

ARTICLE I. STANDING COMMITTEES

SECTION 1.01 Purpose

- A** The Standing Committees of the Student Government Association shall be permanent avenues with which to handle issues pertinent to the Student Government Association, students, and University of Louisiana at Lafayette's campus at large.
- B** The Standing Committees shall be Financial, Organizational Relief Fund, Club Sports, Lecture and Leisure, and Student Affairs.

SECTION 1.02 Committee Heads

- A** Standing Committee heads shall be nominated by the Presidential Cabinet and approved by the Senate with a 2/3 vote.
 - i** Committee heads must be selected within 3 weeks of the first official Assembly meeting.
 - ii** A Committee head's term shall last one academic year unless otherwise stated in these By-laws.
 - iii** No one person may serve as Committee head for two or more committees simultaneously.
- B** The duties of the Committee Heads shall be to:
 - i** Hold committee meetings twice a month, unless otherwise stated in these by-laws.
 - ii** Oversee that all committee members are performing their duties.
 - iii** Give a report at the Senate meetings, or designate a member of their committee to do so if they are unable to attend.
 - iv** Vote only in the case of a tie.
- C** Failure of a Committee head to perform stated duties shall be considered malfeasance of office.
- D** Should a Committee head be unable to complete his or her term, an interim Committee head shall be nominated by the Presidential Cabinet and approved by the Senate with a 2/3 vote.

ARTICLE II. FINANCIAL COMMITTEE

Section 2.01 Purpose.

- A** The general purpose of this Committee shall be to:
 - i** Assist the SGA Treasurer in carrying out his/her duties.
 - ii** Working with the Financial Aid Department of University of Louisiana at Lafayette in seeing that the SGA Scholarships are provided for during the Fall, Spring, and Summer semesters. The Scholarships are outlined in Article VII.
 - iii** To perform any other pertinent services not mentioned herein.
 - iv** To offer forums, panels, or events that outline financial issues affecting students, including loans, scholarships, grants, student fees, and various funding opportunities offered through the Student Government.

Section 2.02 Membership.

- A** The Financial Committee will consist of five members. The SGA President shall nominate all members, with approval from the Senate. The Treasurer shall then designate which of those 5 members shall be Committee Head.
- B** Four-fifths (4/5) of the committee shall constitute a quorum.

Section 2.03 The Scantron Giveaway

- A** The scantron giveaway is the duty of all senators in Student Government, however, it is overseen by the Financial Committee.
 - i** Senators shall administer the scantron giveaway in the SGA office during times specified and agreed upon by the Financial Committee.
 - ii** Students shall be limited to two (2) scantrons per day and must write their name and type of scantron they have received on a form provided to the labs by the Financial Committee.
 - iii** The Financial Committee must submit a budget for scantrons to the Senate for approval each semester.

ARTICLE III. LECTURE AND LEISURE SERIES COMMITTEE

Section 3.01 Purpose.

- A** The general purpose of the Lecture and Leisure Series Committee shall be to:
 - i** To present, when enough funds have accumulated, distinguished lecturers of academic or professional merit to speak to students.
 - ii** To offer leisure activities at least once per semester.
 - iii** To perform any other pertinent services not mentioned herein.
- B** Members of this Committee shall meet once a week to keep these boards as up to date as possible.

ARTICLE IV. CLUB SPORTS COMMITTEE

Section 4.01 Purpose

- A** The Club Sports Committee shall serve to offer new Club Sports, to review proposed allocations of monies brought to the SGA by any club sport, and to perform any other pertinent services not mentioned herein.
 - i** The Financial Committee and then the Senate must first approve all recommendations from this committee.
 - ii** All matters concerning club sports should be referred to the Club Sports Handbook found in the "Governing Documents" section on the SGA Website.
 - iii** The Club Sports Committee membership is defined in Article 2.06 of the Club Sports Handbook.
 - iv** This committee shall be open to all UL students, not solely SGA senators.

ARTICLE V. STUDENT AFFAIRS

Section 5.01 Purpose.

- A** The general purpose of the Department of Student Affairs shall be to:
 - i** Deal with problems on campus life brought to the attention of the Senate and to suggest solutions to any such problems.
 - ii** To sponsor at least one event per semester which relates to student affairs.
 - iii** Head the Cajun Discount Program.
 - iv** To perform any other pertinent services not mentioned herein.

