

The University of North Carolina at Greensboro
Student Government Association

Bylaws

Bylaws as adopted by the Student Senate of The University of North Carolina at Greensboro

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Article I. Definitions

Section 1. Definitions of SGA Members and Terms

- A. For the purpose of the Bylaws, these terms shall be defined as follows:
- i. **Academic Year** – The time period beginning with the last Senate meeting in the Spring semester and concluding after the last Senate meeting in the following Spring semester.
 - ii. **Ad hoc Committee** – A temporary committee formed for the purpose of solving and addressing immediate situations or concerns.
 - iii. **Allocation Budget** – Portion of the SGA budget not allocated to the Operational or Judicial Budgets.
 - iv. **Attorney General** – Student over the Judicial Branch, serving as an advisor to the Senate when it comes to governing documents.
 - v. **Chairperson** – A Senator presiding over committee meetings.
 - vi. **Ex officio** – “By virtue of the office.” Ex officio members shall have all the speaking rights of any other member of the committee unless specifically stated otherwise. Ex officio members shall not count for quorum and do not have a vote in committees.
 - vii. **Fall Allocation Period** – July 1 to December 31.
 - viii. **Judicial Budget** – Portion of the SGA budget allocated to the Judicial Branch.
 - ix. **Legislation** – Bills, Resolutions, and any other policy making acts considered by the Senate in order to regulate, to authorize, to provide funds, to sanction, to grant, to declare, or to restrict.
 - x. **Legislative Board** – Consists of the following members: Legislative Assistant, Treasurer, Chairperson Pro Tempore, and Committee Chairs. The Legislative Board reports directly to and is supervised by the Vice President.
 - xi. **Operational Budget** – Portion of the SGA budget allocated to the Executive and Legislative Branches.
 - xii. **President** – President of the student body.
 - xiii. **Resignation** – A written notice delivered to the President, Vice-President, Attorney General, or Advisor of a member’s own discontinuation of service within the SGA.
 - xiv. **Senate** – The Student Senate.
 - xv. **Senator** – A member of the Student Senate.
 - xvi. **Senator Orientation** – Orientation coordinated by the Vice President prior to a senator’s first senate meeting involving the description of the function of the SGA, including the Executive, Legislative, and Judicial branches.

- xvii. **SGA** – Student Government Association. Consists of the following: Senate, Executive Cabinet, Legislative Board, Attorney General, Judicial Advisor(s), Full-time Faculty/Staff Advisor, and including ex officio members.
- xviii. **SGA Budget** – Total amount of student fees allocated to the SGA.
- xix. **Spring Allocation Period** – January 1 to May 31.
- xx. **Student** – Any individual who is enrolled at The University of North Carolina at Greensboro.
- xxi. **Vice President** – Presiding officer over Senate meetings.

Article II. Rules and Procedures

Section 1. Meetings

- A. All committee and body meetings are open to all persons, with exception to meetings dealing with personnel issues. Meetings in which Student Government personnel are discussed shall be closed to non-members.

Section 2. Presentation of New Business

- A. All legislation must be typed upon presentation to the Senate. A copy shall be available to each Senator at the meeting.
- B. A committee may, if it so elects, choose not to present certain legislation to the Senate for consideration. If so, the committee chair must report to the Senate that the legislation failed in committee.

Section 3. Resignation

- A. Resignations shall be considered final upon their receipt.

Article III. The Senate Body

Section 1. Senators

- A. Duties, Powers, and Responsibilities
 - i. Senators shall attend scheduled weekly Senate body meetings.
 - ii. Senators shall attend their respective committee meetings and take on responsibilities given to them by their chair.
 - iii. Senators shall participate in three (3) constituency outreach initiatives each semester and notify the Vice President after such initiatives.
 - iv. Senators shall have the power to create *ad hoc* committees as voted upon by the Senate body.

- v. Senators shall attend a Senator Orientation meeting following their election or appointment to the Senate.

Article IV. The Legislative Board

Section 1. Vice President

- A. The Vice President has the authority to remove any member of the Legislative Board for failure to comply with their responsibilities. Upon removal of a member of the Legislative Board, the Vice President must notify the Senate during his, or her, report at the following Senate meeting. The Vice President shall coordinate a Senator Orientation meeting after each election.

