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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 By-Laws committee, to be exempted in the event that the Senator in question holds an additional office or responsibility deemed worthy of superseding their participation in a By-Laws committee by the Vice-President and the Senate Leader. (3/31/11)
100.004 To assist in any function sponsored by the Student Government Association, as necessary. (renumbered 1/28/16)

100.005 To attend all mandatory Student Government Association events organized by the Vice President of the Student Government Association, with the consent of the Executive Board. (9/15/09)

100.006a To attend a minimum of three SGA sponsored events each semester. (3/31/11)

100.007 To introduce legislation suggested by members of the student body.

100.008 To vote on the proposed student organization budgets.

100.009 To hold the power to confirm by a two-thirds vote all appointments made by the members of the Executive Council to offices that are permanent under the Constitution and Bylaws.

100.010 To assist in elections if not running for an elected office for the next academic semester.

100.011 To remain in good academic standing with the College throughout his/ her term of office.

100.012 Each member of Senate has rights and obligations equal to those of every other member; there are no seniority rights.

100.013 A Senator is allowed a total of two unexcused committee absences and/or two unexcused Senate absences during each semester.

100.013a More two unexcused committee absences or two unexcused Senate absences shall result in an involuntary resignation.
A penalty of one full Senate absence shall be assessed to a Senator for missing a scheduled Senate meeting, mandatory Senate function, or an event for which a Senator volunteered, in writing, to work. A penalty of one half Senate absence shall be assessed for a) arriving more than fifteen minutes late to a Senate meeting, b) or leaving a Senate meeting more than fifteen minutes early, unless prior approval is granted by the Executive Council. A record of these absences shall be held by the Chief of Staff and reported to the Vice President upon occurrence. Appeals to these decisions may be submitted within one week in writing to the President Pro Tempore. Whether an absence is eligible to be expunged is determined by the Vice President and voted on by the Executive Council.

A penalty of one full committee absence shall be assessed for missing a scheduled committee meeting. A penalty of one half committee absence shall be assessed for a) arriving more than fifteen minutes late to a committee meeting b) leaving a committee meeting more than fifteen minutes early, unless prior approval is granted by the committee chairperson c) failing to complete one's weekly office hour. A record of these absences shall be held by the committee chairperson and reported to the Chief of Staff.

The President Pro Tempore shall make the Executive Council aware of
all requests for excused absences prior to the Executive Council meeting the day of senate. Excused Senate absences are only given at the discretion of the Executive Council. The Executive Council must make the Executive Board aware when a Senator exceeds two unexcused committee absences and then notify the Senator of his or her involuntary resignation.

2/25/09

100.013e Excused committee absences are only given at the discretion of that committee chairperson, who may allow a Senator to make up a missed committee meetings by doing two office hours assigned by the chairperson. The committee chair must make the Executive Board aware when a Senator exceeds two unexcused committee absences and then notify the Senator of his or her involuntary resignation.

101.001 Student Senators shall be elected in the fall and spring semesters according to the procedures described in Section 900 of this document.

101.002 The duties of the alternate Senators shall be the same as those of a Senator with the exception of voting capabilities. In the event of an absent Senator, an alternate shall then be allowed to vote. In the event of a vacancy amongst the voting Senators, the first alternate Senator in line shall fill this vacancy.

200.000 Legislative Chairpersons

200.001 Chairpersons of the legislative committees shall be appointed by the Vice President, at the discretion of the Executive Council following Spring
Elections, and prior to the second Meeting of the Student Senate.

Chairpersons shall take office upon Confirmation by a 2/3 vote of the Senate. 2/25/09

200.002 The chairperson is responsible for soliciting non-Senators to serve on his/her legislative committee.

200.003 Each chairperson will have weekly office hours if deemed necessary by the Executive Council of the Student Government Association.

(2/17/2016)

200.004 To abide by the Senate absence rules outlined 100.013b, which shall be extended to Executive Board meetings as well. Excused Executive Board absences are only given at the discretion of the Executive Board. Once the chairperson exceeds two unexcused absences the Executive Council will notify the chairperson of his or her involuntary resignation.

200.004a The Student Government Association's Executive Board members who receive a budget will be required to attend the Student Organization Summit in September. Failure to attend the Summit will result in a 30% reduction in the respective section of the SGA Internal Budget for the Fall semester. (4/10/12)

200.004b Any Executive Board member who missed the September Summit must attend the Budget II Session in January to avoid a 30% penalty for the Spring semester. (4/10/12)

200.005 Each chairperson, the Chief of Staff and any other positions deemed
necessary by the president and with approval of senate may receive compensation, not to exceed that of the President. However, up to half of any member’s stipend can be withheld upon a two-thirds vote by the Student Senate.

