



THE BYLAWS OF THE
SOUTHEASTERN LOUISIANA UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION

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PREAMBLE

The Bylaws of the Southeastern Louisiana University Student Government Association are an extension of the laws as stated in the Constitution, and provide, in detail, the format by which the branches of Student Government can effectively govern and respond to all Southeastern Louisiana University students.

TITLE I: EXECUTIVE BOARD

CLAUSE 1: PURPOSE

The Executive Board shall serve as a means of communication among the leadership of each of the branches in the pursuit of unity, uniformity, and understanding of the operation and effectiveness of each branch within the Student Government Association.

CLAUSE 2: MEMBERSHIP

1. The Executive Board shall be composed of the following Student Government Association officials:
 - 1.1. Voting Members:
 - 1.1.1. President
 - 1.1.2. Vice President
 - 1.1.3. Chief Justice
 - 1.1.4. Chief of Staff
 - 1.1.5. Senate Pro Tempore
 - 1.1.6. Associate Chief Justice
 - 1.2. Non-Voting Members:
 - 1.2.1. Student Government Association Advisors

CLAUSE 3: EXECUTIVE BOARD LEADERSHIP

1. Executive Board Chairperson must:
 - 1.1. Be the President of the Student Government Association
 - 1.2. Prepare an agenda for each meeting
 - 1.3. Have the authority to call special meetings when necessary, giving at least a twenty-four hour notice.

2. Executive Board Vice Chairperson must:
 - 2.1. Be the Vice President of the Student Government Association

- 2.2. Serve as the Chairperson, at the request or in the absence of the President
- 2.3. Take minutes at Executive Board meeting, and disperse them to members

CLAUSE 4: MEETING REQUIREMENTS

1. The Executive Board shall meet at least once a week during the Fall and Spring semesters.
2. Each branch must present information regarding ongoing events, meetings, activities, and any other pertinent information within their branch.
3. Meetings must be ran according to Robert's Rules of Order.

CLAUSE 5: EXECUTIVE REPORTS

1. Monthly Reports
 - 1.1. Student Government Association Executives will submit monthly reports documenting the goals and activities they themselves have accomplished, as well as the members of their branch. The following executives must submit monthly reports to the Executive Board, and the Internal Affairs Committee:
 - 1.1.1. President
 - 1.1.2. Vice President
 - 1.1.3. Chief Justice
 - 1.1.4. Chief of Staff
 - 1.2. Monthly reports, for the previous month, must be submitted by the first business day of every month by the close of the Office for Student Engagement.
 - 1.2.1. For the President, Vice President, and Chief Justice, failure to submit a monthly report on time must result in loss of that month's stipend.
 - 1.2.2. For all Executives, failure to submit a monthly report for two or more months is grounds for impeachment.
 - 1.3. Monthly reports must be submitted via electronic mail.
2. Student Government Association Logs
 - 2.1. Only the top three Executive Officials: President, Vice President, and Chief Justice are required to individually maintain concise records. These records, to be referred to as SGA Logs, must be turned in by the aforementioned officers at the end of each term. They are to be passed down to the incoming officers of the next term. These shall include all printed documents, correspondence, and personal notes.

CLAUSE 6: EXECUTIVE OFFICE HOURS

1. Only the top three Executive Officials, President, Vice President, and Chief Justice are required to serve office hours as follows:
 - 1.1. President: 15 office hours per week in the Fall and Spring semesters, and 10 office hours per week in the Summer.
 - 1.2. Vice President and Chief Justice: 12 office hours per week in the Fall and Spring semesters, and 10 office hours per week in the Summer.
2. These office hours may be altered at the discretion of the Student Government Association Advisor.

CLAUSE 7: EXECUTIVE STIPENDS AND TUITION WAIVERS

1. Only the top three Executive Officials: President, Vice President, and Chief Justice will receive stipends and tuition waivers.
 - 1.1. The stipends will be dispersed monthly after the submission and approval of Executive Reports by the Student Government Association Advisor.
 - 1.2. Executive stipend amounts are determined in the Student Government Association Policy Manual, as set forth by the Executive Board and University Administration.
 - 1.3. Tuition waivers are available for the Summer, Fall, and Spring semesters.

CLAUSE 8: EXECUTIVE COMMITTEES

1. Purpose
 - 1.1. Executive Committees are overseen by members of the Executive Board, and work to serve and protect the rights of all students.
2. Capital Outlay Advisory Committee:
 - 2.1. Purpose
 - 2.1.1. The Capital Outlay Advisory Committee will initiate and develop projects for the use of the Capital Outlay Fund.
 - 2.2. Voting Members:
 - 2.2.1. Chairperson: Student Government Association Vice President
 - 2.2.2. Vice Chairperson: Director of Financial Affairs
 - 2.2.3. Two Cabinet Members
 - 2.2.4. Two Senators
 - 2.2.5. One Justice
 - 2.3. Non-voting Members:

- 2.3.1. Student Government Association President
- 2.3.2. Student Government Association Advisor
- 2.3.3. Representatives from the Physical Plant
- 2.3.4. Representatives from Facility Planning
- 2.4. Committee Guidelines:
 - 2.4.1. The Capital Outlay Committee must meet at least three times in both the fall and spring semesters.
 - 2.4.2. The chairperson will be responsible for organizing all meetings and for preparing a meeting agenda.
 - 2.4.3. Project proposals will only be accepted during the fall and spring semesters, and must be submitted no later than the drop date of each semester to guarantee consideration.
 - 2.4.4. All submitted proposals must have an itemized budget breakdown.
 - 2.4.5. For all accepted projects, the committee must research, develop, and oversee them through completion.
 - 2.4.6. All accepted projects must be available to and benefit the student body.
 - 2.4.7. Bids are required upon the demand of the committee.
 - 2.4.8. Quorum is fifty percent plus one of the voting members.
- 3. Election Board
 - 3.1. Purpose
 - 3.1.1. The Election Board will oversee all elections of the Student Government Association.
 - 3.2. Voting Members:
 - 3.2.1. Chairperson: Student Government Association Chief Justice
 - 3.2.2. Vice Chairperson: Associate Chief Justice
 - 3.2.3. Student Government Association President
 - 3.2.4. Two Cabinet Members
 - 3.2.5. Two Senators
 - 3.2.6. One Justice
 - 3.3. Non-Voting Members:
 - 3.3.1. Student Government Association Advisors
 - 3.4. Board Guidelines:
 - 3.4.1. If any of the aforementioned members of the Election Board are unable to attend an Election Board meeting or are ineligible to hold membership, the chairperson may appoint a member of the board member's branch to attend the meeting in their place or become a member.
 - 3.4.1.1. If no members of the specific branch are eligible, a Student Government Association member from another branch may be chosen.