Section 2. Treasurer

- A. Qualifications
 - i. The Treasurer shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
 - ii. The Treasurer shall be enrolled for no less than nine undergraduate or three graduate credit hours per semester while in office.
 - iii. The Treasurer shall be in good conduct standing as determined by the University.
 - iv. The Treasurer cannot hold any other position in the SGA with exception of *ex officio* membership to the Finance committee.
- B. Duties, Powers, and Responsibilities
 - i. The Treasurer shall fulfill all financial mandates given to him, or her, by the Student Body President in accordance with the Constitution, the Bylaws, and Statutes.
 - ii. The Treasurer shall execute and administer the Financial Guidelines of the SGA Bylaws, Statutes, and all the financial acts of the Senate.
 - iii. The Treasurer shall serve as an *ex officio* member of the Finance Committee.
 - iv. The Treasurer shall attend an officer orientation prior to the first meeting of the SGA as well as all Legislative Board meetings scheduled by the Vice President.
 - v. The Treasurer shall maintain and report records of all appropriations allocated, spent and unspent, from the SGA Budget.
 - vi. The Treasurer shall maintain records of all Allocation Request Forms used within the academic year.
 - vii. The Treasurer shall submit a written report at the end of each allocation period. This report shall include the balance of the

- operational budget, and the total amount of money spent from each group's allocations.
- viii. The Treasurer shall attend all Student Senate meetings, and give a monthly report on the budget and expenditures that occur within SGA.
 - ix. The Treasurer shall serve until resignation, removal from office, or installation of the incoming Treasurer.

Section 3. Legislative Assistant

A. Qualifications

- i. The Legislative Assistant shall be appointed by the Vice President with majority approval by the Senate.
- ii. The Legislative Assistant shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- iii. The Legislative Assistant shall be enrolled for no less than nine undergraduate or three graduate credit hours per semester while in office.
- iv. The Legislative Assistant shall be in good conduct standing as determined by the University.
- v. The Legislative Assistant cannot hold any other position in the SGA with exception of *ex officio* membership.

B. Duties, Powers, and Responsibilities

- i. The Legislative Assistant shall attend an officer orientation meeting prior to the first meeting of the Student Government Association as well as Legislative Board meetings as deemed necessary by the Vice President.
- ii. The Legislative Assistant shall attend all Student Senate meetings.
- iii. The Legislative Assistant shall record the minutes and attendance of Senate meetings.
- iv. The Legislative Assistant shall keep an accurate record of the Senate minutes as approved by Senate, as well as all legislation passed, failed, or considered.
- v. The Legislative Assistant shall deliver the minutes to the Secretary of Media Affairs within 48 hours of approval by the Senate.
- vi. The Legislative Assistant shall perform such other duties as may be assigned by the Vice President of the SGA.
- vii. All legislation passed by the Senate shall be given to the Legislative Assistant, who shall have four days to prepare the legislation in its final form. The individual who was presiding at the time that the legislation was passed shall review this final form, and upon determining that it is correct and complete, he, or she, shall sign three

- copies of the legislation; one for the official records of the SGA, one to be maintained in the office of the Vice President, and a third to be forwarded to the President for his, or her, approval or veto.
- viii. The Legislative Assistant shall serve until resignation, removal from office, or installation of the incoming Legislative Assistant.

Section 4. Parliamentarian

A. Qualifications

- i. The Parliamentarian shall be appointed by the Vice President with majority approval by the Senate.
- ii. The Parliamentarian shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
- iii. The Parliamentarian shall be enrolled for no less than nine undergraduate or three graduate credit hours per semester while in office.
- iv. The Parliamentarian shall be in good conduct standing as determined by the University.
- v. The Parliamentarian shall be required to attend one professional parliamentary procedure training workshop before the first Senate meeting of the Fall semester after being sworn into office.
- vi. The Parliamentarian cannot hold any other position in the SGA with exception of *ex officio* membership.