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.

301.001 There shall be a President Pro Tempore. 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. (4/15/14)

301.001b To maintain voting rights.

301.001c To establish an agenda to be posted before Senate meetings including, but not limited to, the upcoming bills, and any unfinished business. (1/28/16)

301.001d To maintain at least two posted hours per week in the Student
301.001e 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.

301.001f To review legislation weekly, with the assistance of the Parliamentarian.

301.001g To send out an email over the SGA listserv containing the appropriate business of upcoming senate meetings with the assistance from the Vice President. (10/09/12)

301.001h To, with the Chief of Staff, hold monthly Bylaw and Constitutional review meetings, and present amendments to the Senate as deemed necessary.

301.001i Nominations for President Pro Tempore will be accepted by the President of the Senate, and voting shall take place during the first Senate of the Fall Semester.

302.001 There shall be a Parliamentarian. The duties of the Parliamentarian shall be as follows:

302.001a To maintain records of his/her office and tender them to the succeeding President of the Senate.

302.001b To serve in lieu of the President of the Senate in his/her absence or disability and preside over the Senate, voting only in the case of a tie.

302.001c 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.

(302.001c/d deleted and renumbered 10/09/12)

302.001d To keep track of time and the speaker’s list during periods of debate, discussion, and presenter’s first and last rights.

302.001e To maintain voting rights in the event that they hold the position of Senator. (9/29/09)

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: (3/12/12)

303.001a The Sergeant at Arms will be an extension of the presiding chair of the Senate. At the direction of the chair, they have the authority to bar the doors for the purpose of maintaining quorum. The Sergeant at Arms has the ability to verbally reprimand and/or remove Senators and/or members of the gallery from the Senate chamber. At the direction of the Chair, the Sergeant at Arms has the right to maintain proper senate decorum, which is previously expressed by the President of the Senate. (3/12/12)

303.001b The presiding chair of the senate has the authority to appoint someone within the senate, someone from the gallery of the senate chamber, or any student attending the College of Charleston as the Sergeant at Arms. (3/12/12)
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, and Secretary.

400.002 The President, Vice President, Treasurer, and Secretary shall be elected in a manner provided for 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.

400.003 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:

1. A candidate must have at least begun their second semester at The College of Charleston before taking office.

2. A candidate must complete the election packet as established by the Student Government Association. (2/11/15)

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, elections (pending any conflict of interest), 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. If no action is taken within two Senate meetings, the legislation passes. A veto or line-item must be presented to the Senate within two Senate meetings following the passage of the legislation; this may be overridden by a two-thirds vote of the Senate. A Senate vote to override a Presidential veto must be conducted by the week following the veto presentation.

500.004  The President shall be able to create and appoint any other Executive 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 meeting of Executive Board, prior to Senate, and the Student Government Association Advisor(s). The Executive Board shall consist of the four Executive Officers, the Chairperson of the Legislative Committees, President pro Tempore, Chief of Staff, and any other
persons deemed necessary by the President and with the approval of the Executive Board. The voting members of the Executive Board shall include the Executive Officers, the Chairpersons of the Legislative Committees, and the Chief of Staff. Each member shall have one vote. (4/15/14)

500.005b The Chief of Staff and or the Deputy Chief of Staff will meet with every newly installed or appointed Senator to assign them a Committee to attend. During this meeting the Chief of Staff will also provide the new senator(s) with basic information regarding the Student Government Association. (4/17/12)

500.005c To supervise the activities of the committees and committee chairpersons by serving as a rotating ex officio member of all committees, thereby exempting the Chief of Staff from article 100.003.

500.005d It will be the duty of the Chief of Staff to meet with the Chairpersons of all Student Government Association committees, as mentioned by the bylaws, at least once a semester to discuss the current status of the committee and gage its productivity. (4/17/12)

500.005e 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.
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.

To submit a weekly report on the activities of the committees and committee chairpersons to the President.

To ensure the implementation of the goals and objectives set by the President and Executive Council.

To, with the President Pro Tempore, hold monthly Bylaw and Constitutional review meetings, and present amendments to the Senate as deemed necessary.

To serve as an Ex Officio member of the Executive Council.

