.
 4. Extenuating circumstances will be examined on an individual basis by the Executive Branch, at the recommendation of the Senate Chairman. In these cases the Judicial Branch Member may be given the opportunity to resign.
3. Part 3: Other conduct found to be in violation of the By-Laws, (i.e. Malfeasance and dereliction of duty as defined in Chapter 15:38 of the code of Student Conduct), shall be dealt with similarly as found in these By-Laws.

Section 3: Upon resignation, all members shall submit a written, documented statement to the SGA Administrative Assistant. Members failing to comply with this qualification must be removed by a vote of the Senate.

Section 4: Impeachment of Executive Branch Members

1. Part 1: Members of the Big Three may be removed from office before the expiration of their term through the process of impeachment.
2. Part 2: The following shall be considered impeachable offenses:

1. The violation of federal, state, or local laws
 2. The violation of the University Student Code of Conduct or other University Policies
 3. Willful and egregious violation of the SGA Governing Documents
 4. The use of office for corrupt and unethical activities
 5. Gross negligence of duties
 6. *Actions that bring SGA into disrepute*
3. Part 3: Submission of Articles of Impeachment
 1. Any senator may submit a proposed Article of Impeachment against a member of the Big Three.
 2. Proposed articles must specify which actions of the accused Big Three constitute grounds for impeachment and cite the specific rules and/or principles the alleged actions violate.
 3. The senator must submit the proposed Articles of Impeachment in writing (either electronically or physically) to the Senate Chair, the SGA Advisor (Dean of Students), and the SGA Administrative Assistant.
 4. Part 4: Process of Impeachment Debate
 1. Initial Process
 - i. The Senate Chair shall, within twenty-four (24) hours, formally notify the accused Big Three official of the filing of Articles of Impeachment.
 - ii. The accused is entitled to view the complaint made against them and any corroborating evidence. However, the privacy of the accusing senator shall be maintained at this stage. The accused Big Three member may also seek counsel from the Dean of Students.
 - iii. The accused Big Three member has four (4) business days to respond to the allegations in writing. After this, the Senate Chair shall forward the proposed impeachment articles, supporting evidence, and the accused officials replies to the Council of Presidents.
 - iv. The Council of Presidents will convene to review the evidence provided and determine whether the impeachment articles warrant a debate involving the full Senate. A majority of the Council of Presidents must approve referring an article to the Senate for such a debate to occur. The Council of Presidents may also amend the proposed impeachment articles to remove and add specific charges, as long as the changes are germane to the initial allegation.
 2. Senate Debate
 - i. The Senate shall receive notice of a debate on Articles of Impeachment at least forty-eight (48) hours in advance. Senators must receive a copy of the proposed articles and the responses of the accused official, at least twenty-four (24) hours in advance.
 - ii. Proposed Articles of Impeachment shall take precedence over all other business of the Senate, including reports.
 - iii. The Senate shall enter closed session during debate on proposed impeachment articles. No member of the Judicial Branch may be present for the debate.
 - iv. The proposed Articles of Impeachment must be introduced by a senator designated by the Council of Presidents. That senator shall have at least five (5) minutes speaking time for the purposes of explaining the charges to the Senate. The accused official shall then have an equal amount of time to respond publicly to the allegations. The Senate Chair shall then allow for debate of at least twenty (20) minutes. The proposer and the accused shall then have up to five (5) minutes to make a closing statement.
 - v. The Senate shall vote on each proposed Article of Impeachment separately through a secret ballot. A simple majority of senate seats filled is necessary to ratify a proposed impeachment article.
 5. Part 5: Process of Impeachment Trial
 1. Initial Process
 - i. If the Senate ratifies an article of impeachment, the Senate Chair shall forward the article to the Chief Justice within twenty-four (24) hours. The Senate shall also designate at least one (1) of its members to serve as its representative during the impeachment trial.

- ii. Upon receiving the Article(s) of Impeachment, the Chief Justice shall convene a meeting of the Judicial Branch with the Senate's representative, the accused Big Three official, and the Dean of Students present. The Judicial Branch shall set a trial date and outline the process for the submission of evidence and potential witnesses.
 - iii. The Senate representative and the accused Big Three official shall have at least five (5) business days from the end of this meeting to submit any briefs, evidence, and the names of potential witnesses to the Judicial Branch. Any submitted evidence must be made available for all parties to view.
2. Impeachment Trial
- i. The impeachment trial may begin no sooner than four (4) business days after the deadline to submit evidence.
 - ii. The Judicial Branch may decide whether the impeachment trial will be open or closed to the public. Members of the SGA are automatically entitled to attend but may be removed for causing disruptions.
 - iii. The Judicial Branch shall set the parameters for the trial and convey them to all involved parties at least forty-eight (48) hours prior to the start of the trial. At the minimum, the Judicial Branch must allow each side five (5) minutes to present opening statements, ten (10) minutes to present and discuss evidence, and five (5) minutes to make closing arguments. The Judicial Branch must give each side equal time and opportunities.
 - iv. The Judicial Branch may invite, at either sides request, a witness to testify, but it does not have the power to compel any individual to appear as a witness. All parties shall have the right to cross-examine witnesses.
 - v. Justices may pose questions to the Senate's representative, the accused or their designated representative, or witnesses. The Judicial Branch may also seek the confidential guidance of the SGA Advisor (Dean of Students) and the Judicial Branch advisor. No other member of SGA may pose questions or substantively participate in the trial.
3. Conclusion of Trial and Punishment
- i. Following the conclusion of the trial, the Judicial Branch shall retire and consider amongst themselves the evidence provided. No member of the SGA except Justices may attend these deliberations. The SGA Advisor (Dean of Students), Vice-President of Student Affairs, Judicial Branch Advisor, and SGA Administrative Assistant may observe the deliberations and provide counsel but may not vote.
 - ii. The Judicial Branch must publicly reconvene within three (3) business days to deliver its verdict. The verdict must be submitted to the SGA Administrative Assistant in writing for records preservation.
 - iii. It shall take five (5) votes (out of seven total) to convict an accused Big Three official. If multiple articles of impeachment were presented, the Judicial Branch must vote on each individually and conviction on one charge is sufficient to trigger punishment.
 - iv. If a Big Three official is acquitted on all articles of impeachment, they shall be allowed to continue their duties. They may not be impeached and tried again for the same offenses.
 - v. If a Big Three official is convicted on any charge, they shall be automatically removed from their office. Conviction shall result in a minimum one (1) full semester ban from serving in SGA in any capacity. The Judicial Branch has discretion to extend the time of the ban up to the convicted's completion of their current degree.
 - vi. If the accused official resigns after the Senate ratifies articles of impeachment but before the beginning of the trial, the Judicial Branch may choose whether to continue or end proceedings. If proceedings continue, the Judicial Branch can not compel the resigned accused to participate. The Judicial Branch may still enact the punishments outlined above on a convicted official even if they have already resigned. A resigned official who is acquitted by the Judicial Branch is not entitled to reinstatement.

6. Part 6: Impeachment is a political process of the SGA and is limited solely to this organization. Impeachment, conviction, and punishment by the SGA in no way supersedes the ability of the university or governmental entities from pursuing their own cases against the accused for the same offenses.

Section 6: Recall Elections

1. Part 1: Any official of the Student Government Association may be submitted to a recall election. A petition must be turned in to the Student Government Association Administrative Assistant that contains at least ten percent (10%) of the students represented in the respective college for Senators or at least ten percent (10%) of the student body for members of the “Big Three.”
2. Part 2: The Senate shall call a special election within two (2) regular weeks after the petition has been turned in. The questions shall be put before the electorate (as described in **Article II, Chapter 1**): “Should the official in question be recalled?” If a majority of the electorate decides that the official in question should be recalled, the position will be considered vacant and be filled as set forth in these Bylaws.

Chapter 5: Membership Privileges

Section 1: Graduation Stoles

1. Part 1: All current members will be given graduation stoles for graduation. All current nursing majors will be given graduation cords for graduation instead of stoles. Former SGA members that are graduating must submit notice to the SGA President at least two months in advance that he/she is graduating and would like to receive a stole (or cord for nursing majors). Members who do not complete a satisfactory term of one academic year (a Fall and a Spring Semester) are not eligible.
2. Part 2: Should a member of SGA finish their requirements for graduation during the Winter Intersession, they shall be considered as a sitting member upon graduating in the Spring Semester. The member will receive a graduation stole (or cord for nursing majors) even though they are not serving on SGA during the Spring Semester.
3. Part 3: SGA stoles will be white with the letters “SGA” prominently displayed. SGA cords will be white.
4. Part 4: Any SGA member who has served as a member of the Big 3, Chief Justice, Chief Electoral Officer, Senate Chair, or for four years (serving under four SGA presidents) will be given an additional V-Neck Stole.

Section 2: All SGA members shall be entitled to priority class registration during their terms of office.

Article Two: The Executive Branch and Related Items

Article Chapter Summary: (1). General Information; (2). The Big Three; (3). Executive Cabinet; (4). SGA Executive Committees; (5). SGA Office and Administrative Staff

Chapter 1: General Information

Section 1: The Executive Branch shall consist of the following components:

1. Part 1: The Student Body President, Vice-President, and Treasurer, collectively referred to as “The Big Three”, directly elected by the Student Body.
2. Part 2: Members of the Executive Cabinet, appointed by the President and confirmed by the Senate.
3. Part 3: University administrative staff employed to assist the Big Three and the SGA in fulfilling its mission, answerable to either the Dean of Students, the Big Three, or both, depending upon the terms of employment.

Section 2: Term of Appointment

1. **Part 1:** The term of Big Three members shall begin at the last regular SGA meeting in the spring. It is at this time that the newly elected Big Three will be sworn in. Any Big Three member who is not sworn in at this time shall be sworn in at the first regular SGA meeting in the Fall. Any Big Three member who fills a vacancy shall be sworn in after being selected as described in these Bylaws. The term of all Big Three members shall end upon the swearing in of the new Big Three, removal, or resignation.
2. **Part 2:** The terms of Cabinet Secretaries shall commence upon taking the oath of office following confirmation by the Senate. Cabinet Secretary terms automatically expire upon the swearing in of a new SGA President. Secretaries willing and eligible to continue serving may be reappointed by the new President.

