

# Title I

## Code of Laws

### Chapter 100: Jurisdiction

100.01 All laws and resolutions of the Student Government Association shall be codified and properly maintained by the person so designated by the Student Executive Board. All legislative measures will be published according to general topics by title and chapter.

100.02 The following shall be the titles and chapters of this Code of Laws:

Title I	Chapter 100-199	Code of Laws
Title II	Chapter 200-299	Executive Branch Laws
Title III	Chapter 300-399	Legislative Branch Laws
Title IV	Chapter 400-499	Judicial Branch Laws
Title V	Chapter 500-599	Student Activities Branch Laws
Title VI	Chapter 600-699	Finance Laws
Title VII	Chapter 700-799	Spring General Laws
Title VIII	Chapter 800-899	Student Organizations Laws
Title IX	Chapter 900-999	General Laws
Title X	Chapter 1000-1099	Homecoming Laws

100.03 The jurisdiction of this Code shall extend to the entire Student Government Association, including all of its offices, elected or appointed, and its agencies, branches, committees, members, and organizations or individuals participating in its events, activities, and programs.

100.04 This Code shall be superior to any governance, except the Student Body Constitution, which may be enacted by any discussion of the Student Government Association.

100.05 Any elected or appointed official of the Student Government Association that violates any law contained herein shall be subject to impeachment.

100.06 The Student Government shall be referred to as the SGA henceforth throughout this Code of Laws.

# **Title II**

## **Executive Branch Laws**

### **Chapter 200: The Student Executive Board**

- 200.01 There shall be a Student Executive Board in accordance with Article V, Section 1-3 of the Constitution of the Jacksonville State University Student Body.
- 200.02 The Student Executive Board shall consist of the President, Vice-President of Student Senate, Vice President of Student Activities, Vice-President of Organizational Affairs, and the Vice President of Public Relations. They shall be voting members. The Student Executive Board shall also consist of non-voting members, as outlined in these Codes.
- 200.03 The Student Executive Board shall meet at least once a week.

### **Chapter 201: Office of Publicity**

- 201.01 The Office of Publicity is an executive agency responsible for publicizing the events and activities of the Student Government Association.
- 201.02 The Office of Publicity shall be presided over by the Vice President of Public Relations. The Vice President of Public Relations must be in good academic standing, have no judicial holds with the university, be at least of sophomore status (32 credit hours), and hold a minimum of 2.5 cumulative GPA.
- 201.03 The duties of the Vice President of Public Relations shall include but are not limited to:
- A. Coordinating all publicity for the SGA.
  - B. Designing all printed materials, placing all advertisements and overseeing all publicity for the SGA.
  - C. Working with the other members of the Executive Board and SAC Committee Chairpersons to develop publicity campaigns for programs and events.
  - D. Attending all Student Executive Board meetings as called by the President.
  - E. Performing such duties as the President might request of him/her.
  - F. Keeping official records of participation at each event sponsored by the SGA.

## **Chapter 202: Executive Assistant to the President**

- 202.01 The Executive Assistant to the President shall be a non-voting member of the Executive Board.
- 202.02 The SGA President shall reserve the right to not appoint an Executive Assistant if he/she believes the position is not needed during his/her term.
- 202.03 The Executive Assistant to the President is appointed by the SGA President and is to be confirmed by the Senate.
- 202.03 No person shall hold this office while simultaneously serving as a member of the Executive Board.
- 202.04 The Executive Assistant to the President shall have a cumulative GPA of at least 2.5.
- 202.05 The duties of the Executive Assistant include:
- A. To attend meetings or University functions as the representative of the SGA President in his/her absence.
  - B. To report to the Executive Board in the absence of the President.

## **Chapter 203: Office of Chaplain**

- 203.01 There shall be a Chaplain of the SGA nominated by the SGA President and confirmed by the Senate.
- 203.02 The duties of the SGA Chaplain are:
- A. To issue sympathy to members of the Jacksonville State University family in times of loss on behalf of the SGA.
  - B. To be the SGA liaison to the University Ministers and the Student Ministries.
  - C. To offer a moment of silence and a secular or nondenominational as deemed necessary for the occasion, inspirational message before all official Senate, SAC, and Organizational Council (OC) meetings.
- 203.03 A person wishing to apply for the office of SGA Chaplain must file an application with the SGA President. To be eligible for the position, the applicant must have at least a 2.5 GPA and have at least 12 hours completed at Jacksonville State University.

## **Chapter 204: Community Ambassador**

204.01 There shall be a Community Ambassador of the SGA. The Community Ambassador shall be appointed by the SGA President and confirmed by the SGA Senate. The Community Ambassador shall not be an already elected or appointed officer of the SGA.

204.02 The duties of the SGA Community Ambassador are:

- A. To be the liaison between the SGA, the city of Jacksonville, and the greater Calhoun area;
- B. To correspond event planning between the SGA and the city of Jacksonville;
- C. To be an ex-officio member of the Governmental Relations Committee;
- D. To attend city council meetings and report the happenings to the SGA at the following formal SGA Senate meeting;
- E. To be responsible for planning and conducting campus-wide voter registration drives.

The Vice President of Student Senate shall be responsible for voter registration drives until the Community Ambassador is appointed, or in the case that the Community Ambassador is dismissed.

204.03 The SGA Community Ambassador will attend SGA Senate meetings bi-weekly, meet with the SGA President, and update the Governmental Relations Committee Head.

204.04 The Community Ambassador must have completed 12 hours at Jacksonville State University and maintain a 2.5 GPA.

# **Title III.**

## **Legislative Branch Laws**

### **Chapter 300: Regular Session**

- 300.01 The regular session of the Senate shall begin no later than the first Monday after the first day of class each fall and spring semester.
- 300.02 The Senate shall conduct formal meetings in the Theron Montgomery Building Auditorium at 6 P.M. on the first and third Mondays of every month during the academic year (following the Rules of Procedure outlined Chapter 305). The Senate shall conduct informal Committee meetings in the Theron Montgomery Building Auditorium at 6 P.M. on the second and fourth Mondays of every month during the academic year (following informal procedure at the discretion of the SGA Vice President of Student Senate).
- 300.03 The Senate may alter the time and place of a particular meeting by majority vote at a regularly scheduled meeting one week prior to the alternative time or place.

### **Chapter 301: Membership**

- 301.01 All undergraduate students applying to become Senators must have obtained at least twelve (12) credit hours at Jacksonville State University and be enrolled in a minimum of nine (9) credit hours throughout each of the fall and spring semesters of his or her term.
- 301.02 All graduate students applying to become Senators must be currently enrolled as full time students at Jacksonville State University throughout the fall and spring semesters of his or her term.
- 301.03 A candidate for Senate must have a cumulative GPA of at least 2.5 and must maintain this average throughout his or her term as Senator.
- 301.04 Senators will be elected in the Spring General Election by the entire student population of Jacksonville State University; if vacancies occur during the academic year, these positions will be filled by an appointment made by the Vice President of Student Senate and approved by the Senate with a majority vote.
- 301.05 The Senate shall be limited to thirty (30) voting Senators.
- 301.06 Any student wishing to be appointed to the Senate must complete a detailed application and return it to the Vice President of Student Senate.

- 301.07 Newly elected or appointed Senators shall be given a copy of the Jacksonville State University SGA Constitution and Code of Laws and information on Parliamentary Procedure according to *Robert's Rules of Order*.
- 301.08 The term of office for a Senator or a Committee Chairperson shall begin on the first meeting after the Spring General Election until the last meeting set by the Vice President of Student Senate.
- 301.09 A Senator shall be permitted two (2) absences per semester. An absence may be deemed acceptable if extenuating circumstances are present, and such circumstances are deemed acceptable by the Vice President of Student Senate. A Senator having exhausted a third absence shall meet with the Vice President of Student Senate within one (1) week of his or her third absence. Should a Senator fail to meet within the aforementioned time, his or her seat shall be re-appointed.
- 301.10 Senators shall take an oath of office no later than the second meeting after their election/confirmation. The Student Judiciary Advocate shall administer the Oath Office as follows: "I (name of individual) do solemnly swear (or affirm) to uphold the Jacksonville State University's Constitution and Code of Laws and to serve the students of Jacksonville State University to the best of my ability in my capacity as Senator of the SGA."
- 301.11 By the first date of a Senator's term, the Vice President of Student Senate shall administer, to new Senators, a test covering the Constitution and Code of Laws. Each version of this test shall be drafted each year by the Vice President of Student Senate. All Senators must achieve seventy-five percent (75%) or higher on this test. If a Senator fails to obtain the required score or higher, the Senator shall have one week to re-take the test. If a Senator fails to obtain the required score a second time, he or she will receive one (1) tardy and have one (1) week to re-take the test. If he or she fails to obtain the required score a third time, the Senator's seat will be re-appointed.
- 301.12 All Senators must author a minimum of one bill or resolution each semester. If a Senator does not complete his or her required bill or resolution, he or she shall receive one (1) absence. Bills and resolutions written by Senators must reflect the wishes of the student body and be in accordance with the SGA Constitution.