B. Duties, Powers, and Responsibilities

- i. The Parliamentarian shall advise the Senate in matters pertaining to parliamentary procedure, past precedence, or any others for the maintenance of a civil meeting.
- ii. The Parliamentarian shall keep record of the number and periods of time that a member has remaining to speak during a Senate meeting.
- iii. The Parliamentarian shall conduct two Parliamentary workshops with the incoming Vice President.
- iv. The Parliamentarian shall conduct Parliamentary workshops after each election during Senator Orientation meetings.
- v. The Parliamentarian shall perform such other duties as may be assigned by the Vice President.
- vi. The Parliamentarian shall serve until resignation, removal from office, or installation of the incoming Parliamentarian.

Article V. Committee Structures and Functions

Section 1. The Committee Chair

- A. The Chair shall abide by the SGA Constitution, Bylaws, Special Rules of Order and Statutes. The Chair shall conduct a committee member orientation at his, or her, first committee meeting of the semester and as deemed necessary. The Chair shall be responsible for correspondence with the Vice President.
- B. Qualifications
 - i. During the spring semester, the Vice-President Elect shall request that each standing committee create a list of up to three nominees for Committee Chair for the following academic year. If there are no appropriate selections in the current committee, the incoming Vice President has the authority to select a member of the Senate who meets the qualifications for Chair of the Committee.
 - ii. The appointments for Chair must be approved by a two-thirds vote from Senate.
 - iii. The Chair shall have and maintain, while in office, a cumulative GPA of no less than 2.50 on a 4.0 scale.
 - iv. The Chair shall be enrolled for no less than nine undergraduate or three graduate credit hours per semester while in office.
 - v. The Chair shall be in good conduct standing as determined by the University.
- C. Duties, Powers, and Responsibilities
 - i. The Chair shall attend an orientation meeting prior to the first meeting of the SGA as well as all Legislative Board meetings scheduled by the Vice President.
 - ii. The Chair shall have the right to set the original agenda of the committee meetings. The Vice President may add additional items.
 - iii. The Chair may schedule mandatory committee meetings outside of regular committee meetings with two weeks prior notification unless objected to by two-thirds of the committee within 48 hours of notification.
 - iv. The Chair will make all reports to the Senate.
 - v. The Chair shall compile an annual report for the committee to be handed into the Vice President by the final meeting of the Senate of the year for which he, or she, holds office.
 - vi. Each Chair shall conduct a workshop at the Senator Orientation meeting dealing with the details of the committee, after each election.
- D. The Chair Pro Tempore shall abide by the SGA Constitution, Bylaws, Special Rules of Order, and Statutes.

- i. A Chair Pro Tempore may be appointed at the Chair's discretion. He, or she, must be a voting Senator. The Chair may remove him or her at any time. The Chair Pro Tempore will assume all duties, obligations and privileges of the Chair upon the absence of the Chair.
- E. The Secretary shall be appointed by the Chair. They shall be responsible for keeping minutes of each meeting, recording attendance including presence of quorum, and sending this information to the Legislative Assistant within 48 hours of approval by the committee.
- F. The committee shall not proceed unless quorum exists, inclusive of the Chair.
- G. No candidate for President or Vice President, or individuals listed in election documents as working for a particular Presidential or Vice Presidential candidate, may serve in any capacity on Election-related projects in the Elections or Publicity committees.
- H. The President, Vice President, and Attorney General may serve as *ex officio* members of any committee.

Section 2. Committee Agenda

- A. There shall be an agenda for each committee meeting to be distributed to the respective committee 24 hours before the committee meets.
- B. The Senate shall have the privilege of placing additional items on the committee's agenda.
- C. All items will be voted on by the committee membership. A simple majority vote will be required for passage of items.
- D. All items on the agenda that were passed will be reported to the Senate during the committee chair's following report.

Section 3. The Elections Committee

- A. Purpose
 - i. The Elections Committee shall have primary responsibility for conducting free and fair elections for the elected positions of the SGA.
- B. Duties, Powers, and Responsibilities
 - i. This committee shall conduct the Fall and Spring Elections, and any Special Elections or Votes in accordance with the Governing Documents.
 - ii. Prior to each election cycle, the committee will present an election timeline to the Senate. This timeline will include dates and times for the nomination period, campaign period, and voting period. This timeline must be approved by the Senate at least three business days prior to the beginning of the nomination period.