Section 5.02 Cajun Discount Program.

- A** The Cajun Discount Program consists of a listing of businesses in the area that offer UL student discounts. The program is intended to provide UL students with an easy reference for finding discount opportunities.
- B** The Cajun Discount Committee shall be formed, made up of Senators with a Committee head
- C** The Cajun Discount Committee shall be in charge of contacting the businesses to be put on a list as well as renewing businesses throughout each year in an effort to keep the list as accurate as possible.
- D** The committee is in charge of updating the handouts and providing the updated information to the SGA Webmaster for publication on the SGA website.
- E** The committee shall also be charged with publicizing the program.
- F** The committee will provide window signs for businesses participating in the program, so that students can easily identify businesses at which they can receive discounts.
- G** This program requires minimal funding; only printing fees.
- H** Funding shall come from within the SGA budget and shall be approved annually. The committee is in charge of getting estimates and requesting the funds from the SGA.
 - i** The committee shall also be allowed to solicit a limited number of advertisements to be placed on the handouts to help cover the cost of printing. Advertisements are to come only from businesses that are participating in the program.

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- ii Payment for advertisements should be in the form of checks written to University of Louisiana at Lafayette.
 - iii The list shall be printed on a wallet size foldable handout; the number of handouts to be printed each semester will be based on the funding available and at the discretion of the committee and the Senate
- I An abbreviated version of the list will be added to the SGA informational pamphlet.
 - J The list shall be available on the SGA website.

ARTICLE VI. ORGANIZATIONAL RELIEF FUND COMMITTEE

Section 6.01 Purpose

- A The purpose of the Organizational Relief Fund Committee (O.R.F.C) shall be to provide aid associated with student travel to conferences, conventions, or competitions that are educational, academic, or professional in nature. Reimbursements are governed by University travel regulations.
- B The O.R.F.C shall be the only mechanism through which Organizational Relief Funds may be solicited; furthermore, it shall have sole authority over the expenditures of the Organizational Relief Fund Fee. The budget unit head and/or the approving agent cannot override the decisions of the O.R.F.C unless the decision of the O.R.F.C conflicts with the original legislation governing the use of the Organizational Relief Fund Fee or university policy.
- C The Organizational Relief Fund Fee will be assessed to all students registered at University of Louisiana at Lafayette of Louisiana, excluding the Shreveport campus.

Section 6.02 Membership

- A The Organizational Relief Fund Committee shall consist of the following ten members:
- B Vice President of the SGA, who shall serve as Chairman.
- C Treasurer of SGA, who shall serve as Vice-Chairman.
- D Two senators nominated by the Vice-President and approved by the Senate.
- E Two students, who are not members of any organization that receive student self assessed fees, nominated by the Vice-President and approved by the Senate.
- F One member of the Student Activities board, appointed by the SAB.
- G The Faculty Senate shall appoint two faculty or staff members, who are not the primary advisor to any student organization.
- H All appointed students shall one year on the with eligibility for reappointment at the end of the term period.
- I All appointed faculty or staff members shall serve for one year with eligibility for reappointment at the end of the term period.
- J The Director of Student Activities or said designee shall serve as an ex-officio member.
- K Two alternate members who meet any of the above criteria. They may only be a voting member if the committee does not have seven voting members present at the ORF meeting.
- L Members missing more than two unexcused absences will be removed from the committee.
 - i Any absence excuses will be turned into the Vice President of the Student Government.

Section 6.03 Guidelines for Organizational Relief Fund Applications

- A Only University Recognized Student Organizations and Organizations sponsored by University Departments shall be given consideration.
- B The organization and all traveling members must be in good standing with the University.
- C All students traveling must have paid the Organizational Relief Fund Fee for the semester they are traveling, with the exception of the summer sessions if the fee was paid the previous spring semester.
- D Funding will be made available for one UL advisor or designated faculty/staff accompanying students on the trip
- E Organizations can only be funded once per academic semester with a limit of two funded proposals per academic year (Academic year = fall, spring, and summer sessions).