- 3.4.2. In the event that the Chairperson is ineligible to hold office, the powers and duties will fall upon the line of succession:
 - 3.4.2.1. Associate Chief Justice
 - 3.4.2.2. Justice in order of tenure
 - 3.4.2.3. Student Government Association President
 - 3.4.2.4. Student Life Chairperson
 - 3.4.2.5. Student Life Vice Chairperson
 - 3.4.2.6. Student Government Association Advisor will appoint a Chairperson
- 3.4.3. The Election Board's committee membership will run concurrent with the Student Government Association Chief Justice's term.
- 3.4.4. Upon the start of the SGA Chief Justice's term each branch shall appoint members to the Election Board no later than the second week of the Fall Academic Semester.
 - 3.4.4.1. Potential members of the Election Board who will be running for SGA Office or Homecoming during Fall or Spring Elections must be disqualified from holding an Election Board office.

4. Budget Oversight Committee

4.1. Purpose

- 4.1.1. The Budget Oversight Committee must oversee student self-assessed fees and ensure that fees are used appropriately.

4.2. Voting Members

- 4.2.1. Director of Financial Affairs
- 4.2.2. Senate Appropriations Chairperson
- 4.2.3. Three student members of groups funded by student self-assessed fees, not in SGA
- 4.2.4. One Cabinet Member
- 4.2.5. One Senator
- 4.2.6. One Justice

4.3. Non-Voting Members

- 4.3.1. Student Government Association President
- 4.3.2. Student Government Association Vice President
- 4.3.3. Student Government Association Chief Justice
- 4.3.4. Student Government Association Advisor
- 4.3.5. Representative from the Division of Administration and Finance
- 4.3.6. Representative from the Division for Student Affairs

4.4. Committee Guidelines

- 4.4.1. The committee must meet at least four times per year (twice in both the fall and spring semesters). One of the meetings must be held within the

first month of each academic term (excluding training, educational, promotional efforts). More frequent meetings may be scheduled as needed to meet deadlines. (i.e. final report, referendum, etc.).

- 4.4.1.1. Special meetings may be called by the committee chairperson when necessary.
- 4.4.2. At the first meeting of the Fall Semester the Chairperson of the committee shall be elected by the voting members of the committee.
 - 4.4.2.1. The Chairperson shall only vote in the event of a tie.
- 4.4.3. At the beginning of the Fall Semester the committee members will be required to undergo an orientation on appropriate fee use and an overview of budgetary reporting.
 - 4.4.3.1. This orientation will be coordinated by a representative from the Division of Administration and Finance and/or a representative from the Division for Student Affairs.
- 4.4.4. All existing student self-assessed fees to pay bond covenants are by legal definition irrevocable once approved by the student body as a whole in a referendum vote, but thereafter shall be subject to the Budget Oversight Committee and the supervision and management authority of the Board (BYLAWS Sect. 5 Rules of the Board of Trustees for State Colleges and Universities).
- 4.4.5. The Controller's Office will provide the monthly departmental budget summaries for each of the self-assessed fees and send copies to the Committee Chairperson and the Vice President for Student Affairs.
- 4.5. Fee Referendum/Recall
 - 4.5.1. A referendum may be placed on the ballot by:
 - 4.5.1.1. A two-thirds vote of the Senate with the authorized signature of the Student Government Association President.
 - 4.5.1.2. Petition of a number of signatures not less than five percent of the total number of students enrolled during the semester of the last Spring election. All signatures must include Southeastern Louisiana University W#, email address, and phone number of the signer. The Election Board shall certify the authenticity of the signatures upon receipt and shall edit the proposal for proper language.
 - 4.5.2. The Student Government Association Legislative and Executive Branches are charged with the duty and task of coordinating a campus-wide effort to increase student awareness and understanding of the value of the student self-assessed fee or fees in question. This effort may include, but is not limited to: forums, press releases, radio ads, resource/documentation management and brochure development.

- 4.5.3. The Student Government Association Election Board shall see that the fee or fees “recall” is placed on the ballot in referendum form in accordance with the following language:

“Do you favor the automatic renewal of (Description of Fees) as a student self-assessed fee?”

YES _____

NO _____

- 4.5.4. The student assessed fee (s) will be renewed if a majority of the voting membership replies in the affirmative. If the vote is negative, the student fee(s) shall be discontinued effective at the end of the fiscal year. The fee(s) can be reinstated in any subsequent year, but only through the same process, which applies to any proposed new student assessed fee.
- 4.5.5. Fee recalls shall be placed only on a fall ballot.

5. Student Technology Fee Oversight Committee

- 5.1. Committee membership and rules shall be governed by the current Student Technology Fee Agreement.

TITLE II: EXECUTIVE BRANCH

CLAUSE 1: EXECUTIVE BRANCH COMPOSITION

1. Executive Branch Leadership
- 1.1. President
- 1.2. Chief of Staff
- 1.3. Director of Financial Affairs
- 1.4. Cabinet Positions deemed necessary by the current Student Government Association President
- 1.4.1. Cabinet Directors may appoint other members to their offices as approved by the Student Government Association President.
2. Appointment Process
- 2.1. Directors of these Cabinet positions will be appointed by the Student Government Association President, and voted upon by a simple majority vote of the Senate.
- 2.2. All Cabinet positions must be appointed before the end of the spring semester in which the President is elected.
- 2.3. The Student Government Association President will have the authority to remove members of the Executive Branch as he/she deems necessary.

CLAUSE 2: OFFICE OF THE PRESIDENT

1. The President must:
 - 1.1. Call Cabinet meetings no less than twice per month.
 - 1.2. Attend all meetings and represent Southeastern Louisiana University's Student Government Association at the Council of Student Body Presidents.
 - 1.3. Have the authority to make emergency expenditures with the approval of the Student Government Association Advisor and must report such expenditures to the Student Senate immediately. The amount that the President is authorized to use for emergency expenditures is one thousand five hundred dollars per fiscal year.
 - 1.4. Establish such policies for the Executive Branch as needed.
 - 1.5. Serve on all Student Government Association Executive Committees.
 - 1.6. Be limited to serve only two Presidential terms in his/her Southeastern Louisiana University academic career.
 - 1.7. Have the authority to issue executive orders on Student Government Association policies and procedures.
 - 1.7.1. Executive orders must not:
 - 1.7.1.1. Directly appropriate funds from accounts which require Senate approval.
 - 1.7.1.2. Directly remove a member or members from office.
 - 1.7.1.3. Directly contradict the Constitution, Bylaws, and Standing Rules.
 - 1.7.1.4. Be unethical in nature.
 - 1.7.2. Executive orders are subject to appeal to the Supreme Court, where a majority vote of the court must be required to overturn an executive order.
 - 1.7.3. Executive orders will remain in effect until the end of his/her Presidential term.