- iii. The committee may post signage advertising all elections and voting events, in accordance with University posting policies.
- iv. The committee shall create and distribute an elections packet in accordance with the statutes.
- v. Decisions on protests of Candidates, Campaigns, Elections and Votes are to be made by the Committee. Any decision made by the Election Committee in regards to a protest can only be overturned by a 3/4 vote of the Senate.

Section 4. The Publicity Committee

- A. Purpose
 - i. The Publicity Committee shall have primary responsibility for informing the student body about the SGA events and activities.
- B. Duties, Powers, and Responsibilities
 - i. This committee shall manage issues pertaining to publicity and advertising for the SGA.
 - ii. The committee shall post signage advertising the SGA, its meetings, special events and any other issue or event in the SGA's interest, so long as the committee receives the request at least two weeks prior to the event being publicized. The committee shall advertise in accordance with University posting policies.
 - iii. The committee may request information and materials from other committees in order to better advertise and relate to the campus and outside student groups.

Section 5. The Legislative Committee

- A. Purpose
 - i. The Legislative Committee shall have primary responsibility for reviewing legislation prior to presentation to the Senate to ensure quality and consistency.
- B. Duties, Powers, and Responsibilities
 - i. The committee shall review all legislation submitted by other committees, members of Senate, officers of the SGA, or by students.
 - ii. When legislation is presented to the committee, the committee shall conduct a review to:
 - a. Ensure that the legislation does not conflict with the Constitution, bylaws and statutes.
 - b. Ensure the legislation contains the necessary details required for its successful implementation.
 - c. Correct the grammar and spelling.

- iii. After reviewing the legislation, the committee has the following options to:
 - d. Send legislation as originally submitted to the Senate.
 - e. Send legislation with amendments to the Senate.
 - f. Send legislation back to the author with recommendations.
- iv. The Legislative Committee Chair shall submit a report to the Senate on the committee decision.
- v. The Legislative Committee shall offer a workshop each semester teaching SGA members how to write and draft legislation.

Section 6. The Current Concerns Committee

- A. Purpose
 - i. The Current Concerns Committee shall have primary responsibility for seeking out and investigating the concerns of the Student Body.
- B. Duties, Powers, and Responsibilities
 - i. The Current Concerns Committee shall be responsible for gathering, hearing, and addressing the concerns of the Student Body.
 - ii. The committee shall investigate concerns in order to evaluate their extent and present possible solutions.
 - iii. The committee shall present all expressed concerns and proposed solutions to the Senate during the committee chair's report as well as the Executive Cabinet.
 - iv. The committee shall assist any student if requested by that student in drafting legislation.

Section 7. Finance Committee

- A. Purpose
 - i. The Finance Committee shall have primary responsibility for allocating student group funds in a fair, unbiased and consistent manner to students and groups of this University.
- B. Duties, Powers, and Responsibilities
 - i. The committee shall determine the schedule for each allocation request period. This schedule must be approved by the Senate prior to being announced to the student body.
 - ii. The committee shall receive the allocation requests of eligible students and student groups.
 - iii. After hearing and considering each request, the committee shall generate allocation legislation for consideration by the Senate. This legislation must contain a written bill following the format prescribed in the governing document and an itemized spreadsheet listing all allocations.

- iv. The committee shall present a schedule for all allocation periods for the academic year by the third meeting of the Senate.
- v. The committee shall conduct Allocation Orientation meetings to educate students on the allocation application process.
- vi. The committee shall develop an Allocation Application that includes all sections of the bylaws and statutes pertaining to the allocation process.
- vii. The committee shall follow all financial and allocation procedures described in these bylaws and the statutes.
- viii. The committee shall publicize the dates, times and locations of all meetings involved with the allocation process.

