The University of North Carolina at Greensboro
Student Government Association

Bylaws and Standard Operating Procedures
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Article I. Definitions

Section 1. Definitions of SGA Members and Terms

A. For the purpose of the Bylaws and Standard Operating Procedures, 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. Advisor – A full-time faculty or staff member assigned to provide direction and support to the Student Government Association.

iv. Allocation Budget - Portion of the SGA budget not allocated to the Operational or Judicial Budgets.

v. Attorney General - Student leader over the Judicial Branch, serving as an advisor to the Senate when it comes to governing documents.

vi. Chair - An appointed Senator presiding over committee meetings.

vii. 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.

viii. Executive Cabinet – Consists of the Chief of Staff, Secretary of Academic Affairs, Secretary of Business Affairs, Secretary of Student Affairs, Secretary of Media Affairs, and Secretary of Community Affairs.

ix. Executive Council – Consists of the SGA President, SGA Vice President, and the SGA Attorney General.

x. Fall Allocation Period - July 1 to December 31.

xi. Judicial Budget - Portion of the SGA budget allocated to the Judicial Branch.

xii. Legislation - Bills, resolutions, and any other policy making acts considered by the Senate in order to regulate, authorize, provide funds, sanction, grant, declare, or to restrict.

xiii. Legislative Board - Consists of the following members: Legislative Assistant, Treasurer, Chair Pro Tempore, Parliamentarian, and Committee Chairs. The Legislative Board reports directly to and is supervised by the Vice President.

xiv. Operational Budget - Portion of the SGA budget allocated to the Executive and Legislative Branches.

xv. 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 of the Student Government Association.

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 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. **Treasurer** - Responsible for maintaining SGA’s financial records.

xxii. **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 as determined by the advisor.

Section 2. Senate Meeting Agenda

A. By definition, an agenda item is defined as any legislation or announcement. An agenda item can also include any officer or committee report made on a night other than those required by the SGA Constitution or Standard Operating Procedures.

B. Any Senator or SGA Officer with an agenda item shall report to the Vice President no later than noon on the day prior to the meeting. If there are documents or other files which complement the agenda item, copies of these attachments shall be presented to the Vice President as a set with the agenda item.

C. It shall be the responsibility of each committee chair to ensure that any business acted upon by their respective committee is forwarded to the Vice President in accordance with the aforementioned guidelines.

D. The Vice President shall distribute the meeting agenda to the SGA President and all Senators no less than 24 hours before any Senate meeting. The Vice President shall include in the distribution of the
meeting agenda and any legislation or other new business that was submitted according to the aforementioned guidelines. An e-mail sent to a valid uncg.edu e-mail address shall be considered proper distribution.

E. If a Senator desires to bring legislation to the floor without first submitting it to the Vice President for inclusion on the agenda, they must make copies available.

F. Neither the Vice President nor any other Senate officer shall be required to distribute, display, copy, or in any way disseminate items that have not been properly submitted for the agenda in accordance with the aforementioned guidelines.

Section 3. 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.
   i. Sponsors of a bill or resolution shall have a total of 10 minutes to present their legislation prior to moving for adoption. The time limit may be extended an additional 5 minutes with the consent of 2/3 of the voting Senators. Sponsors may choose (but are not required) to yield part of this time to the floor for points of information related to the bill.
   ii. The presentation time shall be for the purpose of explaining and clarifying the legislation. The Vice President shall rule any attempts at debate or provocation out of order during this period.
   v. At the conclusion of the time limit, the Vice President may allow the sponsor to finish answering the current point of information. Any Senator may then be recognized to move the adoption of the legislation. Once the legislation has been moved, all normal rules of procedure apply and the sponsor is given no additional right or privileges in debate.

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.

C. Any Senator or Officer wishing to make an announcement must submit the announcement to the Vice President by noon the day before the Senate meeting. All announcements submitted this way shall be read from the podium. Any Senator who has an announcement not submitted in advance must use the time granted to them during the allotted section of the meeting.

Section 4. Resignation

A. Resignations shall be considered final upon their receipt.
Article III. The Senate Body

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 the completion of 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 Branch

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 their report at the following Senate meeting.
   B. The Vice President shall coordinate a Senator Orientation meeting after each election.
   C. The Vice President is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door and on the UNCG SGA website. For each day classes are out of session, two hours may be deducted from the weekly total of ten hours.