CLAUSE 3: OFFICE OF THE CHIEF OF STAFF

1. Purpose
 - 1.1. To assist with all matters of the Cabinet of the Student Government Association.
2. The Chief of Staff must:
 - 2.1. Oversee all aspects of the Cabinet as directed by the President.
 - 2.2. Serve as a liaison between the President and the Cabinet.
 - 2.3. Coordinate Cabinet meetings.
 - 2.4. Be in contact with Cabinet members during each week to review goals and assign tasks.

- 2.5. Coordinate the Student Government Association Awards Banquet, which shall be held towards the end of the Spring semester.
- 2.6. Accept and complete all duties assigned by the Student Government Association President.
- 2.7. Serve office hours at the discretion of the Student Government Association President.

CLAUSE 4: OFFICE OF FINANCIAL AFFAIRS

1. Purpose
 - 1.1. To assist with all financial matters and financial projects of the Student Government Association.
2. The Director of Financial Affairs must:
 - 2.1. Keep accurate and up-to-date balances of all Student Government Association funds and accounts.
 - 2.2. Serve on the Budget Oversight Committee
 - 2.3. Serve as the Vice Chairperson of the Capital Outlay Committee.
 - 2.4. Keep an ongoing report, documenting the balances and transactions of all Student Government Association funds and accounts, and submit it to:
 - 2.4.1. The Senate at the first and third meetings of each month.
 - 2.4.2. The Executive Board on the first meeting of each month.
 - 2.5. Serve as a financial advisor to the Student Government Association President on all SGA financial matters.
 - 2.6. Keep all financial records and upkeep previous financial records.
 - 2.7. Issue a detailed report of all Student Government Association funds and accounts as well as any financial projects at the end of his/her term.

TITLE III: LEGISLATIVE BRANCH

CLAUSE 1: LEGISLATIVE BRANCH LEADERSHIP

1. The Vice President must:
 - 1.1. Prepare an agenda and any necessary legislation for each Senate meeting and see that it is presented to the Student Government Association prior to each senate meeting.
 - 1.2. Coordinate an orientation program for newly elected Senators.
 - 1.3. Sign and then present all adopted measures to the Student Government Association President for signature of approval within three days of adoption.

2. The Senate Pro Tempore must:
 - 2.1. Be elected at the first Senate meeting of the semester.
 - 2.2. Assume the duties of the Vice President upon his/her absence.
 - 2.3. Take accurate minutes of the Senate meeting and see that each Senator receives a copy of these minutes.
 - 2.4. Maintain a roster of all active Senators within their respective colleges.

CLAUSE 2: SENATORIAL DUTIES

1. Senators must:
 - 1.1. Attend Senate meetings and adhere to the attendance policy.
 - 1.1.1. Any Senator absent for more than three meetings per semester, shall be subject to impeachment and referred to the Internal Affairs Committee.
 - 1.2. Reside on at least one Senate standing committee.
 - 1.3. Author and sponsor at least one piece of legislation per semester, and work to see adopted or sponsored legislation through to fulfillment.
 - 1.4. Be considered a voting member of the Senate upon completion of a Senator training session established by the Vice President.
 - 1.5. Obtain a minimum of ten Student Outreach points and complete at least two organizational/SE 101 visits over the course of each semester.
 - 1.5.1. One Student Outreach point is equivalent to: attendance at an approved campus event, or one hour of working in/for the Office for Student Engagement.
 - 1.5.2. An organizational visit consists of the Senator attending a meeting of an organization to uncover specific issues the organization deals with, and to inform the organization of the resources available through the Student Government Association.
 - 1.5.3. The Internal Affairs Committee is responsible for approving all points and organizational visits.
 - 1.5.3.1. The Internal Affairs Committee must keep a record of all points and organizational visits.
 - 1.5.4. Not accumulating the required amount of points or organizational visits in a semester can be grounds for impeachment at the discretion of the Vice President and the Internal Affairs Committee.

CLAUSE 3: SENATE MEETINGS

1. The regular meetings of the Senate will be divided into two sessions, the Fall Session and the Spring Session.

2. Quorum for regular and special session meetings must be fifty percent plus one of the total Senators that have been both elected/appointed and sworn in.
3. Every Senate meeting and Senate committee meeting shall be open to the public, with the following exceptions:
 - 3.1. Executive sessions are called.
 - 3.1.1. A simple majority vote is required to go into executive session.
 - 3.1.2. During an executive session no final or binding action may be taken.
 - 3.2. This open meeting rule shall not prohibit the removal of any person or persons who disrupt a meeting to the extent that orderly conduct of the meeting is seriously harmed.
4. Senate and committee meeting agendas and minutes will be published weekly, by the Webmaster, under the supervision of the Vice President and Committee Chairperson, to be viewed by the student body, faculty, and administration.

CLAUSE 4: LEGISLATION

1. Legislation must only be adopted by the Senate:
 - 1.1. During the session in which they are introduced in the Senate.
 - 1.2. During a special session held between the first and last meeting of a regular session if the legislation was introduced during that regular session.
 - 1.3. During a meeting of the regular session if the bill was introduced during a special session held between the first and last meeting of that regular session.
 - 1.4. During summer special session, only if introduced during a regular session meeting (with the stipulation that the adoption of monetary bills require a minimum of two meetings.)
2. Types of Legislation
 - 2.1. Governing Document Amendments
 - 2.1.1. This legislation must follow the amendment guidelines for each document.
 - 2.1.2. Amendments to the Constitution must be introduced no later than ten class days prior to an election in order to be considered by the Senate. All amendments submitted later than ten class days prior to an election and proposed by the Senate must be withheld from the ballot until the next election.
 - 2.1.3. All suggested amendments must go through the Internal Affairs Committee for review.
 - 2.2. Presidential Appointments