Chapter 2: The Big Three

Section 1: The Student Body President

1. Part 1: Shall serve as the Executive Head of the SGA and perform all duties responsible to the office.
2. Part 2: Shall call special meetings of the Senate and Council of Presidents when deemed necessary.
3. Part 3: Shall recommend to the President of the University representatives from the student body to serve on university committee affecting student affairs, financial affairs, academic affairs, etc.
4. Part 4: Shall serve as ex-officio member of all committees appointed by him/her.
5. Part 5: Shall maintain at least nine (9) office hours per regular week during the academic semester.

Section 2: The Student Body Vice-President

1. Part 1: Shall preside as Senate President and have executive authority over the legislative branch.
Responsibilities shall include:
 1. Verifying the continued eligibility of all senators through periodic checks of major, credit hours, and GPA.
 2. Shall be responsible for organizing and leading two retreats for all SGA members during the term. These retreats shall be to educate Senate members on parliamentary procedure and the various functions of SGA. Attendance requirements for Senate members are set forth in **Article Three**.
 3. Shall assign Senate members to legislative committees.
 4. All other executive responsibilities of the Legislative Branch not specifically delegated to another official.
2. Part 2: Shall perform all executive duties delegated to the office by the Student Body President.
3. Part 3: Shall maintain at least six (6) office hours per regular week during the academic semester.

Section 3: The Student Body Treasurer

1. Part 1: Shall serve as the chief financial officer of the SGA and have responsibility for all financial matters of the organization.
2. Part 2: Shall serve as an ex-officio non-voting member of the Student Self-Assessed Fee Oversight Committee with the final authority to accept or reject referendum reports.
3. Part 3: Shall maintain at least (6) office hours per regular week during the academic semester.
4. Part 4: Shall perform all additional executive duties responsible to the office.

Chapter 3: The Executive Cabinet

Section 1: The Student Body President shall have the authority to nominate individuals to serve as members of the Executive Cabinet. The Executive Cabinet shall not exceed seventeen (17) in number and consist of three statutory cabinet secretaries with responsibilities defined by the Bylaws and up to fourteen (14) cabinet secretaries with responsibilities defined by the President.

Section 2: Nomination and Confirmation Process

1. Part 1: Nominees for the Executive Cabinet must meet the basic qualifications for all SGA members at the time of their appointment and must maintain eligibility throughout their term of office.
2. Part 2: The SGA President, after consulting with other members of the Big Three, the SGA Advisor, and campus stakeholders, may submit a list of nominees, along with their designated titles and responsibilities, to the Council of Presidents for consideration in the form of a resolution.
3. Part 3: The Council of Presidents shall consider nominations to the Executive Cabinet and may hold confirmation hearings. The Council of Presidents shall send the nominations to the Senate along with a recommendation of whether the nominees should be confirmed.
4. Part 4: The Senate shall consider and vote on the nominees. The Senate shall confirm nominees by a simple majority of seats filled. Confirmed nominees shall be sworn in by the President at first convenience.
5. Part 5: Members of the Executive Cabinet shall be entitled to the title of "Secretary."
6. Part 6: Executive Cabinet members shall serve at the pleasure of the President and the Senate. The Senate may, by a two-thirds vote of seats filled, impeach and remove a Cabinet Secretary for misconduct or failure to fulfil their duties. The President may remove a Cabinet Secretary for any reason by submitting a new resolution to the Council of Presidents nominating a new individual for the position.

Section 3: General Responsibilities

1. Part 1: Each Cabinet Secretary shall be responsible for a specific campus activity, program or organization, or a matter of significant student concern. These responsibilities must be defined by the President in the nomination resolution.
2. Part 2: Excepting the positions provided for in **Chapter 3**, the President shall have the final authority to define the full and specific responsibilities of individual Cabinet Secretaries. All Cabinet Secretaries are ultimately responsible to the direction and authority of the SGA President except in circumstances where doing so would violate University or SGA policies and guidelines.
3. Part 3: Secretaries shall serve as ambassadors of the SGA in their area of responsibility, working, under the direction of the SGA President, with relevant stakeholders to ensure that student concerns are properly represented and addressed.
4. Part 4: Secretaries shall make periodic reports to the Senate detailing their actions and highlighting matters of importance within their responsibilities. The Senate may empower secretaries to conduct detailed investigations on specific matters of importance within their area of responsibility and to report the findings to the Senate.
5. Part 5: Secretaries, operating under the guidance of the President, shall coordinate SGA initiatives involving their areas of responsibility and shall be empowered, under the direction of the Secretary for Communications and Marketing, to serve as the official SGA spokesperson for their area of responsibility.

6. Part 6: Secretaries shall be responsible for any additional responsibilities assigned to them in writing by the President.

Section 3: Statutory Cabinet Secretaries

1. Part 1: The SGA President shall appoint the following three Cabinet positions: Chief-of-Staff, Secretary for Communications and Marketing, and Secretary for Government Outreach.
2. Part 2: The Chief-of-Staff (Secretary for Executive Affairs)
 1. Shall serve as the senior policy and operations advisor to the Big Three.
 2. Shall assist the President in managing the Executive Cabinet by supervising the work of other secretaries to ensure they are fulfilling the responsibilities of their offices.
 3. Shall assist the President in conducting searches and interviews for vacancies in the Executive Cabinet and for student positions on University Committees.
 4. Shall assist the President and other members of the Big Three, as directed, in coordinating and organizing major SGA events and initiatives.
 5. May be empowered, under limited circumstances enumerated in writing by the serving President, to make emergency executive decisions in the absence of the President, Vice-President, and Treasurer.
 6. May be entitled, at the invitation of the SGA President, to attend meetings alongside the Big Three with university officials and student organizations. In addition, the Chief-of-Staff may be empowered by the President to attend specific meetings with university officials and student organizations on behalf of, and as the official representative of, the Big Three.
 7. Shall serve as the official custodian of records for the Executive Branch, working with the SGA Administrative Assistant to ensure that all necessary and relevant documents are properly collected and archived.
 8. Shall fulfil any additional duties and responsibilities assigned to them by the President.
3. Part 3: Secretary for Communications and Marketing
 1. Shall be responsible for working with the Big Three and other Cabinet Secretaries to develop and coordinate the SGA's official communications and marketing strategy.
 2. Shall assist, as requested, the Big Three, Cabinet Secretaries, and other SGA members in developing speeches, official communications, advertising, videos, and other related items for official release.
 3. Shall serve as the official media spokesperson of the SGA and shall be responsible for handling all media requests on behalf of the Big Three.
 4. Shall be responsible for maintaining the SGA's official social media accounts and website.
 5. May be empowered, at the invitation of the SGA President, to attend meetings alongside the Big Three with university officials and student organizations.
4. Part 4: Secretary for Government Outreach
 1. Shall be responsible for monitoring local, state, and federal government activities relating to higher education and other issues of significant concern to students and briefing the Big Three and Senate on matters of importance.
 2. Shall advise and assist the President on developing policy and strategies addressing issues of concern with local, state, and federal government. Furthermore, they shall, at the President's direction, be responsible for the planning, coordination, and implementation of SGA campaigns and initiatives that involve interacting with government officials.
 3. May be empowered, in limited and specific capacities, by the President to serve as an official representative and advocate for the SGA with local, state, and federal government officials.
 4. Shall be responsible for coordinating SGA's civic education and outreach efforts with the student body and will have the authority, at the President's direction, to organize events, speakers, voter registration drives, and related activities on SGA's behalf.

5. May be empowered, at the invitation of the SGA President, to attend meetings alongside the Big Three with university officials and student organizations that are relevant to their area of responsibility.

Chapter 4: SGA Executive Committees

Section 1: SGA Executive Committees shall be defined as either:

1. Part 1: Committees established to oversee the disbursement of funds from SGA accounts funded by Student Self-Assessed Fees, namely the Lyceum and Scholarship fees, excluding the Student Government Association Fee.
2. Part 2: Special issue or event-planning commissions established by the President and approved by the Senate.

Section 2: The Lyceum Committee

1. Part 1: The purpose of the Lyceum Fee is to make available funds to be used in acquisition of classroom-type academic speakers.
2. Part 2: The Lyceum fee will be collected each semester and used to round off fees into even dollars for registration purposes. **This fee will be placed into 90-09 accounting code.**
3. Part 3: The SGA Treasurer will transfer \$6,000 to Concert Series and \$2,000 to Art and Architecture with the remaining balance staying in the account to cover Academic Speakers.
4. Part 4: The Lyceum fee, 84-20, will be disbursed by a Lyceum Committee comprised of: the SGA Treasurer as chairperson, two (2) faculty/staff members and two (2) students (one senator and one at-large), who will be appointed by the SGA President with the approval of the Senate.
5. Part 5: The SGA Lyceum Committee has the authority to enact guidelines covering the Administration of the Lyceum Fee. These guidelines must be approved by the SGA Student Senate.

Section 3: The Scholarship Committee

1. Part 1: Shall have the authority to administer and adopt guidelines for, subject to SGA Senate approval, the SGA scholarship fund.
2. Part 2: Membership shall be as follows: the SGA President serving as Chair, the Dean of Students or a representative of their office, the SGA Vice- President, an SGA Senate member (appointed by SGA President); a Student-at-Large (appointed by the SGA President); and three (3) university faculty members (appointed by the University President).
3. Part 3: The membership of this committee can only be changed by referendum.

Chapter 5: SGA Office and Administrative Staff

Section 1: The SGA shall employ an Administrative Assistant, who shall be compensated from the Executive Budget in compliance with state Civil Service Regulations. The Administrative Assistant is responsible for ensuring that all university forms are completed fully and accurately, and that SGA is in compliance with university administrative and financial regulations.

Section 2: The Big Three may, with University Administrative approval, employ graduate assistants, student workers, and temporary casual employees to assist in the operations and smooth management of the SGA Office. Compensation for this labor shall be provided by the Executive Budget.

Article Three: The Legislative Branch and Related Items

Article Chapters Summary: (1). General Information; (2). Senate Officers; (3). College Delegations; (4). The Council of Presidents; (5). The Business Committee; (6). Standing Committees

Chapter 1: General Information

Section 1: The legislative authority of the SGA shall be invested in the Senate. The Senate shall consist of the Student Body Vice-President (serving as President of the Senate), the Chair of the Senate, and fifty senators elected by each college, the Graduate School, and the Freshmen class.