Section 2. Legislative Board
   A. The members of the Legislative Board are selected by the Vice President.
   B. The members of the Legislative Board are required to hold three regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are to be posted in the SGA office and on the UNCG SGA website. For each day classes are out of session, twenty minutes may be deducted from the weekly total of three hours.

Section 3. Treasurer
   A. Qualifications
      i. The Treasurer shall have and maintain, while in office, a cumulative GPA of no less than 2.75 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 the exception of *ex officio* membership to the Finance Committee.

**B. Duties, Powers, and Responsibilities**

i. The Treasurer shall fulfill all financial mandates given to them by the Student Body President or their designee in accordance with the Constitution and the Standard Operating Procedures.

ii. The Treasurer shall execute and administer the Financial Guidelines of the SGA Standard Operating Procedures 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 4. 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 2.75 on a 4.0 scale.

iii. The Legislative Assistant shall be enrolled for no less than twelve undergraduate or nine 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/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 their approval or veto.
   viii. The Legislative Assistant shall serve until resignation, removal from office, or installation of the incoming Legislative Assistant.

Section 5. 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 2.75 on a 4.0 scale.
   iii. The Parliamentarian shall be enrolled for no less than twelve undergraduate or nine 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 two professional parliamentary procedure training workshops 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 Chairs and Functions**

**Section 1. The Committee Chair**

A. Each Chair shall abide by the SGA Constitution and Standard Operating Procedures. Each Chair shall conduct a committee member orientation at their first committee meeting of the semester and as deemed necessary. Each 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. Each Chair shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.

iv. Each Chair shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.

v. Each Chair shall be in good conduct standing as determined by the University.

C. Duties, Powers, and Responsibilities

i. Each 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. Each Chair shall have the right to set the original agenda of the committee meetings. The Vice President may add additional items.
iii. Each Chair may schedule mandatory committee meetings outside of regular committee meetings with one week prior notification unless objected to by two-thirds of the committee within 48 hours of notification.

iv. Each Chair will make all reports to the Senate.

v. Each 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/she holds office.

vi. After each election, Each Chair shall conduct a workshop at the Senator Orientation dealing with the details of the committee.

Section 2. Committee Chair Pro Tempore

i. Each Committee Chair Pro Tempore shall abide by the SGA Constitution, Standard Operating Procedures, and Special Rules of Order.

ii. A Committee Chair Pro Tempore may be appointed at the Chair's discretion. They must be a voting Senator. The Chair may remove them at any time. The Chair Pro Tempore will assume all duties, obligations and privileges of the Chair upon the absence of the Chair.

Section 3. Secretary

i. The Secretary of the committee 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.

Section 4. Other Expectations

i. The committee shall not proceed unless quorum exists, inclusive of the Chair.

ii. 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 on the Elections or Publicity committees.

iii. The President, Vice President, and Attorney General may serve as ex officio members of any committee.

Section 5. Committee Meeting Agenda

i. There shall be an agenda for each committee meeting to be distributed to the respective committee 24 hours before the committee meets.

ii. The Senate shall have the privilege of placing additional items on the committee's agenda.

iii. All items will be voted on by the committee membership. A simple majority vote will be required for passage of items.
iv. All items on the agenda that were passed will be reported to the Senate during the committee chair's next report.

**Article VI. Committee Functions**

Section 1. 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 while proactively finding resolutions to the concerns they gathered.

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 to the Executive Cabinet.  
iv. The committee shall assist any student if requested by that student in drafting legislation.

Section 2. The Elections Committee  
A. Purpose  
i. The Elections Committee shall have primary responsibility for conducting consistent, unbiased, 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 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 five business days prior to the beginning of the nomination period.  
iii. SGA nominations for elections shall begin no later than the third Monday of the semester. The nomination period will last no less than four days and no more than seven days.  
iv. The committee shall create and distribute an elections packet in accordance with the Standard Operating Procedures.  
v. The committee may post marketing advertising all elections and voting events, in accordance with University posting policies.
vi. 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.

vii. The Elections Committee will host two debates during the spring elections for the office of President and Vice President. One debate shall be held on a Tuesday during the SGA Senate Meeting and the second debate shall be held on either a Monday or Wednesday. The dates shall be left up to the discretion of the Elections Committee.