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- F** Social and/or local events shall not be funded, with the exception of registration fees for local events.
- G** Organizations must raise at least fifty percent of the total funds.
- H** Organizations must have all necessary signatures to be given consideration.
- I** Travel mandated by course syllabi will not be considered for funding.
- J** O.R.F.C shall meet once per month during the fall and spring semesters or as needed to review available grants. Applications for summer/early fall travel should be made during the spring semester.
- K** All applications must be received at least seven days prior to the meeting at which they will be considered.
- L** In the case of domestic travel the application must be received in time to be considered at a meeting no less than 30 days before the date of travel.
- M** In the case of international travel the application must be received in time to be considered at a meeting no later than 60 days before the date of travel and a letter explaining the reason for the trip for the President's office must be submitted with the application
- N** After an Organization has been awarded ORF funding, they have 5 business days to meet with the Director of Student Activities to set up for travel.
- O** If an organization has items paid for travel and do not travel; they are responsible to pay this money back into the ORF account after a review of the ORF Committee and a meeting with the Organization. Should they fail to meet this requirement the organization will not be eligible for further ORF funding until the outstanding balance is returned to the ORF.
- P** Should the balance still be outstanding after 12 months, the organization will be referred to the University Committee for review of their RSO status.
- Q** A RSO is not eligible to receive funding from the Organizational Relief Fund Committee if receiving funding from the Club Sports budget for the same proposal.
- R** Failure to comply with above guidelines and university policy could result in loss of ORF funding.

Section 6.04 Voting

- A** Seven-ninths (7/9) of the voting members as well as the ex-officio member must be present all meetings in order for O.R.F.C. to satisfy quorum. If the Chairman cannot attend, the Vice-Chairman shall chair the meeting. Either the Chairman or the Vice-Chairman must be present at all meetings.
- B** Grant approval must receive a majority vote of the Committee members present.
- C** Should there be a tie the Committee Chairman shall decide the outcome of the vote.
- D** The outcome of each organization's grant application shall be submitted in writing within one week of consideration.
- E** The Chairman or the Vice-Chairman shall make a monthly report to the senate of all organizations considered.

ARTICLE VII. SCHOLARSHIPS

- A** The Scholarships of the SGA shall be as follows:
 - i** The President of the SGA shall receive a full-time scholarship. (A full-time scholarship provides a stipend equivalent to the cost of the infirmary fee, Titanium meal plan, rental of a dormitory room, registration fee, and any other fees charged at registration.)
 - ii** The Vice-President shall receive a scholarship equivalent to three-fourths that of a full-time scholarship.
 - iii** The Treasurer shall receive a scholarship equivalent to one-half that of a full-time scholarship.
 - iv** The Speaker of the Senate (Senate Chair) shall receive a scholarship equivalent to tuition (tuition waiver).
- B** Changes in scholarship amount, which require a two-thirds vote of the Senate, may not be activated until the next fiscal year.
- C** The Student Government Association will use its four tuition exemptions from the Board of Supervisors for these scholarships.
- D** Fees in excess of the four exemptions shall be provided for within SGA's budget.

Example By-Laws

- E** If a tuition waiver is not used by an executive position, a senatorial scholarship committee established and headed by the SGA president will decide guidelines for the applicants, and suggest a recipient of this award.
 - i** The Senators, needing a two-thirds vote of the active membership to be awarded to the applicant chosen, will vote this award on.

ARTICLE VIII. SGA STUDENT LOAN

- A** The SGA Student Loan shall serve to aid those UL students financial assistance.
- B** The applicants must:
 - i** Be a full-time University of Louisiana at Lafayette student
 - ii** Be in good standing with the University
 - iii** Have a 2.0 cumulative grade point average
 - iv** Have a 2.0 grade point average for the semester preceding application for a loan
 - v** Have paid registration/tuition fees paid for the current semester or, if paying an installment plan, must be current with payments
 - vi** Have a good loan record
- C** Loan Options:
 - i** Students shall be offered the following repayment options:
 - 1) shall be required to repay the loan, plus a \$1 service charge within 30 days
 - 2) shall be required to repay half the amount plus half the service charge with in one 30 day period and shall pay the other half of the amount and service charge within the second 30 day period.
- D** Application Guidelines
 - i** Students shall not be allowed to apply:
 - 1) Before the last 30 days within the semester for the 30 days repayment option
 - 2) Before the last 60 days within the semester for the 60 days repayment option
 - ii** Student Loans may not exceed \$100
 - iii** Students meeting the requirements in section 5.B must apply Monday, Wednesday, or Friday from 1:30pm until 3:30pm in the Dean of Student Affairs Office.
 - iv** Failure to pay with allotted time:
 - 1) students will have an additional \$5 charge added to the loan.
 - 2) failure to before the end of the semester for which it was applied, students will have a hold on his/her UL account and will be ineligible to receive a SGA Student Loan for one year.