To represent the President at meetings and other events, at the President’s discretion.

To abide by the Senate absence rules outlined 100.013b, which will be extended to Executive Board meetings as well. Excused Executive Board absences are only given at the discretion of the Executive Board. Once the Chief of Staff exceeds two unexcused absences the Executive Council will notify the Chief of Staff of his or her involuntary resignation.

The Chief of Staff will lead an Introduction to the Bylaws during the Student Government Association’s Fall and Spring retreats as mention in section 600.008b of the Bylaws. (4/17/12)
500.005n  To co-chair the Student Body President’s Advisory Council and assist in the nomination of students to serve on this board. The Chief of Staff shall also take minutes and create an agenda for the meetings.

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.

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 two weeks, 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. (10/22/13)

(500.007 a/b/c deleted and renumbered 02/18/14)

500.007  To convene meetings of the Student Body whenever necessary.

500.008  To make, as needed, recommendations of legislation to Senate in his/her address at the beginning of each semester and at other times when
necessary. This shall include the setting of goals and objectives for the
Student Government Association.

500.009  To act as the official representative of the Student Government
Association and of the Student Body; to attend all summer orientation
programs; to inform freshmen about the Student Government
Association; to encourage students to be involved and/or run for Senate
Positions, which includes giving an address to all new students and
staffing the Student Government Association table during the orientation
reception; to develop plans throughout the summer for the upcoming year.

500.009a  While preparing for the upcoming school year, the President shall receive
a summer compensation not to exceed the amount of $1,000.

500.010  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.

500.011  To train new Executive Officers. The President shall work closely with
the Student Government Association Vice President 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.
500.012 To make and maintain a variety of campus contacts and ensure effective communication between the Student Body and Administration.

500.012a To establish and maintain monthly contact (or more frequently if necessary) with the College President, the Vice President for Student Affairs, the Speaker of the Faculty, the Dean of Residence Life and Housing, and Student Organization Presidents.

500.012b 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. This includes creating a meeting agenda, appointing member and providing minutes of the meeting to the President’s office, or finding an appropriate representative to fulfill these roles as seen needed by the President of the Student Government Association. (1/28/16)

500.013 To serve as an ex-officio member of all committees of the Student Government Association.

500.014 To serve as a student liaison to the Board of Trustees with the following duties:

500.014a To attend quarterly meetings of the Student Affairs Committee and the Board of Trustees.

500.014b To deliver State-of-the Student Body remarks at each quarterly meeting of the Board of Trustees at the close of the Student Affairs Committee Report.
To maintain the records of his/her office to be tendered to the succeeding President.

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

To abide by the Senate absence rules outlined 100.013b, which will be extended to Executive Board and Executive Council meetings as well. Excused Senate and Executive Council absences are only given at the discretion of the Executive Council and excused Executive Board absences are only given at the discretion of the Executive Board. Once the President exceeds two unexcused absences, which shall be confirmed by at 2/3 vote of Senate, the Executive Council will notify the President of his or her involuntary resignation.

The President shall receive compensation equal to full in-state tuition, which shall not be increased or decreased during his/her term of office; however, the Student Senate can withhold half of the President's compensation upon a 2/3 vote.

There shall be a Student Body President’s Advisory Council.

To co-chair the Student Body President’s Advisory Council with the Chief of Staff. The President, Chief of Staff, and Deputy Chief of Staff shall nominate students reflecting the campus population and meet with the advisory council once every two months. The President shall provide
members of the Student Body President’s Advisory Council with updates from the Board of Trustees.

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. (9/22/09)

600.002a To preside over Senate in an impartial and professional manner at all times.

600.003 To give an update on absences during his or her executive officer report.

600.003a All attendance records shall be furnished to the SGA advisor semesterly. (9/22/09)

600.004 To establish an operational calendar for the Student Government Association's academic year. 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/She shall notify each Senator of the semester's pre-scheduled meeting dates.

600.005 To call meetings of the Student Senate whenever necessary.

600.006 To determine the place of Senate meetings.

(deleted 600.007/8 and re-numerated 9/22/09)

600.007 To train all new Senators.
To organize a fall and spring retreat. Several areas of particular interest should be addressed. They are as follows:

A Parliamentary Procedure Workshop shall be included to instruct Senators in basic parliamentary procedures.

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. (4/17/12)

Each Senator shall be given a copy of the Student Government Association Constitution, Bylaws, The Compass, SGA Calendar, Parliamentary Procedure Worksheet and a copy of “How to Write a Bill”

To meet at least once during each semester with the College President.