Section 2: Length of Term

1. Part 1: The term of a Senate member elected during the Spring Semester shall begin at the last regular SGA meeting in the Spring. It is at this time that the newly elected Senators will be sworn in. Any Senator who is not sworn in at this time shall be sworn in at the first regular SGA meeting in the Fall.
2. Part 2: The term of a Freshmen and Graduate School delegation senator shall commence upon being sworn in at the first regular senate meeting following their election (no later than October 31).
3. Part 3: Any Senate member who fills a vacancy shall be sworn in after being selected by the Council of Presidents or the Senate and serve for the remainder of the term of the seat appointed to.
4. Part 4: The term of all Senate members, excepting Graduate School senators, shall end upon the swearing in of the new Senate, removal, or resignation. The term of a Graduate School senator shall end following the election of successors during the Fall semester.

Section 3: Official Meetings

1. Part 1: The Senate shall convene for a meeting every Monday during the Fall and Spring semester unless that Monday is a university holiday or marks the first day of classes.
2. Part 2: The Senate shall hold two retreats each term for the purposes of educating members on Parliamentary Procedure and the functions of SGA. These retreats shall be organized by the Vice-President and occur at the following times:
 1. Prior to the first SGA meeting of the Fall semester – an unexcused absence from this retreat will count as two unexcused absences.
 2. Prior to the first SGA meeting of the Spring semester – an unexcused absence from this retreat will count as two unexcused absences.
 3. Senate members must attend this retreat during every term that they serve. Absences for extenuating circumstances will be examined by the Executive Branch.

Section 3: Attendance

1. Part 1: Absence from the College Delegation meeting shall be treated as a committee absence for the senator or president.
2. Part 2: Absence from the Freshmen Delegation meeting shall be treated as a committee absence for the senator.

Chapter 2: Senate Officers

Section 1: The President of the Senate

1. Part 1: Shall express the opinions, intentions, and positions of the Executive Branch.
2. Part 2: Shall serve as a non-voting, ex-officio member of all Senate committees. The Senate President shall ensure that the committees are productive to the SGA and that they follow procedures. The Senate President shall approve or reject appointments of committee members made by the Senate Chair and ratify the committee chairperson elected by the committee.

3. Part 3: Shall serve as a member of the Senate with limited voting rights. The President of the Senate may only vote when the vote can break a tie.
4. Part 4: Shall chair the Council of Presidents.
5. Part 5: Shall have the authority to chair the Senate meetings.
6. Part 6: Shall have the authority to appoint or remove a recording secretary in the absence of the SGA Secretary.

Section 2: The Chair of the Senate

1. Part 1: Duties of the Senate Chair

1. To open the session at the time at which the assembly is to meet by taking the chair and calling the members to order.
2. To announce the business before the assembly in the order in which it is to be acted upon, to state and put to vote all questions which are regularly moved, or necessarily arise in the course of proceedings, and to announce the results of the vote.
3. To restrain the members when engaged in debate, within the rules of order, to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order.
4. To authenticate by signature, when necessary, all of the acts, orders, and proceedings of the assembly, and in general to represent and stand for the assembly declaring its will and in all things obeying its commands. The Senate Chair shall not sign an appropriation dispensing funds from the Senate prior to the fiscal year budget being approved by the full Senate as outlined in **Article III, Chapter 4**.
5. To recommend chairpersons and appoint committee members of the standing committees and be responsible to the President of the Senate for seeing that all committee members are performing their duties.
6. The Senate Chairman shall determine the method of voting at their discretion or by a two-thirds vote of the Senate present.

2. Part 2: Selection of the Senate Chair

1. The Senate is to elect the Chairperson of the Senate at the end of the Spring Semester during the first official meeting of the incoming Senate. The election of a chairperson shall be the first order of business for the new Senate following the swearing in of all members. The Senate shall elect the chairperson from amongst itself. The Senate Chairperson shall be elected by a majority of the Senate seats filled.
2. Candidates for the position of Senate Chairperson shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale. Graduate students shall have a minimum of a 3.0 cumulative grade point average on the 4.0 scale in graduate work.
3. Candidates for the position of Senate Chairperson shall submit an electronic or written notification to the SGA Secretary informing the Secretary of their intention to stand for election no later than the Friday before the first official meeting of the incoming Senate.
4. The SGA Secretary, prior to the first official meeting of the incoming Senate, shall verify the eligibility of declared candidates.
5. Any candidate for Senate Chairperson is required to complete a Parliamentary Procedure class prior to being elected Senate Chairperson.

3. Part 3: Voice and Voting Powers

1. Upon election to Senate Chairman, the Senate member shall lose his right to vote.
2. The position that the Senate Chairman has given up as a result of being elected as Senate Chairman shall be considered vacant. The vacancy shall be filled as described in these Bylaws.

Section 3: The SGA Senate shall designate, from among the SGA Office staff, a Senate Secretary. The Secretary shall record all final votes in the Senate on Acts, Amendments, Appropriations, Referenda, and Resolutions. This record will be placed in the Senate Minutes, which shall be maintained for at least four (4) calendar years.

Chapter 3: College Delegations

Section 1: Definition of Colleges

1. Part 1: The word “College” within the Constitution and the Bylaws will represent the following list:
 1. College of the Arts
 2. College of Business Administration
 3. College of Education
 4. College of Engineering
 5. College of Liberal Arts
 6. College of Nursing
 7. College of Sciences
 8. University College
2. Part 2: For the purposes of interpreting the Constitution and Bylaws, the Graduate School and Freshmen delegations are defined as “colleges,” but subject to special regulations of membership and activity identified in these Bylaws

Section 2: Apportionment Method

1. Part 1: Each college shall be represented in the Senate by one elected College President and a number of senators proportional to student enrollment.
2. Part 2: The number of Senators representing the college in the Senate will be determined as follows:
 1. The total number of College Senators, S, shall be determined by subtracting the total number of College Presidents, and Graduate School and Freshman Senators from 50.
 2. The proportion $(C/S) = (E/U)$ shall be solved for C in each college, in which E is the total enrollment in that college and U is the total University enrollment. Both enrollments shall be determined using the official numbers from the preceding Fall Semester.
 3. Each college’s C-number shall be rounded down to the nearest whole number to determine that college’s baseline apportionment of seats. EXCEPTION: If a college’s C-number is less than 2, that college shall be given two seats.
 - i. If the combined number is less than S, an additional seat shall be given to each college, starting with the college with the largest remainder on its C-number and going in decreasing order, until the total number of College Senators equals S.
 - ii. If the combined number is greater than S, a seat shall be subtracted from each college, starting with the College with the smallest remainder on its C-number and going in increasing order, until the total number of College Senators equals S. However, no college shall be reduced to fewer than two seats under any circumstances.

Section 3: Delegation Specific Rules

1. Part 1: The Graduate School Delegation
 1. Membership: This delegation shall be comprised of three senators and one president elected by all graduate students. The President of the Graduate School delegation shall have a seat on the Council of Presidents.
 2. The Graduate School delegation shall represent the needs of graduate students during their terms. The delegation is required to present regular reports to the Student Senate and is entitled to implement a college project.
2. Part 2: The Freshmen Delegation
 1. Membership: This delegation shall be comprised of four freshmen who shall be according to the Student Government Association Constitution under Article II, Chapter 1, Part e. The Freshmen Delegation shall elect one representative to represent the group in the Senate and on the Council of Presidents.
 2. The Freshmen Delegation will assemble at designated times and as needed to carry out the following:
 - i. Represent the needs of the enrolled freshmen during their term.
 - ii. Shall present a bi-monthly report to the Student Senate.

3. Part 2: University College Membership: Members of the Honors Program and TRIO Program qualify as senatorial candidates to represent the University College so long as the applicant in question maintains good standing with the Honors Program and TRIO Program, both at the time of application and throughout the representative's term. If a vacancy should arise in the University College delegation during the course of a year, it is within the discretion of the Council of Presidents to accept applications from other students falling under the banner of University College and the Honors Program and TRIO Program to fill said vacancy. All applicants for a University College vacancy must meet the membership requirements of SGA.

Section 4: Duties of College Delegations

1. Part 1: Represent the needs of the students in their college.
2. Part 2: Allocate SGA funds to organizations in their college. These funds will be appropriated to the college according to set standards followed by the SGA Treasurer.
3. Part 3: Shall present a bimonthly college report to the Student Senate.
4. Part 4: Shall be educated on Parliamentary Procedure and the functions of SGA.

Chapter 4: The Council of Presidents

Section 1: Membership

1. Part 1: The Council of Presidents shall consist of the President of each college and one (1) member of the Freshmen delegation.
2. Part 2: The Vice President shall chair the Council and shall have voting power only in the case of a tie.
3. Part 3: The Senate Chairman shall serve as a non-voting member.
4. Part 4: The Council must meet in a quorum of two-thirds of the colleges plus the Freshmen Delegation.
5. Part 5: The Freshmen Delegation shall decide which Freshmen Senator will represent the group on the Council. If the Delegation is unable to decide, the Senate will decide by a majority vote of the Senate seats filled.
6. Part 6: A College President shall be replaced by a Senator at a meeting if the President is unable to attend. The Senator shall have the same powers as the President would. The College President shall notify the Vice President of his replacement prior to the meeting.

Section 2: Duties

1. Part 1: Shall meet when deemed necessary by the SGA Vice-President, President, or if half of the membership of the council requests a meeting in writing.
2. Part 2: Shall hold interviews and fill vacant Senatorial seats.
3. Part 3: After receiving the budget proposal from the Treasurer, shall review and make final recommendations to the Senate.
4. Part 4: Shall have the authority to make all emergency decisions when the Senate cannot be assembled, with an understanding that such decisions can be reversed by a majority of the entire Senate seats filled and are subjected to veto power by the President.
5. Part 5: Shall have the authority to make any recommendations to the SGA on any matters relating to student affairs.
6. Part 6: Shall inform the Senate of all emergency decisions.
7. Part 7: Shall write, review, amend, and/or kill any resolutions, within their meeting, before they are presented to the SGA for their adoption.
8. Part 8: Shall meet as needed as determined by the Council or the Vice President.
9. Part 9: Absence from the Council of Presidents meeting shall be treated as a committee absence for the president, even if a substitute senate member is present.