- 2.2.1. Presidential Appointment legislation must go through the Internal Affairs Committee for review.
- 2.3. Resolutions
 - 2.3.1. Resolutions will be brought before the University's Administration as a formal suggestion with the Student Government Association's approval.
 - 2.3.2. All resolutions require a minimum of 500 signatures with Southeastern Louisiana University issued W-numbers in order to be introduced to the Senate.
 - 2.3.3. All resolutions must go through the Student Life Committee for review.
- 2.4. Appropriations
 - 2.4.1. All appropriations must be submitted to the Director of Financial Affairs at least two full class days prior to the Senate meeting at which it will be introduced, so that he/she can prepare a budget impact statement to be presented at the first and third Senate Meetings of each month.
 - 2.4.2. All appropriations must adhere to the Policy Manual as established by the Student Government Association Executive Board and University Administration.
 - 2.4.3. All monetary appropriations passed by the Senate shall be spent within the time allotted by the appropriations policy of the Student Government Association.
 - 2.4.4. A three-quarter (3/4) vote of senators present shall be required to repeal any appropriations legislation.
 - 2.4.5. All appropriation legislation must go through the Appropriations Committee for review.
 - 2.4.6. Types of Grants:
 - 2.4.6.1. Travel Grants
 - 2.4.6.1.1. Purpose: To provide an opportunity for Southeastern Louisiana University students to enhance both their academic and leadership skills. The Travel Grant Program is designed to defer the costs associated with the travel.
 - 2.4.6.1.2. For all requirements and policies regarding travel grants, refer to the Policy Manual as established by the Student Government Association Executive Board and University Administration.
 - 2.4.6.2. Departmental Grants
 - 2.4.6.2.1. Purpose: Departmental Grants are awarded to provide opportunities for Southeastern departments to host educational events on campus. The Departmental Grant Program is designed to defer the costs associated with these educational events.

- 2.4.6.2.2. For all requirements and policies regarding departmental grants, refer to the Policy Manual as established by the Student Government Association Executive Board and University Administration.
- 2.4.6.3. Organizational Grants
 - 2.4.6.3.1. Purpose: Organization grants are awarded to provide opportunities for Southeastern student organizations to host educational events on campus. The Organization Grant Program is designed to defer the costs associated with these educational events.
 - 2.4.6.3.2. For all requirements and policies regarding Organizational Grants, refer to the Policy Manual as established by the Student Government Association Executive Board and University Administration.

CLAUSE 5: SENATE COMMITTEES

1. The following must be the permanent standing committees of the Student Senate:
 - 1.1. Appropriations Committee
 - 1.1.1. Must review all financial matters that come before the Student Senate.
 - 1.2. Internal Affairs Committee
 - 1.2.1. Must review nominations of any appointments in the Student Government Association, which require Senate approval.
 - 1.2.2. Must review and may propose changes to the SGA Constitution, SGA Bylaws, and the Senate Standing Rules.
 - 1.2.3. Must assure that all SGA members are abiding by their Oath of Office and performing the duties they have been assigned.
 - 1.2.3.1. Must review all Executive monthly reports.
 - 1.2.3.2. Members of the Student Government Association who are not performing up to their specified duties must appear in front of the Internal Affairs Committee. If discovered that their specified duties were not being done, the committee shall have the authority to vote for an impeachment trial.
 - 1.2.4. If necessary, shall author impeachment legislation concerning members of any branch of the Student Government Association.
 - 1.3. Student Life Committee
 - 1.3.1. Must review and assess all grievances and pertinent issues of the student body.
 - 1.3.2. Must survey and develop new programs and events for the student body.
 - 1.3.3. Must review all resolutions brought before the Senate.

2. Senate committee statutes:
 - 2.1. No Senator can be the chairperson of more than one committee at the same time.
 - 2.2. Special committees of the Student Senate shall be authorized upon a majority vote of the Senate.
 - 2.3. Each standing committee shall determine all committee bylaws which are not expressed within the Student Government Association Bylaws.
 - 2.4. Each standing committee shall hold elections for the offices of Vice Chairperson of each committee after the first Senate meeting of the semester.
 - 2.5. Quorum for each standing committee shall consist of at least five senators.
 - 2.6. Committee membership shall be comprised of Senators from at least three different colleges.

3. Committee Leadership Duties
 - 3.1. The Chairperson of the permanent standing committees of the Senate must:
 - 3.1.1. Hold a meeting at least once a week while the Senate is in session.
 - 3.1.2. Prepare an agenda for each committee meeting.
 - 3.1.3. Report promptly to the Senate all work of the committee.
 - 3.1.4. Meet with the Vice President at the Vice President's discretion.
 - 3.1.5. Upon a majority vote of approval of the committee, set a day, time, and location for the committee meetings at the first regularly scheduled meeting of the semester.
 - 3.1.6. Have the authority to appoint, upon a majority vote of the committee, additional members to the committee to serve in a non-voting capacity.
 - 3.1.7. In the absence of the Vice President and Senate Pro Tempore, preside over the Senate Meeting in the order of succession as follows:
 - 3.1.7.1. Internal Affairs Committee Chairperson
 - 3.1.7.2. Appropriations Committee Chairperson
 - 3.1.7.3. Student Life Committee Chairperson
 - 3.2. The Vice Chairperson of the permanent standing committees of the Senate must:
 - 3.2.1. Succeed the Chairperson of the committee should the Chairperson be removed of his/her position.
 - 3.2.2. Record the minutes of each committee meeting and submit these minutes in writing to the committee, Webmaster, and Vice President.
 - 3.2.3. Be responsible for maintaining records for the committee which must include all agendas and minutes for the current sessions as well as any other information which is necessary for the committee.
 - 3.2.4. Be in charge of communicating all information to the chairperson of the Senate and the committee members.

- 3.2.5. Contact all individuals or organizations whose presence at the committee meeting is requested and inform them of the date, time, and location of the meeting.

CLAUSE 6: ESTABLISHING STANDING RULES

1. The Student Senate shall establish Standing Rules, as it deems necessary.
2. Individual Standing Rules may be suspendable only as specified within the Senate Standing Rules.
3. The Senate Standing Rules cannot be suspendable as a whole unit at any meeting.

TITLE IV: JUDICIAL BRANCH

CLAUSE 1: STUDENT SUPREME COURT

1. Composition:
 - 1.1. The Student Supreme Court must be composed of one Chief Justice and six Justices.
2. Meetings and Hearings
 - 2.1. The Student Supreme Court shall meet at the discretion of the Chief Justice.
 - 2.2. All meetings and hearings shall be opened to the general public.
 - 2.2.1. Only impeachment hearings may be heard in judicial executive session.
 - 2.2.2. All hearing dates and times shall be submitted to members of the Student Supreme Court, the Executive Board at least one week prior to the scheduled hearing.