ARTICLE IX. MEDIA BOARD

Section 9.01 Purpose and Authority.

- A** The Media Board of University of Louisiana at Lafayette shall serve as the advisory/selection committee for all Student Media. It shall in no way act as a censoring agent, unless otherwise specified in this document.

Section 9.02 Membership

- A** The Media Board.
 - i** Chairman - Vice-President of External Affairs. Votes only to break tie.
 - ii** Vice Chairman - SGA President.
 - iii** Member - Designee of University, cannot be advisor to any student media.
 - iv** Member - Student member of the University Student Self Assessed Fee Review Committee, (if the SGA President is also a member of the SSAF Review Committee a designee will be appointed by the SSAF Review Committee to serve as the student member of the Media Board).
 - v** Member – faculty advisor for the Current Sauce
 - vi** Member - faculty advisor for the Potpourri
 - vii** Member - faculty advisor for the Argus

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- viii** Member – faculty advisor for KNWD
 - 1) If any advisor is assigned to multiple media he/she will be a media board member representing one of their media. He/she will appoint a designee for each additional medium.

Section 9.03 Power and Duties.

- A** The powers of the Media Board shall be as follows:
 - i** To recommend the advisor of each publication and the radio station to the University President.
 - ii** To select all Editors-in-Chief and managers of student publications and the radio station according to the guidelines mentioned herein.
 - iii** To provide a forum for issues related to policies concerning student media.
 - iv** To make suitable recommendations to the President of the University and/or the SGA.

Section 9.04 Student Media.

- A** The official Student Media of University of Louisiana at Lafayette will consist of:
 - i** Current Sauce - Newspaper
 - ii** Potpourri - Yearbook
 - iii** Argus - Literary Magazine
 - iv** KNWD-FM - Radio Station
- B** The Student Media will receive their funding through the Student Government Association.
- C** The Editors-in-Chief and the General Manager will be responsible for maintaining publications, and broadcast, respectively, of the best possible quality.
- D** Editors-in-Chief and the General Manager will be responsible to adhering to the guidelines set in these Media Board By-laws.
- E** A representative from the Current Sauce will attend all Student Senate meetings, and the minutes of each meeting will be printed in the Current Sauce.

Section 9.05 Qualifications

- A** An applicant for position of Editor-in-Chief or General Manager of any Student Media in Section 4.0 must:
 - i** Be a full-time undergraduate at University of Louisiana at Lafayette at the time of application, and be enrolled as a full-time undergraduate throughout his or her term.
 - ii** Have a 2.0 cumulative GPA at the time of application and earn a 2.0 GPA each semester during his or her term.
 - iii** Be in good academic and disciplinary standing with the university at the time of application and maintain that standing through out his or her term.
 - iv** Have completed at least 45 credit hours as determined by the Office of the Registrar.
 - v** Not serve, during his or her term in any other position at this University in which he or she will receive a scholarship, which comes from Student Association Fees.
 - vi** Candidates aspiring to obtain the office of Editor-in-Chief or general manager, shall file an application with the Student Media Board containing the names of the proposed Business Manager and the other most important staff members. The Media Board shall determine whether or not each candidate is qualified to serve in the position in which he or she has been appointed.
 - vii** Not serve on the Executive Board of the Student Government Association while acting as Editor-in-Chief or General Manager.
- B** The applicant for position of Current Sauce editor-in-chief must meet the following requirements:
 - i** Applicant must have served on the Current Sauce staff at least one semester prior to selection.
 - ii** Applicant must have completed Journalism 2510 (News Writing I) and Journalism 3080 (Editing) before his or her term as editor. The applicant must have also taken Journalism 3040 (Communications Law) or enroll in and pass the course during the fall semester of his or her term, as determined by the Registrar. If the applicant drops or fails the course during his or her term, he or she will be removed from the position.