C. Campaign Rules
   i. All nominees must possess the qualifications of the office for which they would like to run as listed in the Constitution and Standard Operating Procedures by the close of the nomination period.
   ii. Candidates running for the office of President or Vice President must have served as Senator, Committee Chair, Executive Council member, Executive Cabinet member, Vice President or President for at least ten weeks prior to the start of elections.
   iii. Candidates for the office of President and Vice President must participate in both SGA debates, given at least two weeks’ notice.
   iv. In order to run for an office, any and all required documentation must be given to the Elections Committee Chair, at the time designated by the Elections Committee. This shall include the authorization for the SGA Advisor(s) to confirm a candidate’s academic and conduct standing, a brief biography of the candidate, and any other document as further determined by the Senate.
   v. Candidates must file by their legal name, but may choose a name under which to run.
   vi. Each student nominated for a position shall be notified by email within two business days of the close of the nomination period. The email shall including the election schedule and a link to the SGA governing documents.
   vii. Any candidate wishing to accept their nomination must attend one of the informational meeting held by the Elections Committee Chair.
   viii. For the purpose of campaign rules, a voting area shall be defined as any UNCG owned location where a ballot can be cast.
   ix. Any Student Government funded organization which holds a meeting that allows campaign appearances by candidates running in Student Government elections must give equal opportunity to all candidates running for the same office. If the Elections Committee finds an organization to be in violation of this rule, the Elections Committee shall forward their findings to the Finance Committee for review and possible sanctions.

D. Campaign Materials Expectations
   i. Campaign material shall be defined as any medium announcing a
person’s candidacy or a candidate’s views. Campaign material shall also be defined as any physical media that attempts to persuade an eligible voter to vote for or against a particular candidate.

ii. No campaign material may be distributed within 30 feet of a voting area while polls are open.

iii. Candidates and/or campaign staff members shall not remove, deface, or conceal campaign material posted by other candidates running for any office.

iv. All candidates are responsible for the actions of their campaign workers and for their campaign materials. If violations occur, the candidates will be held accountable for them.

v. Campaign materials may not be placed anywhere on glass, painted surfaces, doors, poles, windows, or trees. No marking of any type may occur on sidewalks, streets, grounds, or UNCG property for campaign purposes.

vi. Digital marketing expectations are as follows:

- Candidates are not allowed to directly email faculty or staff to solicit their support.
- Students must elect to receive candidate-specific campaign-related correspondence (email, social media platforms, digital marketing, etc.).
- Candidates cannot use any employment-related email lists or communication to solicit support.
- Candidates are encouraged to create election-specific social media profiles to eliminate any possible conflicts of interest.
- The Elections Committee reserves the right to clarify and provide more specific expectations for each election cycle as digital markets and platforms emerge.

vii. All campaign materials must be removed from UNCG property within twenty-four (24) hours after the election results are announced. In the event of a run-off, posters for those candidates may be left up until twenty-four (24) hours after the results of the run-offs are announced. If all materials are not down within this time, violators of this policy shall be subject to action by the Elections Committee.

viii. Campaign materials may be placed in the following areas:

- In academic buildings in the areas designated for posters, such as general purpose bulletin boards and cork strips.
- In the cafeteria on poster strips, bulletin boards, and anywhere else that the Director of Dining Services allows.
- In the Elliott University Center in the areas designated for posters, such as general purpose bulletin boards, media bins, campaign bulletin boards, on unpainted brick interiors, and anywhere else where the Director of the Elliot University Center allows (Media Board and other university
publications take priority in the media bins) and flyers may be placed on tables.
• In the residence halls only on general purpose bulletin boards or general purpose cork strips. Materials cannot be placed on or under any resident’s door except by that resident. In addition, campaigning may not be conducted door-to-door in any fashion.
• On the Rawk following traditional usage rules. Candidates must allow the full twenty-four (24) hour period following the previous advertisement’s posting to elapse before painting over the Rawk. During election days, a candidate may not have the Rawk painted for their campaign except for the sole purpose of publicizing SGA elections.
ix. A maximum of $500.00 may be used by each Senatorial candidate for publicity before the first ballot, and in the case of a runoff, a Senatorial candidate's total expenditure should not exceed $750.00. A maximum of $750.00 may be used by each Presidential or Vice Presidential candidate for publicity before the first ballot, and in the case of a runoff, a Presidential or Vice Presidential candidate's total expenditures should not exceed $1,000.00. Publicity is considered any means other than word that brings to public notice a person's candidacy or their view, or tries to persuade a voter to vote for a particular candidate. Publicity shall include but not be limited to campaign buttons, flyers, posters, ads (including social media platforms), bulletins, banners, placards, dinners, parties, and other functions held by a candidate on campus. An itemized statement of campaign expenditures must be turned into the Elections Committee Chair before the counting of the votes. Donations must be included at their market value. Any violation may result in disqualification of the offending candidate.

