



COLLEGE *of* CHARLESTON

STUDENT GOVERNMENT ASSOCIATION

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**OFFICIAL BYLAWS OF THE
COLLEGE OF CHARLESTON**

STUDENT GOVERNMENT ASSOCIATION

Preamble

WE, THE MEMBERS OF THE STUDENT GOVERNMENT ASSOCIATION OF THE COLLEGE OF CHARLESTON, ADHERE TO THE FOLLOWING OPERATING GUIDELINES:

100.000 Senate Duties

The duties of the Senator shall be as follows:

- 100.001 To act as an official representative of the Student Government Association and the College of Charleston.
- 100.002 To serve as a representative of the student body.
- 100.003 **To serve on at least one Bylaws Committee meeting during the academic year.**
- 100.004 **To attend all events deemed mandatory by the Executive Council of the Student Government Association.**
- 100.005 To introduce legislation suggested by members of the student body.
- 100.006 To vote on the proposed student organization budgets.
- 100.007 **To hold the power to confirm by a two-thirds vote all appointments made by the members of the President to offices that are permanent under the Constitution and Bylaws.**
- 100.007b **Senators shall not represent organizations to which they belong, in SOR, when seeking to form an organization, they shall not represent their clubs or organizations in budget hearings, and they shall not represent organizations when petitioning for contingency funding from Senate.**

- 100.008 To remain in good academic standing with the College throughout his/ her term of office.
- 100.009 Each member of Senate has rights and obligations equal to those of every other member; there are no seniority rights.
- 100.010 A Senator is allowed a total of two unexcused absences between both Senate and Committee meetings during each semester.**
- 100.011 More than two unexcused two unexcused absences between both Senate and Committee meetings during each semester shall result in involuntary resignation.**
- 101.001 Student Senators shall be elected in the fall and spring semesters according to the procedures described in the bylaws of the Student Government Association.**
- 102.000 ABSENCE PROCEDURES**
- 102.001a A penalty of one full absence shall be charged to a Senator for missing a scheduled Senate session unless prior approval is granted by the Executive Council.**
- 102.001b A penalty of one full absence shall be charged to a Senator for missing a mandatory Student Government event in accordance with bylaw 100.004, unless prior approval is granted by the Executive Council.**
- 102.001c A penalty of one full absence shall be charged to a Senator for missing an event for which a Senator volunteered, unless prior approval is granted by the Executive Council.**

- 102.002a** A penalty of one half absence shall be charged to a Senator for arriving to Senate session more than 15 minutes after the session has begun unless prior approval is granted by the Executive Council.
- 102.002b** A penalty of one half absence shall be charged to a Senator for leaving a Senate session more than 15 minutes before the session has concluded unless prior approval is granted by the Executive Council.
- 102.003a** A penalty of one full absence shall be charged to a Senator for missing a scheduled committee meeting unless prior approval is granted by the Committee Chair.
- 102.003b** Committee Chairs are responsible for reporting absences to the Chief of Staff.
- 102.004a** A record of these absences shall be held by the Chief of Staff and reported to the Executive Council weekly.
- 102.004b** Appeals to these decisions may be submitted within one week in writing to the Chief of Staff and will be voted on by the Executive Council.

200.000 Legislative Chairpersons and Executive Board

- 200.001** Chairpersons of committees shall be appointed by the Executive Council following Spring Elections and prior to the end of the academic term in which Spring Elections were held.
- 200.002** Each chairperson will have weekly office hours if deemed necessary by the Executive Council of the Student Government Association.

200.003 Any member of Executive Board deemed necessary by the President and with two-thirds approval of Senate may receive compensation, not to exceed that of the President.

200.004 Legislative chairpersons shall serve on the Executive Board, alongside the Executive Council, and any other persons deemed necessary by the President and with the approval of the Executive Board.

200.004a All Executive Board members are required to attend the weekly Executive Board meeting.

200.004b Only legislative chairpersons and the Executive Council will serve as voting members of the Executive Board.

300.000 Senate Offices

300.001 There shall be a President of the Senate who is the Vice President of the Student Government Association. The duties of the President of the Senate shall be as follows:

300.001a To serve as the presiding officer of the Senate in an impartial and professional manner at all times.

300.001b To cast a vote in the Senate only in the case of a tie.

300.001c To appoint from the Senate or the student body, with the approval of a two-thirds vote of the senate, a Parliamentarian and a President Pro Tempore.

301.001 The duties of the President Pro Tempore shall be as follows:

- 301.001a To be the leading advocate for the Senate and serve as both a Legislative office and as a member of the Executive Board. The President pro Tempore shall attend Executive Board Meeting.
- 301.001b To establish an agenda to be posted before Senate meetings including, but not limited to, upcoming bills and unfinished business.
- 301.001c To, at their discretion, lead workshops for the benefit of the Senators, including but not limited to workshops in drafting legislation, parliamentary procedure and proper decorum.
- 301.001d To send out an email over the SGA listserv containing the appropriate business of upcoming Senate sessions.**
- 301.001e To serve in lieu of the President of the Senate in his/her absence and preside over the Senate, voting only in the case of a tie.**
- 302.001 There shall be a Parliamentarian. The duties of the Parliamentarian shall be as follows:
- 302.001a To settle questions of parliamentary procedure and to know Robert's Rules of Order, as well as the Constitution, Bylaws, and Special Rules of the Student Government Association.
- 302.001b To keep track of time and the speaker's list during periods of debate, discussion, and presenter's first and last rights.
- 303.001 The presiding chair of the senate has the authority to appoint a Sergeant at Arms prior to or during a Senate session. The powers of the Sergeant at Arms should include but are not limited to, the following:**
- 303.001a The authority to bar doors for the purpose of maintaining quorum.**

303.001b The ability to verbally reprimand and/or remove Senators and/or members of the gallery from the Senate chamber for breaking Senate decorum.