Section 3: The STEP Council

1. Part 1: The Council of Presidents, as voting members of the STEP Council, shall meet at least two times per a semester in order to review the STEP Plan and discuss STEP Grants. At least one meeting must include the STEP manager. 50% of the STEP council must be present in order for it to be counted as an official meeting.
2. Part 2: If a president is unable to attend a meeting, they must appoint a temporary representative, a senator from their college or, in the case of the SGA president, either the SGA Vice-President or the SGA Treasurer. The temporary representative will keep their president informed of what was discussed in the meeting.
3. Part 3: If the president is unable to attend at least 50% of the meetings, they must appoint a permanent representative who will attend at least 50% of the meetings. Permanent representatives hold voting power in place of their President.
4. Part 4: Failure in having representation from a college show up to meetings will result in that college not having the privilege of voting.

Section 4: College President Transitions

1. Part 1: College Presidents shall fill out a transition sheet that will include a summary of any activity done for the college through SGA, any completed or incomplete college projects, the remaining budget for the fiscal year, and any potential ideas for next year.
2. Part 2: This transition sheet must also state that the college will no longer have access to college project funds for that fiscal year after its close and will be stored both by hard copy in the SGA office and digitally in the SGA Drive. In addition, the new president must receive a copy upon the date of their inauguration.

Chapter 5: The Business Committee

Section 1: The membership of the Senate Business Committee shall consist of The Senate Chair and the chairpersons of all standing committees, including the Treasurer, Chief Justice and Chief Electoral Officer.

1. Part 1: The Senate Chair shall serve as the chairperson of the Business Committee.
2. Part 2: The Vice-President shall serve as an ex officio member of the Board and exercise veto power over the decisions of the Board in relation to restrictions on debate length and structure, and the waving of reports.

Section 2: Duties

1. Part 1: Shall meet once a week while the Senate is in session to prepare the agenda for the upcoming weekly meeting and present it to the Vice-President for approval.
2. Part 2: Shall schedule the order in which legislation is debated on the floor of the Senate. The Committee may place limitations on the length and structure of debate and the number of amendments that may be proposed on said legislation, so long as they do not contravene the governing documents of the SGA or the Rules of Procedure.
3. Part 3: May place limitations on the length of time dedicated to reports by committee chairs, college presidents, and representatives. The Board may also determine that, under extraordinary circumstances, the reports of committees, representatives, and college presidents be dispensed with during a meeting.
4. Part 4: Shall be responsible for the scheduling of guest speakers before the Senate and allotting an appropriate amount of time for presentation and debate.
5. Part 5: Shall seek to make its decisions by unanimous or nearly unanimous consent. The Senate Chair, as chairperson of the Board, shall be responsible for determining if this criteria has been met.
6. Part 6: Shall transmit the agenda to the SGA administrative staff for printing no later than the close of business hours on the Friday preceding the pertinent Senate meeting.
7. Part 7: Meetings of the board may also serve as an informal forum for discussion of procedural issues not directly controlled by the Board. Such issues may include, but are not limited to, the coordination of the introduction of amendments and building consensus on their content.

Chapter 6: Standing Committees

Section 1: All members of the Senate shall be assigned to one Standing Committee of the Senate by the Vice President, who will make adjustments deemed necessary to ensure adequate representation in each committee.

Section 2: The Standing Committees of the Senate shall be: Finance; Rules and Ethics; Academics, Administration, and Student Services; Athletics, Intramurals, and Club Sports; Campus Affairs and Sustainability; Programming and Student Life and Diversity. In addition, the Elections Commission shall count as a Standing Committee for the purposes of assigning senators.

Section 3: Each standing committee shall elect a Chairperson and Vice-Chair at its first meeting.

1. Part 1: The Chair shall be responsible for scheduling meetings of the committee, setting the committee agenda, chairing meetings of the committee, and serving as the official representative of the committee in SGA business.
2. Part 2: The Vice-Chair shall deputize for the Chair as necessary and shall be responsible for maintaining the appropriate records (minutes and roll), which shall be reported to the Senate Chair as a committee report following each meeting.

Section 4: Meetings

1. Part 1: The Standing Committees shall meet twice a month at a predetermined meeting time. All committee meetings must be publicized and open to the public. The Chair or Vice-Chair of the committee is required to notify the Senate Chair by the end of the month of their committee's meeting schedule for the next month.
2. Part 2: To be presented at an SGA meeting, a piece of business must be heard by one of the Standing Committees. Only in emergency situations may the rules be suspended to allow business to come before the Senate without first passing through a committee. Methods of setting agenda and exceptions to the above regulations shall be determined by each Student Government. The Standing Committees shall report to the Senate on their decision on each bill, no later than two (2) regularly scheduled meetings after the bill has been turned over to the committees.

Section 5: Internal Committees

1. Part 1: The Finance Committee

1. Shall consist of nine (9) members, one from each college, to be selected during a college delegation, and the SGA Treasurer who shall be present at appropriation hearings. The SGA Treasurer shall exercise a casting vote only. The Treasurer shall have the right to introduce legislation, make motions, and speak in the Senate in their capacity as the Chair of the Finance Committee, but may not exercise a vote.
 - i. If a voting member is unable to attend a Finance Committee meeting, another representative from the college is to attend in their place.
 - ii. Meetings will be open to all other senators, justices, and secretaries, who will have voice but not vote.
2. Shall review, amend, and/or kill within committee any requests for expenditure for money by the SGA in accordance with legislative processes laid out in these Bylaws and other Finance Committee guidelines.
3. The Finance Committee must give a weekly finance report and a summary budget and must be disclosed in writing at the conclusion of each semester disclosing discretionary spending from the Executive Budget.
 - i. Discretionary is defined as any expense incurred as a result of Executive action, decision, or policy that does not occur as a standard operational function of this government.
 - ii. the term discretionary shall specifically exclude the salaried or hourly compensation given any employee of the Student Government Association.

4. Shall hold jurisdiction over all bylaw changes made in regards to the financial matters of the SGA proposed by the Senate.
2. Part 2: The Rules and Ethics Committee
 1. Shall consist of six (6) members and the Chief Justice (or Deputy Chief Justice), who shall serve as chair of the committee. The Chief Justice (or Deputy Chief Justice) shall exercise a casting vote only. The Chief Justice (or Deputy Chief Justice) shall have the right to introduce legislation, make motions, and speak in the Senate in their capacity as the Chair of the Rules and Ethics Committee, but may not exercise a vote.
 2. Shall have jurisdiction over all proposals to change the governing documents, except those reserved to the Finance Committee, Elections Commission, and the Judicial Branch. The committee is granted the right to review, amend, and/or kill within committee all proposals referred to it.
 3. Shall have the power to correct all typographical errors, so long as they do not alter the meaning of the changed rule. A majority vote of both the committee and the Judicial Branch is necessary for such changes to be approved.
 4. Shall be responsible for all matters related to the rules of procedure for the Senate and may submit proposals related to such for the approval of the Senate by majority vote.
3. Part 3: The Elections Commission
 1. Shall be classified as a committee for the purposes of assigning senators to a committee.
 2. The Senate shall nominate one (1) senator selected by the Vice-President every year to serve on the Elections Commission. This senator may not seek re-election to the Senate while serving on the Commission. The remainder of the committee shall consist of the Chief Elections Officer and one (1) Judicial Branch member as appointed by the Chief Justice.
 3. Shall hold jurisdiction over all Bylaw changes made in regards to the electoral matters of SGA proposed by the Senate, excepting those relating to elections appeals, which shall be the sole jurisdiction of the Judicial Branch.
 4. The Chief Elections Officer shall have the right to introduce legislation, make motions, and speak in the Senate in their capacity as the Chair of the Elections Commission, but may not exercise a vote.

Section 6: External Committees

1. Part 1: Structure
 1. Each external Standing Committee shall consist of between seven and nine members.
 2. Each committee shall elect, from amongst themselves, a chairperson to be presented to the President of the Senate for ratification following the first committee meeting. College Presidents may not serve as the chair of a committee.
2. Part 2: Committees and Missions
 1. Academics, Administration, and Student Services: Shall handle, file, and report on all Student Grievances submitted relating to academics, administration, and student services. The committee shall also coordinate activities such as SGA Study Halls, distribute academic resources (scantrons), and represent SGA in communications with administration related to student services.
 2. Athletics, Intramurals, and Club Sports: Shall be responsible for the promotion of Ragin Cajun Athletics, intramural, and club sport activities throughout the University, and will act as the liaison between the SGA and relevant organizations. Shall oversee SGA tailgating and tabling at sporting events.
 3. Oversight and Transparency: Shall conduct oversight of major decisions of the Executive Branch, particularly those of a financial nature. The committee shall review the Executive Budget following the conclusion of each semester, especially any significant expenditures (excluding personnel and salary decisions) to ensure proper usage of SGA funds. The committee shall review the implementation of all college projects from the preceding year to ensure that SGA funds were spent in an appropriate manner that significantly benefitted students. The committee may review the administrative operations of SGA branches and institutions and make recommendations for

improvements. The committee is required to submit a written report of all of its findings to the Senate in a timely manner.

4. Programming and Service: Shall plan SGA events focused on student engagement as well as Senate engagement. Shall communicate with other organizations on campus to collaborate for potential events. The committee must plan at least 3 student engagement events (one being passive-- tabling) and 1 Senate engagement event each semester. The committee shall also coordinate SGA's participation in service events/projects including, but not limited to, the Big Event and Campus Cleanup. The Programming Committee will automatically serve as the Sneaux Day Committee.
 5. Student Life: Shall consist of seven (7) members, five (5) of whom must live on campus (preference given to RAs). The committee shall be responsible for voicing student concerns about key supplemental services such as but not limited to housing, parking and transportation, campus safety, and mental health on campus. This committee may act as an advisory committee to university administration and faculty on campus for changes/expansions to the campus services mentioned above and shall request meetings with administration and faculty at the committee's discretion or upon direction from the Senate Chair.
3. Part 3: The Senate, by a resolution ratified by two-thirds of seats filled, may vary the numbers assigned to each of the above committees, with the exception of the Elections Commission, for the duration of that Senate's term.

Article Four: The Judicial Branch and Related Items

Article Chapters Summary: (1). Structure and Officers; (2). Appointment and Removal; (3). Responsibilities

Chapter 1: Structure and Officers

Section 1: The SGA Judicial Branch shall consist of a Chief Justice and six Associate Justices.

Section 2: All judicial terms shall be continuous until graduation, resignation, or termination.