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- C The applicant for position of Potpourri Editor-in-Chief must meet the following requirements:
 - i Applicant must have served on the Potpourri staff at least one semester prior to selection.
 - ii Applicant must have completed Journalism 2510 (News Writing I) and Journalism 3080 (Editing) before his or her term as editor. The applicant must have also taken Journalism 3040 (Communications Law) or enroll in and pass the course during the fall semester of his or her term, as determined by the Registrar. If the applicant drops or fails the course during his or her term, he or she will be removed from the position.
- D The applicant for position of Argus Editor-in-Chief must meet the following requirements:
 - i Applicant must have served on Argus staff at least one semester prior to selection.
 - ii Applicant must have completed at least six hours in English with a 2.5 average, as determined by the Registrar.
- E The applicant for position of KNWD-FM General Manager must meet the following requirements:
 - i Applicant must have served on KNWD staff at least one semester prior to selection.
 - ii Applicant must have completed Mass Communications Practicum 1980, in the radio area, as determined by the Registrar.
- F An Editor-in-Chief or General Manager will be removed from office if he or she fails to meet the requirements set by the Media Board By-laws or the University.
- G If the Senate rejects a recommendation, from the Media Board, or Editor-in-Chief or general manager, the recommendation will be sent back to the Media Board for reconsideration, at which time, another recommendation will be made.
- H In the absence of a qualified or acceptable candidate for the position of Editor-in-Chief or General Manager, the Media Board may recommend to the Senate the individual who best fulfills the qualifications.

Section 9.06 Media Board Meetings.

- A The procedures of the Media Board shall be in accordance with Robert Rules of Order.
- B The Secretary of the SGA or his or her designee will attend each Media Board meeting to take minutes. A copy of these minutes must be submitted to the Senate and the Media Board members.
- C The Media Board will hold meetings when deemed necessary by the Chairman with at least a one-week notice.
- D A quorum of Media Board members must be present at each meeting (quorum will be 7 members).
- E Media Board meetings will comply with the State of Louisiana's open meeting laws.

Section 9.07 Scholarships.

- A The Potpourri Editor-in-Chief, the Current Sauce Editor-in-Chief, and the KNWD-FM general manager shall receive a full scholarship including tuition, student self-assessed fees, a double room, and a 19MP meal plan for the fall and spring semesters. The Media Board with approval of the Senate will determine summer scholarships for editors, managers, and staff.
- B The Argus editor shall receive a scholarship equal to one-half that of a full scholarship as mentioned above.
- C If for any reason, an editor or manager is unable to complete his or her term, the scholarship recipient will refund his or her scholarship for said semester that the position is vacated if so specified by a two-thirds vote of the Senate.
- D The Potpourri shall receive no more than five full-time scholarships, including that of the Editor-in-Chief.
- E The Current Sauce shall receive no more than five full-time scholarships, including that of the Editor-in-Chief.
- F KNWD-FM shall receive no more than three full-time scholarships, including that of the General Manager.
- G The Argus shall receive no more than one full-time scholarship, including that of the editor.

Section 9.08 Budgets.

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- A The Editor/General Manager, in conjunction with his or her student publication advisor, shall submit a proposed budget for approval to the Senate at the beginning of each semester when said budget will take effect.
- B The Media Board shall work with the SGA Treasurer and/or the Financial Committee when any student media budget is being reviewed or questioned.
- C All students shall have the right to bear arms, except for polar bear arms because they are endangered.

Section 9.09 Censorship.

- A No individual, except the editor of the publication or the General Manager of the radio station, shall be allowed to censor any student media, as long as each publication or broadcast adheres to all Federal laws and regulations that govern such media.

ARTICLE X. STUDENT SUPREME COURT

Section 10.01 Authority.

- A The Student Supreme Court is the constitutionally empowered Judicial Branch of the Student Government Association. The Court functions in accordance with the Constitution of the Student Government Association of University of Louisiana at Lafayette.

Section 10.02 Objectives.

- A The purpose of the Court:
 - i To iULre that interests and rights of all parties involved in a case are properly safeguarded.
 - ii To iULre due process in all claims brought before the Court as described in the Constitution.
 - iii To uphold the policies and rules of the Student Government Association Constitution; and to render interpretations of that Constitution when appropriate.
 - iv To hear, in a fair and impartial manner, all cases properly referred to the court or to render judgment on acts of the Student Senate when appropriate.
 - v To deliver opinions on issues within its jurisdiction.