400.000 Executive Qualifications

400.001 The executive powers of the Student Government Association shall be vested in the Executive Council, which consists of the President, Vice President, Treasurer, Secretary, Chief of Staff, and Deputy Chief of Staff.

400.002 The President, Vice President, Treasurer, and Secretary shall be elected in a manner outlined in Section 900 of this document. Terms of office shall begin upon installation, which shall occur no less than one week prior to the beginning of spring semester examinations.

400.002a The Chief of Staff and Deputy Chief of Staff shall be appointed in a manner outlined in Section 500 of this document.

400.003 Candidates for President, Vice President, Treasurer, and Secretary must be in good academic standing and maintain a cumulative GPA of no less than 2.5 throughout the term of office. Candidates must also comply with the following prerequisites:

400.003a A candidate must complete the election packet as established by the Student Government Association.

500.000 Duties and Powers of the President

500.001 To uphold the Constitution and Bylaws of the Student Government Association and to enforce and execute all resolutions and statutes

approved by the Student Government Association.

- 500.002 To be responsible and accountable to the Student Body and administration for the proper management of all Student Government Association programs, services, funds, and committees.**
- 500.003 To sign or veto all legislation within two Senate meetings of passage by the Student Senate including the power to exercise the line-item veto.**
- 500.004 The President shall be able to create and appoint any other Executive **Council and/or Board** positions he or she deems necessary at the discretion of the Executive Board with 2/3 approval from the Senate.
- 500.005 To appoint a Chief of Staff whose duties shall include, but not be limited to, the following:

 - 500.005a To serve as Chairperson of the Executive Board and to convene weekly meetings of the Executive Board.**
 - 500.005b To supervise the activities of the committees and committee chairpersons by serving as a rotating ex officio member of all committees.**
 - 500.005c To ensure that committee chairpersons meet weekly for at least thirty minutes with their committees and work on established objectives. To take necessary action to ensure that all committees are carrying out the business of the Student Government Association and reporting their work to the Senate.
 - 500.005d An explanation of committee duties and responsibilities should be given to each committee member. This may be presented in the form of a committee contract to be signed by all committee members and kept by the Chief of Staff.
 - 500.005e To hold Bylaw and Constitutional review meetings as deemed necessary.

- 500.005f To represent the President at meetings and other events, at the President's discretion.
- 500.005l To abide by the absence procedures outlined in Section 102.**
- 500.006 To appoint a Deputy Chief of Staff whose duties shall include, but are not limited to the following:
- 500.006a To assume any duty delegated to him or her by the Chief of Staff or the **Executive Council**.
- 500.006b To take the minutes of Executive Board Meeting and Executive Council Meeting and to distribute said minutes to the Senate and the SGA website within **one week**, or to appoint a designee to do so with approval from the President.
- 500.006c To archive the records from all Student Government Association Business, including but not limited to: minutes from Senate, Executive Council, and Executive Board meetings, Senate bills, resolutions, and agendas, and all general Student Government Association documents. The Deputy Chief of Staff shall also serve as the Student Government Association's liaison to the special collections in the Addlestone Library to forward Student Government items for archiving.
- 500.007 To make, as needed, recommendations to Senate when necessary. This may include, but not be limited to, the setting of goals and objectives for the Student Government Association and recommendations of legislation.
- 500.008 To act as the official representative of the Student Government Association and of the Student Body to College of Charleston administration, faculty, staff, students, and any other outside communities.

- 500.009 To work closely with the Department of Student Life to identify organizational needs and plan leadership development and training opportunities for the Executive Council, Executive Board, and Senate members.
- 500.010 To train new Executive Officers. The President shall work closely with **the Executive Council and the Student Government Advisor** to plan a late spring meeting attended by the outgoing and incoming Executive Officers. The purpose of this meeting is to help incoming officers understand their responsibilities and specific duties and to assist in establishing an operational calendar for the summer and next academic year.
- 500.011 To make and maintain a variety of campus contacts and ensure effective communication between the Student Body and Administration.
- 500.011a To establish and maintain monthly contact with the College of Charleston President, the Executive Vice President for Student Affairs, the College of Charleston Provost.**
- 500.011b To establish and maintain weekly contact with the Student Government Association Advisor.**
- 500.011c When deemed necessary, the President of the Student Government Association is to co-chair the President's Advisory Council with the President of the College of Charleston.
- 500.012 To serve as an ex-officio member of all committees of the Student Government Association.
- 500.013 To serve as a student liaison to the Board of Trustees with the following duties or send a representative in his or her place:

- 500.013a To attend all meetings of the Student Affairs Committee and the Board of Trustees.**
- 500.013b To deliver Student Government updates at each meeting of the Board of Trustees and the Student Affairs Committee**
- 500.014 To maintain the records of his/her office to be tendered to the succeeding President.
- 500.015 To maintain a minimum of five posted hours a week in the Student Government Association office.
- 500.017 To abide by the absence procedures outlined in Section 102.**
- 501.001 The President shall receive compensation equal to full in-state tuition, however, the Student Senate can withhold half of the President's compensation upon a 2/3 vote.**
- 502.001 There shall be a Student Body President's Cabinet.**
- 502.001a The Student Body President's Cabinet will have students representing specific demographics of campus that the Student Body President finds to need representation in Student Government.**
- 502.001b It is up to the sole discretion of the Student Body President what sectors of campus shall have representatives.**
- 502.001c There shall be no minimum or maximum for the number of representatives on the Cabinet.**