E. Voting Procedures
i. All elections shall be conducted by secret ballot. The method of balloting shall be chosen by the Elections Committee with the approval of the Senate.
ii. Only students currently enrolled at The University of North Carolina at Greensboro may vote in Student Government Association elections.
iii. No person may cast more than one vote for President or Vice President per election.
iv. If a candidate is running unopposed, the voting shall be conducted in the same manner as the vote for any candidate with opposition.
F. Tabulating Results and Determining Winners
   i. When only one seat for any office is being voted upon (e.g. SGA President), a candidate must obtain a simple majority of votes in order to win.
   ii. When more than one seat for an office is being voted upon (e.g. Sophomore Senator) then election shall be by plurality, where those individuals with the highest number of votes in ranking order shall win the election.
   iii. In an election involving more than two candidates running for one seat where no one candidate receives a simple majority of votes cast for that seat, then the candidates holding the top two positions or whatever minimum number of candidates is necessary to represent a majority of the number of votes cast, in ranking order of those candidates receiving the highest number of votes, shall comprise a run-off to determine the winner.
   iv. In case of a tie, the winner shall be determined by a run-off election.
   v. In all run-offs, the winning candidate must obtain a simple majority of the votes cast.

G. Notification of Candidates and Releasing Of Results
   i. The Elections Committee shall notify all candidates of the results of the elections, as a whole, via email, as soon as they are known. The results will be publicly announced at the next regular Senate meeting, and the Vice President shall be responsible for sending a campus wide email to all students informing them of the elections results.

H. Poll Workers
   i. All SGA funded organizations are required to provide up to two poll workers to assist in the elections process as requested by the Elections Committee. It shall be the duty of the Elections Committee Chair to provide no less than two (2) weeks written notification of needed poll workers for elections (and run-offs) to said organizations. The Chair shall keep records of each organization’s compliance with this section and shall provide this record to the Legislative Assistant and the Finance Committee.
   ii. Each poll worker shall be responsible for no less than two (2) hours work at the polls during the elections. Hours may be performed in any form as decided at the discretion of the Chair.
   iii. Each organization must submit the names and contact information of poll workers to the Elections Chair no later than one week after receiving the written notification referenced above. The Elections Chair must provide each poll worker with their assignment no less than 72 hours before the start of the assignment.
   iv. Candidates and persons affiliated with a candidate’s campaign will be ineligible to serve as poll workers.
   v. Officials of the Election Committee and poll workers shall be readily
identifiable by the wearing of a name tag when in the voting area.

vi. All poll workers must follow the lawful directions of the Election Committee. Organizations shall be responsible for the conduct of their poll workers.

I. Candidate Sanctions
   i. Any candidates who misrepresents any facts concerning a campaign, or who violates any of the policies, shall be subject to disciplinary action by the Election Committee.
   ii. The Elections Committee, in consultation with the SGA Advisor, may disqualify or otherwise sanction any candidate in violation of the election guidelines. Any sanctions shall require a 2/3 vote of the Elections Committee.

J. Contestation of Elections
   i. Only an eligible voter, who upon witnessing an alleged irregularity and reporting the irregularity to an elections official within two (2) business days of the time it was first witnessed, may contest an election or referendum.
   ii. Witnessing for the purposes of this rule shall be defined as documentation and/or eye witness accounts.
   iii. A person wishing to contest the results must submit a written contestation to the Elections Committee Chair, or if they cannot be reached, to the Vice President or the President of SGA within two (2) business days after the closing of polls. In the written contestation, the name of the Elections Committee official whom the contestation was originally reported must be stated.
   iv. Within two (2) business days after receiving the contestation, a schedule shall be set by the Elections Committee to hear the contestation and announce its decision.
   v. If, in the opinion of the Elections Committee, the irregularity involves a sufficient number of total votes to change the election or referendum results, or if the effect of the irregularity cannot be determined, then the results shall be declared invalid and a new election schedule will be determined according to the guidelines above.
   vi. Any appeal of an Elections Committee decision should be addressed to the Attorney General, Elections Committee Chair, President, and Vice President of Student Government in writing within one (1) business day after the decision is announced and made public. The appeal shall be heard and ruled upon by the Student Government Superior Court.
   vii. Unless otherwise provided for by the SGA Constitution or Standard Operating Procedure, decisions of the Elections Committee are not subject to the approval of the Student Senate.