Section 3: Officers

1. Part 1: The Chief Justice

1. The Judicial Branch shall be led by the Chief Justice, who shall serve as the administrative head of the branch.
 2. The Chief Justice shall meet the credit hours and grade point average specified for the position in Article 1, Chapter 2 of these bylaws. In addition, the Chief Justice shall have first been appointed and confirmed as an Associate Justice prior to their selection.
 3. At the beginning of each SGA term, the SGA President shall nominate an Associate Justice to serve as Chief Justice. The nomination shall be placed before the Senate in the form of a resolution for confirmation. Once confirmed, the Chief Justice shall serve until the end of the term (or April 30th, whichever comes later).
 4. A Chief Justice may be reappointed to their position after the end of their term, subject to nomination and Senate confirmation. A Chief Justice who is not reappointed to the position, but who does not graduate, resign, or is removed from office, shall continue to serve as an Associate Justice.
 5. Once appointed, the Chief Justice can only be removed from their position during their term by an explicit vote of the Senate. Removal from the Chief Justice position does not constitute removal from the Judicial Branch and the individual will serve as an Associate Justice unless explicitly removed, in a separate vote, by the Senate from that position as well.
- ##### 2. Part 2: The Chief Justice shall appoint a Deputy Chief Justice to assisting in the operations of the Judicial Branch. The Deputy Chief Justice shall serve as Acting Chief Justice in the absence of the Chief Justice. The Deputy Chief Justice shall ensure that Branch records are properly kept. The Chief Justice may delegate certain responsibilities to the Deputy Chief Justice.
3. Part 3: The Chief Justice shall notify the Senate of the justices appointed and the Senate shall confirm these appointments by majority vote.

Chapter 2: Resignation or Removal of Justices

Section 1: Resignation

1. Part 1: A justice may resign at any time. Upon resignation, a written documented statement shall be turned in to the SGA Secretary.
2. Part 2: The Chief Justice and Deputy Chief Justice may resign their officer roles while remaining members of the Judicial Branch as Associate Justices.
3. Part 3: A Judicial Branch member must serve through one spring election and one fall election before seeking candidacy in the elections. There is no minimum term limit for Chief Justice aside from the initial requirements. If a justice resigns before serving both a fall and spring election, that person must sit out twelve months before running for an elected position.

Section 2: Removal

1. Part 1: If at any time a Justice relinquishes status of eligibility as established in **Article 1, Chapter 6**, a resolution of removal shall be introduced by the Senate for discussion and vote.
2. Part 2: In case of absences or other conduct found to be in violation of the Bylaws (i.e. malfeasance and dereliction of duty of duty defined in **Chapter 15.38 of the Code of Student Conduct**) a justice may be **removed as stated in Article 1, Chapter 8, of the By-Laws**.

Chapter 3: Responsibilities

Section 1: General Responsibilities

1. Part 1: Review all legislation and execute orders to ensure constitutionality of all happenings of the SGA within 1 week of passage. All Judicial opinions and decisions are to be delivered to the SGA President prior to the next regularly scheduled Senate Meeting. In addition, the Supreme Court Chief Justice or another member of the Court shall appear at each Senate meeting to deliver a Court report.
2. Part 2: Hear and decide all cases of appeal with issues of concern, strictly limited to the powers of the SGA.
3. Part 3: Elections Process
 1. Serve as the final oversight for any SGA election appeal.
 2. The Chief Justice shall designate one justice, other than themselves, to serve on the Elections Commission each term. This justice is not allowed to participate in any appeals arising from their decisions as a member of the Elections Commission.

Section 2: Student Self-Assessed Fees Oversight Committee

1. Part 1: The Judicial Branch shall meet at least twice yearly as the Student Self Assessed Fee Oversight Committee, with a meeting to be held within the first month of each academic term. More frequent meetings may be scheduled as needed to meet deadlines (i.e. final report, referendum, etc.).
2. Part 2: Process
 1. Each year, the committee will be required to undergo an orientation on appropriate fee use and overview of budgetary reporting. This event will be organized by the University's Vice President of Administration and Finance.
 2. The Business Office will provide the monthly department budget summaries for each of the student self-assessed fees and send copies to the Committee Chairman and the Vice President of Student Affairs.
 3. If there is a need for clarification, the Committee Chairman or designee shall be responsible for bringing a written request to the attention of the budget unit head of the fee or the advisors in question, requesting such information and documentation as is required for clarification. The Business Office shall also provide access to and/or copies of purchase requisitions pertaining to items in the budget summaries upon the request of the Committee Chairman. This request by the Committee Chairman will be entered into the SGA minutes at the next Senate meeting following the issuance. It will be entered into the minutes by being read to the Senate and by a copy being inserted into the minutes record.
 4. The Committee, with the assistance of the Dean of Students and a representative of the Business Office, will investigate concerns and submit a written report to the SGA Senate within twenty (20) days of the date of the Committee's written request to the budget unit head. If any questions remain unresolved at the end of this twenty (20) working day time period, the Committee will file a final written report recommending whether the Senate should take action to initiate the revocation process. Copies of this final report will be sent to the Senate Chairman, the Vice President for Administration and Finance, the Vice President for Student Affairs, and the President of the University.
3. Part 3: All other powers necessary for operation, with majority support of the Senate, are granted to the Judicial Branch.

Article Five: Elections, Vacancies, and Related Items

Article Chapters Summary: (1). Election Dates, Voting, and Related Issues; (2). The Elections Commission; (3). Executive Branch Vacancies; (4). Legislative Branch Vacancies; (5). Judicial Branch Vacancies

Chapter 1: Election Dates, Voting, and Related Issues

Section 1: The Electorate

1. Part 1: All freshmen and graduate students enrolled in the University are allowed to vote for senators in their respective delegations during Fall Elections.
2. Part 2: All students are allowed to vote in their prospective colleges and for the “Big Three” in the Spring.
3. Part 3: Students may vote for the “Big Three” and those presidential and Senatorial candidates within the college in which they are enrolled.
4. Part 4: All students enrolled are allowed to vote for referendums.

Section 2: Date of Elections

1. Part 1: Elections for Freshmen and Graduate School senators shall be held during the Fall Semester.
2. Part 2: Student Body general elections shall occur on the Wednesday and Thursday of the thirteenth week of the Spring Semester (the week of Spring Break inclusive), or the twelfth week of the semester if the thirteenth week coincides with Spring Break week.

Section 3: Voting

1. Part 1: All SGA elections will be held on-line.
2. Part 2: In general elections, candidates running for Big Three or College President shall be elected by a majority of the participating voters and candidates running for Senate seats other than College President shall be elected by plurality vote. Vacancies shall be filled as described in these Bylaws.

Section 4: Elections Publicity

1. Part 1: Minimum Standard to Qualify Publicity
 1. That the dates for when recruitment begins until it ends shall be distributed to all students qualified to vote either by physical or electronic advertisement.
 2. That a list of candidates, parties, and official contact information for that party or individual candidate be distributed to all students qualified to vote.
 3. Notification by email of when voting is open to all students qualified to vote.
2. Part 2: Supervision and Enforcement of the Minimum Standard
 1. Is to be managed by the Chief Elections Officer(s), with specific wording of emails, signs, etc., and the content of advertisements additionally under the discretion of the Chief Elections Officer(s).
 2. A written plan for the adherence to the Minimum Standard must be presented by the Chief Elections Officer(s) at the same time of the passage of the Writ for the relevant election.

Chapter 2: The Elections Commission

Section 1: The power to administer SGA elections shall be vested in the Elections Commission. The Elections Commission is an independent body of the SGA.

Section 2: The Elections Commission shall consist of three (3) members.

1. **Part 1: The Chief Elections Officer**

1. The Chief Electoral Officer shall be appointed at the final meeting of the Senate every Spring semester to a term of one (1) year.
 2. The Chief Electoral Officer shall have earned sixty (60) course credits and maintained a 2.75 cumulative grade point average on a 4.0 scale if an undergraduate, or a 3.0 cumulative grade point average if a graduate student. The Chief Electoral Officer must maintain eligibility as defined by Article I, Chapter 1, Section 6 of these Bylaws.
 3. The Chief Electoral Officer shall have served at least one semester as a senator, justice, or executive officer of the SGA. Sitting members of the SGA may apply to serve as Chief Electoral Officer, but if chosen and confirmed must resign their previous position.
 4. The Chief Electoral Officer shall be chosen via an application and interview process by a committee consisting of the SGA President, Chief Justice, and the college president or senator with the longest cumulative service in Student Government. If said college president or senator are themselves applying to serve as Chief Electoral Officer, the next most senior member shall take their place on the committee. The Committee shall recommend its choice for the position to the Senate for confirmation by two-thirds of seats filled.
 5. If the Chief Electoral Officer resigns before the completion of their term, or are removed from office due to failure to discharge their duties adequately or impartially, or for behavior in contravention of the Student Code of Conduct (such a removal must be approved by a two-thirds vote of Senate Seats filled), then the Selection Committee shall reconvene and choose a new Officer, with preference to be given to serving members of the Elections Commission.
2. **Part 2:** One senator nominated by the Council of Presidents. This senators will not be eligible to run for election to any SGA Office at any time during their service on the Commission.
 3. **Part 3:** One justice nominated by the Judicial Branch. By serving, this justice foregoes their rights to participate in any and all matters related to appeals of Elections Commission decisions. The Chief Justice may not serve as a judicial member of the Elections Commission.

Section 3: The Elections Commission shall be vested with all powers necessary and proper for the execution of their duties as outlined in all governing documents of the SGA. The Chief Electoral Officer shall make periodical reports to the Senate on matters related to elections.

Section 4: The Elections Commission may directly introduce legislation related to the administration of elections to the Senate for its consideration. Legislation introduced during an elections period (defined as the date from which applications for candidacy become available to the date the elections results are announced and certified), if passed, may not take effect until the next election period.

Chapter 3: Executive Branch Vacancies

Section 1: In the event of withdrawal from the University, impeachment, resignation, or inability to hold office for any other reason:

1. **Part 1:** The Vice President shall succeed the President.
2. **Part 2:** The Senate Chairman shall succeed the Vice President.
3. **Part 3:** If both the office of the Vice President and Senate Chairman are vacant, the President shall nominate a qualified student for the position of Vice President. The nomination must be ratified by a two-thirds (2/3) vote of the Senate seats filled.