## **Chapter 302: Senate Vacancies**

- 302.01 The Vice President of Student Senate will announce any senate seat openings at the Student Senate meetings.
- 302.02 If a student wishes to be nominated as a senator, he or she must have the same qualifications as specified in 301.03 and file an application with the Vice President of Student Senate.

- 302.03 The Vice President of Student Senate will introduce his or her nominee to the senate in the form of a bill to appoint a senator.
- 302.04 All newly appointed senators must take the Oath of Office immediately after being voted in. This action is to occur before the inductee takes the Senator seat.
- 302.05 The Senate seats will be voted on one vacancy at a time. The vacancy must be filled by a clear majority of the senators present at the meeting. Clear majority shall be defined as 50%+1 of the senate present and voting at the meeting.
- 302.06 At the conclusion of debate, the nominee will leave the room, and the VPOA will bar the door until all discussion is complete, all votes are cast, or the matter is tabled.
- 302.07 Concerning SGA appointments, there shall be a time period of no more than 3 minutes between the author's closing remarks and the official vote on the bill for discussion of those nominee's without them being present. The maximum amount of time allotted to each Senator will be 1 minute.

## **Chapter 303: Officials**

- 303.01 The Vice President of Student Senate shall appoint, with the consent of the senate, a Parliamentarian, a Clerk, and a President Pro-Tempore no later than the second meeting after spring elections. The nominees shall be selected at the Vice President of Student Senate's discretion.
- 303.02 The Parliamentarian shall ensure that the rules of procedure as established by statute and the general rules for parliamentary procedure as found in Robert's Rules of Order are followed. The Vice President of Student Senate shall name an acting parliamentarian to serve at the first meeting or until a parliamentarian has been selected.
- 303.03 The Clerk shall take minutes and keep a record of attendance at each senate meeting, as well as read all bills and resolutions. The clerk shall complete all necessary items pertaining to the student senate by the end of the business week. The Vice President of Student Senate shall name an acting clerk to serve at the first meeting or until a clerk has been selected.
- 303.04 The President Pro-Tempore shall preside in place of the Vice President of Student Senate in his or her absence or at the Vice President of Student Senate's discretion. The SGA President shall fill this position, if needed, until Pro-Tempore has been chosen.



## **Chapter 304: Forms of Legislation**

- 304.01 Bills shall be legislative proposals to appropriate monies, adopt statutory amendments and revisions, and other legislative proposals as provided by law.
- 304.02 A Resolution shall be a formal expression of the will, opinion, or intent of the assembly. It shall bear a superscription that shall clearly identify the sponsor(s). It shall, in its body, express the basis for the assembly's expressed will, opinion, or intent.
- 304.03 Each proposed bill shall be designated by a number preceded by SB (e.g. SB 1). A bill passed by the senate shall be presented by a title and number, and it shall be incorporated in the Code of Laws. The numerical designation shall be in the form of "academic year - number" (e.g., 15-16-01). The Vice President of Student Senate or Senate Clerk shall be the only persons authorized to number bills.
- 304.04 All resolutions presented to the Senate for consideration shall be numbered by the Clerk. Each proposed resolution shall be designated by a number preceded by S.R. (e.g. S.R. 1). A resolution adopted by the Senate shall be designated by a number in form "R" - academic year - number (e.g., R-05-06-01), and may be titled.
- 304.05 In order for a bill to be submitted to the Senate, it must first be submitted to the SGA Vice President of Student Senate no later than the end of business the Tuesday prior to a Senate committee meeting. The SGA will then submit the bill to the appropriate committee for review. The committee will review the bill and submit the bill, along with any recommendation for approval and/or any recommended amendments to the SGA Vice President of the Student Senate by the end of the committee meeting. Once a bill has completed these steps, it will be sent in its approved form to all members of the Student Senate (and the Student Judiciary Advocate) prior to the Senate meeting in which the bill has been placed on the agenda.
- 304.06 All bills passed by the Senate and placed into the Code of Laws shall be numbered in order beginning with the Chapter number followed by the Section number. The Section Number will begin with .01 and continue in chronological order.”

## **Chapter 305: Rules of Procedure**

### Chapter 305: Rules for Procedure

- 305.01 The Senate shall observe the following Rules in conducting its business:
- I. The Order of Business Shall be:
    - a. Call to Order

- b. Roll Call
- c. Reading of the Minutes
- d. Chaplain
- e. Officer Reports
- f. Committee Head Reports
- g. Student Body Report
- h. Old Business
- i. New Business
- j. Discussion
- k. Announcements
- l. Adjournment

II. The session shall be opened by the Vice President of Student Senate, hereafter referred to as VPSS, or the President Pro-Tempore in the absence of the VPSS. No motion may be entertained by the VPSS until the session has been opened.

III. Immediately after the opening of the session the VPSS shall read to the members any messages received for the Senate. This shall include any bills objected to by the SGA President. This message shall include the SGA President's justification for their veto.

IV. Upon reading of a message from the SGA President pertaining to a bill to which he/she objected, the VPSS shall remind the Senate that a presidential veto may be overridden by a 2/3 vote by the Senate. The author(s) of the bill in question shall then be asked how they would like to proceed. The bill may be laid on the table for consideration in this session, postponed for consideration at another session (in which case it shall be laid on the table until that time), or referred to committee.

V. After all messages have been received by the members; the VPSS shall present to the members any items on their table.

VI. At the time for the New Business the VPSS or the Clerk shall read the bill. The VPSS shall then either refer the bill to the appropriate committee or present it to the assembly for immediate action. The Clerk shall insure that each member of the body shall receive an accurate copy of the bill.

VII. Any member who wishes to present a resolution to the assembly shall provide the VPSS with a copy of the resolution at least four days before the meeting is called to order. At the time for New Business and after all bills have been considered, the VPSS or the Clerk shall read the resolution. The VPSS shall then either refer the resolution to the appropriate committee or present it to the assembly for immediate action.

VIII. The Clerk shall enroll on the Calendar of Business any appointments from the SGA President presented to the Senate for their consent, the reports of the committees

pertaining to such appointments, and such items as proposed amendments to the Student Body Constitution.

IX. All bills shall follow the procedures as stated in Chapter 305 of the Code of Laws.

X. The VPSS shall possess the authority to re-define and/or re-arrange the Order of Business in a manner that he or she feels will best suit the interests of the Student Senate. The VPSS, President Pro Tempore, Clerk, or Parliamentarian of the Senate must inform all senators of any changes in the Order of Business prior to its application.

305.02 Quorum shall be defined as 50% + 1 of the members.

305.03 The Senate shall follow Robert's rules of Order, insofar as those rules do not conflict with the Student Body Constitution or any law stated herein.

305.04 Majority vote shall be 50% + 1 of the members present. 2/3 vote shall be 66% + 1 of the members present.

305.05 The VPSS shall present all bills and resolutions passed by the Senate to the SGA President within two days of passage.

305.06 The Senate shall publicize pending legislation and shall encourage students to voice their opinions on such legislation. Such publicity may be coordinated by the VPSS or Clerk, or through an SGA agency for that purpose.

305.07 Any member may request a roll call vote. The Clerk shall record each Senator's vote.

305.08 Each bill brought before the senate must not exceed a debate time of 15 minutes, unless otherwise determined by the VPSS. Each senator must not take up more than 2 minutes each time they are called on during debate, unless otherwise determined by the VPSS. A bill's author(s) have 2 minutes to present their opening arguments and 1 minute for closing arguments, unless otherwise determined by the VPSS. If the VPSS wishes to extend or reduce any of the time periods for any action discussed in this section, they must do so before the bill is read by the Clerk. It is the responsibility of the Senate Clerk or Parliamentarian to enforce time limits during debate.

## **Chapter 306: Impeachment Proceedings**

306.01 The Senate shall have the power to impeach (that is, to bring a charge of misconduct in office) against any Senator, by 2/3 constitutional majority vote. A constitutional majority vote shall be defined as a majority vote of 2/3 of all Senators on the Senate. The Senate shall try all cases of impeachment against Senators, according to the Rules of Procedure in 306.3.