K. Conceding
   i. Any candidate wishing to concede must give written notice to the
Elections Committee Chair.

ii. Any candidate who relinquishes the right to participate in a runoff election after the primary results have been made known has twenty-four (24) hours in which to reconsider their decision. If at the end of this time, they still wish to relinquish this right, their decision shall be considered final and binding.

Section 3. 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 student 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 as it determines but no less than once each semester.

vi. Allocation meetings shall include: a brief summary of the allocation process, a demonstration on how to complete each form within an Allocation Request, information on how to access funds after they are allocated, contact information for the Finance Committee Chair and Treasurer, printed or electronic copies of all finance bylaws and statutes, and a question-and-answer period. Attendance at these meetings shall be mandatory for the Finance Committee Chair and Treasurer.

vii. The committee shall develop an Allocation Application that includes all sections of the Standard Operating Procedures pertaining to the allocation process.

viii. The committee shall follow all financial and allocation procedures described in these Standard Operating Procedures.

ix. The committee shall publicize the dates, times and locations of all meetings involved with the allocation process.
Section 4. 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 or Standard Operating Procedures.
       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:
       a. Send legislation as originally submitted to the Senate.
       b. Send legislation with amendments to the Senate.
       c. 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 5. 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, senate 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.
Article VII. Finance and Allocation Guidelines

Section 1. Definitions

A. For the purposes of this section, the following words and phrases are defined:
   i. Appropriations Period – Shall run concurrently with the SGA fiscal year.
   ii. Allocation Period - The allocations process shall consist of 2 separate funding periods: Fall Regular and Spring Regular. Regular allocations shall be the primary method of funding student events and supplies.
   iii. Electioneering - Any campaign activity (such as the holding of a rally, printing of a poster, flyer, brochure or other advertisement, or sponsorship of a fundraiser), designed to further or hinder the candidacy of an individual or individuals for any elected office.
   iv. Fiscal Year – The SGA fiscal year shall mirror UNCG’s fiscal year (July 1 – June 30).
   v. Generated Funds - All outside income generated by a student or student group. This excludes any funds allocated to a student group by the SGA.
   vi. General Reserve - SGA Funds that are available to be distributed to eligible students and student groups.
   vii. 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.
   viii. Regular Request - a request from an eligible student or group for SGA funding for the following semester.
   ix. Special Request - a request from an eligible student or group for SGA funding for the current semester.
   x. Student Government Association Funds - Funds allocated to the SGA by the University from student activity fees.
   xi. Student Group - A group of students officially recognized as a registered student group through the Office of Campus Activities and Programs.

Section 2. Basic Provisions and General Philosophy

A. The allocation budget shall be divided as follows: 50% Fall Regular and 50% Spring Regular.

B. SGA Funds should be used for the funding of programs, services, and events of benefit to the entire student body.

C. 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.
D. Any student 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.

E. 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.

F. All materials, supplies, equipment, or otherwise non-negotiable goods acquired with SGA funds shall be considered the exclusive property of the SGA.

G. Receipt of SGA funds does not limit a group's use of generated funds.

Section 3. Provisions for Funding

A. 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 follow the Finance Committee procedures and instruction 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 one 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” with our logo on all promotional materials, tickets, uniforms, etc., in accordance with the Standard Operating Procedures.

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. 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. 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. 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. 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. 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 General Counsel.

v. Requests for expenditures outside the current allocation period.

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 per night per room shall be in accordance with the most up to date travel policy. Only one room for every four persons traveling will be eligible for funding.
   iv. Members of groups who wish to travel by air must submit at least three (3) quotes for airfare to the Finance Committee at least four (4) 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. All travel costs for private vehicles shall be handled on a reimbursement basis. To be reimbursed for travel expenses, an individual or group must submit both receipts for actual fuel purchases and beginning and ending odometer readings for each vehicle to the Treasurer within thirty (30) days of return. 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. The maximum travel allowance will be in accordance with the rates set by UNCG Business Affairs.

D. Any expenditure made for a single speaker's speaking fee/honorarium (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.

Section 5. Additional Restrictions On Funds

A. No recognized student group that receives funds via SGA allocation for an event may charge admission to UNCG students for that event. Any attempt to do so shall cause the offending affiliated organization to lose funding eligibility from SGA for one allocation period.

B. Recognized student groups that spend less than 50% of allocated funds from the previous semester will be ineligible for funding for one allocation period, regardless of when the recognized student group submits an allocation packet.

C. Recognized student groups that fail to turn in the post-event forms will be ineligible for SGA funding for one allocation period. The recognized student group has until the packet submission deadline of the following allocation period to turn in the Post-Event form.