Article VI. Finance and Allocation Guidelines

Section 1. Definitions

- A. For the purposes of this appendix, the following words and phrases are defined as described.
 - i. Electioneering - Any campaign activity (such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, or sponsorship of as fundraiser), designed to further or hinder the candidacy of an individual or individuals for any elected office.
 - ii. Generated Funds – All outside income generated by a student or student group. This excludes any funds allocated to a student group by the SGA.
 - iii. General Reserve – SGA Funds that are available to be distributed to eligible students and student groups.
 - iv. Lobbying - Any effort to persuade any government official (including those officials within national state, or local administrations) to take a certain position on any issue through direct communication with that entity or official.
 - v. Regular Request – a request from an eligible student or group for SGA funding for the following semester.
 - vi. Special Request – a request from an eligible student or group for SGA funding for the current semester.
 - vii. Student Government Association Funds – Funds allocated to the SGA from the University from student activity fees.
 - viii. Student Group - A group of students officially recognized as a registered student group through Campus Activities and Programs.

Section 2. Basic Provisions and General Philosophy

- A. SGA Funds should be used for the funding of programs, services, and events of benefit to the Student Body.
- B. Applicability of Financial Guidelines. The financial guidelines shall regulate the use of funds allocated by the SGA to every student and group that receive SGA Funds. Exemptions from these regulations must first be approved by the Finance Committee, and then affirmed by the Senate.
- C. Acceptance of Funds. Any student or group that requests SGA Funds for an item or event shall have the opportunity to indicate in advance whether or not they will accept partial funding. Acceptance of any SGA Funds for an event shall be considered a commitment on the part of the requesting party to host the event or purchase the item.
- D. Surplus Funds. In the event there are unspent SGA Funds at the end of an academic year, the Executive Council shall use the funds to purchase supplies for the SGA for the following session.
- E. Ownership. All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SGA Funds shall be considered the exclusive property of the SGA.
- F. Freedom of Expenditures. Receipt of SGA Funds does not limit a group's use of Generated Funds.

Section 3. Provisions for Funding

- A. Requirements to be funded. All parties requesting funding from the General Reserve must adhere to the following requirements. Failure to meet the following requirements will result in automatic ineligibility for funding.
 - i. Only UNCG student groups and students may request SGA Funds.
 - ii. All parties must attend any required orientation meetings prior to requesting funding, provided that notice of said orientation meeting was distributed at least two weeks in advance.
 - iii. All parties must come to Finance hearings prepared to address their request in consideration of the finance guidelines, and provide all appropriate documentation to substantiate their claims.
 - iv. All parties must submit a completed Allocation Request packet by the due date set by the Finance Committee.
 - v. Within 1 week of an event funded by the SGA, the sponsoring group must turn in a written or electronic program evaluation to the finance committee chair, in accordance with the statutes.
 - vi. All parties receiving allocation funding must clearly state "Sponsored by SGA" on all promotional materials, tickets, uniforms, etc., in accordance with the statutes.

- B. Priority for Funding. The following guidelines shall be used to determine the appropriation of funds from the general reserve. The guidelines are listed in descending priority.
- i. Representation. The Finance Committee and Senate must consider the cost of the event compared to the number of students affected and the number of students involved in a project. Senate should try to anticipate this representation by looking at past involvement, enthusiasm for the program, and the amount of involvement anticipated by the group.
 - ii. Vitality. The Finance Committee and Senate must consider how vital a request is to the group. Things to be considered should be the priority of the request in relation to other requests sponsored by the group, whether or not it is in part a fundraising program, and how it would affect the morale of the group.
 - iii. Specialization. The Finance Committee and Senate must consider how unique a request is to the Student Body. It should consider the cultural/educational value of the program, the amount of recognition it brings to the University; and the identification it has with the group.
 - iv. Cost Sharing. The Finance Committee and Senate must consider the amount of money the group will be spending on the item or event compared to the amount of money requested.
- C. Equipment and supplies essential to programs, services or events may be funded. Miscellaneous categories essential to the continuation of the group shall be considered for funding on the basis of how the group's programs as a whole will benefit the student body. Funding for a group as a whole shall not be considered as one category; each program, service, or event shall be considered as a separate category as listed in the budget request form.