600.000 Duties and Powers of the Vice President

- 600.001 To serve in lieu of the President of the Student Government Association in his/her absence or disability and to assume the office of President should it be permanently vacated.
- 600.002 To serve as the Chair of the Senate.
- 600.002a To preside over Senate in an impartial and professional manner at all times.
- 600.003 To, in conjunction with the President and Student Government Advisor, establish an operational calendar for the Student Government Association's academic year.**
- 600.003a This calendar shall be ready for publication no later than the first Senate meeting each semester and include dates for Student Government Association elections, full Senate Meetings, and any other necessary dates. He or she shall notify Senate of the semester's pre-scheduled meeting dates.**
- 600.004 To call to order weekly meetings of the Student Senate.
- 600.005 To determine the place of Senate meetings.
- 600.006 To organize a fall and spring retreat. The following areas should be addressed at minimum:**
- 600.006a A Parliamentary Procedure Workshop shall be included to instruct Senators in basic parliamentary procedures.
- 600.006b The rules of the Senate should be explained thoroughly. These shall include but not be limited to parliamentary procedure, proper bill and amendment writing, the College of Charleston Student Government

Association Special Rules, Robert's Rules of Order, and an Introduction to the Bylaws.

600.006c Each Senator shall be given a copy of the Student Government Association Constitution, Bylaws, The Compass, SGA Calendar, and Parliamentary Procedure Worksheet.

600.007 To maintain a minimum of five posted hours a week in the Student Government Association office.

600.008 To abide by the Senate absence rules outlined Section 102.

600.009 The Vice President shall receive compensation equal to half of in-state tuition, however, the Student Senate can withhold half of the Vice President's compensation upon a 2/3 vote.

700.000 Duties and Powers of the Treasurer

700.001 To have access to all financial records of any student organization receiving money from the Student Activities Fees.

700.002 To serve as chairperson of the Allocations Committee, with the following duties:

700.002a To establish the Allocations Committee according to the Student Government Association Bylaws and Constitution.

700.002b To maintain effective communication with members regarding the Committee's meeting schedule and agenda.

700.002c To train his/her committee as well as the Senate in the guidelines of the Compass and the processes of the Allocations Committee in determining contingency, change of program requests, and per semester funding levels for student organizations.

- 700.002d To maintain effective communication with student organizations regarding the funding process.
- 700.002e To host and present funding workshops in conjunction with the Office of Student Life.
- 700.002f To become familiar with the College Purchasing Procedures and to inform student organizations applying for funding about said procedures.
- 700.002g To have a working knowledge of the funding status of student organizations, including prior funding and the organization's budgetary status.
- 700.002h To maintain regular contact with the Student Government Advisor and the Coordinator for Business Services for Student Life regarding the following: the allocations of funds from the contingency account after they have been approved by the Senate, the per semester budgeting process, the status of student organization accounts, the purchasing procedures, and the dates and agendas of all Allocation Committee meetings. The Student Government Advisor and the Coordinator for Business Services for Student Life may attend all meetings.
- 700.002i To review funding criteria and guidelines with the members of the Allocations Committee.
- 700.002j To attend the Student Organization Summit and hold a budget workshop in the spring and fall semesters.**
- 700.003 To ensure the following actions from the Allocations Committee:
- 700.003a To review all requests for funding submitted to the Student Government Association, and determine the appropriate amount of funding.

- 700.003b To, in conjunction with the Coordinator for Business Services for Student Life, ensure the transfer of all Senate-approved funding to the student organization's account.
- 700.003c To temporarily hold funds, for a period not to exceed one week, from any funded organization during the investigation of a violation of *The Compass*.
- 700.003d To conduct the per semester budgeting process in a timely, unbiased and consistent manner.
- 700.003e To disseminate information regarding funding opportunities to all student organizations.
- 700.003f To present the per semester budget bill to the Student Senate prior to the final Senate of the semester.
- 700.003g To provide budgeted student organizations with an breakdown of their budget at the conclusion of each budgeting process.
- 700.004 To make yearly revisions of the Compass with the Student Government Association Secretary and the Department of Student Life.
- 700.005 **To abide by the absence procedures outlined in Section 102.**
- 700.006 To maintain records of his/her office on an annual basis to be tendered to the succeeding Treasurer.
- 700.007 To maintain a minimum of five posted hours a week in the Student Government Association office.
- 700.008 **The Treasurer shall receive compensation equal to half of in-state tuition, however, the Student Senate can withhold half of the Treasurer's compensation upon a 2/3 vote.**

800.000 Duties of the Secretary

- 800.001 To be responsible for sending and receiving all official Student Government Association external correspondence with the exception of Executive Officers' correspondence.
- 800.002 To serve as the chair of the Student Organizational Review Committee.
- 800.003 To assist in the planning of the student organization fair and to promote the involvement of students in student organizations through constant contact and knowledge of pertinent organization/SGA information.**
- 800.004 To work the Advisor to the Secretary to coordinate the maintenance of accurate OrgSync information for all student organizations.**
- 800.005 To maintain all records of his/her office on an annual basis, along with the records of registered and sanctioned organizations, to be tendered to the succeeding Secretary.
- 800.006 To be responsible for taking the minutes of the Student Senate meeting and posting these minutes by email and on the SGA website within one week of the meeting, or appointing a designee to fulfill this duty.
- 800.007 To maintain a minimum of five posted hours a week in the Student Government Association office.
- 800.008 The Secretary shall receive compensation equal to half of in-state tuition, however, the Student Senate can withhold half of the Secretary's compensation upon a 2/3 vote.**