- 306.02 The Senate shall have the power to impeach any SGA office-holder. If a motion to impeach an office-holder shall pass the Senate by constitutional majority vote, charges shall be presented to the Student Judiciary Council for their action. The Senate shall appoint one or more of its members to present the case to the S.J.C. If a Justice shall be charged, the Justice shall be automatically temporarily suspended, and the Chief Justice shall appoint an Acting Justice for the sole purpose of hearing the misconduct case.
- 306.03 If a Senator should be impeached, the Senate shall appoint one of its members to prosecute the case. The accused Senator shall be permitted to defend himself/herself, with or without the aid of another Senator(s). The Senate shall meet in Special Session to try a misconduct case. Then the Senate Clerk shall read the charge to the Senate. Then the prosecutor shall present the case against the accused Senator. Either side may also utilize testimony from other Senators or other individuals. The members of the Senate shall have at least 30 minutes to question the accused Senator and any person(s) who gave testimony. The accused Senator shall then be dismissed. The Senate shall then deliberate for as long as they shall think necessary. A two-thirds constitutional majority vote shall be required to remove the accused Senator from office. The Senate shall have power to compel testimony by issuing subpoenas. Any person found in contempt by the Senate shall be liable to prosecution before the S.J.C.
- 306.04 Any office-holder found guilty of misconduct and removed from office by the S.J.C. may appeal his/her case to the Senate. The original prosecutor and defender shall argue the case before the Senate.

## **Chapter 307: Committees**

- 307.01 There shall be an Athletic Support Committee of no less than three members, a Chairperson, and a Co-Chairperson. The Athletic Support Committee shall be responsible for encouraging students to attend all university athletic events and increasing overall school spirit. The Athletic Support Committee shall be responsible for orchestrating SGA Spirit Nights in cooperation with the Student Activities Council. The Athletic Support Committee shall assist the Gamecock Spirit Committee as needed with tailgates and other school spirit functions. The Athletic Support Committee shall be responsible for participating in all matters pertaining to Homecoming events, activities, rules, and regulations. The Athletic Support Chairperson shall be appointed by the Vice President of Student Senate with Senate approval. The Co-Chairperson shall be appointed by the Chairperson with the approval of the Vice President of Student Senate.
- 307.02 There shall be a Campus Life Committee of no less than three members, a Chairperson and a Co-Chairperson. The Campus Life Committee shall help students connect to the proper administrative services if their questions or concerns are outside of the jurisdiction of the Senate. The members of the Campus Life Committee shall seek to work with the JSU administration with regard to student concerns for University housing facilities,

classroom facilities, University facilities procedures, rules, and programs. The Campus Life Committee Chairperson shall be appointed by the Vice President of Student Senate and confirmed by the Senate. The Co-Chairperson shall be appointed by the Chairperson with the approval of the Vice President of Student Senate.

- 307.03 There shall be a Code and Constitution Committee of no less than three members, a Chairperson, and a Co-Chairperson. The Code and Constitution Committee shall ensure there are no discrepancies in the Constitution or Code of Laws. The Code and Constitution Committee shall review all proposed changes to the Constitution and Code of Laws. The Code and Constitution Committee shall also serve as the Student Judiciary Panel, as discussed in Title IV. The Code and Constitution Committee Chairperson shall be appointed by the Vice President of Student Senate and confirmed by the Senate. The Code and Constitution Co-Chairperson will be appointed by the Chairperson with the approval of the Vice President of Student Senate.
- 307.04 There shall be a Governmental Relations Committee of no less than three members, a Chairperson and a Co-Chairperson. The Governmental Relations Committee shall assist the Community Ambassador in ensuring students are informed of local and state governmental matters that affect Jacksonville State University or JSU students. The Governmental Relations Committee shall assist in planning the participation in Higher Education Day. The Governmental Relations Committee Chairperson shall be appointed by the Vice President of Student Senate and confirmed by the Senate. The Governmental Relations Committee Co-Chairperson will be appointed by the Chairperson with the approval of the Vice President of Student Senate.
- 307.05 There shall be a Publicity Committee of no less than 4 members and a Chairperson. The Publicity Chairperson shall be appointed by the Vice President of Public Relations with Senate approval. The Co-Chairperson shall be appointed by the Chairperson with the approval of the Vice President of Student Senate. The Publicity Committee shall work alongside the Vice President of Public Relations in publicizing all SGA events. The Publicity Committee is responsible for publicizing all Student Senate functions. The Publicity Committee shall be responsible for assisting the Vice President of Public Relations in hanging event fliers, making phone calls, and other publicity tasks as directed by the Vice President of Public Relations.
- 307.06 There shall be a Publicity Committee of no less than three members, a Chairperson, and a Co-Chairperson. The Publicity Committee shall work alongside the Vice President of Public Relations in publicizing all SGA events. The Publicity Committee is responsible for publicizing all SGA functions. The Publicity Committee shall be responsible for assisting the Vice President of Public Relations in hanging event flyers, posting on social media, and other publicity tasks as directed by the Vice President of Public Relations. The Publicity Chairperson shall be appointed by the Vice President of Student Senate with Senate approval. The Co-Chairperson shall be appointed by the Chairperson with the approval of the Vice President of Student Senate.

- 307.07 The Senate shall from time to time create such committees as shall be necessary for its business. Such committees shall have a specific purpose and shall exist for a stated period of time. The chairpersons for these committees shall be appointed by the Vice President of Student Senate and confirmed by the Senate. There shall be a Co-Chairperson, which shall be appointed by the Chairperson with the approval of the Vice President of Student Senate.
- 307.08 Every Senator shall actively serve on at least one committee. Should the Senator fail to meet within the guidelines of Section 307.08, his/her seat will be re-appointed.
- 307.09 All Senate Committees shall be chaired by Senators unless otherwise directed by a majority vote of the Senate.
- 307.10 The Vice President of Student Senate shall have the power to remove chairpersons of Senate committees if probable cause for dismissal is found.
- 307.11 The Chairperson of each committee shall have the power to remove the Co-Chairperson and committee members if probable cause for dismissal is found and confirmed by the Vice President of Student Senate. A Senator shall be permitted two Senate absences per semester. However, if a Senator accumulates two absences within a committee, the committee meeting absences will equate to one Senate absence. Further action to remove a Senator from office will be conducted by the Vice President of the Student Senate and will commence upon the attendance report of the committee head.
- 307.12 In Reference to Committees, actively serve shall be defined as: Committee members shall be permitted two absences per semester with two tardies being considered one absence. A tardy will be given to any committee member who misses roll call. Any absence may be deemed acceptable if extenuating circumstances are present. If the Committee Head or Co-Head cannot decide extenuating circumstances then the decision shall lay in the hands of the Vice President of Student Senate. The Committee Member has one week after his/her third absence to meet with the Committee Chairperson and Co-Chairperson.
- 307.13 The Vice President of Student Senate shall meet with each Student Senate Committee Chairperson no less than once per month during each fall and spring semester. The Committee Heads shall be duly notified of the dates, times, and locations of the meetings as determined by the Vice President of Student Senate. The Vice President of Student Senate shall either meet with each Committee Head collectively or on an individual basis, at his or her discretion. The purpose of the Committee Head meeting shall include, but not be limited to providing attendance reports of committee members; a full progress report of their Committee's past, current, and future activity; and to discuss matters of mutual concern.

## **Chapter 308: Senate Public Access Law**

- 308.01 All records pertaining to the Senate shall be available for inspection by any member of the SGA.
- 308.02 Obstruction of public access shall be a criminal offense, and constitute misfeasance.
- 308.03 All regular meetings of the Senate shall be open to the public. All regular meetings of Senate committees shall be open to the public. The Senate, and its committees, shall have the power to bar and expel individuals for disruptive behavior.
- 308.04 The Senate shall take a proactive approach to public access. The time and place of all meetings shall be announced in the Jacksonville State University Event Calendar.

## **Chapter 309: Restrictions**

- 309.01 The term “business casual” can include but is not limited to the following dress items:

Suits, dresses, skirts, khakis, colored khakis, dress slacks, blazers, collared in addition to button-up shirts, polo’s blouses, etc. flip-flops, sneakers, and jeans of any kind are not appropriate for our purposes.

The attire of each senator must be modest in taste and practice, motivated to best represent the students as well as the Student Government Association of Jacksonville State University.

Failure to abide by the guidelines will result in a verbal warning for the offender which is to be recorded by the Clerk of the Senate and issued by the President of the Student Senate or the Senate Parliamentarian. Each reoccurring offense shall equal to an absence, thus, two offenses shall mean the dismissal of the offender.

- 309.02 Cell phones, beepers, pagers or any other electronic devices must be silenced at all times during Senate meeting. Any violation will result in an absence from the meeting and possible disciplinary action, as this is a violation of the University’s Civility Policy. Text messaging shall constitute as a violation of this section for the meeting.
- 309.03 The use of tobacco products is prohibited during Senate meetings. Any violation will result in an absence from the meeting and possible disciplinary action.