To arrange for a Student Government Association awards reception to be held in the Spring Semester to honor members of the Student Government, for their service to the student body and to the College of Charleston.

The Vice President of the Student Government Association and any designees of the Vice President as needed shall make the formal arrangements of the Student Government Awards Reception.

The event shall be held before the inauguration of the new Executive officers.
The Vice President of the Student Government shall make the presentation of the awards, the preparation of the appropriate certificates and/or plaques, and other arrangements.

To assist the Student Government Association President and Department of Student Life with additional leadership development programs.

To attend weekly Executive Board and Council meetings and all Senate meetings and to serve as a voting member on the Executive Board and Council.

To maintain the records of his/her office to be tendered to the succeeding Vice President including, but not limited to, a record of all passed/failed bills in Senate.

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

To abide by the Senate absence rules outlined 100.013b, which will be extended to Executive Board and Executive Council meetings as well. Excused Senate and Executive Council absences are only given at the discretion of the Executive Council and excused Executive Board absences are only given at the discretion of the Executive Board. Once the Vice President exceeds two unexcused absences, which shall be confirmed by at 2/3 vote of Senate, the Executive Council will notify the Vice President of his or her involuntary resignation.

The Vice President shall receive compensation up to the equivalent of
half of in-state tuition, not to exceed that of the President, which shall not be increased or decreased during his/her term of office; 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 attend and call meetings pertaining to financial concerns of the student body, at the discretion of the Executive Board.

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

700.003a To establish the Allocations Committee according to the Student Government Association Bylaws and Constitution. A maximum of four additional members may be recruited from the student body at large. This committee should represent the diversity of the student body.

700.003b To maintain effective communication with members regarding the Committee’s meeting schedule and agenda. Regular attendance is required.

700.003c 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. (4/6/10).
To maintain effective communication with student organizations regarding the funding process (contingency and per semester). This includes regular and timely correspondence with student organizations and holding funding workshops in conjunction with the Office of Student Life. (4/6/10).

To become familiar with the College Purchasing Procedures and to inform student organizations applying for funding about said procedures.

To review, as necessary, activity in student organization accounts with the Coordinator for Business Services for Student Life, and take action as necessary. (4/6/10).

To maintain regular contact with the Director of Student Life 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 Director of Student Life and the Coordinator for Business Services for Student Life may attend all meetings. (4/6/10).

The Allocations Committee shall review all requests for funding from the Student Government Association. The Allocations Committee shall determine the appropriate amount of money. Upon Student Senate
approval, those monies shall be transferred to the organization's account. The Allocations Committee may temporarily hold funds, for a period not to exceed one week, from any funded organization, pending Senate action.

700.003h.01 To conduct the per semester budgeting process in a timely, unbiased and consistent manner. (4/6/10)

700.003h.01a To establish the total budgeted amount available to student organizations after the consultation with the Vice President for Student Affairs.

700.003h.01b To review funding criteria and guidelines with the members of the Allocations Committee.

700.003h.01c To contact all student organizations with information regarding criteria, guidelines, budget request forms, hearing appointments, and approved budgets.

700.003h.01d To present the per semester budget bill to the Student Senate at least two weeks prior to the last Senate meeting. (4/6/10)

700.003h.01e To present the Senate-approved budget to the Vice President of Student Affairs in a consistent manner before the first day of Spring semester examinations.

700.003h.01f To ensure that each budgeted organization receives a copy of their approved budget at the mandatory funding meeting each semester. (4/6/10).

700.003h.01g Shall provide sanctioned student organizations with an explanation of budget allocations at the conclusion of each budgeting process. (4/6/10)
700.003i To have the ability to freeze and cut budgets of delinquent organizations as defined by the Compass, with the approval of the Allocations Committee in accordance to section 700.003h.

700.004 To attend the mandatory Student Leadership Summit and hold a budget workshop in the spring and fall semesters. (4/6/10).

700.005 To make yearly revisions of the Compass with the Student Government Association Secretary and the Department of Student Life.

700.006 To attend weekly Executive Board and Council meetings and all Senate meetings. To serve as a voting member of the Executive Board and Council.