Section 4. Prohibited and Restricted Types of Expenditures

- A. Prohibited Expenditures: No requests for any of the following activities shall be fulfilled with funds from the general reserve.
- i. Individual Gain. Expenditures that result in a monetary gain for any student or member of the group. Monetary gain shall be defined as scholarships, gift certificates, salaries, stipend, etc.
 - ii. Reimbursement of expenses from previous semester(s).
 - iii. Reimbursement of any lost or stolen monies, checks, purchase orders, etc.
 - iv. Any persuasive religious exercise that cannot legally be funded with student fees, as determined by the University Attorney.
 - v. Requests for expenditures outside the current allocation period
Lobbying and Electioneering

- vi. Efforts on behalf of the SGA to persuade officials within the University of North Carolina System's administration will not be considered to be lobbying as long as it is expressing the interest of the Student Body at large.
 - vii. Nothing in this section shall be construed to prohibit lobbying or other general expressions of endorsement of support for such candidates or issues described above by a group receiving monies from the general reserve, or by a member of such a group, as long as the expenses of such efforts are funded by personal or group's generated funds and not monies from the general reserve.
- B. Restricted Expenditures: Funding from the Allocation Budget for any of the following types of requests shall be restricted as described.
- i. Student groups shall not be allocated funds for more than two of the following types of events per semester: parties, banquets, picnics, social events, or entertainment.
 - a. For the purpose of this section, "social event" shall be defined as any event that does not further the education or growth of the group as a whole.
 - b. Groups that have become newly affiliated in the past two allocation periods are exempt from this restriction.
- C. Travel and Lodging
- i. No meals shall be funded while traveling, except where such meals are part of a conference registration.
 - ii. If a registration fee includes the cost of lodging, the fee shall be itemized as accurately as possible so that fees and lodging can be considered separately.
 - iii. The maximum allocation for lodging shall be ninety dollars (\$90) per night per room. Only one room for every four persons traveling will be eligible for funding.
 - iv. Air Travel. Members of groups who wish to travel by air must submit at least three (3) quotes for airfare to the Finance Committee at least two (2) weeks before the beginning of the conference/ event, or on the same day that allocation request forms are due, whichever occurs earliest. Criteria for approval shall be the necessity, cost, and distance involved. Groups should seek out the least expensive times and tickets of flights, and be prepared to pay for their own travel if their airfare request is not approved.
 - v. Privately owned Cars, Vans, or Buses. All travel costs for private vehicles shall be handled on a reimbursement basis. To be reimbursed for travel expenses, within thirty (30) days of return an individual or

group must submit both receipts for actual fuel purchases and beginning and ending odometer readings for each vehicle to the Treasurer. Reimbursement shall be made per mile or for actual expenditures, whichever is less. The maximum allowance for travel in a private vehicle will be consistent with the state government mileage reimbursement rate

- vi. Cars, Vans, or Buses Owned by UNCG Motor Pool. The maximum travel allowance will be in accordance with the rates set by the UNCG Motor Pool.
- D. Speaking Fees / Honorariums. Any expenditure made for a single speaker's fee (including any travel and lodging expenses incurred by the speaker and paid by the group) greater than \$2000 shall require approval of 2/3 of the Senate.
- E. Funds may be appropriated for programs originating outside the University at local, state, and national levels that directly affect students at The University of North Carolina at Greensboro. Such appropriations may be made only with the approval of 2/3 of the Senate.
- F. Any other restrictions or prohibitions shall be outlined in the statutes.

Section 5. Allocation Process

- A. The Senate shall maintain the process by which the Allocation Budget is allocated through the following procedures and the enactment of statutes.
- B. Division of SGA Funds
 - i. Before the fees are divided among the allocation periods, an amount equal to twenty-two (22%) percent of the yearly SGA Budget shall be retained for the Operational budget. This budget will be authored by the President. This budget must be approved by majority vote of the Senate prior to its implementation.
 - ii. Before the fees are divided among the allocation periods, an amount equal to six (6%) percent of the yearly SGA Budget shall be retained for the Judicial budget. This budget will be authored by the Attorney General. This budget must be approved by majority vote of the Senate prior to its implementation.
- C. The Allocation Budget shall be evenly distributed between all allocation periods.
- D. The Senate shall not consider any allocation legislation or operational budget that contains a deficit (total expenditures exceed total available funds).