# Title IV

## Judicial Branch Laws

### Chapter 400: Organization

- 400.01 The Judicial Branch shall be made up of the Student Judiciary Advocate, hereafter referred to as the SJA, and a Student Judiciary Panel.
- 400.02 In accordance with Article VII of the Jacksonville State Student Government Constitution, the SJA will be appointed by the SGA President and confirmed by the Senate. They shall serve as a student representative in cases involving student infractions and may not serve in any other SGA elected or appointed office.
- 400.03 The term of the SJA shall be from Spring semester to Spring Semester. A candidate will be brought forward for appointment by the Senate at the first senate meeting of the Spring Semester. The last official school day of the Fall Semester will be the SJA's final day.
- 400.04 Should charges need to be filed in the time between the previous SJA's term and the appointment of the new SJA, the charges shall be filed with the SGA Advisor. At the discretion of the SGA President, Vice President of Student Senate, and/or SGA Advisor, a special senate meeting may be called to appoint the new SJA before the first meeting of the Spring Semester.
- 400.05 The SJA shall oversee both the Spring General and Homecoming elections and shall hold the candidates' meeting for said elections.
- 400.06 For a candidate to be appointed they must:
- A. have accrued at least 12 credit hours at Jacksonville State University
  - B. have and maintain a grade point average of no less than a 2.5 on a 4.0 scale, per semester and cumulative
  - C. be in Good Academic Standing with the university
  - D. have no judicial holds
  - E. be enrolled and/or planning to be enrolled at JSU full time for both semesters of their term.

- 400.07 The Student Judiciary Panel will be made up of the members of the Student Senate's Code and Constitution Committee. The SJA will serve as a non-voting presiding officer of this panel, except in the case of the tie.
- 400.08 All members of the Student Judiciary Panel are expected to attend all official meetings. An absence may be deemed acceptable if determined so by the SJA. Members of the Panel are only permitted two (2) absences. The Student Judiciary Panel will be required to wear business casual attire to all Panel meetings. Failure to wear the appropriate attire will result in the panel member being marked absent from the Student Judiciary Panel.
- 400.09 The Student Judiciary Panel will be vested with the power to interpret any part of the SGA Code of Laws. The Student Judiciary Panel will be called upon if there is any discrepancy or confusion about the SGA Code of Laws. Any interpretation, in order to be valid, must have a majority vote (defined as 50%+1) of the Student Judiciary Panel. These interpretations will set future precedence.
400. 10 The Senate has the power to call on the Student Judiciary Panel at any time in order for an immediate interpretation. The Student Judiciary Panel will have a maximum of fourteen (14) days to convene and hear the case.

## **Chapter 401: Impeachment**

- 401.01 In cases of impeachment, the SJA shall act as a non-voting presiding officer over the judiciary panel. The SJA shall only vote as a tie breaker, if the Student Judiciary Panel fails to provide a simple majority. When the Student Judiciary Panel decides, by a majority vote, that there are either grounds or no grounds for impeachment, the SJA shall come before the Student Senate with the judiciary panel's final decision. Thereafter, the Student Senate shall vote on the charges of impeachment, with a two-thirds majority being required to impeach the accused. Members of the Student Judiciary Panel, and the accused, shall be barred from voting on the impeachment.
- 401.02 In cases of Student Body Constitution and/or Code of Laws violations not dealing with impeachment, the Student Judiciary Panel will hear the case. Decisions and interpretations made by the Student Judiciary Panel are final.
- 401.03 In cases where the SJA is the subject of the trial, the VPSS will assume the position of the SJA for the duration of the trial.

## **Chapter 402: Constitution and Code of Laws Violations**

- 402.01 Any member of the Jacksonville State University faculty and staff, student body or visitor on campus may file a report if he/she feels that there is evidence to believe that the SGA Code of Laws or Constitution has been violated by any person(s), group(s), or organization(s) affiliated with the SGA.
- 402.02 In case of a Constitution and Code violation where the SJA is the subject of the trial, the VPSS will assume the position of the SJA for the duration of the trial.
- 402.03 In order for there to be a Code of Laws or Constitution violation hearing an official report must be filed with SJA. The SJA will submit copies to the Student Judiciary Panel. They will vote on whether there are grounds to hear the case. The vote will be returned to the SJA within two days of notification. If a hearing is necessary by majority vote of the Panel, the accused party will receive a copy of the report and a letter containing all the information regarding the case. Both the persons filing the report and the accused shall attend the hearing. Failure to attend a hearing will result in a decision being rendered on the evidence available.
- 402.04 If a field report demands clarification, elaboration, or merits further investigation, the SJA and the Student Judiciary Panel will be responsible for other pertinent facts and data in order to insure fairness in resolving the issue.
- 402.05 Both the accuser and the accused will have no less than five business days from the date of notification to prepare a response. A hearing will take place no later than 10 business days after notification is sent. Should either party require more time to prepare its case then either party may make an appeal to the SJA for more time, which will be granted at the SJA's discretion.
- 402.06 Witnesses will be limited to a maximum of five per party. The SJA may request or allow others to attend as expert witnesses.
- Both parties may have their advisor present if applicable. The advisor may converse with his/her advisee and may not address any other person involved in the hearing.
- 402.07 A recording of all hearings should be made. The recordings will be sealed after the final decision is reached. The Dean of Students will hold the sealed record until after the students involved are no longer enrolled, at which time the records will be destroyed.
- 402.08 The hearing will begin with only the members of the judicial panel, the accusing party, the defending party, and their advisors. After appropriate introductions of all attending individuals, the SJA will ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the judiciary panel may ask questions of either party.

402.09 Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at his/her discretion. The witnesses may be questioned at any time by the panel, the defending party or the accusing party.

402.10 After the SJA has determined that both parties have been given a fair opportunity to make presentations and the panel has no further questions, all persons except the judiciary panel and SGA advisor will be dismissed for the deliberations. The SJA shall guide the deliberation process and conduct voting procedure upon the conclusion of the deliberation period. Voting will be by open vote, with the SJA voting only in a tiebreaker. A majority vote (50% + 1) is needed to confirm that a Code of Laws or Constitutional Violation has occurred.

An official opinion should be drafted for the majority of the vote, and for the minority and concurring votes if applicable.

402.11 Any decision rendered by the SJA and the Student Judiciary Panel concerning any possible violation associated with the SGA Constitution or Code of Laws is final, except in the case of an appeal. An appeals hearing can be requested to the Dean of Students, Vice President of Student Affairs, and the President of Jacksonville State University.

# **Title V**

## **Student Activities Branch**

### **Chapter 500: SAC Organization and Meetings**

500.01 A Student Activities Council shall exist to provide a variety of activities for the student body. This student body shall be referred to as SAC henceforth.

500.02 SAC shall meet every 2<sup>nd</sup> and 4<sup>th</sup> Monday at 5pm each month, beginning with the first month of school.

500.03 The agenda of each SAC meeting will be conducted as follows:

- I. Welcome
- II. Pledge of Allegiance
- III. Roll Call- Executive Assistant (EA)
- IV. Chaplain Report
- V. SGA Officer Reports
  - Vice President of Public Relations
  - Vice President of Organizational Affairs
  - Vice President of Student Senate
  - SGA President
  - SGA Advisor
  - Vice President of SAC
  - Vice President of Student Activities
- VI. Committee Head Reports
- VII. Activities Session
- VIII. Adjournment

### **Chapter 501: Members of SAC**

501.01 SAC shall be composed of student members, a Vice President, an Executive Assistant, and the VPSA, who will act as the chair of the council.

501.02 Members of SAC shall be appointed by the VPSA and will be responsible for attending all SAC meetings and SAC sponsored events.

501.03 The VP of SAC and the EA shall be selected by the VPSA through an application and interview process. The VP of SAC must be presented to the Student Senate for

confirmation. In the event the VP of SAC or EA is not able to fulfill their respective duties, the VPSA reserves the right to remove them from office and to appoint a new officer.

- 501.04 The responsibilities of the VP of SAC are as follows: he/she shall act as chair of SAC in the absence of the VPSA, he/she shall take charge over all committee heads, he/she is responsible for attending each SAC meeting and SAC sponsored events, and he/she must ensure all duties are distributed among the committees. Under circumstances where the current VPSA is no longer able to serve, the VP of SAC shall take over office.
- 501.05 The EA of SAC shall have the responsibility of recording the minutes and attendance of all SAC meetings. The EA shall also be responsible for thank you letters, hospitality letters, and research regarding SAC information.
- 501.06 SAC members shall be permitted two (2) absences per semester. In the event of too many absences, members must meet with the VPSA to discuss the circumstance or the seat will be revoked.