900.000 Elections

- 900.001 Spring elections shall be held for the positions of Student Body President, Vice President, Treasurer, and Secretary, as well as **nine Senators** from the rising sophomore, junior, and senior classes as defined by credit hours. The spring elections shall be held before the end of the second week of April, and shall be held on a Wednesday and a Thursday. The dates of the election shall be determined by the Student Government Association Executive Council.
- 900.001a Amendments to the Constitution, which have been approved by the required majority of the SGA Senate, and which have not yet been ratified by the three fourths of the student body shall be placed on the ballot for ratification.
- 900.001b Any special question, poll, or ballot initiative which has been approved by the SGA Senate shall also be placed on the ballot.
- 900.002 Fall elections shall be held for the positions of nine Senators from the freshman class, as well as for any position that was not filled during the spring elections. The fall elections shall be held within the first three weeks of the Fall semester, and shall be held on a Wednesday and a Thursday. The dates of the election shall be determined by the Student Government Association Executive Council.
- 900.003 A freshman senator will be defined as a first-year student (a student who is entering college for the first time), regardless of hours accumulated in high school via AP credits, IB credits, dual credits, or anything of a similar nature. For the entire duration of his or her first year of college, a first-year student can be elected or appointed as a freshman senator only. However, subsequent years will be determined by credit hours.

900.004 For both Spring and Fall elections, in the event that there is a runoff election for any position, polls for the runoff election shall be opened within five business days of the closing of the original election.

900.005 In the event of a runoff election, the withstanding and current bylaws for elections should be implemented. However, specifically for a runoff election there will be regulations on the following:

900.005a Monetary restrictions: The two candidates running in a runoff will be allowed to spend a set amount of \$50 during the runoff election.

Regardless of the balance of monies left over from the previous election, this \$50 will be the only amount of monies either candidate is able to use for their runoff election.

900.006 No student can infringe on the rights of student voter privacy during a Student Government Association election. No student should have access and/ or special rights to any account, such as OrgSync, that withholds information about the Student Government Association elections.

900.006a Should any student violate such rights, he and/ or she should be removed and/ or impeached from their current position.

901.000 The Election Commission

901.001a Elections for all Student Government Association offices and Senate seats shall be conducted by the Election Commission. **There shall be a Chair of the Election Commission who shall be appointed by the Executive Council and confirmed by majority vote of the Student Senate.** The Election

Commission shall consist of two members of the Student Government Association and two members of the Honor Board, none of whom are seeking an appointed or elected office in the Student Government Association. The Election Commission shall not exceed four students, excluding the Chairperson.

901.001b The following persons shall, if able, **decide to** serve as Ex Officio members of the Election Commission, with the exclusion of the President, who may choose to serve as either an Ex Officio, voting member, or chair at their discretion.

901.002 Members of the Election Commission shall be impartial and show no preference towards any candidate.

901.002a Any member of the Election Commission showing partiality shall be removed from their seat on the Election Commission.

901.002b Their seat may be filled by nomination of the Election Commission chair and confirmed

902.000 Regulations Regarding Candidate Eligibility

902.001 Candidates seeking election to any Student Government position or individuals who are appointed by the Senate to vacant positions during the year must be in good disciplinary standing with the College of Charleston and must have attained a 2.5 Cumulative Grade Point Average at the time they seek election. To ensure adherence to this standard, the SGA academic eligibility form must be completed by the Registrar's Office and the Office of Student Affairs and submitted to the Election Commission by the deadline indicated on the form. (12/11/14)

902.001a There shall be no term limits to holding a position, but no student who

has received a **bachelor's** degree shall hold a position in the Student Government Association.

902.002b Candidates who meet the requirements for Executive office may run for one Executive office and one Senate seat in the same election; however, they may only be installed into one position.

902.003 All individuals desiring a Student Government position shall submit a petition containing the signatures and student identification numbers of fifty (50) currently enrolled College of Charleston students. All petitions must be submitted to the Election Commission by the deadline indicated on the form. Candidates running for both Executive Council and a Senate position need only submit one petition for their campaign.

902.004 Candidates seeking the office of President shall have served as an elected member of the Student Senate for a period of **at least** 16 weeks and shall have been in attendance for **at least** 14 sessions of the General Assembly.

902.005 Candidates seeking the offices of Vice President, Treasurer and Secretary shall not be required to have previously served in the senate.

902.006 The Election Commission shall announce the final eligibility status of candidates for office.

903.000 Regulations Regarding Campaign Funds and Expenses

903.001 No candidate may use student funds or campus resources obtained from the College of Charleston for his/her campaign.