700.007 To maintain records of his/her office on an annual basis to be tendered to the succeeding Treasurer.

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

700.009 To abide by the Senate absence rules outlined 100.013b, which will be extended to Executive Board and Executive Council meetings as well. Excused Senate and Executive Council absences are only given at the discretion of the Executive Council and excused Executive Board absences are only given at the discretion of the Executive Board. Once the Treasurer exceeds two unexcused absences, which shall be confirmed by at 2/3 vote of Senate the Executive Council will notify the President of his or her involuntary resignation.
701.001  The Treasurer shall receive compensation up to the equivalent of half of
instate tuition, not to exceed that of the President, which shall not be
increased or decreased during his/her term of office; however, the
Student Senate can withhold half of the Treasurer’s compensation upon a
two-thirds 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 hold a student organization fair at least once a semester and to ensure
that all students are always aware of organizations on campus, and to
promote involvement of students in those organizations through constant
contact and knowledge of pertinent organization/SGA information.

800.004  To attend weekly meetings of the Executive Board and Council and all
Senate meetings. To serve as a voting member of the Executive Council
and Board.

800.005  To serve as Secretary of the Executive Council. He/she shall be
responsible for maintaining the minutes of the Executive Council and all
other mandatory meetings, with the exception of Student Senate meetings
and Executive Board.
To work with the Director of Student Life to coordinate the maintenance of complete files for all student organizations and the Department of Student Life.

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.

To maintain information on the online database.

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.

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

To abide by the Senate absence rules outlined 100.013b, which will be extended to Executive Board and Executive Council meetings as well. Excused Senate and Executive Council absences are only given at the discretion of the Executive Council and excused Executive Board absences are only given at the discretion of the Executive Board. Once the Secretary exceeds two unexcused absences, which shall be confirmed by at 2/3 vote of Senate the Executive Council will notify the Secretary of his or her involuntary resignation.
The Secretary shall receive compensation up to the equivalent of half of instate tuition, not to exceed that of the President, which shall not be increased or decreased during his/her term of office; however, the Student Senate can withhold half of the Secretary's compensation upon a two-thirds 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 eight Senators and one Alternate 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. (02/18/14)

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 either the SGA Senate or the Election Commission shall also be placed on the ballot.

900.002 Fall elections shall be held for the positions of eight Senators and one Alternate Senator 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. (02/18/14)

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. (4/15/14)

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. (reordered and renumbered 4/15/14)

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. (2/17/2016)
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.” (2/17/2016)

Should any student violate such rights, he and/or she should be removed and/or impeached from their current position. (2/17/2016)

**901.000 The Election Commission**

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 Head of the Honor Council and confirmed by the Executive Council of the Student Government Association. The Election Commission shall consist of two (2) members of the Student Government Association and two (2) 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 (4), excluding the Chairperson. (2/17/2016)

The following persons shall, if able, serve as Ex Officio members of the Election Commission: the advisor to the Honor Council, the advisor to SGA, and the current President of SGA if not seeking an appointed or elected office in SGA.
901.002 Members of the Election Commission shall be impartial and show no preference towards any candidate.

**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 an undergraduate 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 for Executive Council may also run for a Senate
Candidates running for both Executive Council and a Senate position need only submit one petition for their campaign. The candidate must clearly designate the office for which he/she is running on the petition before receiving any signatures. (10/27/10).

902.004 Candidates seeking the office of President shall have served as an elected member of the student senate for a period of not less than 16 weeks and shall have been in attendance for not less than 14 sessions of the general assembly. Candidates shall be required to submit their election packet. The Election Commission shall announce final eligibility status as to the qualifications for candidacy. (11/31/09)

902.005 Candidates seeking the offices of Vice President, Treasurer and Secretary shall not be required to have previously served in the senate. Candidates seeking these offices shall be required to submit their election packets. The Election Commission shall announce final eligibility status as to the qualifications and eligibility for candidacy. (11/31/09)

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. (10/27/09)
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. Organizations may raise their own revenue to support a candidate.

903.003 Total campaign expenditures, including campaign literature, shall not exceed $200.00 for Senate candidates and $400.00 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, (4/11) 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 the close of polls. (1/26/10)

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 President and Vice Presidential candidates names must be on all campaign material.
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 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 possibly 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 defined as any printed material to be posted or distributed, excluding items such as t-shirts, koozies, buttons, pens, stickers, and other materials deemed appropriate by the Election Commission.