Section 2: If the offices of the President, Vice-President, and Senate Chair fall vacant at the same time, the following procedure shall be followed:

1. Part 1: The Senate shall be notified immediately of the vacancies. The notification shall be made by the SGA Secretary and shall include the instructions located in this Chapter.
 1. If no President or Vice-President was elected during Spring Elections, the new Senate shall be notified at least five business days prior to its first meeting.
 2. If the vacancies occur during the SGA term within twenty-four hours of a regularly scheduled meeting, the meeting shall be postponed to the following Friday.
2. Part 2: Nominations
 1. The process of nominating candidates for each office shall begin immediately following the notification of all Senators. Nominations shall close at noon on the day of the Senate meeting where the election is to take place.
 2. Any senator may nominate themselves to be a candidate for any of the three positions as long as they meet the qualifications for office specified in these Bylaws. A senator may not be a candidate for both the President and Vice-President positions. However, senators running for President and Vice-President shall be allowed to also nominate for the position of Senate Chair.
 3. Nominations for the offices of President and Vice-President will be required to have a minimum of two additional senators supporting the nomination. One of these two supporters must be from a college delegation different from the nominee. Senators may only support one nomination for each position.
 4. The SGA Administrative Assistant shall verify the eligibility of all candidates and convey a list of eligible candidates to the SGA Advisor and Chief Justice. If there is only one eligible candidate for a position, they shall be declared elected without a ballot.
3. Part 3: Procedures of Election
 1. The Senate shall be convened by the Chief Justice, who shall serve as Acting Presiding Officer. If the Senate is meeting for the first time, the Chief Justice shall first swear-in all College Presidents and Senators.
 2. The Chief Justice will read out the list of all eligible nominees for each position. The Senate shall debate and vote upon candidates in the following order: President, Vice-President, and Senate Chair.
 3. Each candidate shall have the opportunity to address the Senate and answer questions.
 - i. The order in which candidates shall address the Senate shall be determined by a manner determined by the Chief Justice. While one candidate is addressing the Senate, the other candidates for that position shall leave the room.
 - ii. Candidates may address the Senate for up to three (3) minutes on why they believe they should be elected to a particular office. The Senate shall then have up to five (5) minutes to ask questions of the candidate.
 - iii. Candidates may not attack or denigrate their opponents during their speeches or during the question and answer session.
 4. After all of the candidates for a position have addressed the Senate and answered questions, the Senate shall have up to ten (10) minutes to debate amongst themselves. The candidates will not be allowed to return to the meeting room until this debate has ended.
4. Part 4: Voting
 1. Following the conclusion of debate, the Chief Justice shall call the candidates back into the Senate Chamber and voting shall begin.
 2. During a ballot, no one shall be allowed to enter the Senate Chamber and anyone leaving will not be readmitted until after the ballot has concluded. The Chief Justice may station associate justices at the doors to ensure this rule is followed.
 3. The Senate shall vote by secret ballot. Candidates will be given a blank piece of paper upon which they shall write the name of their preferred candidate. Each senator must personally place their

ballot in the ballot box, which shall be either placed at the front table or brought to each senator by either the Administrative Assistant or an Associate Justice.

4. Once all ballots have been collected, the votes shall be counted at the Front Table. The Chief Justice and Associate Justices shall serve as the vote tellers. Each candidate, or a designated representative, may observe the counting of votes.
 5. Following the conclusion of the count, the Chief Justice shall announce the full results of the ballot. If there are only two candidates, or a candidate has secured an absolute majority of seats filled on the first ballot, they shall be deemed elected without need for further ballots.
 6. If no candidate receives an absolute majority on a ballot, the candidate receiving the lowest number of votes will be eliminated and a new ballot shall be conducted. This process shall repeat until a candidate has secured an absolute majority of seats filled. There shall be a one minute break between each ballot. Candidates shall have the option to withdraw after each ballot.
 7. Following the election for both the President and the Vice-President, the Senate may recess for up to five (5) minutes before conducting the next election.
5. Part 5: Following the election of the President and Vice-President, the Chief Justice shall swear-in the successful candidates and vacate the chair. The Vice-President shall then preside over the election of a Senate Chair according to normal Senate procedures.

Section 3: If the office of the Treasurer becomes vacant, the President shall nominate a qualified student for the position. The nomination must be ratified by a two-thirds (2/3) vote of the Senate seats filled.

Chapter 4: Legislative Branch Vacancies

Section 1: In the case of a vacancy in the senatorial seats of a college, the Council of Presidents shall fill the vacancy.

1. Part 1: The Council of Presidents may choose to hold an application and interview process to fill specific vacancies as they arise.
2. Part 2: For vacancies that arise between the swearing in of the Senate and the end of the Fall Semester, the Council of Presidents may offer the vacancy to defeated election candidates, if they remain eligible. The Council of Presidents must offer the vacancy to candidates in the order of the most votes received.
3. Part 3: The Council of Presidents may choose to appoint a number of alternate senators in all or some colleges as it deems necessary. Alternates shall become senators if a vacancy arises in the relevant college. Alternates must maintain minimum eligibility requirements but are not to be considered full SGA members unless they are appointed to fill a vacancy.
4. Part 4: Freshmen vacancies may be filled by appointing eligible defeated candidates from the time of the Fall elections to the end of the Senate term.

Section 2: The Council of Presidents shall adhere to the following guidelines for an application and interview process.

1. Part 1: All application and interview processes will be announced in the Vermilion two (2) weeks prior to interviews and applications will be turned in one (1) week prior to the interview date. Applicants will then be notified by the Wednesday prior to interviews, which shall occur on the Friday of that same week, if they have been selected by the Council of Presidents for an interview.
2. Part 2: Any senator from a college under an application and interview process may attend the interviews. After all interviews are heard, the Council will discuss each candidate and vote on each position. Those extra senators from the colleges with vacancies may be heard during discussion of candidates, but are not counted as voting members of the Council. If the college with vacancies is not present at the Council meeting, the candidates will be brought before the senate to be voted on. A simple majority must elect each candidate. In case of a tie, the Vice-President will break the tie. The SGA President will post the results in the SGA office after approval.

Section 3: Vacancies must be filled within five weeks of the vacancy arising. Summer and the Winter Break shall not count towards this requirement. Alternates may be appointed at any time, so long as it is in accordance with the timelines specified in the Section above.

Section 4: In the case of a vacant college, the Council of Presidents (see **Article IV**) shall hold interviews and make recommendations for the total number of seats (including college president and senator/s). The recommendation shall be voted upon by secret ballot and approved by a majority of the Senate. The results will be posted in the SGA office after approval by the SGA President. The Council of Presidents may, at its discretion, designate one of its selections to serve as President for the college in question, or it may allow the new delegation to select one from amongst itself in accordance with **Article I, Chapter 7, Section 4 of these Bylaws**.

Section 5: Graduate School Vacancies

1. Part 1: The Council of Presidents shall hold an application and interview process for any Graduate School delegation seat that either was not filled during the normal elections process or fell vacant due to resignation or renewal.
2. Part 2: If, following the vacancy process, a graduate school senate seat remains unfilled, the Council of Presidents shall, by majority vote, decide to conduct another round of applications and interviews at the next available opportunity, or may submit a formal request to the Graduate Student Organization to nominate, according to their processes, qualified candidates to fill the seats in question. Any nominees must first be interviewed and approved by the Council of Presidents.
3. Part 3: The Council of Presidents may, by majority vote, choose to leave Graduate School senate seats that become vacant due to Spring or Summer graduation unfilled until regular Fall elections.

Chapter 5: Judicial Branch Vacancies

Section 1: The SGA President shall fill, by appointment, all vacancies within the Judicial Branch.

Section 2: The Senate, by a two-third (2/3) vote, shall ratify all presidential appointments to the Judicial Branch.

Section 3: The President shall appoint Justices-in-Waiting prior to the end of the Spring Semester to fill vacancies that arise over the course of the summer semester.

1. Part 1: The Chief Justice shall advise the President in writing by the first meeting of the SGA Senate in April of the number of expected vacancies for the Judicial Branch that will occur due to graduation or resignation at the end of the Spring Semester.
2. Part 2: The President shall hold an application process for prospective justices during the month of April.
3. Part 3: At the last meeting of the Senate in the Spring Semester, the President, having consulted with, and received written approval from the President-Elect, shall recommend to the Senate a list of potential Justices for appointment and confirmation as Justices-in-Waiting.
4. Part 4: The number of Justices-in-Waiting shall not exceed the number of anticipated vacancies.
5. Part 5: The term of the Justice-in-Waiting shall commence from confirmation at the Senate meeting to the final Monday in September the following Fall Semester.
6. Part 6: If a vacancy arises during the summer on the Judicial Branch, the President shall choose, and swear in, a Justice-in-Waiting to fill the vacancy; with that Justice becoming a full official member of the Judicial Branch, with all the rights and privileges afforded a member, until graduation, resignation, or removal.

Article Six: Legislation and Non-Financial Procedures

Article Chapters Summary: (1). Meetings; (2). Non-Financial Bills; (3). Procedures

Chapter 1: Meetings

Section 1: A quorum of the Legislative Branch or Judicial Branch shall consist of fifty percent plus one (50% +1) of the seats filled in the respective branch.

Section 2: All meetings of the Senate and Supreme Court shall be public except when a two-third (2/3) vote of the particular body deems it necessary to go into a closed session. Invited guest are allowed admittance with a two-third (2/3) vote of Senate approval.

Section 3: All meetings of the SGA shall be conducted according to parliamentary laws as set forth by Robert's Rules of Order, Revised Edition, unless otherwise stipulated.

Chapter 2: Non-Financial Bills

Section 1: Definition of a Bill

1. Part 1: A Bill is a proposal made by any Senate member for the approval of the entire Senate.
2. Part 2: Bills may be submitted by a member of the Senate.
3. Part 3: Bills of the Senate shall be turned in to the Senate Chair and the Business Committee at a date and time set so that the bill may be included on the agenda.
4. Part 4: The types of bills debatable in the Senate are: Referendums, Governing Document Amendments, Resolutions, Appropriations, Grants, Commendations, and Condolences. Appropriations and Grants shall be considered "financial" legislation with all other forms of bills considered "non-financial" legislation.

Section 2: Referendums

1. Part 1: A Referendum is defined as any matter that must be voted on by the entire student body.
2. Part 2: A Referendum will be placed on the ballot following a two-thirds vote of Senate seats filled.
3. Part 3: A Referendum will pass after a majority vote of the student body participating in the election.
4. Part 4: For amendments to or deletion of anything passed by a Referendum, a majority vote of the student body is required. The Student Self Assessed Fee Oversight Committee has the power to suspend collection of Student Self Assessed Fees if they find misuse of those funds.