- 903.001a Campus resources shall include, but not be limited to: any printing from a campus facility, writing on chalk/dry-erase boards, campus list serves, and any employee of the College of Charleston while in their official capacity.
- 903.001b College of Charleston student emails are permissible to send and receive emails concerning campaigning.**
- 903.002 No organization shall use student allocated monies to endorse a candidate. In such a case, the organization in question may lose its allocated funds as deemed necessary by the Student Body Treasurer and Allocations Committee.
- 903.002a If a student organization's event is related to the campaign of a candidate, the entirety of the expense for the event shall be incurred on the respective candidate's expense sheet.**
- 903.003 Total campaign expenditures, including campaign literature, shall not exceed \$200.00 for Senate candidates and \$400.000 for Executive Council candidates. A candidate running for both Executive Council and Senate shall not exceed the amount of campaign expenditures allowed for an Executive Council candidate.
- 903.003a No candidate(s), with the exception of President and Vice President, shall pool campaign expenses with another candidate(s) so as to achieve a greater sum of expenditures than they are allotted individually.
- 903.004 Receipts for all campaign related expenses shall be submitted with the campaign expense forms. All campaign expense forms are due at **5:30 on the last day of polls.**

- 903.004a All receipts must be itemized, and no un-itemized receipts shall be accepted by the Election Commission.
- 903.005 A President and Vice President may run together and pool their funds together, given the following:
- 903.005a Both the **Presidential** and Vice Presidential **candidates'** names must be on all campaign material.
- 903.006 Only one candidate's name may appear on campaign literature, excluding a ticketed President and Vice President's literature.**
- 903.007 The Election Commission shall audit the expenses and donations of each winning candidate, prior to certifying them as a winner, to ensure that receipts have been submitted for all expenses and that they do not exceed the maximum expenditures allowed.

904.000 Regulations Regarding Campaign Literature

- 904.001 All campaign literature to be posted **and distributed** must be registered and counted by the Election Commission. Failure to register flyers and/or banners to be posted shall result in their removal and a candidate's disqualification.
- 904.001a Posting shall be defined as displaying campaign literature on any surface with a permanent or semi-permanent intent, including but not limited to: stapling, taping, attaching, gluing, tying, or otherwise displaying campaign literature in a public place.
- 904.001b Distributing shall be defined as the active circulation of campaign literature to individuals through physical or electronic means.

- 904.002 Campaign literature shall be considered under the following two categories delimited below: handouts and posted literature.
- 904.002a **Handouts may include items such as t-shirts, koozies, buttons, pens, stickers, and other materials deemed appropriate by the Election Commission. If applicable, the dimensions of handouts may not exceed the area of a standard letter sheet (8.5 in. × 11 in.), whether distributed as a leaflet or folded pamphlet.**
- 904.002b Posted literature must be posted or fixed to a surface permitted by the bylaws, and shall not be distributed by hand. Posted literature under the area of a large standard poster (24 in. × 36 in.) is limited to a quantity of 50 articles. Posted literature in excess of these dimensions are limited to a quantity of four articles. No posted literature shall exceed the area of a standard king-size bedsheet (76in x 80in).
- 904.003 A candidate for an SGA office shall not obscure or alter posted literature of any other candidates. Candidates are responsible for the secure fixture of campaign literature so as to prevent inadvertent scattering and littering of campaign materials; candidates must also ensure thorough removal and proper disposal of all posted campaign literature within three days of election poll closure. Additionally, candidates must remove any posted campaign literature, should an observer notice disintegration or toner leaching and bring this to the candidate's attention. Failure to comply with the above requirements provides grounds for disqualification.

- 904.004 No candidate(s) shall pool their allocated amount of Campaign Literature with another candidate(s) so as to achieve a greater amount of Campaign Literature than they are allotted individually in Section 904.002.
- 904.004a If either by their declaration, or if in the opinion of the Election Commission, candidates appear to be coordinating campaign literature, so as to express support for one another, candidates will be disqualified.
- 904.004b Presidential and Vice Presidential candidates shall be allowed to coordinate their literature in accordance with Bylaw 903.005a but may not exceed the quantity limitations for an individual candidate in accordance with Bylaw 904.002b, which states** Posted literature under the area of a large standard poster (24 in. × 36 in.) is limited to a quantity of 50 articles. Posted literature in excess of these dimensions are limited to a quantity of four articles. No posted literature shall exceed the area of a standard king-size bedsheet (76in x 80in).
- 904.005 No flyers, banners, and/or other campaign material shall be attached to wallpaper, painted walls, trees, brick sidewalks, lampposts, benches, railings, or any other surface that could be damaged by such attachment.
- 904.005a Candidates shall not violate the Zoning Ordinance of the City of Charleston, Article 4 Part 2, Section 54-404 (Also known as the Snipe Policy), or any other applicable municipal codes.
- 904.006 No campaign literature, including electronic advertisement, shall be posted or distributed earlier than one week prior to elections.
- 904.007 No campaign literature shall be approved once the polls have opened.

904.008 The Election Commission shall not approve or permit the use of any separate **(only having one candidate's name)** campaign literature or paraphernalia for the Presidential and Vice Presidential candidates if they are running on a ticket.

905.000 Further Regulations Regarding Campaigning

905.001 Spoken word campaigning is prohibited in the Marlene and Nathan Addlestone Library and its attached patio area. Other campaigning shall not take place until official campaigning starts, set forth by the Election Commission.

905.002 Campaign literature shall not be posted, distributed, or otherwise used intentionally as a campaigning tool in the Marlene and Addlestone Library, including its attached patio area.

905.003 Handouts approved by the Election Commission shall not be distributed in the Nathan and Marlene Addlestone Library, including its attached patio area.

905.004 Candidates may endorse or campaign for other candidates via the spoken word and/or via digital means.

905.005 Candidates shall not supply electronic devices to other students for voting purposes.

906.000 Definition of Results and Vote Tabulation

906.001 A candidate shall be declared the winner in an election by meeting the following requirements:

906.001a A candidate for a single Executive Council position must receive a majority of all votes cast for that position to be declared the

winner. In such elections where a candidate does not receive a majority, a run-off election shall be held within five business days with the two candidates receiving the highest percentages of the vote.

906.001b Senate seats for classes that have multiple vacancies shall be filled by the candidates in descending order according to the number of votes that they received.