CLAUSE 2: JUDICIAL BRANCH LEADERSHIP

1. The Chief Justice must:
 - 1.1. Attend all meetings of the Senate specifically to:
 - 1.1.1. Deliver reports to document the Court's activities during the preceding week.
 - 1.1.1.1. If the Chief Justice is unable to deliver reports, then the Associate Chief Justice shall do so.
 - 1.2. Swear in elected or appointed officials with the following oath:

*I (state your name)
do solemnly swear
that I will faithfully execute the office of (state your office)
of the Student Government Association,
and will to the best of my ability,
preserve, protect, and defend
the Constitution of the Student Government Association,
and the rights of the students
of Southeastern Louisiana University,
so help me God.*

- 1.3. Serve on at least one (1) university standing committee.
 - 1.4. Assist the Associate Chief Justice in the coordination of Free Speech Alley.
 - 1.5. Call and preside over all meetings and hearing of the Student Supreme Court.
 - 1.6. Assume final responsibility for such paperwork that goes through the Student Supreme Court and, at their request, be responsible that potential complainants and/or respondents receive copies of the Judiciary Manual.
2. The Associate Chief Justice must:
- 2.1. Be elected at the first meeting of the Student Supreme Court.
 - 2.1.1. This election must be overseen by the Chief Justice.
 - 2.2. Assume the duties of the Chief Justice upon his/her absence.
 - 2.3. Coordinate Free Speech Alley
 - 2.4. Observe and record the minutes for all meetings and/or hearings of the Student Supreme Court.
 - 2.4.1. Video and/or audio-taped testimony may be substituted in lieu of writing for Court hearings.
 - 2.4.1.1. In such instances, the individual opinions filed by the justices present shall contribute to the attendance record.
 - 2.5. Assist the Chief Justice and serve office hours at the discretion of the Chief Justice.

CLAUSE 3: JUSTICE DUTIES

1. Justices must:
 - 1.1. Familiarize themselves with:
 - 1.1.1. The Southeastern Louisiana University Student Government Association Constitution and Bylaws.
 - 1.1.2. The Southeastern Louisiana University Student Code of Conduct.

- 1.1.3. The Judiciary Manual of the Southeastern Louisiana University Student Government Association.
- 1.2. Deliver informal advice on potential questions of interpretation and/or impact of Legislative or Executive acts.
- 1.3. Attend all meetings and hearings of the Student Supreme Court.
 - 1.3.1. Meetings will be weekly and at the discretion of the Chief Justice.
- 1.4. Individually contribute office hours, at the discretion of the Chief Justice, to the Student Government Association each week through any combination of the following:
 - 1.4.1. SGA Senate meetings
 - 1.4.2. Meetings of SGA committees
 - 1.4.3. SGA sponsored events
 - 1.4.4. University sponsored events for which the Student Government Association's presence has been requested
 - 1.4.5. Processing and reviewing of appeals
- 1.5. Assume any other duties assigned by the Chief Justice.

CLAUSE 4: FREE SPEECH ALLEY GUIDELINES

- 1. Free Speech Alley must:
 - 1.1. Be moderated by the Southeastern Louisiana University Student Government Association Student Supreme Court in accordance with:
 - 1.1.1. A speaker's First and Fourteenth Amendment rights under the Constitution of the United States of America
 - 1.1.2. Rights and privileges granted to individual speakers and participants by the Southeastern Louisiana University Student Handbook.
 - 1.2. Not attempt to censor speaker viewpoint.
 - 1.3. Be held at least once during the Fall and Spring academic semesters.
- 2. Reserved Authority of the Student Supreme Court
 - 2.1. In instances in which SGA's actions do not violate the speaker's rights within the context of a limited public forum, the Student Supreme Court reserves the authority to:
 - 2.1.1. Limit forum discussion to topics of concern suggested by the student body at large.
 - 2.1.2. Require that all persons, students and non-students alike, who wish to address the Southeastern Louisiana University community be formally registered as speakers with the Student Supreme Court.
 - 2.1.3. Limit each speaker to five minutes.

- 2.1.4. Limit speaker content so as to exclude language and/or behavior considered inappropriate for a general audience (i.e. vulgarity, profanity, obscenity, and etcetera).
- 2.1.5. Peaceably remove disruptive participants with the assistance of the University Police Department.

TITLE V: IMPEACHMENTS

CLAUSE 1: IMPEACHMENT PROCEDURES

1. All matters regarding impeachment must originate in the Internal Affairs Committee.
2. After charges are brought before the Internal Affairs Committee, hearings must begin at the following meeting.
3. The Chairperson of the Internal Affairs Committee must contact the official being investigated to inform him/her of the charges and the meeting at which these charges will be discussed.
4. It must take a two-thirds majority vote of the Internal Affairs Committee members present at the hearing to proceed with an impeachment trial of a Student Government Association official.

CLAUSE 2: EXECUTIVE & LEGISLATIVE IMPEACHMENT TRIALS

1. Proper impeachment procedure is a two-step process, including both the vote to impeach and the impeachment trial.
 - 1.1.1. The intent of the vote to impeach is only to call to question whether a trial is warranted to explore further potential violations of the conditions of an official's office.
 - 1.1.2. The intent of the impeachment trial is to call to question whether a Student Government Association official has, in fact, violated some condition of his/her office for which his/her removal from that office may be warranted.
2. Trials of Impeachment for members of the Executive Branch
 - 2.1. The Internal Affairs Committee shall vote to impeach a member of the Executive or Legislative Branch.

- 2.2. The Internal Affairs Committee shall be the authority in writing any legislation to impeach a member of the Executive or Legislative Branch, and shall author any impeachment legislation at the discretion of the Vice President.
- 2.3. If the individual is impeached by the Internal Affairs Committee, they will then be sent to the Judicial Branch for hearings and trial at the discretion of the Chief Justice.
- 2.4. After hearing and trial, the Judicial Branch will determine the final decision to impeach the charged Executive or Legislative Branch Member.

CLAUSE 3: JUDICIAL IMPEACHMENT TRIALS

1. The Senate must conduct only those impeachment trials in which a Student Supreme Court justice stands accused of such a violation.
2. Trials of Impeachment for members of the Judicial Branch
 - 2.1. Following a two-thirds majority vote in the Internal Affairs Committee to impeach a Student Supreme Court justice, the Senate shall conduct an impeachment trial.
 - 2.2. The trial must be called by the Vice President, and open to the public.
 - 2.3. The trial must be presided over by the Chief Justice or by any justice free of charges of impeachment if the Chief Justice is being impeached.
 - 2.3.1. It is the responsibility of this justice to ensure that the proper judicial process is applied for the Judicial Branch member being impeached.
 - 2.4. Justices shall be removed from office by a two-thirds majority vote of Senate Quorum.

TITLE VI: ELECTION CODE

CLAUSE 1: PURPOSE

This Title, proposed by the Southeastern Louisiana University Student Government Association, shall be the established guidelines for any elections administered by the Student Government Association for elected offices.