D. Any recognized student group failing to turn in both a hard and soft copy of the allocation packet by the allotted deadline set forth by the Finance Committee Chair will be ineligible for funding for that allocation period.

E. Monies for charter buses shall be limited to $2,000. Airfare transportation shall be limited to the contiguous United States.

F. Affiliated organizations that fail to attend an allocation meeting for a given allocation period will not be eligible for funding in that allocation period.

Section 6. Allocation Process

A. The Senate shall maintain the process by which the Allocation Budget is allocated through the following procedures and the enactment.

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 Student 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 7. Hearings Process
A. Following the submission of the allocation requests, but before the Finance Committee begins deliberations, each requesting student or organization must attend a hearing with the committee. Hearings consist of a question and answer period, and the hearing schedule shall be determined in advance by the committee.

B. The hearing shall provide the requesting party an opportunity to explain the allocation request.

Section 8. Individual Students
A. Individual students as previously defined by the SGA Standard Operating Procedures shall be considered for SGA funding upon the receipt of an SGA allocation application.

B. A packet by an individual student shall only be considered complete after the student has met with the SGA Advisor and Finance Committee Chair to discuss the nature of the packet.
   i. An individual student must contact the SGA Advisor as least two weeks prior to the application deadline to set up an appointment.

C. The signature of the SGA Advisor shall be considered in place of the signature of a faculty advisor.

Section 9. Enforcement of Financial Bylaws and Standard Operating Procedures
A. The Treasurer shall have the authority to suspend the allocated funds of any student or student group that fails to comply with these standard operating procedures or any other current financial expectations. 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 VIII. 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 their 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.

iv. The President is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door and on the UNCG SGA website. For each day classes are out of session, two hours may be deducted from the weekly total of ten hours.

Section 2. The Executive Cabinet

A. Duties, Powers, and Responsibilities

i. The members of the Executive Cabinet are selected by the President.

ii. The Executive Cabinet members may serve on University committees, as appointed by the President and confirmed by the Senate.

iii. The Executive Cabinet members shall have regular meetings with University officials relevant to their positions.

iv. The individual Executive Cabinet members may be utilized by the Student Senate committees, with prior permission from the President.

v. The members of the Executive Cabinet are required to hold three regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are to be posted in the SGA office and on the UNCG SGA website. For each day classes are out of session, twenty minutes may be deducted from the weekly total of three hours.

vi. All members of the Executive Cabinet are required to provide a report when instructed by the President. 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.

   a. The members of the Executive Cabinet must attend the officer orientation conference held by the President.

   b. 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.

   c. The members of the Executive Cabinet shall serve until resignation, removal from office, or until the installation of the incoming cabinet.

Section 3. The Chief of Staff

A. Qualifications
i. The Chief of Staff shall be selected by the President with majority approval by the Senate.
ii. The Chief of Staff shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.
iii. The Chief of Staff shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
iv. The Chief of Staff shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities
   i. The Chief of Staff serves as the primary liaison between both the SGA President and the Executive Cabinet.
   ii. The Chief of Staff shall be tasked with making reservations for Executive Initiatives as well as submitting catering requests within a timely manner.
   iii. The Chief of Staff will hold the Secretaries on the Cabinet accountable for creating purposeful and substantive external initiatives that will benefit UNCG students.
   iv. The Chief of Staff will accompany the President, Vice President, and the ASG Campus Liaison to monthly ASG meetings.

Section 4. Secretary of Academic Affairs
A. Qualifications
   i. The Secretary of Academic Affairs shall be selected by the President with majority approval by the Senate.
   ii. The Secretary of Academic Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.
   iii. The Secretary of Academic Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
   iv. The Secretary of Academic Affairs shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities
   i. The Secretary of Academic Affairs serves as the chief student advocate for all academic-related issues.
   ii. The Secretary of Academic Affairs shall be responsible for representing the academic needs of the Senate to the Provost. The Secretary of Academic Affairs shall also represent SGA at various Faculty Senate meetings throughout the year.
   iii. The Secretary of Academic Affairs will create several academic initiatives to ultimately increase awareness of any academic changes, polices, or to reward students who show an increased commitment to academic excellence.
Section 5. Secretary of Business Affairs
A. Qualifications
   i. The Secretary of Business Affairs shall be selected by the President with majority approval by the Senate.
   ii. The Secretary of Business Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.
   iii. The Secretary of Business Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
   iv. The Secretary of Business Affairs shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities
   i. The Secretary of Business Affairs serves as the chief student advocate for excellence in all business-related issues on campus including campus resources including but not limited to Dining Services, Parking and Campus Access Management, and the UNCG Police Department.
   ii. The Secretary of Business Affairs is expected to meet regularly with the Vice Chancellor for Business Affairs as well as other administrative staff who support business affairs.