Section 10.03 Membership.

- A The Student Supreme Court shall consist of those members stated in the Constitution.
- B The Secretary of the SGA shall serve as Clerk of the Student Supreme Court when it is in session.
- C Quorum of the court shall be defined as all currently serving Justices of the Supreme Court being present.

Section 10.04 Duties of Justices.

- A The Chief Justice shall:
 - i Be completely familiar with the Student Government Association Constitution.
 - ii Preside over all sessions of the Student Supreme Court or impeachment proceedings of the Student Senate.
 - iii Authenticate by signature the official minutes of each Court session.
 - iv Write the opinion of the court or assign an associate Justice to write the opinion of the Court.
- B The Associate Justices shall:
 - i Be completely familiar with the Student Government Association Constitution.
 - ii Meet upon the call of the Chief Justice.
 - iii Consider each case in full light of the objectives of the Court and the Student Government Association Constitution.
 - iv Protect the dignity of the Court and individual rights by not discussing Court proceedings outside of the Court's sessions.
 - v Any Associate Justice who fails to attend two meetings of the Supreme Court called in proper fashion by the Chief Justice without valid excuse no later than 48 hours after the meeting's scheduled time will be subject to immediate removal from the court.
- C The justices of the Supreme Court are mandated to meet no less than once a month to discuss the pertinent information of SGA. The meeting shall be during the first week of the month and set by the

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Chief Justice. Should a Justice fail to fulfill this requirement twice in a semester without appropriate excuse given to the Student Body President then the President shall notify them of their immediate removal from the court. Should the Chief Justice fail to call the Supreme Court or give adequate (one week) notice of the meeting twice in a semester the President shall notify the Chief Justice of their removal from the court.

Section 10.05 Duties of the Clerk of Court.

- A** The Clerk of Court shall transcribe and type the official minutes of the Student Supreme Court, but may not enter into discussion in any form.
 - i** The Clerk of Court shall submit the typed minutes to the Chief Justice within forty-eight hours of the meeting.
 - ii** The typed meeting minutes shall pass only from chief justice to chief justice.

Section 10.06 The Hearing.

- A** After the Chief Justice has received written notification of a request for a hearing by the Student Supreme Court, or a request from two Justices requesting that the Court consider a specific matter as provided for in the Student Government Association Constitution, the Chief Justice shall call a meeting of the Student Supreme Court.
- B** The Court shall determine, by simple majority vote, if it properly has jurisdiction over the matter referred.
 - i** If the Court determines that the matter referred to is not properly within its jurisdiction, it so notifies the parties concerned, the President of the Student Government Association, and the Dean of Students.
 - ii** The Supreme Court meeting in which jurisdiction is decided shall be a closed meeting with only the justices and Clerk of Court present.
- C** If the Court determines that it has jurisdiction, the Clerk of Court shall read any charges brought before the Court.
 - i** The Chief Justice shall, in writing, notify all parties to the case, the President of the Student Government Association and the Dean of Students that a case is pending before the Court, giving the date, time, and place of the hearing.
 - ii** The Clerk of Court shall deliver the notification within forty-eight hours after the charges are brought.
 - iii** The Court must hear the case within fourteen days of notice. Both the Plaintiff(s) and/or the Defendant(s) may be accompanied to the hearings by advisors or representatives from the University community as determined by the Dean of Students.
 - iv** All hearings of the Student Supreme Court are open.
 - v** Deliberation of the Student Supreme Court Justices will be held in close sessions.
- D** The Chief Justice shall call the Court in session if a quorum is present on the appointed day and time of the session. The hearing shall adhere to the following prescribed order.
 - i** The Chief Justice shall verbally review the specific case before the court.
 - ii** The plaintiff shall present his or her case.
 - iii** Discussion is limited to the Justices of the Student Supreme Court and the Plaintiff or his or her representative(s).
 - iv** The Defendant, at the direction of the Chief Justice, may ask questions of the Plaintiff or his or her representative(s).
 - v** The Defendant shall present his or her case.
 - vi** Discussion is limited to Justices of the Student Supreme Court and the Plaintiff or his or her representative(s).
 - vii** The Plaintiff, at the direction of the Chief Justice, may ask questions of the court and the Defendant or his or her representative(s).
 - viii** The Chief Justice shall declare the session closed and remove everyone from the room, including the Clerk of Court.