CLAUSE 2: GENERAL PROVISIONS

1. Interpreting this Document
 - 1.1. Provisions in this document shall be interpreted strictly so that clear and unambiguous provisions are interpreted in their plain and general meaning.
 - 1.2. In the event a provision is unclear or ambiguous, this document should be interpreted by evaluating either the general purpose of the provision or the

behavior which the provision is meant to prevent or resolve, and applying that purpose or remedy to address the specific circumstance.

2. Amendments

- 2.1. Proposed amendments to this document must follow the rules for amendments in this document in Title VIII.
- 2.2. The Election Board may submit recommended amendments to this Title to the Student Government Association Senate. Any changes made to the Election Code must be made the Semester prior to any election held by the Student Government Association.

3. Definitions

- 3.1. Bribery: The act of offering a bribe, typically a gift or a monetary amount, to an individual in a dishonest or unethical manner.
- 3.2. Candidate: Any individual who applies to be on the ballot for an elected office or is nominated for an honorary selection.
- 3.3. Eligible Voter: Every student registered and enrolled for the current semester at Southeastern Louisiana University shall be considered an eligible voter in any given election or referendum.
- 3.4. Endorse/Endorsement: Showing public support by way of expenditures, publications, letters, or speaking in public forums on behalf of an individual or idea.
- 3.5. Election Board: The Election Board shall be comprised of the Election Board Chairperson, the Election Board Vice Chairperson, the Student Government Association President, two members of the Executive Branch, two members of the Legislative Branch, one member of the Judicial Branch, and Student Government Association Advisors.
- 3.6. Election Board Chairperson: The Election Board Chairperson shall be the Chief Justice of the Student Government Association. If this individual is interested in running for a position in the election, that individual must recuse him/herself from the Election Board.
- 3.7. Election Board Vice Chairperson: The Election Board Vice Chairperson shall be the Associate Chief Justice of the Student Government Association. If this individual is interested in running for a position in the election, that individual must recuse him/herself from the Election Board.

CLAUSE 3: GUIDELINES FOR DATES AND TIMES OF GENERAL ELECTION

1. The dates and times of elections shall be left to the discretion of the Election Board and University administration. The order of events for which dates are to be determined by the Election Board are as follows:
 - 1.1. Selection of election-related dates and deadlines.
 - 1.2. Announcement of elections at least one week prior to candidacy meetings.
 - 1.3. Two candidacy meetings to familiarize potential candidates of the Election Code.
 - 1.4. The filing deadline to be held on the Friday of the week of candidacy meetings.
 - 1.5. The determination of qualifications to be held the same day as the filing deadline.
 - 1.6. Notification of Candidacy
 - 1.7. Active Campaigning to commence the Monday after the filing deadline.
 - 1.8. General election to commence no less than one week and no longer than 1 month following active campaigning, and must last three consecutive school days between Monday through Thursday, while the University is open, from 8:00 a.m. the opening day until 4:30 p.m. on the final day of the general election.
 - 1.9. Results to be obtained, validated, and announced 5:00 p.m. of the final day of the general election.
 - 1.9.1. Student Government Association Executive Officials: President, Vice President, and Chief Justice, must win by a majority.
 - 1.9.2. Senator and Homecoming Court elections will be by a plurality.
 - 1.10. If no candidate obtains more than 50 percent of the votes for the Student Government Association Executive Elections, runoff elections between the two candidates receiving the highest number of votes in the General election will commence the following week after the conclusion of the General election, lasting three consecutive schools days between Monday through Thursday, while the University is open, from 8:00 a.m. the opening day until 4:30 p.m. on the final day of voting.
 - 1.11. If necessary, runoff results to be obtained, validated, and announced at 5:00 p.m. on the final day of runoff elections.

CLAUSE 4: CANDIDATE QUALIFICATION AND REQUIREMENTS

1. Candidates for any office to be bestowed upon individuals by Southeastern Louisiana University shall be qualified for participation in the election process by adhering to the following criteria:
 - 1.1. Candidates for Student Government Association elected offices and honorary Homecoming offices must have maintained a semester and cumulative grade point average of 2.50.
 - 1.2. Candidates for honorary Homecoming offices must be an active member of two recognized student organizations at the time of the candidacy meetings.
 - 1.3. Candidates must be free of any academic probation.

- 1.4. Candidates must be free of any disciplinary actions, defined here as having an open or unresolved case with the Office of Student Conduct, as well as being free from any pending disciplinary sanctions administered by the Office of Student Conduct.
- 1.5. To be considered eligible for candidacy in any election, candidates must also:
 - 1.5.1. Candidates must attend at least one of the two Candidates Meetings to qualify for elections. Failure to do so will result in disqualification.
 - 1.5.2. Candidates must file their Election Packets with the Office of Student Engagement by 12:30pm on the Friday of the week of candidacy meetings. Failure to do so will result in disqualification.
 - 1.5.3. Individuals found to not meet these basic requirements and qualifications shall be notified by the Office of Student Engagement or the Election Board Chairperson by the end of the filing period as stated in Clause B of this article.

CLAUSE 5: CANDIDATE EXPENDITURES

1. Student Government Association Elections
 - 1.1. Candidates for President, Vice President, and Chief Justice may spend up to \$500. If candidates for President, Vice President, and/or Chief Justice run together on a ticket, that ticket is still capped to \$500.
 - 1.2. Candidates for Senator may spend up to \$250. If Candidates for Senator run together on a ticket, that ticket is still capped at \$250.
 - 1.3. Candidates for Senator may run with candidates for President, Vice President, and/or Chief Justice, but campaign materials used to promote the Senatorial Candidates must not surpass \$250.
2. Homecoming Elections
 - 2.1. Candidates for Homecoming Court may spend up to \$250. If Candidates for Homecoming Court run together on a ticket, that ticket is still capped at \$250.
3. General Expenditure Provisions
 - 3.1. Candidates may spend personal money, and may accept donations from individuals (i.e. students, parents, friends, family, etc.), or approved campus organizations in good standing.
 - 3.2. Faculty/staff will not be allowed to donate towards a campaign.
 - 3.3. If accepting donations, a donor form must be completed by both parties and submitted to the Election Board prior to spending any of the money and dispersing the goods.

- 3.3.1. Receipts for all expenses must be submitted to the Election Board prior to the disbursement of any goods.
- 3.3.2. If items are donated, the monetary worth of the items will count towards the total expense.
- 3.4. Money may only be spent on campaign materials, and can not cover payment to any individual for campaign work.
- 3.5. Individuals are expected to maintain a record of all expenses and submit a final copy to the Election Board immediately following the election.
- 3.6. Failure to comply to any of the expenditure rules will result in a hearing of the Election Board, and if found responsible, the punishment will be immediate disqualification from the race, or removal from office/title.