Section 6. Enforcement of Financial Bylaws

- A. The Treasurer shall have the authority to suspend the allocated funds of any student or student group that fails to comply with these bylaws or any other current financial statutes. Written notice of the suspension must be sent to the affected party, the Business Manager, and the Finance Committee.
- B. Once notified of a suspension of funds, the Finance Committee shall convene as soon as reasonably possible to discuss the situation, hear from the affected party, and set a termination date of the suspension. The affected party may appeal the decision of the Finance Committee to the Senate by submitting a written appeal to the Vice-President within 72 hours of the notification of the decision.

Article VII. The Executive Branch

Section 1. The President

- A. Duties, Powers, and Responsibilities
 - i. The President shall submit to the Senate a written job description for each paid member of the Executive Cabinet. This description shall be due prior to the meeting that the member is presented for confirmation by the Senate.
 - ii. The President has the authority to remove any member of the Cabinet with written notice. Upon removal of a member of the Executive Cabinet, the President must notify the Student Senate during his, or her, report at the following Senate meeting.
 - iii. The President may be recognized in the Senate for points of information or to provide clarification, but may not make motions or participate in debate.

Section 2. The Executive Cabinet

- A. Duties, Powers, and Responsibilities
 - i. The Executive Cabinet members may serve on University committees, as appointed by the President and confirmed by the Senate.
 - ii. The Executive Cabinet members shall have regular meetings with University officials relevant to their positions.
 - iii. The individual Executive Cabinet members may be utilized by the Student Senate committees, with prior permission from the President.
 - iv. All members of the Executive Cabinet are required to attend and deliver a written report at the last non-committee senate meeting of the month.
 - v. The members of the Executive Cabinet must compile individual reports of their activities to be incorporated into the Annual Report.

Their reports must be submitted to the President by the last meeting of the Student Senate.

- vi. The members of the Executive Cabinet must attend the officer orientation conference held by the President.
- vii. Members of the Executive Cabinet may be recognized in Senate for points of information or to provide clarification, however they shall not make motions or participate in debate.
- viii. The members of the Executive Cabinet shall serve until resignation, removal from office, or until the installation of the incoming cabinet.

Article VIII. The Judicial Branch

Section 1. The Attorney General

A. Duties, Powers, and Responsibilities

- i. The Attorney General shall appoint, supervise, and coordinate a judicial staff, student members of the various panels, as well as members of the Superior Court.
- ii. The Attorney General and the Dean of Students Office, in consultation with the President-elect, Vice President-elect and Campus Activities and Programs shall nominate five advisors for the upcoming academic year.
- iii. The Attorney General shall be responsible for compensating the five advisors out of the Judicial Budget.
- iv. The Attorney General nominee in consultation with the Attorney General shall prepare the budget for the Office of the Attorney General for the upcoming academic year.
- v. The budget for the Office of the Attorney General requires Senate approval before dispersal of funds.

Section 2. The Judicial Advisors

A. Duties, Powers, and Responsibilities

- i. The Judicial advisors shall participate in official SGA activities as directed by the Attorney General.
- ii. The Judicial advisors shall attend at least one Senate meeting per semester. The advisors must give prior written notice to the Vice President and the Attorney General if they cannot attend at least one Senate meeting.

Section 3. Superior Court

A. Duties, Powers, and Responsibilities

- i. The Superior Court shall hear appeals in accordance with the Constitution.
- ii. The Superior Court shall determine responsibility or non-responsibility in impeachment cases.
- iii. The Superior Court may impose sanctions.

B. Appeals Procedures

- i. Any person may appeal a decision of the Senate, Committee or Officer if deemed in conflict with existing governing documents, resolutions, University policy, and State or Federal laws.
- ii. A written appeal must be made to the Attorney General within ten working days of the public announcement of the decision, with the exception of appeals concerning Elections which must be made within 72 hours.
- iii. The Attorney General shall forward the appeal to the Executive Council for consideration. Any member of the Executive Council may forward the appeal to the Superior Court for a full hearing. Otherwise the appeal shall not be further considered.
- iv. Once the appeal is forwarded, the Attorney General and Vice President shall convene the Superior Court as prescribed by the Constitution.
- v. Members of the Superior Court shall read the appeal and any submitted supporting documentation. The Court may determine that a decision can be made based on those documents only, or whether additional information and/or hearings are needed.
- vi. The Superior Court shall deliver a written decision within 72 hours of the conclusion of the hearing. In determining the resolution of an appeal, the Court may only overturn a decision; they may not issue sanctions or other punitive measures.
- vii. The Superior Court shall be the final level of appeal.