## **Chapter 502: SAC Committees**

- 502.01 SAC shall be composed of the Major Entertainment Committee, the Cultural Affairs Committee, and the Gamecock Spirit Committee. These committees shall consist of SAC members according to interest, determined by the VPSA
- 502.02 The Major Entertainment Committee shall be composed of any volunteers and SAC members assigned to the committee. The Major Entertainment Committee's primary role is to help the VPSA to plan, organize, and delegate responsibilities among the SAC members for major entertainment. The Major Entertainment Committee Head shall be appointed by the VP of SAC and confirmed by the VPSA.
- 502.03 The Cultural Affairs Committee shall be composed of any volunteers and SAC members assigned to the committee. The Cultural Affairs Committee's primary role is to help the VPSA to plan and organize events to promote diversity, volunteerism, and support for multi-cultural unity and philanthropy. This committee may work closely with other organizations that are also working to promote multi-cultural events. The Cultural Affairs Committee Head shall be appointed by the VP of SAC and confirmed by the VPSA.
- 502.04 The Gamecock Spirit Committee shall be composed of any volunteers and SAC members assigned to the committee. The Cultural Affairs Committee's primary role is to promote spirit and excitement or athletic and SGA events. The committee will promote the weekly theme for each tailgate during football season. The committee will help publicize all events. The committee will work with the VPSA to plan, organize, and monitor any tailgate activities, pep rallies, athletic event, etc. The Gamecock Spirit Committee will also be responsible for the set-up before and the cleanup after tailgates and for ensuring

that tailgate tents are removed at the designated time. The Gamecock Spirit Head shall be appointed by the VP of SAC and confirmed by the VPSA.

502.05 Every SAC member must serve on at least one (1) committee.

# **Title VI**

## **Finance Laws**

### **Chapter 600: Office of the Vice-President of Organizational Affairs**

600.01 The SGA Vice President of Organizational Affairs (VPOA) shall be the disbursing agent for the SGA.

600.02 The VPOA shall be responsible for all relations with University recognized Organizations. The VPOA shall maintain the Student Organizational Council (OC).

600.03 The Duties of the VPOA include:

A. Preside over all meetings of the OC which shall meet on the first and third Monday of each month.

B. Coordinate and review all bills and resolutions which come from the OC for Senate review.

C. Coordinate all news articles, announcements, and advertisements from the OC for publication in the Jacksonville State University newspaper, The Chanticleer.

D. Report all news articles, announcements, and advertisements to the Vice President of Public Relations.

E. To advise SGA officials on all matters concerning University Recognized Organizations.

### **Chapter 601: Funds Disbursement Process**

601.01 SGA funds shall be disbursed by the SGA Vice President of Organizational Affairs in accordance to the University's policies and procedures.

601.02 When allocating SGA funds to University recognized organizations, the VPOA and Organizational Affairs Committee Head will be responsible for reviewing allocations and ensuring all requirements are met. If questions arise the VPOA and Organizational Affairs committee along with the requesting organization will meet.



601.03 All University recognized organizations are eligible for an allocation up to \$400.00 per semester (Fall/Spring) from the SGA, if they meet the following criteria:

1. Complete and return a Student Organization Information Sheet to the Dean of Students Office to be a recognized organization. All students' organizations must have a Faculty Advisor.
2. Complete and return "Request for Allocations Packet" to the Dean of Students Office. Also, include all receipts to complete the reimbursement process. The form and receipts will be submitted to the Vice President of Organizational Affairs, who shall attach a written record of the organization's attendance to the form.
3. Complete a fund-raiser at least ten business days prior to an allocations request and submit it to the Dean of Students Office. The Dean of Students Office is responsible for approving all fund-raising request forms. Completed is defined as attempting a fundraiser and making a profit.
4. Complete and submit a W-9 form with the employer identification number to the Student Government Association Vice President of Organizational Affairs.

601.04 All University recognized organizations are eligible for up to \$600.00 per semester (Fall/Spring) from the SGA, if they meet the following criteria:

1. Complete and return a Student Organization Information Sheet to the Dean of Students Office to be a recognized organization. All students' organizations must have a Faculty Advisor.
2. Complete and return "Request for Allocations Packet" to the Dean of Students Office. Also, include all receipts to complete the reimbursement process. The form and receipts will be submitted to the Vice President of Organizational Affairs, who shall attach a written record of the organization's attendance to the form.
3. Complete a fund-raiser at least ten business days prior to an allocations request and submit it to the Dean of Students Office. The Dean of Students Office is responsible for approving all fund-raising request forms. Completed is defined as attempting a fundraiser and making any profit.
4. Complete and submit a W-9 form with the employer identification number to the Student Government Association Vice President of Organizational Affairs.
5. Must attend at least three Organizational Council meetings each semester requesting allocations

## **Chapter 602: General Guidelines**

602.01 Printed Materials: All printed materials for any and all services, activities, programs, or events sponsored by a recipient of a regular appropriation from the SGA Budget must include the Jacksonville State University SGA logo, as designated by the Office of Publicity. On printed materials the SGA logo shall be no less than 1/30 the size of the area in which the logo is placed. One of the following areas or printed materials may be used to meet the logo requirement:

- (1) On the front of posters and flyers.
- (2) On the front or back cover of pamphlets and other publications.
- (3) Inside the front cover of publications.

602.02 Regular appropriations shall be defined as the regular or continual funding to an organization by the JSU SGA. This will however not apply to organizations who only receive allocations from the JSU SGA.

# **Title VII**

## **Spring General Laws**

### **Chapter 700: Spring General Election Schedule**

- 700.01 The Spring General Election process shall begin eighteen days prior to spring break. Applications will then be made available in the Dean of Students Office.
- 700.02 The applications will be due to the Dean of Students Office on the Monday after spring break by 4:30pm. A candidate may only apply for one SGA executive position.
- 700.03 The Student Judiciary Advocate, hereafter referred to as the SJA, alongside the SGA advisor, will hold a mandatory candidate meeting the day after applications are due. Candidates must sign a consent form stating that they received and understand the elections procedures and regulations as stated in the SGA Code of Laws.
- 700.04 If a potential candidate misses the mandatory meeting, they must obtain the election procedures and regulations before they can proceed with campaigning. Campaigning shall begin once the consent form is signed and received by the Dean of Students Office.
- 700.05 On the day before election day, each candidate will give a speech on his or her behalf, as well as participate in a debate between each candidate in the running for a particular executive office. The speeches shall be no more than five minutes long, and a facilitator shall govern the debate.
- 700.06 The election shall be held on the Tuesday three weeks after spring break; if necessary, a run-off election shall be held on the following academic Thursday.
- 700.07 Each voter may cast a ballot for three separate candidates for senator. The thirty candidates receiving the highest number of votes cast shall be declared student senators for the next academic year.
- 700.08 Each voter may cast one vote for the SGA President, Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, and Vice President of Public Relations positions; the candidate receiving the majority of votes will be named the executive officer.

### **Chapter 701: Spring General Election Rules**

- 701.01 The Student Judiciary Advocate shall oversee the Spring General Elections.

- 701.02 The electronic voting system will be open from 12:00 a.m. until 4:00 p.m. C.S.T on the day of the election.
- 701.03 In order to cast a vote, the voter must have a valid JSU Student ID number and currently be enrolled in at least one (1) class.
- 701.04 One candidate within each race must obtain a majority in order to be declared the winner of the elected office. A majority shall be defined as 50% +1.
- 701.05 All students seeking the elected executive positions of Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Affairs, and Vice President of Public Relations must be in good academic standing, have no judicial holds with the university, hold the classification of sophomore status (32 credit hours), and retain a minimum 2.5 cumulative GPA.
- 701.06 All students seeking the elected executive position of SGA President must be in good academic standing, have no judicial holds with the university, hold the classification of sophomore status (32 credit hours), and retain a minimum 2.75 cumulative GPA.
- 701.07 On the day of election all word-of-mouth campaigning must be done outside all facilities and entrances to facilities.
- 701.08 No campaign materials may be placed on any area that would result in defacing of university property or block the vision of traffic, along with any other specific area designated by the SGA.
- 701.09 No campaign material may be placed on personal property without the consent of the owner of said property. This includes vehicles parked anywhere on campus.
- 701.10 All campaign materials must be removed by the Sunday following the election. In the case of a run-off election, all campaign materials must be taken down within twenty-four (24) hours of the election.
- 701.11 **VOTER FRAUD:** Any candidate or ticket of candidates who commits voter fraud will be automatically disqualified from elections. Voter fraud is defined as offering or paying money for votes, promising benefits in exchange for votes, commanding the selection of a particular candidate, requiring eligible voters to provide a proof of ballot after voting, using another voter's identification in order to cast a vote, or making false statements to election officials.
- 701.12 **FINES:** Any candidate who violates section 701.08 or 701.09 will be charged with amount of retribution for damages as determined by the university.
- 701.13 Candidates may only display up to three (3) banners/sheet-signs for his/her campaign.