CLAUSE 6: CAMPAIGNING

1. Campaign Guidelines:
 - 1.1. Active campaigning may begin after the conclusion of the Candidates Meeting and approval of each candidate's qualifications, and shall be allowed so as long as it is within University policy and procedures. However, only individuals who meet qualifications for candidates or referendums which receive proper approval will be placed on the student election ballot.
 - 1.2. Social media, including but not restricted to Facebook, Twitter, Instagram, etc., may be used throughout the entire election and voting process. Candidates must turn in the names of all internet campaign sites utilized, including social media pages. Pages must be publicly accessible so as to be viewed by the Election Board. The use of email and Moodle does not qualify as the use of social media, and is therefore prohibited.
 - 1.3. All campaign materials must be certified with proper university officials, and must abide by all campus rules.
 - 1.4. After elections, all campaign materials must be removed prior to the start of the following week.
 - 1.5. Candidates may not use chalk in their campaign efforts. Such actions made by a candidate or on their behalf will be subject to appropriate disciplinary action or disqualification.
 - 1.6. Emails shall be sent out by the Office of Student Engagement informing students of the election and who is on the ballot. Individual candidates will not be permitted access to bulk or mass emailing through the university email system, LEONet, or Moodle. Emails sent by candidates or on their behalf will find candidates to be subject to appropriate disciplinary action or disqualification.
 - 1.7. Social media postings must not defame any candidate. Such posts made by a candidate or on their behalf will be subject to appropriate disciplinary action or disqualification.

- 1.8. Campaigning that disrupts the normal flow of University business is prohibited and can be stopped by appropriate University officials.
- 1.9. Candidates or anyone acting on their behalf must not defame another candidate in any way during campaigning.
- 1.10. Bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue is prohibited. Such actions made by a candidate or on their behalf will be subject immediate disqualification.
- 1.11. Candidates and their supporters are not to provide an electronic means for voting, nor solicit votes by asking students to use their own electronic devices at that immediate moment.

CLAUSE 7: FACULTY AND STAFF INVOLVEMENT IN STUDENT ELECTIONS

1. Faculty and staff are encouraged to motivate student participation in elections. However, it shall be a violation of this Code for any faculty or staff member to endorse or campaign for or against any candidate or issue.
2. Candidates may not solicit endorsement of faculty or staff members to encourage students to vote a certain way in any student election.

CLAUSE 8: VOTING PROCEDURES

1. Electronic Voting
 - 1.1. Eligible voters in an election (as defined by Title I, Clause C, Number 2) will be able to cast their vote electronically through the Southeastern Louisiana University servers at polling stations operated by Student Government Association Officials or on their own computers through the Student Government Association Website. The voters must enter their Student Identification W-Number and Password into the secure voting website to cast their vote.
 - 1.2. Should an eligible voter be unable to vote because of technical reasons, they will be directed to the Office for Student Engagement where an official of the Election Board will inform the appropriate university authority of the problem and help the student to reach a resolution. The official will document any such occurrence and report it to the Election Board.
2. While working at the polls, the Election Board officials shall not wear any campaign material on their persons, nor are they to solicit votes or wear any organization paraphernalia during elections other than Student Government Association attire.

3. The Election Board shall appoint no individual who is a candidate for an elected Student Government Association office or any other elected positions to work as a poll worker in any polling center.
4. Election Board officials will provide assistance to any individual with disabilities upon request.
5. Following any Student Government Association General Election, if any Southeastern student wishes to examine the computer printout results, they may do so after the completion of the primary or runoff elections in the presence of at least one (1) Election Board official. This right does not extend to Homecoming Elections.

CLAUSE 9: ELECTION CODE INFRACTIONS

1. Infractions shall be defined as follows, including, but not limited to:
 - 1.1. The act of bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue
 - 1.2. Soliciting a faculty or staff member to encourage students to vote a certain way in any student election.
 - 1.3. Use of chalk.
 - 1.4. Unauthorized use of email.
 - 1.5. Defaming or disrespecting another candidate in any way.
 - 1.6. Affixing campaign materials to any vehicles, including cars, bikes, motorcycles, or any form of transportation, without the owner's permission.
 - 1.7. Failing to remove campaign materials prior to the start of the following week.
 - 1.8. Candidates being found within 100 feet of any election poll for purposes other than casting their own vote.
 - 1.9. Candidates and their supporters are not to provide an electronic means for voting, nor solicit votes by asking students to use their own electronic devices at that immediate moment.
2. Procedures for Filing and the Handling of Election Infractions Complaints.
 - 2.1. All complaints of possible infractions of Election Code must be submitted via email to the Election Board Chairperson, who will date and time stamp the complaint when it is received.
 - 2.2. Complaints must be filed during the election process.
 - 2.3. Complaints may be filed by any student eligible to vote in the election, including Election Board members who witness an Election Code Violation. Additionally, university faculty and staff members shall have the right to file complaints against candidates. Election Board members who observe a violation of the Election Code

- should advise the violating party(ies) to cease and desist from behavior which violates the Election Code, and immediately inform the Election Board Chairperson, as well as submit the observation in writing.
- 2.4. Complaints filed will be forwarded to the Election Board Chairperson, along with evidence that an Election Code infraction has occurred.
 - 2.5. The Election Board Chairperson will oversee the investigation of the complaint. Election Board members will assist as requested by the Election Board Chairperson.
 - 2.6. Once the investigation is completed, the Election Board Chairperson will determine if there is merit to complaint. If not, the Election Board Chairperson will dismiss the complaint and notify in writing the person who filed the complaint via Southeastern email. If the Election Board Chairperson determines that there is merit to the complaint, the Election Board Chairperson will convene a meeting of the Election Board. The Election Board Chairperson will notify in writing via Southeastern email the person accused of violating the Election Code and notify the person who filed the complaint that the complaint has been accepted and that a meeting of the Election Board has been scheduled. The notice will identify the specific violation, evidence supporting the charge including witnesses to be called, and the time, date and location of the hearing.
 - 2.7. The Hearing will be held at the time, date and location set by the Election Board Chairperson. Hearings for infractions, must be held as soon as possible, and must occur within 24 hours of the submission of an infraction, or before the announcement of election results, whichever is sooner. The hearing may be postponed or rescheduled by decision of the Election Board Chairperson.
 - 2.8. The Election Board Chairperson will present the results of the investigation to the full Election Board. The individual accused of violating the Election Code will then be provided an opportunity to present evidence that they did not commit an infraction. Other than witnesses called to testify and parties to the hearing, no other individuals will be permitted to speak or participate in the hearing. Attorneys, advisors or friends will not be permitted to address the Election Board or participate in the hearing other than to offer advice to their party. The Election Board Chairperson shall rule on admissibility of evidence, motions and objections as well as the acceptability of questions asked by any party. The Election Board Chairperson may limit evidence that is repetitious and may take other action as necessary to maintain an orderly hearing, including requiring that all questions be submitted to the Election Board Chairperson who will then read each question to the witness(es).
 - 2.9. The Election Board will then deliberate in executive session. The burden of proof will be preponderance of evidence. Does the evidence presented, including the credibility of the witnesses and evidence presented, lead one to conclude that it is

more likely than not that the individual accused violated the Election Code. If so, the Election Board must find the accused guilty of violating the Election Code. If not, the Election Board must rule that the Election Code was not violated.