906.002 The Elections Commission and the **Advisor to Student Government** shall receive the election results once the polls have closed.

906.003 Election results, including the number of votes that each candidate receives, **shall be emailed to the student body**, and candidate petitions shall remain on file for one month in the event of a contestation.

907.000 Online Voting

907.001 The right to vote shall not be denied to any student currently enrolled in the College of Charleston, regardless of the number of hours carried.

907.002 Currently enrolled students at the College of Charleston may vote online through OrgSync.

907.002a The SGA online voting system shall be administered by the Office of Student Life.

907.002b Access to the system shall be limited to the Office of Student Life, the Technology Coordinator for Student Affairs, the Advisor to Student Government, and members of the Election Commission.

907.003 All ballots shall be created and administered by the Technology Coordinator for Student Affairs and the Advisor to Student Government in

conjunction with the Election Commission.

907.004 Tampering with or unauthorized access to the online voting system may result in the disqualification of a candidate and/or referral to the Dean of Students.

908.000 Disqualification

908.001 Disciplinary action against candidates shall fall under the discretion of the Election Commission.

908.002 Candidates may appeal any decision made by the Election Commission to the Honor Board. Honor Board members who are serving as a member of the Election Commission, or seeking SGA election shall not participate in the proceedings of these appeals.

908.003 The Honor Board shall have final say in all interpretation and enforcement of election rules and procedures.

908.004 Candidates disqualified from the election before polls close will not be listed on the ballot.

908.004a Candidates who have appeals pending will be exempt from Bylaw 908.004, and be able to continue campaigning, until the conclusion of the appeal process.

908.004b: All complaints and evidence of an election violation should be sent to the Election Commission no later than 5:30 PM on the day in which election polls close.

908.004c: Should no complaints be submitted nor disqualifications ruled, all results will be final and sent to The College of Charleston Campus by 8:00 PM the day in which election polls close (Thursday).

908.004d: Should a complaint be submitted to the Election Commission. The Election Commission must communicate to the candidate, whom the

complaint is about, that a complaint has been submitted and all information pertaining to the complaint. This communication must be done by 12:00 PM the day following the closing of elections (Friday).

908.004e: The candidate must be allowed until 12:00pm the following day (Saturday) to appeal to the complaint. Following this, all appeal procedures currently stated in the SGA bylaws will be implemented.

908.005: Only final results shall be revealed to the student body.

909.000 Contestation of Elections

909.001 Any candidate may contest the election by submitting to the Election Commission a written statement requesting an investigation and specifying alleged irregularities. The written statement must be submitted within two business days following the closure of polls of the election.

909.002 Reasons for contestation include, but need not be limited to, the following: violation of election procedures, violation of election regulations, violation of the Constitution and Bylaws of the Student Government Association, violation of the Student Code of Conduct, violation of state, local, or federal laws, or grossly unethical campaign practices as defined by the Election Commission.

909.003 The Election Commission shall investigate and hear all election contestations. If insufficient evidence is presented, the election results shall stand.

- 909.004 Upon notification of the Election Commission's decision any candidate may appeal the decision to the Honor Board. The appeal must be submitted in writing to the Chair of the Honor Board within two business days of the Election Commission's decision.
- 909.005 The Honor Council shall hear all appeals. If the Honor Council finds that sufficient cause exists, it may order a new election or a part of the election. If insufficient evidence is presented, the election shall stand.
- 909.005a All evidence pertaining to the contestation of the election must be in the case file in the Office of Student Affairs one business day prior to the Honor Council hearing.
- 909.005b When an appeals case comes before the Honor Council, all involved parties shall be allowed to present evidence and witnesses in support of their case.
- 909.006 All records of contested elections shall be kept on file in the Office of Student Affairs. Contestation records shall not become a part of the involved parties' permanent record, unless the Honor Council finds the party guilty of violating the Student Code of Conduct.

1000.000 Installation

- 1000.001 Student Government Association Officers and Senators shall be installed following the spring elections at the discretion of the Student Government Association President. This must be done no later than the date of the last Senate.

1000.001a Candidates who were elected, but who were unable to be installed in the Spring, may be installed at the first Senate meeting of the fall semester. The candidate-elect's seat shall not be considered vacant unless they have yet to be installed following the first Senate meeting of the fall semester.

1000.001b Senators elected in the Fall Elections shall be installed at the first Senate meeting of the fall semester.

1000.002 The period of time between the candidates' election and installation shall be used as period of apprenticeship in which they shall work with the outgoing officers.

1000.002 The oath of office shall be administered by the President of the College of Charleston, or other representative, and shall read: "I (state your full name) swear to uphold this Constitution for the Student Body, endeavor to the best of my ability to promote the general welfare of the College of Charleston and its students at all times, exercise the powers and duties of my office in a manner befitting the reputation and good standing of this institution, and shall at all times refrain from activities which may bring shame and/or disgrace to my office and the College of Charleston."

1000.002a After taking the oath of office the candidates shall sign a copy of it to signify their understanding of it.

1100.000 Vacancies

1100.001 In the event that a vacancy occurs in an Executive Office, other than the office of the President, an appointment shall be made by the President in a timely fashion after a formal resignation is tendered. The appointee shall take office upon confirmation by a majority of the Senate.