701.14 Candidates may only spend up to \$500.00 on his/her campaign. All receipts must be turned in to the Vice President of Student Senate by 4:00pm in the Dean of Students Office the day before Election Day.

701.15 Rules and regulations are subject to change at any time at the discretion of the Dean of Students Office. The Dean of Students office shall be required to give a written list of all rules and regulations to the candidates upon receipt of the candidates' applications. Should the Dean of Students Office change any rule or add a rule or regulation after campaigning has started that takes effect that campaign year, the Dean of Students Office shall be required to give every candidate a new and complete written list of the rules and regulations.

701.16 Any candidate that violates any rule or regulation of the election may be subject to trials and sanctions at the discretion of the Student Judiciary Panel.

## **Chapter 702: Spring General Election Regulations**

702.01 Only a candidate may file a complaint against another candidate for a violation of an election law. A complaint must be filed within twenty-four (24) hours following the alleged violations.

702.02 Any candidate with proof that another candidate has violated any provision of these regulations may file a written complaint with the Student Judiciary Advocate. The complaint shall include the regulations violated, the date and time of the alleged violation and the name(s) of such person(s) who can substantiate the allegations.

702.03 In the event that the complaint is filed before the close of the polls, the Student Judiciary Advocate and the Student Judiciary Panel shall convene in a timely manner and review the complaint. The Student Judiciary Advocate will the hearing and maintain order. The SJA shall insure both parties are given a fair opportunity to present their arguments during the hearing. The Panel will determine the penalty or penalties and render their decision in written form. Each member of the panel shall have one (1) vote. Only in the case of a tie, the Student Judiciary Advocate will cast the deciding vote. If the decision has been to disqualify a candidate, the remaining candidate (if only one) will be declared the winner.

702.04 The proceedings of the hearing shall go as follows: The Student Judiciary Advocate shall call the hearing to order. Only the members of the Student Judiciary Panel, the accusing party, and the defending party and their advisors may be present at the beginning of the hearing. After appropriate introductions of all attending individuals, the SJA will ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the SJA and the SJP may ask questions of either party. If either party fails to attend the hearing, they forfeit their right to present their argument to the accusation.

702.05 Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at his/her discretion. The SJA

shall administer the oath to all witnesses. The witnesses will then be questioned first by the party they are testifying for and then cross-examined by the opposing party. The panel may ask the witnesses questions at any time. Both the accusing party and the defending party are limited to five (5) witnesses.

- 702.06 In the event that member(s) of the Student Judiciary Panel are involved in the election or election infraction in any way, as a candidate or has special interest (referenda) in the event in question, or is incapable of serving for this special session, they shall not serve in terms of hearing and ruling on the cases in which they are involved. The Vice President of Student Senate shall step in to fill one seat on the panel. If the Vice President of Student Senate is involved in the election or election infraction in any way or incapable of serving for this special session, the next highest-ranking eligible executive officer shall step in to fill one seat on the panel. If the Student Judiciary Advocate is incapable of serving for this special session, the SGA President will serve on his or her behalf. If the SGA President is involved in the election or election infraction in any way or incapable of serving for this special session, the next-highest ranking eligible executive officer will serve on his or her behalf.
- 702.07 If disqualified, the candidate has twenty-four (24) hours to file a written request for appeal to the Student Judiciary Advocate of the SGA. The Student Judiciary Advocate and the Student Judiciary Panel will convene within five (5) business days and rule upon the appeal. During the meeting, the Student Judiciary Advocate and any other members of the panel will present his or her findings of the case and has the option of questioning all parties involved before rendering a decision. The candidate will be given equal time to present his or her case. Unless extenuating circumstances apply (determined by the SGA Advisor) and/or unless the Student Judiciary Advocate or a panel member is involved in any election violation, the Student Judiciary Advocate and all members of the panel must be present to hear and rule on all cases involving election infractions.
- 702.08 In the event that a candidate appeals and the Student Judiciary Advocate and the Student Judiciary Panel must re-examine their decision, each member has one (1) vote. Only in the case of a tie, the Student Judiciary Advocate will cast the deciding vote. Members of the Student Judiciary Panel cannot be replaced for these hearings and rulings. If a member of the panel is incapable of serving for this special session, permission must be granted from the SGA Advisor for the case to proceed. If the Student Judiciary Advocate is incapable of serving for this special session, the SGA President will act on his or her behalf. A clear majority vote (50%+1) is needed to overturn or uphold the Student Judiciary Panel decision.
- 702.09 All hearings that involve the violation of an election law must be audio-recorded by the Student Judiciary Advocate. All audio-recordings will be retained in the Dean of Students Office for one semester.
- 702.10 The Student Judiciary Advocate and the Student Judiciary Panel may use the audio-recordings for election complaint hearings.

## **Chapter 703: Election of Mr. & Miss Friendly and Mr. & Miss Jax State**

- 703.01 Elections for Mr. & Miss Friendly and Mr. & Miss Jax State shall be held each academic year at the discretion of the SGA Executive Board and the Dean of Students Office.
- 703.02 All election procedures from Chapter 701 and 702 shall apply for the election of Mr. & Miss Friendly and Mr. & Miss Jax State.
- 703.03 Candidates for Mr. & Miss Friendly and Mr. & Miss Jax State must currently have at least a 2.5 GPA, 12 credit hours, be active in at least two on-campus activities, be able to serve a two-semester reign, and be full-time students.
- 703.04 Once elected, Mr. Friendly, Miss Friendly, Mr. Jax State, and Miss Jax State shall collaborate to plan and carry out a VPSA-approved Student Appreciation Event/Project in the fall semester following SGA Spring General Elections.
- 703.05 If the requirements for these titles are not met or the titleholder is unable to complete the full-term of two reigning semesters, the current reign will end and the candidate with the next highest amount of votes in the prospective category shall be named the new current reigning titleholder

## **Chapter 704: Vacant SGA Executive Positions**

- 704.01 In the event that any Executive Office of the SGA is deemed vacant at the close of the normal application acceptance period, the normal application period shall be extended for two (2) weeks starting on the Friday in which the application acceptance period normally ends.
- 704.02 During the extended application period, all executive positions shall be deemed open and any qualified student may submit their application and upon the receipt of the candidate's application and qualification certification, campaigning can begin immediately. It shall be assumed that the candidate understands all the rules and regulations governing the elections proceedings, including campaigning. Candidates submitting their candidacy during the extended application period will appear on the ballot for the regular spring elections. The regular spring election can be postponed for a maximum of three weeks, excluding spring break.
- 704.03 At this point, all Executive positions shall require a 2.5 GPA, with the exception of the SGA President requiring a cumulative 2.75 GPA, with 12 hours of JSU credit. This shall be the required GPA for the entire term of those executive officers.

- 704.04 After the two week extended application acceptance period has ended and vacancies still exist within SGA Executive Officers, the outgoing SGA Executive Board, incoming SGA Officers, the SGA Advisor, Dean of Students (ex-officio) shall meet the Friday immediately following the regular Spring Election to appoint an acting: SGA President, Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Council, and/or Vice President of Public Relations, whichever is applicable. An outgoing officer can fill one of these positions if he or she expresses such interest; if not, any qualified student can serve in this acting position. The acting position shall not exist more than four (4) weeks from the date initiated.
- 704.05 The acting SGA Officer(s) shall be subject to urgent Senate confirmation/rejection. Upon confirmation, he or she shall be (whichever is appropriate) the SGA President, Vice President of Student Senate, Vice President of Student Activities, Vice President of Organizational Council, and/or Vice President of Public Relations.
- 704.06 At the expiration of the acting position time allotment, a special election should have been held and the newly elected SGA Officer(s) should take office immediately.
- 704.07 Chapter 704 has supremacy and nullifies any conflicting requirement of Title VII and shall be only enacted if any SGA Executive Position is vacant at the time the normal application acceptance period usually ends. However, Chapter 704 shall follow the sections of Title VII that governs election proceedings except the sections that conflict with this chapter. Any provisions that are not covered by this chapter shall be reverted back to any part of Title VII that cover(s) the area(s) of concern.



# **Title VIII**

## **Student Organization Laws**

### **Chapter 800: Recognized Organizations**

- 800.01 Those organizations meeting the conditions contained herein shall be designated SGA Recognized Organizations. Such discretion shall entitle an organization to participate in SGA sponsored events, request monetary appropriations, and retain a seat on the Organizational Council.
- 800.02 The SGA Recognized Organizations are those currently recognized by the Jacksonville State University Office of Student Life.
- 800.03 Any organization not included in 800.02 may file for SGA Recognized Organization status by applying in the Dean of Students Office. No organization, which is not officially recognized by Jacksonville State University, shall receive SGA Recognized Organization status.
- 800.04 All SGA recognized organizations are required to have a representative attend Organizational Council meetings. If an organization does not meet this requirement, they will not be eligible to receive allocations from the SGA
- 800.05 In order to maintain active status, each organization on campus is hereby required to file a report with the Vice President of Organizational Affairs once a semester detailing the progress of events, community service, and any other item(s) deemed suitable in order to describe the growth of the organization. Any organization that fails to meet this requirement will continue in an inactive status until report is filed.