Section 6. Secretary of Student Affairs
A. Qualifications
   i. The Secretary of Student Affairs shall be selected by the President with majority approval by the Senate.
   ii. The Secretary of Student Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.
   iii. The Secretary of Student Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.
   iv. The Secretary of Student Affairs shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities
   i. The Secretary of Student Affairs serves as the chief student advocate for all student-related issues on campus and across the UNC System.
   ii. The Secretary of Student Affairs shall be responsible for unifying the UNC Greensboro student body to create a stronger community.

Section 7. Secretary of Media Affairs
A. Qualifications
   i. The Secretary of Media Affairs shall be selected by the President
with majority approval by the Senate.

ii. The Secretary of Media Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.

iii. The Secretary of Media Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.

iv. The Secretary of Media Affairs shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities

i. The Secretary of Media Affairs serves as the Creative Director behind SGA member reports, the webmaster for the SGA website, and collaborates with the Publicity Committee to represent the organization on all media platforms.

ii. The Secretary of Media Affairs shall be responsible for matters related to technology.

iii. The Secretary for Media Affairs is the primary point of contact for SGA website development, web application development, and advocating for necessary technology to grow Student Affairs and SGA intercommunication.

Section 8. Secretary of Community Affairs

A. Qualifications

i. The Secretary of Community Affairs shall be selected by the President with majority approval by the Senate.

ii. The Secretary of Community Affairs shall have and maintain, while in office, a cumulative GPA of no less than 2.75 on a 4.0 scale.

iii. The Secretary of Community Affairs shall be enrolled for no less than twelve undergraduate or nine graduate credit hours per semester while in office.

iv. The Secretary of Community Affairs shall be in good conduct standing as determined by the University.

B. Duties, Powers, and Responsibilities

i. The Secretary of Community Affairs serves as the chief student advocate for all areas but focusing mainly on the areas surrounding campus.

ii. The Secretary of Community Affairs will be responsible for creating and maintaining ongoing SGA community initiatives.

iii. The Secretary for Community Affairs shall also reach out to other Greensboro colleges and universities to strengthen our Greensboro community.

iv. The Secretary for Community Affairs will spread awareness on community-wide issues that will impact students and UNC Greensboro as a whole.
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 the Division of Student Affairs 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.
   v. 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.
   vi. The budget for the Office of the Attorney General requires Senate approval before dispersal of funds.
   vii. The Attorney General is required to hold at least ten regularly scheduled office hours per week during the Fall and Spring semesters. The regularly scheduled hours are posted on their office door and on the UNCG SGA website. For each day classes are out of session, two hours may be deducted from the weekly total of ten hours.

Section 2. Guidelines To Interpreting Policy

A. Any member of the Student Government Association or of the student body may request any clarification or interpretation from the Attorney General.

B. The Attorney General shall issue all interpretations, defined as any ruling on any vague, ambiguous or confusing rule, policy, legislation, or provision of the governing documents, when requested to do so by any member of the Student Government Association or student body. After receiving a request for interpretation, the Attorney General shall publicly notify the Legislative Branch and Executive Branch of the request at the meeting of the Student Senate immediately following the submission of the request. If a request for interpretation is made during a meeting of the Student Senate, the public request will be considered a public notification of a request for interpretation.

C. Members of the Student Government Association and of the student body shall have a total of 48 hours from the time of the public notification to submit written opinions
of the disputed rule, policy, legislation or provision of a
governing document. These written opinions should not
exceed two typed pages in length.

D. The Attorney General shall have an additional 72 hours
following the completion of the 48 hour opinion
submission time in order to make their ruling on the
interpretation of the disputed rule, policy, legislation or
provision of a governing document.

E. In making their official interpretation, the Attorney
General shall rely upon only the disputed rule, policy,
legislation or provision of a governing document, the
submitted opinions, other Student Government
Association rules, policies, legislation and provisions of
the governing documents and University policy. The
Attorney General is prohibited from discussing with any
person excluding: Student Government advisors; other
University Administrators; Student Attorney Generals or
students with similar posts at other constituent institutions
of the UNC System; their views of the possible
interpretation of the disputed rule, policy, legislation or
provision of a governing document until the official
interpretation is presented to the Student Senate.