C. Impeachment Procedures

- i. Impeachment shall be defined as a formal accusation of wrongdoing.
- ii. Any member of the SGA may be impeached.
- iii. Any University student may request impeachment proceedings.
- iv. All cases for impeachment shall begin with a formal complaint written by any Student of the University.
- v. Only written and signed requests for initiation for impeachment are acceptable.
 - a. If the impeachment deals with a Senator, it shall be presented to the Vice President.

- b. If the impeachment deals with the Vice President, it shall be presented to the Chairperson Pro Tempore.
 - c. If the impeachment deals with the President, it shall be presented to the Advisor.
 - d. If the impeachment deals with a member of the executive cabinet, it shall be presented to the Vice President.
- vi. Once a motion to impeach has been passed by the Senate: The individual(s) who filed the complaint as well as the accused individuals will be notified within three (3) days after the passage of the motion.
 - a. After passage of a motion to impeach, the Attorney General and Vice-President shall convene the Superior Court.
 - b. The hearing to determine responsibility or non-responsibility shall be conducted by the Superior Court. A responsible finding from the Superior Court's hearing shall result in sanctions. The sanctions may include, but are not limited to: Removal from the SGA, removal from a chairpersonship, removal from a committee, removal of the privilege of any absences, mandatory office hours, public apologies, mandatory community service hours as assigned by Student Government Association, or removal of rights to run for office.
 - c. All hearings regarding the official's impeachment shall cease upon their resignation.
- vii. Any member of the SGA may be censured for misfeasance, malfeasance, nonfeasance, convictions for a felony or misdemeanor while in office; except minor traffic violations, Being found responsible for a violation of a University policy while a member of Student Government, Violation of the SGA attendance policy and embezzlement of SGA funds

Section 4. Superior Court Hearing Officer

- A. The SGA Attorney General shall serve as the hearing officer for Supreme Court hearings or meetings. In the event the Attorney General cannot fulfill their duties, the Dean of Students, in consultation with the President, shall appoint a new student hearing officer.
 - i. The Hearing Officer will not be permitted to vote during Superior Court Proceedings.
 - ii. The Hearing Officer is a disinterested and unbiased individual that is responsible for ensuring the following:
 - a. Hearings are fair and unbiased.

- b. All parties involved have the opportunity to present their case and relevant information.
- c. Student rights are protected.
- d. Information or evidence that is misleading, inaccurate, or in violation of University policies, is stricken from the record and not used in Superior Court deliberations.

Section 5. Superior Court Notification Procedure

- A. Upon receiving a complaint, the Attorney General shall notify the Vice President and all parties involved (excluding members of the Court) within 72 hours. The Hearing Officer, in consultation with the advisor, shall arrange all meeting dates and times to occur in a timely manner. The Hearing Officer shall provide written notification to all parties of the alleged violation, their rights, hearing dates, times and locations, and general procedures for the hearing.

Article IX. The Oath of Office

Section 1. Oath

- A. Before entering upon their duties, all officials of the SGA shall take the oath of office. The oath of office is as follows:

“I (state your name) pledge to uphold the Constitution of the Student Government Association of The University of North Carolina at Greensboro, and to do my best to fulfill all the duties and responsibilities given to me by the students to advocate, educate, and serve the student body.”

Article X. Ratification, Amendment, and Temporary Suspension

Section 1. Ratification

- A. These Bylaws shall become effective upon ratification by a two - thirds vote of those Senators present and voting, provided that quorum exists, unless vetoed by the President.

Section 2. Amendment

- A. All proposed amendments must take the form of legislation, and shall be referred to the Legislative Committee. Amendments shall become effective only after ratification by the procedure described in Article IX Section 1. This rule may not be suspended.

Section 3. Temporary Suspension

- A. Any portion of these Bylaws, unless stated otherwise, may be temporarily suspended by a three-fourths majority vote of those Senators present and voting.