### **Chapter 801: Requirements for Recognition**

- 801.01 No organization shall be recognized which has been refused recognition by the University.
- 801.02 An organization seeking recognition must be in accord with the University's mission statement.
- 801.03 An organization seeking recognition shall have a Constitution or a clear mission statement or statement of purpose.

801.04 An organization seeking recognition shall include, as active members, only currently enrolled students of Jacksonville State University.

## **Chapter 802: Organizational Council**

802.01 The Organizational Council shall meet on the first and third Monday of each month at 5pm. All meetings shall be open to the public.

802.02 The Organizational Council may alter the time and place of a particular meeting by majority vote one meeting previous to the meeting needing to be altered.

802.03 And there shall be a council known as the Jacksonville State University Organizational Council, hereafter referred to as the O.C.

802.04 The purpose of the O.C. shall be to protect and defend the rights and responsibilities of the University to the Student Government Association recognized student organizations.

802.05 The O.C. shall serve as representation for all organizations at Jacksonville State University.

## **Chapter 803: Membership and Benefits**

803.01 All SGA recognized organizations have the right to obtain a seat on the organizational council.

803.02 Each organization shall be represented by one officer or member of that organization. If an organization fails to meet this requirement, they will not be eligible to receive allocations from the SGA.

803.03 Attendance is mandatory. An absence may be deemed acceptable if extenuating circumstances are present. The SGA Executive Board shall decide on extenuating circumstances.

803.04 An O.C. seat does not become active until that said organization has sent a representative to an organizational council meeting for the first time in a semester.

803.05 Each organization shall have only one official primary delegate and a secondary delegate to attend the O.C. meeting, and each organizational representative may only represent one organization

- 803.06 Any organization wanting allocations must have attended at least three OC meetings in the semester in which they are requesting allocations.
- 803.07 Any organization with a time conflict prohibiting them from sending a delegate to organizational council meetings may make up their required 3 meetings a semester with the VPOA through a one-on-one meeting between the organization's chosen delegate and the VPOA.
- 803.08 If the organization makes up their three required meetings, they will be eligible for their allocations.
- 803.09 It is up to the VPOA's discretion if the excuse for not being able to send a delegate to the usually scheduled meeting times is excused.
- 803.10 The organization must set up an appointment with the VPOA during his or her office hours to be updated on what went on during the missed meetings.
- 803.11 One of the three meetings must be scheduled before midterms. All three meetings must take place before the week of finals.
- 803.12 Any organization wanting allocations must have attended at least three OC meetings in the semester in which they are requesting allocations.
- 803.13 If an organization receives an allocation and fails to attend meetings there after, they will not be eligible to receive allocations for one complete academic school year.
- 803.14 Funds shall be disbursed to qualifying organizations in accordance with Section 601.05.

## **Chapter 804: Officials**

- 804.01 The President of the O.C. shall appoint, with the consent of the Council, a Clerk. The Clerk shall take the minutes and attendance of every meeting. The President of the O.C. shall appoint an Interim Clerk to serve at the first meeting until a Clerk shall be chosen.
- 804.02 The President of the O.C. shall appoint, with the consent of the Council, a Chaplain. The Chaplain shall offer a moment of silence or non-denominational, inspirational message before official O.C. functions.
- 804.03 The President of the OC shall appoint, with the consent of the council, a parliamentarian. The parliamentarian shall ensure that the rules of procedure and the general rules for parliamentarian procedure as found in Robert's Rules of Order are followed. The President of the OC shall appoint an acting parliamentarian to serve at the first meeting until a parliamentarian has been chosen.

804.04 The President of the O.C. shall nominate a President Pro- Tempore; thereafter, the nomination must be voted on and confirmed by the Senate. The President Pro-Tempore shall preside at meetings of the Organizational Council when the O.C. President is absent. The President of the O.C. shall nominate a President Pro-Tempore no later than the third meeting of the fall semester. The Pro-Tempore shall have the same qualifications as the Vice President of Organizational Affairs.

## **Chapter 805: Rules of Procedure**

805.01 The Organizational Council shall observe the following Rules in conducting its business: The Order of Business shall be:

- I. Call to order
- II. Roll Call
- III. Reading of the minutes
- IV. Chaplain
- V. Officer Reports
- VI. Committee Head Report
- VII. Old Business
- VIII. New Business
- IX. Discussion
- X. Announcements
- XI. Adjournment

## **Chapter 806: Committees**

806.01 There shall be a Programming Committee. The Vice-President of Organizational Affairs with approval of the O.C shall appoint the Programming Committee Chairperson. The Chairperson shall appoint the Co-Chairperson. The programming committee shall be responsible for organizing all programs produced by the O.C.

- 806.02 There shall be a Public Relations Committee. The Vice-President of Organizational Affairs with approval of the O.C shall appoint the Public Relations Committee Chairperson. The Chairperson shall appoint the Co-Chairperson. The Public Relations Committee shall be responsible for publicizing all meetings and events of the O.C.
- 806.03 There shall be a Regulations Committee. The Vice President of Organizational Affairs with approval of the O.C shall appoint the Regulations Committee Chairperson. The Chairperson shall appoint the Co-Chairperson. The Regulations Committee shall work with the Student Senate Code and Constitution Committee to review all proposed changes to the Organizational Council Code of Laws. This committee shall also address concerns of organizations with regards to their university rights.
- 806.04 The O.C. shall from time to time create such committees as shall be necessary for its business. Such committees shall have a specific purpose and shall exist for a stated period of time. The Vice President of Organizational Affairs shall appoint the chairpersons for these committees. There shall be a Co-Chairperson, which shall be appointed by the Chairperson.
- 806.05 Every O.C. representative shall actively serve on at least one O. C. committee.

# **Title IX**

## **General Laws**

### **Chapter 900: Tailgate**

900.01 The SGA will set up tailgate on Dillon Field for all home football games during the fall semester of each academic year unless otherwise announced.

900.02 Any active organization wanting to reserve a spot on Dillon Field may do so by contacting the SGA President before the first Home game of each season. If an organization wishes to reserve a spot for tailgate after the first Home game of each season, it shall be the discretion of the SGA President to assign any open spots.

900.03 The SGA President shall provide each organization wishing to participate in tailgate with a list of rules and regulations. The organization must agree to the terms and conditions before they are allowed to tailgate.

900.04 Each Senator will be responsible for assisting with the set up and operation of SGA tailgate at least once during the semester. The SGA Vice President of Student Senate will be responsible for assigning Senators to work particular tailgates with their Committees. It shall be the responsibility of each Senate Committee Head to coordinate with the VPSS and his or her committee members for their assigned tailgate.

900.05 If any Senator does not assist with the tailgate assigned to his or her Committee they must have an acceptable excuse. If the Senator does not have an acceptable excuse, they will be considered absent.

# **Title X**

## **Homecoming Laws**

### **Chapter 1000: Homecoming Election Schedule**

- 1000.01: The Student Judiciary Advocate, alongside the SGA Advisor, shall hold a mandatory candidates' meeting the business day after applications are due. Candidates must sign a consent form stating that they received and understand the elections procedures and regulations as stated in the SGA Code of Laws.
- 1000.02: If a potential candidate misses the mandatory meeting, they must obtain the election rules and procedures before they can proceed with campaigning. Campaigning shall begin once the consent form is signed and received by the Dean of Students Office.
- 1000.03: The top ten (10) chosen by the Homecoming Showcase judges may begin campaigning immediately following the conclusion of the Showcase.
- 1000.04: On the Tuesday of Homecoming Week or the Tuesday of the week preceding Homecoming Week, the Homecoming Court top five (5) elections will be held online. Each student will vote for one (1) from the top ten (10) finalists. The Homecoming King and Queen shall be the finalists receiving the highest overall number of votes cast, and the next four (4) runners-up shall comprise the courts of both races. In the event of a tie, a candidate with the highest score from the Homecoming Showcase will win the tiebreak.
- 1000.05: The Assistant Dean of Students must post the results of the election on the door of the Dean of Students Office by 9:00AM the day after the announcement.
- 1000.06: The Homecoming King and Queen and their courts shall be announced at an event during Homecoming Week, set at a predetermined time by the SGA Executive Board.