F. The Attorney General's official interpretation must be
submitted to the Legislative Branch and Executive Branch, in
writing, at the meeting of the Student Senate immediately
following the Attorney General's completion of their official
interpretation. The Attorney General may seek to have
granted to them an extra amount of time in order to complete
the interpretation by suggesting a motion to the Student
Senate to extend the 72 hour interpretation time.

Section 3. 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 4. 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 an 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. Any member of the SGA may be impeached.
   ii. Any University student may request impeachment proceedings.
   iii. All cases for impeachment shall begin with a formal complaint written by any student of the University.
   iv. Only written and signed requests for initiation for impeachment are acceptable.
   v. If the impeachment deals with a Senator, it shall be presented to the Vice President.
   vi. If the impeachment deals with the Vice President, it shall be presented to the Chair Pro Tempore.
   vii. If the impeachment deals with the President, it shall be presented to the Advisor.
   viii. If the impeachment deals with a member of the executive cabinet, it shall be presented to the President.
   ix. 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 committee chair role, 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.

x. 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 5. 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:

iii. Hearings are fair and unbiased.

iv. All parties involved have the opportunity to present their case and relevant information.

v. Student rights are protected.

vi. 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 but could subject the individual to charges under the Student Code of Conduct.

Section 6. 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. Once the hearing has been set, the Attorney General shall notify the Superior Court within 48 hours. 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 and Standard Operating Procedures 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.
B. The Student Senate, shall have the power to revise, edit, and otherwise change the SGA Standard Operating Procedures.

Section 3. Temporary Suspension
A. Any portion of these Standard Operating Procedures, unless stated otherwise, may be temporarily suspended by a three-fourths majority vote of those Senators present and voting.
Appendix

1. Legislation Guidelines

All legislation submitted to the Student Government Association will be placed in the following format:

IN THE STUDENT GOVERNMENT ASSOCIATION OF THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

SB (session) ORDER OF BILL SUBMISSION (for example 01)

Short Title:
Sponsors:
DDMMYY

A BILL/RESOLUTION TO [long title follows]

BILL OR RESOLUTION FOLLOWS HERE TO INCLUDE THE INFORMATION BELOW:

WHEREAS, [type the problem to be addressed here (extended purpose)]; and

WHEREAS, [explain the problem to be addressed here]; and

WHEREAS, [type reasons for addressing the problem here];

THEREFORE, BE IT ENACTED/RESOLVED BY THE STUDENT SENATE OF THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO THAT:

(type the name of the title, section and any further divisions of the governing documents to be amended or describe the action to be taken here):

(if a change to the code) copy text of the code with deletions stricken through, and additions underlined here]

AND BE IT FURTHER ENACTED/RESOLVED THAT:

[repeat format of last section for any additional changes that need be made to the code or actions that must be taken]

At the end of any piece of legislation, the following shall appear, to be initialed and dated by the Vice President, Legislative Assistant, Committee Chair or Secretary:
After the passage of any piece of legislation two lines under the certification, the following Presidential approval shall be placed, using 12 point font, Times New Roman centered on the page:

Presidential Approval: ___________________________ Date.________

After the passage of any piece of legislation, the numbers along the left side of the document shall be deleted before forwarding it on to its proper mandate(s).

The following guidelines and regulations shall be used when submitting legislation in the Legislative Format to the Student Senate:

- Top line (“IN THE STUDENT GOVERNMENT ...”) in all caps, 10 pt. font
- SB line bold, 12 pt. font: ex. SB 95 01, where 95 denotes the session number) and 01 denotes bill number (order in which bill is submitted, NOT passed). The Student Senate was begun in the 1922-1923 academic year.
- Short Title, Sponsors, and History, all caps, (excluding "Short Title:" and "Sponsors:"), 10 pt. font, "DATE" in format: DD MONTH YEAR, ex. 14 APR2017
  i. History section will contain date and the following: who introduced the bill or resolution, when it was sent to a committee, when it was passed by a committee, when it was sent to the Student Senate, when it was signed or vetoed by the President, when it was passed over a veto by the Senate. The individual(s) considered to be the chief sponsor(s) of any piece of legislation shall be listed in the History section as the individual(s) who introduce(s) the legislation into the Student Government Association.
- Legislation Title, all caps 12 pt.font "A BILL(or)RESOLUTION TO" Resolution or Bill, 12pt. font, "WHEREAS" in all caps and bold, Resolve or Enact Statement, all caps, bold.