- 2.10. If the Election Board determines that a student violated the Election Code, the Election Board will impose sanctions as noted below. All Southeastern Louisiana University Election Code sanctions are not debatable and will be imposed by the Election Board upon concluding that a violation of the Election Code has been committed.
- 2.11. The following sanctions will be imposed against a student who has been found guilty of violating the Election Code.
 - 2.11.1. The following Election Code infractions shall result in immediate disqualification:
 - 2.11.1.1. The act of bribery for the purpose of swaying or causing someone to vote for or against a particular candidate or referendum issue (vote buying).
 - 2.11.1.2. Unauthorized use of email.
 - 2.11.1.3. Failure to comply with all campaign expenditure policies.
 - 2.11.2. Candidates who fail to remove campaign materials prior to the start of the following week will undergo a hearing with the Election Board, and if found responsible will be written up to the Office for Student Advocacy and Accountability for litter.
 - 2.11.2.1. Responsibility will not lie on the candidate if materials are stolen or moved without the candidate's knowledge.
 - 2.11.3. All other Election Code infractions, including those not listed within this document, that are determined to be Election Code infractions by the Elections Committee shall result in a verbal and written warning upon first offense, and disqualification of the candidate upon second offense. This shall apply for the occurrence of any infractions that are committed.
3. The Election Board will adjourn from Executive Session and convene in regular session for the purpose of announcing its findings and the sanctions, if applicable, to be imposed. The Election Board Chairperson will, within two class days of the conclusion of the hearing, file a copy of the minutes of the meeting with the Office for Student Engagement who will date and time stamp the minutes when received. The minutes will reflect the specific charges filed, the findings of the Election Board, and the sanctions imposed. The minutes will also refer to the procedures for appealing Election Board findings and decisions (see Title IX of this Election Code). Copies of the minutes may be obtained from the Office of Student Engagement. It will not be required that the Office of Student Engagement or the Election Board post a copy of the minutes to the Student Government Association website, so long as a physical copy is kept on file with the Director of the

Office for Student Engagement. The Election Board Chairperson will notify the parties involved in the matter, complainant and the accused, that a copy of the minutes has been filed with the Office for Student Engagement and are available upon request.

CLAUSE 10: APPEAL PROCEDURES

1. Election Board decisions resulting in the disqualification of a candidate or the voiding or overturning of the results of any student election (candidate or referendum) may be appealed to the Judicial Branch of the Student Government Association.
2. Procedures for filing Appeals of Election Board decisions resulting in the disqualification of a candidate or the voiding or overturning of the results of any student election.
 - 2.1. A student who has been disqualified from participation in an election, as the winner of an election, or any student voting in an election where the results have been voided or overturned other than by the disqualification of a candidate may submit a written appeal to any member of the Judicial Branch of the Student Government Association who is not serving as a part of the Election Board and is not running for an elected position within two class days of the filing of the Election Board hearing/meeting minutes. The appeal must be filed with the Office for Student Engagement who will date and time stamp the petition.
 - 2.2. The petition must indicate whether the appeal is based on the failure of the Election Board to follow published procedures in this Election Code, or that there is insufficient evidence to support the finding that a violation of the Election Code occurred. Disqualification imposed as a result of violation of Infractions 1, 2, and 5 may not be appealed. The finding of guilt may be appealed, which if reversed eliminates the sanctions imposed. Appeals regarding the finding of repeated violations may address the finding of guilt for each violation. In such cases, the Judicial Branch of the Student Government Association will review the first reported finding of a violation before proceeding to the second issue. A reversal of the first finding will result in the pending second finding being treated as a first offense. Upholding of a first finding of violation of the Election Code will result in the second issue being treated as a second offense.
 - 2.3. The Chief Justice of the Student Government Association will verify whether the appeal was submitted within the time frame permitted by this document. If not, the petition will be rejected and the decision of the Election Board will stand. The Chief Justice will notify in writing the Election Board and all parties involved in the case. If the petition has been submitted within the time frame allowed, the Chief Justice will proceed with the handling the petition in accordance with the Constitution and Bylaws of the Student Government Association.

3. Appeals of decisions made by the Election Board relative to Clause 10.2 : Guidelines for Dates and Times of General Election of this document will be handled as follows:
 - 3.1. Any student eligible to vote in the specific election in question may submit a written appeal to the Chair of the Election Board. The appeal must be submitted within two class days of the filing of the Election Board minutes with the Office for Student Engagement, which will date and time stamp the petition.
 - 3.2. The petition must indicate the specific basis for the appeal and the corrective action requested.
 - 3.3. The Election Board Chairperson will review the petition and complete an initial investigation of the matter, including verification that the appeal was properly submitted and identifies the basis of the appeal and corrective action requested.
 - 3.4. The Election Board Chairperson will then report the findings to the Election Board. The Election Board may decide to reject the appeal, hold a full Election Board hearing on the matter or refer the matter to the Supreme Court for review and appropriate action.
 - 3.5. The student may appeal the Election Board's decision to reject the appeal or the results of a full Election Board hearing to the Judicial Branch of the Student Government Association by filing a written appeal within two days of the filing of the Election Board minutes. The appeal petition must be filed with the Office of Student Engagement within two days of the filing of the minutes.
 - 3.6. The Chief Justice of the Student Government Association shall handle the appeal following the procedures outlined in Clause 10.3.

TITLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, must govern the Southeastern Louisiana University Student Government Association in all cases not covered by the Constitution, these Bylaws, the Judiciary Manual, or the Standing Rules of the Student Senate, the Executive Branch, and the Student Supreme Court.

TITLE VIII: AMENDMENTS

These Bylaws may be amended by a two-thirds majority vote of the Senators present at any regularly scheduled Senate meeting only during the Fall and Spring semesters, after the appropriate notice of at least one week following introduction.