### **Chapter 1001: Homecoming Election Rules**

- 1001.01 The Student Judiciary Advocate, hereafter referred to as SJA, shall oversee Homecoming elections.
- 1001.02 The electronic voting system will be open from 12:00 a.m. C.S.T until 4:00 p.m. C.S.T.
- 1001.03 In order to cast a vote, a voter must have a valid JSU Student ID number and currently be enrolled in at least one class.

- 1001.04 Candidates for Homecoming Queen and Homecoming King must be enrolled in at least at Jacksonville State University full time, be in Good Academic Standing with the University and have no judicial holds.
- 1001.05 Any sponsoring organization must be a university recognized organization and may only sponsor a maximum of four candidates for the Homecoming Showcase. Each of the candidates sponsored must receive twenty-five different signatures from students currently enrolled. Any student may also run without any organizational sponsorship; however, the candidate must still receive twenty-five signatures from students currently enrolled.
- 1001.06 If a candidate fails to receive twenty-five different signatures, his or her application will be considered incomplete.
- 1001.07 On the day of election all word-of-mouth campaigning must be done outside all facilities and entrances to facilities.
- 1001.08 No campaign materials may be placed on any area that would result in defacing of university property, block the vision of traffic, or otherwise designated by the SGA.
- 1001.09 No campaign material may be placed on personal property without the consent of the owner of said property. This includes vehicles parked anywhere on campus.
- 1001.10 All campaign materials must be removed by 7:00PM on the day after Election Day.
- 1001.11 VOTER FRAUD: Any candidate or ticket of candidates who commits voter fraud will be automatically disqualified from elections. Voter fraud is defined as offering or paying money for votes, promising benefits in exchange for votes, commanding the selection of a particular candidate, requiring eligible voters to provide a proof of ballot after voting, using another voter's identification in order to cast a vote, or making false statements to election officials.
- 1001.12 FINES: Any candidate who violates sections 1001.08 or 1000.09 be charged with the amount of retribution for damages as determined by the university.
- 1001.13 In the event that the reigning King or Queen is unable to fulfill his or her duties for any reason or the King or Queen transfers or drops out, the next runner up shall receive the title of homecoming king/queen and assume the duties thereof.
- 1001.14 Candidates must run on their own philanthropic platform. Homecoming Queen and King will be required to carry out a philanthropic project during the time of his/her reign.
- 1001.15 Platforms must be service oriented and may not be connected to any organization's national philanthropy. However, adapting one's own service platform is acceptable. Additional requests must be approved by the SGA Executive Board.



- 1001.16 Candidates may only display up to three (3) banners/sheet-signs for his/her campaign.
- 1001.17 Candidates may only spend up to \$500.00 on his/her campaign. All receipts must be turned in to the Vice President of Student Senate by 4:00pm in the Dean of Students Office by the day before Election Day.
- 1001.18 Candidates may not receive, solicit, or publicize any endorsement from an official University representative or faculty/staff member.
- 1001.19 Rules and regulations are subject to change at any time at the discretion of the Dean of Students Office. The Dean of Students office shall be required to give a written list of all rules and regulations to the candidates upon receipt of the candidates' applications. Should the Dean of Students Office change any rule or add a rule or regulation after campaigning has started that takes effect that campaign year, the Dean of Students Office shall be required to give every candidate a new and complete written list of the rules and regulations in a timely manner.
- 1001.20 Any candidate that violates any rule or regulation of the election may be subject to trials and sanctions at the discretion of the Student Government Association.

## **Chapter 1002: Homecoming Election Regulations**

- 1002.01 Only a candidate may file a complaint against another candidate for a violation of an election law. A complaint must be filed within twenty-four (24) hours following the alleged violations.
- 1002.02 Any candidate with proof that another candidate has violated any provision of these regulations may file a written complaint with the Student Judiciary Advocate. The complaint shall include the regulations violated, the date and time of the alleged violation and the name(s) of such person(s) who can substantiate the allegations.
- 1002.03 In the event that the complaint is filed before the close of the polls, the Student Judiciary Advocate and the Student Judiciary Panel shall convene in a timely manner and review the complaint. The Student Judiciary Advocate will the hearing and maintain order. The SJA shall insure both parties are given a fair opportunity to present their arguments during the hearing. The Panel will determine the penalty or penalties and render their decision in written form. Each member of the panel shall have one (1) vote. Only in the case of a tie, the Student Judiciary Advocate will cast the deciding vote. If the decision has been to disqualify a candidate, the remaining candidate (if only one) will be declared the winner.
- 1002.04 The proceedings of the hearing shall go as follows: The Student Judiciary Advocate shall call the hearing to order. Only the members of the Student Judiciary Panel, the accusing party, and the defending party and their advisors may be present at the beginning of the hearing. After appropriate introductions of all attending individuals, the

SJA will ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the SJA and the SJP may ask questions of either party. If either party fails to attend the hearing, they forfeit their right to present their argument to the accusation.

1002.05 Witnesses will be allowed into the hearing after the initial evidence and the questioning has concluded. The SJA may invite and dismiss witnesses at his/her discretion. The SJA shall administer the oath to all witnesses. The witnesses will then be questioned first by the party they are testifying for and then cross-examined by the opposing party. The panel may ask the witnesses questions at any time. Both the accusing party and the defending party are limited to five (5) witnesses.

1002.06 In the event that member(s) of the Student Judiciary Panel are involved in the election or election infraction in any way, as a candidate or has special interest (referenda) in the event in question, or is incapable of serving for this special session, they shall not serve in terms of hearing and ruling on the cases in which they are involved. The Vice President of Student Senate shall step in to fill one seat on the panel. If the Vice President of Student Senate is involved in the election or election infraction in any way or incapable of serving for this special session, the next highest-ranking eligible executive officer shall step in to fill one seat on the panel. If the Student Judiciary Advocate is incapable of serving for this special session, the SGA President will serve on his or her behalf. If the SGA President is involved in the election or election infraction in any way or incapable of serving for this special session, the next-highest ranking eligible executive officer will serve on his or her behalf.

1002.07 If disqualified, the candidate has twenty-four (24) hours to file a written request for appeal to the Student Judiciary Advocate of the SGA. The Student Judiciary Advocate and the Student Judiciary Panel will convene within five (5) business days and rule upon the appeal. During the meeting, the Student Judiciary Advocate and any other members of the panel will present his or her findings of the case and has the option of questioning all parties involved before rendering a decision. The candidate will be given equal time to present his or her case. Unless extenuating circumstances apply (determined by the SGA Advisor) and/or unless the Student Judiciary Advocate or a panel member is involved in any election violation, the Student Judiciary Advocate and all members of the panel must be present to hear and rule on all cases involving election infractions.

1002.08 In the event that a candidate appeals and the Student Judiciary Advocate and the Student Judiciary Panel must re-examine their decision, each member has one (1) vote. Only in the case of a tie, the Student Judiciary Advocate will cast the deciding vote. Members of the Student Judiciary Panel cannot be replaced for these hearings and rulings. If a member of the panel is incapable of serving for this special session, permission must be granted from the SGA Advisor for the case to proceed. If the Student Judiciary Advocate is incapable of serving for this special session, the SGA President will act on his or her behalf. A clear majority vote (50%+1) is needed to overturn or uphold the Student Judiciary Panel decision.

1002.09 All hearings that involve the violation of an election law must be audio-recorded by the Student Judiciary Advocate. All audio-recordings will be retained in the Dean of Students Office for one semester.

1002.10 The Student Judiciary Advocate and the Student Judiciary Panel may use the audio-recordings for election complaint hearings.

## **Chapter 1003: Homecoming Showcase**

1003.01 Each contestant will receive a numerical score out of 50 possible points in the Homecoming Showcase. The 10 male contestants receiving the highest scores will move on to the Homecoming King election. The 10 female contestants receiving the highest scores will move on to the Homecoming Queen election. Contestants will be judged and scored as follows:

Extracurricular Involvement/Academic Achievement	20 points
Question & Answer Portion	10 points
Philanthropy Portion	10 points
Appearance	5 points
Personality	5 points

1003.02 All questions asked during the “Question and Answer” portion of the Homecoming Showcase shall pertain to Jacksonville State University and personal aspirations

1003.03 There will be a “Philanthropy” portion of the Homecoming Showcase. During this segment, candidates will briefly explain their philanthropic platform and provide any background information they deem suitable.

## **Chapter 1004: Regulations for Homecoming Activities**

1004.01 If any organization participating in the homecoming competition fails to meet the regulations set forth in this chapter, that organization will be immediately disqualified by the judges of the event at that time.

1004.02 Each organization will be required to sign a form upon entry stating that they fully understand and will abide by the regulations established in this chapter.

1004.03 The height of the trailer and/or float decorations from the bed of the trailer must be in accordance to safety regulations regarding power lines. The float and trailer shall be no taller than 16 feet, and no longer than 28 feet.

Updated: April 1, 2019