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- E The Justices shall deliberate the case and arrive at their decision via individual vote.
 - i A simple majority shall determine the decision of the court.
 - ii The Chief Justice will write or assign an Associate Justice to write the decision of the Court, with signatures by all Justices present at the hearing.
 - iii A period of twenty-four hours will be allowed for preparation of the written decision. Upon completion of the written decision, the Chief Justice will send copies to all parties involved, the SGA President, and the Dean of Student.

Section 10.07 Removal.

- A The removal procedure for a Student Supreme Court member shall be in accordance with Article VII of the Constitution.

ARTICLE XI. EXECUTIVE OFFICE HOURS

Section 11.01 Definition.

- A Executive office hours are any Student Government Association work completed by a member of the Executive Branch of the SGA or the Speaker of the Senate.
- B For an executive office hour to be counted, it must be logged within the week it was completed. A week will be considered the previous Friday at 9 pm to the current Friday at 9 pm. The Vice President will collect log sheets weekly and Executive hours will be collected by the chief of staff.

Section 11.02 President.

- A The executive office hours of the President must be posted on the President's door as well as the bulletin board in the office.
- B The President of the Student Government Association must complete no less than 12 executive office hours in one week.

Section 11.03 Vice President.

- A The executive office hours of the Vice President must be posted on the Vice President's door as well as the bulletin board in the office.
- B The vice-president of the Student Government Association must complete no less than 10 executive office hours in one week.

Section 11.04 Treasurer.

- A The executive office hours of the treasurer must be posted on the Treasurer's door as well as the bulletin board in the office.
- B The Treasurer of the Student Government Association must complete no less than 8 executive office hours in one week.

Section 11.05 Speaker of the Senate.

- A The executive office hours of the Speaker of the Senate must be posted on the Speaker's door as well as the bulletin board in the office.
- B The Speaker of the Senate must complete no less than 7 executive office hours in one week.

Section 11.06 Chief of Staff.

- A The executive office hours of the Chief of Staff must be posted on the Chief's door as well as the bulletin board in the office.
- B The Chief of Staff must complete no less than 6 executive office hours in one week.

Section 11.07 Communications Director

- A The executive office hours of the Communications Director must be posted on the Director's door as well as the bulletin board in the office.
- B The Communications Director must complete no less than 5 executive office hours in one week.

Section 11.08 Secretary.

- A The executive office hours of the secretary must be posted on the Secretary's door as well as the bulletin board in the office.

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- B** The secretary of the Student Government Association must complete no less than 5 executive office hours in one week.

Section 11.09 Consequences.

- A** If the above officers do not complete the aforementioned executive office hours, the Senate or the Chief of Staff can consider this apathy towards the SGA as grounds for impeachment.

ARTICLE XII. GENERAL PROVISIONS

Section 12.01 Election Code

- A** The Election Code shall be defined in the Election Code Handbook, found in the “Governing Documents” Section on the Student Government Association Website.

Section 12.02 Committees

- A** All senators are required to participate in at least one committee per semester.
- B** Committees shall be created and disbanded as is needed to meet the needs of the students, and utilize the Senate of the Student Government in an efficient manner.

Section 12.03 Governing Documents

- A** The By-Laws and Standing Rules of Order of the Senate shall be ratified at the beginning of each year.

Section 12.04 Oath of Office.

- A** Installation of SGA officers and Senators shall take place within two academic weeks following the election.
- B** The oath of office for the SGA President shall be administered by the University President or person designated by him. The oath shall be as follows:
 - i** I (name) swear (or affirm) to fulfill the duties of this high office entrusted to me to the utmost of my ability, to encourage student interest and involvement in University affairs, to speak frankly and candidly in representing student interest, and in all my endeavors reflect honor and merit upon this organization and this University.
- C** The SGA President shall administer the following oath of office to Senators and other Executive Officers upon his or her taking office:
 - i** I (name) swear (or affirm) to fulfill the duties of the office entrusted to me to the utmost of my ability, to serve purposefully and meaningfully, to speak frankly and candidly in representing student interest, and in all endeavors to reflect honor and merit upon this organization and this University.