Section 3: Amendments

1. Part 1: An Amendment shall be defined as any bill that alters any governing document of the Student Government Association, excluding the Constitution which may only be altered by referendum.
2. Part 2: Amendments must go through the appropriate committee channels before being brought before the senate for a majority vote of the senate seats filled.
3. Part 3: An Amendment shall be presented and approved as stated in the respective document.

Section 4: Resolutions

1. Part 1: A Resolution shall be defined as any bill that:
 1. Officially states the position of the Student Government Association, as a representative body of the students, on any issue.
 2. The Writ of Election, establishing election dates for each semester.
 3. Bills appointing or removing individuals from the SGA.

4. All other legislation that does not easily fall into another legislative category.
2. Part 2: The Council of Presidents shall review resolutions before they are presented to the Senate. The Council shall have the power to amend or kill any resolutions by a majority vote of the seats of the Council filled.
3. Part 3: Passage of a Resolution requires a majority vote of the Senate seats filled.

Section 5: Commendations and Condolences

1. Part 1: A commendation is defined as any bill that officially commends a group or individual on accomplishments and being fully backed by the Student Government Association.
2. Part 2: A condolence is defined as any bill that officially expresses condolences from the Student Government Association for a loss in the UL – Lafayette community, state community, or national community.
3. Part 3: Legislation may be drafted by any member of the Senate and does not need to pass through a committee.
4. Part 4: Commendations or condolences must be passed by a majority of the Senate, and may be opened to co-authors.
5. Part 5: The group or individual may be presented in front of the Senate with a proclamation after the commendation has been passed.
6. Part 6: Commendations and condolences will be limited to one per Senate meeting, except for other circumstances under the Business Committee’s discretion.

Chapter 3: The Legislative Process

Section 1: All legislation introduced before the Senate shall adhere to the procedure described in this Chapter.

Section 2: First Reading and Committee Stage

1. Part 1: First Reading – The bill shall be read by title and introduced into the Senate records by the author. The Senate Chairperson will, upon motion, refer the bill to its respective committee.
2. Part 2: Committee Stage Consideration
 1. The bill shall be placed, for consideration, on the respective committees regularly scheduled meeting agenda.
 2. The author of the legislation shall present the bill before the committee.
 3. The committee may discuss the legislation and amend appropriately.
 4. The committee will then vote to report the legislation as favorable, unfavorable, or favorable with amendment.
 5. The bill must be returned to the Senate within no later than two weeks of being referred to its respective committee.
 6. The committee chairperson shall notify the Secretary of the vote and the instrument shall be placed in Unfinished Business.
3. Part 3: Second Reading – The bill shall be read by title and shall be reported by committee into the Senate record. The bill, if favorable, shall be placed Unfinished Business.
4. Part 4: Debate and Final Passage – The bill shall be read by the author and opened to floor debate and a final vote.
5. Part 5: Once passed by the Senate, the instrument will be sent to the SGA President to be approved and signed.
 1. The President must receive the instrument no later than one class day following the passage.
 2. The President shall have until noon on the fifth (5) day after Senate approval to veto an instrument; if time elapses then the instrument shall be enacted as if it were approved.

Article Seven: Financial Legislation and Administration

Article Chapters Summary: (1). Individual Accounts; (2). Budgetary Periods; (3). Compliance Forms; (4). Appropriations; (5). Organizational Grants; (6). Accountability Measures; (7). Reserve Account

Chapter 1: Individual Accounts

Section 1: The budget shall be broken down as parts of the “Total Amount Collected” (TAC). The TAC shall be equal to \$ 7.50 multiplied by the total enrollment of the University for the semester, which will be collected by the third week of the semester.

Section 2: Divisions of the SGA Budget

1. Part 1: The “Total College Fund” (TCF) will be equal to 15% of the TAC.
 1. One-third of the TCF will be the “Total College Fund for Individuals” (TCFI). The TCFI will be managed by the Academic and Administration Committee and used solely for academic purposes.
 2. Two-thirds of the TCF will be the “Total College Fund for Organizations” (TCFO). The TCFO will be split evenly among the external standing committees.
2. Part 2: The “Total College Fund for Projects” (TCFP) shall be \$39,600, split evenly among the nine colleges with \$4400 each.
3. Part 3: The “General Fund” shall be \$6000.
4. Part 4: The “Executive Budget” (EB) shall be the remainder of the TAC after all other funds are distributed according to these bylaws.
 1. This budget is a discretionary budget to be used by the Big Three to pay for various administrative aspects of the Student Government Association, including salaries and other administrative provisions.
 2. This budget does not need approval by the Senate being as it is the remainder of funds and not based on a set formula but decided by the University Business Office.

Chapter 2: Budgetary Periods

Section 1: The SGA shall create three budgets a year correlating to the following time frames: Fall: August – December; Spring: January – May; and Summer: June – July.

Section 2: The Treasurer shall table a tentative budget in the Senate by the fourth week following the beginning of classes each semester. The Big Three and the Council of Presidents shall examine and approve by majority vote the budget prior to its tabling in the Senate. The Senate shall approve the budget each semester by a two-thirds vote of all seats filled.

Section 3: Excepting the provisions below, the Senate shall not present or vote on appropriations, and the Senate Chairman shall not sign for the passage of any appropriations, until all necessary groups have approved the budget.

1. Part 1: At beginning of the Fall and Spring Semesters, the Treasurer may propose and the Senate approve a provisional appropriations budget.
2. Part 2: The maximum amount of funding advanced from each account shall be limited to: \$1200 from TCFO, \$500 from TCFI, and \$300 from GF.
3. Part 3: Funds allocated from provisional budget to appropriations shall follow the ordinary appropriations process rules.

4. Part 4: The provisional budget shall expire following the passage of the permanent semester budget. All unused money will revert to their original funds.
5. Part 5: The Senate may only pass one provisional budget per semester.

Section 4: Any campus organization or individual requesting funds shall do so only once per semester. This rule shall not apply to academic organizations or individuals presenting.

Chapter 3: Compliance Forms

Section 1: The Treasurer, working with the Finance Committee, shall create, and periodically review and update, a compliance form for individuals or organizations to complete in order to petition the SGA for funds.

Section 2: The Committee shall create two separate compliance forms: one for individual petitioners and one for organizations.

Section 3: The Compliance Form shall include various components including, but not limited to:

1. Part 1: Questions related to the nature of the event and the petitioner's purpose for attending.
2. Part 2: Questions related to how the event will benefit the individual, organization, and/or university as a whole.
3. Part 3: Questions relating to whether the petitioner will be presenting at the event attended with details on what is to be presented.
4. Part 4: Questions relating to expenses occurred for registration, travel, and lodging requirements.

Section 4: The Treasurer shall create a method of submission for compliance forms. This method may be of an electronic nature.

Chapter 4: Appropriations

Section 1: General Information

1. Part 1: All funding from College Delegation Funds and the General Fund shall be dispersed through Appropriations of the Senate, with the exception of purchases made to fund the overall running of college and/or administrative supplies.
2. Part 2: An Appropriation shall be defined as any bill that appropriates funds to a student organization and/or individual for research and conference expenses.

Section 2: Allowable Expenses and Limitations

1. Part 1: Funds appropriated to an organization or individual shall be up to, but not exceed, the following:
 1. The Treasurer will keep a running, updated list of all above registered organizations according to the category they fall under.
 2. Registration: \$200.00 total for individuals and up to \$200.00 per person, not exceeding \$1000.00 total for groups attending.
 3. Appropriations for banquets, departmental purchases, and scholarships shall be presented with "N/A" in the "Allowed by SGA" column.
 4. Departmental purchases and scholarships shall be made by the respective college funds. The SGA Secretary shall decide on appropriate proof of expenditure.
2. Part 2: Funds may be allocated to purchase items that are beneficial to the student body by a two-thirds vote of the Senate seats filled.
3. Part 3: Funds appropriated to an organization or individual may not be used to pay for the following:
 1. Faculty and/or staff expenses, as they have their own source of funding.
 2. Individual meals including banquets.

3. Airplane travel for groups.
4. Part 4: If funds are appropriated to sponsor an event, then SGA is to be acknowledged as a sponsor in all promotional aspects of the event. Examples of acknowledgement include, but are not limited to: SGA's name on promotional posters, fliers, mass media, and/or handouts.

Section 3: Appropriation Form

1. Part 1: Any registered student organization and/or student may receive funding through the General Fund and/or College Delegation Funds.
 1. For a funding request under \$100, an appropriation is not necessary. Any request exceeding this amount must be approved by the Senate.
 2. Any funding received from the General Fund shall be approved by a majority of the Senate seats filled.
 3. Funding from a College Delegation Fund in an amount of \$250.00 or less requires a majority vote of the filled Senate seats within the respective college. Funding from a College Delegation in an amount greater than \$250.00 must be approved by a majority vote of seats filled of the entire Senate.
 4. Any appropriation that totals more than \$250 shall be voted on by the entire Senate.
2. Part 2: The Appropriation shall contain a breakdown of all projected costs of the activity.
 1. This breakdown shall be found in the "Totals" column of the Appropriation.
 2. The "Allowed by SGA" column shall contain the maximum amount of each expense that can be funded according to set regulations found in these Bylaws and other governing documents.
 3. The "Requested from SGA" column shall contain the amount of each expense the organization and/or individual is requesting and/or the amount authorized by appropriation guidelines. The total of this column shall equal the total amount of the appropriation.