- 1100.002 In the event that a vacancy occurs within the Senate, the vacancy shall be filled by an individual who has completed the appropriate requirements set forth in normal elections. In addition, the candidate must be nominated by a Senator of the class in which the vacancy occurs, and shall be approved by a majority vote of the Senate. The Student Government Association President shall immediately swear in any new Senator.
- 1100.002a Any senator who currently holds a senate seat may move to the appropriate class should their class status change from Fall Semester to Spring Semester if a seat in the appropriate class is open at the discretion of the Executive Council. In cases when this occurs, the Vice President will make the senate aware of class changes of senators.
- 1100.002b Freshman senators will remain classified as freshmen throughout the entire duration of their first year in accordance with bylaw 900.003.
- 1100.003 In the event that there are more applicants interested than positions available, the vacancy procedures shall be decided at the discretion of the Vice President.

1200.000 Procedures of the Senate

- 1200.001 The College of Charleston Student Senate shall meet weekly at 4:30 p.m. on Tuesdays during the regular school session.
- 1200.002 All Student Government members, including senators, officers, chairs, and non-voting members, shall come to Senate in acceptable attire, not bearing the insignia or logo of any other organization or political party or candidate or

cause, whether it be an on-campus or off-campus organization, candidate, party, or cause, in order to maintain a professional and neutral environment.

- 1200.003 The President of the Senate shall be given the power to call special meetings, should the need arise.
- 1200.004 Two-thirds of Senate membership shall constitute a quorum for the dispatch of business at all regular and special meetings.
- 1200.005 Robert's Rules of Order, Newly Revised shall be the parliamentary authority of the Senate except where it conflicts with Federal or State law, or the Bylaws and Special Rules of Senate.
- 1200.006 The Senate shall enact a Special Rules of Procedure, the purpose of which shall be to supplement and modify rules contained in Robert's Rules of Order, Newly Revised. The Special Rules shall supersede any rules contained in Robert's Rules of Order, Newly Revised with which they may conflict.
- 1200.007 Personal debate and derogatory remarks about any person shall be strictly forbidden from the Senate floor. The President of the Senate shall call any member engaging in either practice out of order.
- 1200.008 Upon receiving approval from the Senate, a bill can become a law after receiving the signature of the Student Government Association President (or have passed by a vote of a two-thirds majority of the Senate to override the President's veto).

1300.000 Role of the Advisor(s) to the Student Government Association

- 1301.000 The advisor(s) to the Student Government Association and Student

Senate and Committees shall be representatives from the Division of Student Affairs and full-time faculty and staff members at the College of Charleston. They shall:

- 1301.000a Have advisory and recommending responsibilities.
- 1301.000b Act as liaison(s) between the Student Government Association, the faculty, and administration.
- 1301.000c Assist with the planning and coordination of Student Government Association retreats, meetings, and programs.
- 1301.000d Have the ability to review and assist Executive officers and Senators with the creation of legally binding contracts in the name of the Student Government Association.
- 1301.000e Have regularly scheduled meetings with the Student Government Association President, Executive Council, and Executive Board.
- 1302.000 The advisor to the Student Government Association Treasurer:
 - 1302.000a Shall attend all scheduled Allocations meetings.
 - 1302.000b Shall meet regularly with the Treasurer and shall assist him/her in: initiating financial transactions, reviewing financial records, and development of a line-item annual budget for the Student Government Association and Student Government Committees.
 - 1302.000c Shall assist the Treasurer in conducting educational and information sessions regarding budgetary procedures for registered and sanctioned student organizations.
 - 1302.000d Shall assist the Treasurer of the Student Government Association in

preparation for and in the conducting of annual budget hearings for sanctioned student organizations.

1303.000 The advisor to the Student Organizations Review Board:

1303.000a Shall attend all scheduled meetings of the Student Organizations Review Board.

1303.000b Shall assist the Student Government Association Secretary with the maintenance of records and documents related to the registration of student organizations.

1303.000c Shall, when deemed appropriate by the Secretary of the Student Government Association, serve as a liaison between the Student Government Association and the advisors of student organizations.

1400.000 Committee and Director Procedures

1400.001 Any College of Charleston student is eligible to serve on Student Government committees.

1400.002 The student must be in good academic standing with the College of Charleston.

1400.003 All Student Government Association committees shall, during the regular school session, meet weekly. This weekly meeting, a set day and time, should coincide with the committee leader (i.e. Initiative Director, Treasurer, and Secretary) and his/her committee members.

1400.004 Committee chairpersons are responsible for reporting attendance of committee meetings to the Chief of Staff.

1400.005 Committee chairpersons should report any progressions in his/her committee weekly at Executive Board meetings.

- 1400.006 There shall be an Allocations Committee chaired by the Student Body Treasurer.
- 1400.006a The Student Life Coordinator for Business Services or his/her designee shall serve as an ex-officio member.
- 1400.006b The Allocations Committee is responsible for distributing funding to the student body and student organizations in the form of budgets, contingency requests, and student outreach requests.
- 1400.006c The Allocations Committee shall follow guidelines outlined in The Compass for all funding processes.
- 1400.007 There shall be a Student Organizations Review Board chaired by the Student Body Secretary.
- 1400.007a The Assistant Director of Student Life or his/her designee shall serve an ex-officio member.
- 1400.007b The Student Organization Review Board is responsible for the establishment and maintenance of all Student Government-recognized organizations.
- 1400.008 There shall be four committees chaired by Executive Initiative Directors.
- 1400.008a Initiative committees shall serve the purpose of identifying student needs on campus and developing tangible action plans to effectuate relevant changes by way of specific initiatives.
- 1400.008b Initiative committees shall convene weekly and directors shall oversee the action plans of at least two initiatives at any given time.
- 1400.008c Executive Initiative Directors shall attend weekly Executive Board meetings and coordinate action plans with Executive Council on a regular basis.