Section 4: Drafting and Legislative Process

1. Part 1: Upon the receipt of compliance forms from petitioners, the Treasurer shall refer the forms to the Finance Committee.
 1. The Finance Committee shall meet on Friday every week that University classes are in session, unless the Senate, by a majority vote on a resolution, gives leave to the Finance Committee to set another regular meeting time.
 2. At each committee meeting, the Finance Committee, the committee shall dedicate time to the drafting of appropriations on the basis of submitted compliance forms, with the maximum allowable monetary amounts from the Student Government Association on the proposed appropriation.
 3. After a consultation with the petitioner, the Finance Committee members shall have sole discretion to the level of funding that the petitioner shall receive.
 4. The SGA Treasurer may exercise the right of the financial veto over an appropriation. This veto extends solely to the levels of funding decided upon by the committee and may not be used to kill an appropriation outright. Upon the exercise of a veto, the appropriation is referred back to the Finance Committee for further debate and readjustment of funding.
2. Part 2: Following approval by the Finance Committee, the appropriation shall be presented by the Treasurer to the Senate for final passage. Appropriations shall be considered by the Senate in the same manner as all other legislation.
3. Part 3: An appropriation must be considered by the Senate prior to the event it funds occurring. If the circumstance presents itself that an organization and/or student is seeking funding for an event that occurs after the first day of classes in the Fall semester but before the Budget is finalized, the appropriation shall be submitted into New Business after the event occurs only if the organization and/or student turned in the mandatory Compliance Form to the SGA Office before the date of the event. In this case, the funds appropriated shall serve as retroactive payment to defer costs.

Chapter 5: Organizational Grants

Section 1: All funding appropriated to the Student Government Association from the Student Programming Fee shall be designated as the Student Organization Programming Fund. All money allocated from this fund shall be known as grants.

Section 2: Programming Fund Committee

1. Part 1: The Programming Fund Committee shall be responsible for reviewing all grant requests and making official recommendations to the Senate.
2. Part 2: Membership – The Committee shall consist of the following members:
 1. The Treasurer, who shall serve as the chair of the committee. The Treasurer shall exercise a casting vote only.
 2. College Presidents or a designated senator from each college.
 3. The chairs of all Senate External Committees or a designated senator from the committee.
 4. The number of full voting members of the Committee shall not exceed sixteen (Treasurer excluded).
3. Part 3: Meetings
 1. The committee shall meet at least once a month on a Friday afternoon, or on an alternative date agreed upon by the committee. All meetings of the committee shall be announced to the Senate at least four days in advance.
 2. Meetings shall be open to all other SGA members, who shall have voice but not vote.

Section 3: Grant Eligibility

1. Part 1: Any registered student organization may receive funding from the Student Organization Programming Fund. The Treasurer shall maintain a list of all registered organizations eligible to receive grants from the Fund.
2. Part 2: Grants are available to fund Programming activities for university student organizations.
3. Part 3: The following limitations shall be placed on grants:
 1. No grant may exceed \$1000 in value, except for large-scale programming that SGA is co-sponsoring with another office. The Programming Fund Committee may consider only one (1) grant in excess of \$1000 per semester and may allocate no more than one-third of the total account funds to the event.
 2. Organizations shall present an itemized list of all expenses incurred for programs funded by grant. A program is defined as an event hosted by a registered organization of the university to engage students and promote a Ragin' Cajun culture on campus. Organizations seeking funding in excess of the \$1000 limit must provide information on all sources of funding received for the proposed program and must demonstrate an ability to provide a suitable contribution towards defraying the program's cost.
 3. Funds may be used for speakers, rentals, and other aspects of the event, but not for meals or food associated with the event. Special large-scale programs co-sponsored by SGA from the Programming Fund may seek reimbursement for meals or food associated with the event, but the requesting organization is responsible for all budgeting of food provided, the completion of appropriate university approval paperwork, and the initial payment of costs.
 4. Organizations can only request funding four times per semester, not exceeding the \$1000 limit established in clause i above.
 5. Organizations may not simultaneously receive a grant from this fund and another Student Engagement fund.
 6. Organizations may not use grant funds for prospective students or any other non-student group.
4. Part 4: Grants may not be used to fund the following:
 1. Faculty and/or staff expenses, as they have their own source of funding.
 2. Individual meals including banquets except as specified earlier in this section.

3. Travel.
5. If a university program is sponsored by a grant, then SGA is to be acknowledged as a sponsor in all promotional materials. Examples of acknowledgment include, but are not limited to, SGA's name on promotional posters, flyers, mass media, and/or handouts.
6. All organizations are subject to the accountability measures of **Article VIII: Chapter 7** of the SGA Bylaws.

Section 4: Legislative Process

1. Part 1: The Programming Fund Committee shall meet to review each request and is empowered to request that applicants appear before the committee to answer questions regarding the grant request.
2. Part 2: The Programming Fund Committee shall appropriate funds for grant request in the manner it sees as fit, so long as the final appropriation of funds does not conflict with the above limitations.
3. Part 3: Following the approval of a grant by the Programming Fund Committee, the finalized grant shall be forwarded to the Senate Chair and placed on the agenda for the next Senate meeting.
 1. All grants approved by the Programming Fund Committee below the \$1000 limit shall be placed automatically in unfinished business. The grant shall be unamendable and the Senate may only vote its approval or disapproval of the grant.
 2. All grants approved by the Programming Fund exceeding the \$1000 limit shall be placed in New Business and is subject to normal legislative procedure. The Senate may amend grants in this category, including adjusting approved funding levels and placing limitations on SGA provided expenses, prior to final approval.

Chapter 6: Accountability Measures

Section 1: The Finance Committee shall develop a set of procedures to ensure that all petitioners are in compliance with Student Government and University regulations, in addition to any pertinent local, state, and federal laws. A copy of these procedures and regulations shall be provided to the petitioner upon the submission of the compliance form.

Section 2: All petitioners must file all receipts and other necessary documents to the Treasurer within two (2) weeks following the conclusion of their activity or event.

Section 3: All funds that remain unused following the conclusion of the event shall be returned to the SGA by the petitioner. The funds shall then be refunded to the original account.

Section 4: Any funds found to have been misused must be refunded in full to the SGA. Failure to comply with this Section will result in the disciplinary actions set forth in the following Section.

Section 5: All Petitioners are responsible for adhering to all rules governing appropriations compliance. Petitioners that fail to fully comply with the regulations of the Student Government may be subject to disciplinary action in accordance with the University Code of Student Conduct and Appeals procedure. Furthermore, petitioners that fail to comply with the regulations may be barred from receiving funding from the Student Government for up to three full semesters (summer semester inclusive).

Chapter 7: The Reserve Account

Section 1: The Reserve Account is a savings account established from the accumulation of unused funds from past budgets.

Section 2: Funds from the Reserve Account can be utilized for the following:

1. Part 1: To clear deficits incurred by previous years after the fiscal year.

2. Part 2: To purchase items that would benefit the student body as a whole and/or enhance campus beautification.

Section 3: Funds from the Reserve Account shall not be utilized for the following:

1. Part 1: To directly fund an organization and/or an individual.
2. Part 2: To allocate to the general fund budget and/or any college delegation budget to fund an organization and/or an individual.

Section 4: Funds allocated from the Reserve Account must be approved by a three-fourths (3/4) vote of Senate seats filled. Senate approval, for the purposes of university accounting practices, shall serve as an authorization to overspend the annual SGA budget for the amount specified in the authorizing resolution.

Section 5: In cases of emergencies, the Big Three, with approval of the faculty advisor, may determine that funds from the Reserve Account may be used. The decision may be overturned by a 2/3 vote of the Senate seats filled.

Article Eight: Amendment Process and Emergency Procedures

Article Chapters Summary: (1). Amendment Process; (2). Emergency Procedures

Chapter 1: Amendment Process

A two-thirds vote of the Senate seats filled shall be necessary to amend the Bylaws of the Student Government Association.

Chapter 2: Emergency Provisions

Section 1: In the event of natural disaster or other calamity that would inhibit the ability of the SGA to conduct business in a normal manner, the SGA Senate shall, in limited circumstances specified below, have the ability to alter certain Bylaws by ordinary resolution for the duration of the crisis.

Section 2: This Chapter may only be invoked in a situation where normal university business is suspended due to emergency circumstances for a period of at least three (3) calendar weeks or longer and if that suspension prevents the SGA Senate from conducting its normal business. For the purposes of this Chapter, regularly scheduled university holidays and the summer semester may not be considered as emergency circumstances.

Section 3: The SGA Senate, by the power of resolution, shall have the power to alter or suspend Bylaws limited to the below activities. These alterations shall remain in force for the duration of the emergency circumstances and lapse immediately upon the resumption of normal university business.

1. Part 1: The filling of executive branch vacancies, the appointment of executive cabinet officers, and the confirmation of members to serve on official SGA and university committees. The Senate may not waive any specified eligibility requirements for these positions.
2. Part 2: The process of filling senatorial and judicial vacancies and the filling of vacant college president positions. The Senate may not waive any specified eligibility requirements for these positions.
3. Part 3: The manner in which SGA Senate meetings shall be conducted and the process of deliberating and voting on legislation. The Senate may also delegate debate and final approval of appropriations, organization grants, commendations, and condolences to a relevant committee.
4. Part 4: The delay of regularly scheduled election dates by no more than one week from the original date specified in the Writ of Election. In addition, the Elections Commission shall have the power to adjust certain election rules pertaining to completion of candidate orientation and submission of applications.
5. Part 5: Bylaws regulating senatorial absences and the organization and completion of the SGA Retreat.
6. Part 6: Allowing SGA Executive Committees governed by resolution, namely the Lyceum and Scholarship committees, to alter their rules and processes by committee vote only.
7. Part 7: The Senate may also agree to conduct meetings closed to the public so long as recordings of said meetings are made public within twenty-four hours of the meeting's end.
8. Part 8: The Senate may not alter any Bylaws that do not directly pertain to the matters specified above and should endeavor to ensure that any emergency changes adhere to the spirit of the Bylaws being altered.

Section 4: Any alteration of the Bylaws by emergency resolution shall be temporary and limited in nature.

1. Part 1: Resolutions altering the Bylaws must be voted upon by a quorum of senators and approved by a majority vote. The Council of Presidents may approve resolutions if the Senate is not able to meet in a timely manner, but the Senate must ratify that decision at its next meeting.
2. Part 2: Emergency Resolutions must specify which Bylaws are to be altered and the manner in which they are being altered.

3. Part 3: All resolutions passed by the Senate must be automatically reviewed by the Judicial Branch to ensure they are constitutional and do not violate the above limitations or the spirit of the Bylaws.
4. Part 4: Senators must receive draft copies of all resolutions altering the Bylaws at least twenty-four hours prior to any vote of approval.
5. Part 5: Following the resumption of normal university business, all emergency rules shall lapse immediately. At its first reconvened meeting, the Senate must re-confirm any and all appointments to executive, judicial, and university positions still active. The Senate shall also have the power to create a committee to audit all SGA activities that occurred during the emergency circumstances and report its findings to the Senate.