- 1400.008d The Executive Initiative Directors shall be appointed by the Executive Council of the Student Government Association.
- 1400.009 Ad-hoc committees shall be created as needed at the discretion of the Vice President and the Chief of Staff.
- 1400.009a The Chief of Staff shall be aware of all the members of all ad-hoc committees.
- 1400.010 There shall be a Summer Council tasked with preparation for the upcoming academic year.
- 1400.010a All members of the Summer Council should reside in Charleston over the summer.**
- 1400.010b Summer Council members shall be required to staff the SGA table at all Orientation Sessions during the Organization Fair.**
- 1400.010c There may be more than one chair of the Summer Council.**
- 1400.010d While completing Summer Council duties, the Chair(s) of the Summer Council shall receive a summer compensation not to exceed the collective amount of \$1,000.**
- 1400.011 There shall be a Programming Director tasked with maintaining recurring initiatives. Recurring initiatives will be outlined in the bylaws in section 1400.010.**
- 1400.011a Planning and organizing the logistics of the annual Bike Auction.**
- 1400.011b Umbrella re-ordering and distribution plans.**
- 1400.011c Planning and organizing the logistics of SGA social functions, such as the semi-formal.**
- 1400.011d Planning and organizing the logistics of the end-of-the-year SGA banquet.**

1400.011e Working with members of SGA to promote bonding activities.

1500.000 Disciplinary Action against Executive and Legislative Officers

- 1500.001 Disciplinary action shall be in the form of Censure, and Impeachment.
- 1500.002 Disciplinary action may only be brought against an official if he/she is found to violate an article in the Constitution and/or any rules of conduct in the Student Handbook, College of Charleston Honor Code, SGA Bylaws or the oath of office.
- 1500.003 A Senator, Executive Council member, or Executive Board member can be censured for a non-impeachable offense to signify that the SGA does not condone their action or behavior.
- 1500.003a A censure shall come in the form of a written and recorded reprimand and shall be introduced by a member of the legislative body in the form of a bill and treated as a bill.
- 1500.003b If the censure bill pertains to a member of the legislative body that member must abstain from voting.
- 1500.003c A censure shall pass by a 2/3 vote of senate.
- 1500.004 Impeachment may be introduced if the SGA 10 member in question violates any rules of conduct in the Student Handbook, 11 College of Charleston Honor Code, or the SGA Oath of Office.
- 1500.004a The impeachment process shall begin when a letter of impeachment is submitted to the executive board. The letter must specify any alleged offenses and previous disciplinary action taken, if any.

- 1500.004b The Executive Board shall review the letter and refer it to Student Senate in the form of a bill sponsored by a senator.
- 1500.004c When a bill of Impeachment is introduced the member in question will act as a non-voting member of the student body and shall not exercise their position during the entirety of the Senate meeting in which the bill is docketed.
- 1500.004d If the Senate finds that said offenses exist by 2/3 vote the case shall proceed to the Honor Council to begin the second step of removal of an executive or legislative member, Conviction.
- 1500.004c The member in question shall be suspended from his/her official duties once the letter is referred to the Honor Council.
- 1500.005 Conviction shall be defined as the final step for removal of an executive or legislative member. Conviction shall begin when a bill of Impeachment has passed Senate by 2/3 vote.
- 1500.005a The Honor Council has eight working days from receipt of the letter from the Senate to reach a final decision regarding the officer or senator in question. The Honor Council shall investigate all reasonable causes to impeach a Student Government Association executive or legislative officer; they shall take appropriate action against the accused.
- 1500.005b Two-thirds of the Student Senate may vote to extend the Honor Council's eight-day deadline if they determine that a sufficient cause exists to do so.

1600.000 Amending the Bylaws

- 1600.001 All proposed revisions to the Student Government Association Bylaws

shall be submitted by any Senator at any Senate meeting. These revisions should be presented in the form of a bill.

1600.002 The Senate shall treat a bill revising the Bylaws in the same manner as any other bill, the only difference being that a three-fourths majority shall be needed in order to enact the proposed changes.

1600.003 After the bill has been passed by the Senate and signed by the President, the bylaws will be amended

1600.005 A copy of the most recent Bylaws must be easily accessible to all members of the Student Government Association and the student body either through electronic means.

1700.000 Fiscal Policy

1700.001 The internal budget of Student Government Association shall be made the semester prior to its intended use in accordance with the budget deadlines stated in the compass.

1700.002 The Student Government Association's Internal Budget will be presented to the Allocations Committee for review during Budget Hearings each semester.

1700.002a The current committee chairpersons will be responsible for writing a proposed budget for their committees. The proposals will be due by the date set by the Student Body Treasurer. Each committee chairperson will present his or her section of the internal budget to the Treasurer who will then present the entire internal budget to the Allocations Committee. The final distribution of the funds is at the discretion of the Allocations Committee.

- 1700.002b The Student Body Treasurer is responsible for writing a proposed budget for Executive Council. This budget shall cover operational costs of the Student Government Association and any internal senate-wide spending. The final distribution of the funds is at the discretion of the Allocations Committee.
- 1700.003 Only 10% of the Internal Budget of the Student Government Association may be allocated for Senator-Only Social expenses.
- 1700.005a Senator-Only Social expenses shall be defined as all expenses related to events and purchases that are of a social, rather than business nature, and are only open to and/or benefit Senators.
- 1700.006 The SGA is eligible to request Contingency Funds for any purpose that is available to all undergraduate students at the College of Charleston and follows the stated guidelines in the Compass.