904.003a Campaign literature shall be considered under the following two categories delimited below: handouts and posted literature. Handouts shall only be distributed by hand to interested individuals. There shall be
no limitation on the quantity of handouts, insofar as the campaign expense limitations allow. 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. In contradistinction, 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). Limitations on posted literature extend to literature published in media (e.g., newspaper advertisements, etc.). (02.26.15)

904.003a 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. (02.26.15)
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 904.003.

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, upon approval of the Election Commission the amount of campaign literature approved shall be applied to every candidate involved.

904.005 No flyers, banners, and/or other campaign material shall be attached to glass, wallpaper, painted walls, trees, brick sidewalks, lampposts, benches, railings, or any other surface that could be damaged by such attachment. No self-adhesive materials should be affixed to campus property. 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. (1/26/10)

904.007 No campaign literature shall be approved once the polls have opened.

905.000 Further Regulations Regarding Campaign (1/28/15)

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. (1/28/15)

905.002  Campaign literature shall not posted, distributed, or otherwise used
intentionally as a campaigning tool in the Marlene and Addlestone Library
and its attached patio area. (1/28/15)

905.003  Paraphernalia for the purposes of campaigning, including but not
limited to pens, koozies, t-shirts, and other items approved by the
Election Commission, shall not be distributed in the Nathan and
Marlene Addlestone Library and its attached patio area. (1/28/15)

905.004  Candidates may endorse or campaign for other candidates via the spoken
word and/or via digital means. (1/28/15)

905.005  The Election Commission shall not approve or permit the use of any
campaign literature or paraphernalia for the Presidential and Vice
Presidential candidates if they are running on a ticket. (1/28/15)

905.006  Candidates shall not supply electronic devices to other students for voting
purposes. (1/28/15)

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 (50%+ 1) 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 Director of Student Life 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 posted online for every office, 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.

(2/09/10)

907.002 Currently enrolled students at the College of Charleston may vote online through CougarTrail. The SGA online voting system shall be administered by the Office of Administrative Computing and the Technology Coordinator for Student Affairs. Access to the system shall be limited to the Office of Administrative Computing, the Technology Coordinator for Student Affairs, the Director of Student Life, and members of the Election Commission.
All ballots shall be created and administered by the Technology Coordinator for Student Affairs and the Director of Student Life in conjunction with the Election Commission.

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**

Disciplinary action against candidates shall fall under the discretion of the Election Commission. (2/2/10).

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. (2/23/16).

The Honor Board shall have final say in all interpretation and enforcement of election rules and procedures. (2/23/16).

Candidates disqualified from the election shall be barred from participating. No candidate shall be barred from participating who has an appeal pending. (2/2/10).

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.
908.004b: 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).

908.004c: 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).

908.004d: 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.

9008.005: 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 at the discretion of the Election Commission.

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. (2/2/10).

909.003 The Election Commission shall investigate and hear all election contestations. If insufficient evidence is presented, the election shall stand. (2/2/10).

909.004 Upon notification of the Election Commission’s decision any candidate may appeal the decision to the Honor Council. The appeal must be submitted in writing to the Chair of the Honor Council within five 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. (2/2/10).

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 guilt of violating the Student Code of Conduct. (2/2/10).

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 and the College of Charleston
President. This must be done no later than one week prior to spring
semester examinations.

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 Those persons elected in the fall 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 a period of apprenticeship in which they shall work with the out
going officers.

1000.003 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.

1000.003a 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 no
later than three weeks 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 due to resignation or
failure to petition for office, the vacancy shall be filled by individuals who
have 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 2/3 vote of the
Senate. The Student Government Association President shall immediately
swear in these new Senators. (2/17/2016)

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. (01/19/2010)

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. (2/17/2016)

1200.000 Procedures of the Senate

1200.001 The College of Charleston Senate shall, during the regular school session, meet weekly at 4:30 p.m. on Tuesdays.

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 as may be adopted by the 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).

1200.009a  Any survey to be officially recognized as one from the Student Government Association shall be presented as a bill on the Senate floor by any member of the Senate or by the Chief of Staff on behalf of council.

(4/15/14)

1200.009b  The bill shall be structured where each Section in the Therefore clauses shall be the questions of the survey (and any corresponding answer(s) if necessary). The Sections shall be up to amending for rewording,
elimination or addition of questions to be presented in the form of a
written amendment by any Senator. (4/15/14)

1200.009c A survey bill shall pass by at least a two-thirds vote of the Senate and signed
by the President. (4/15/14)

1200.009d In times of expedition, the Vice President or the Chief of Staff shall be given
the authority to assemble an ad hoc survey committee to be comprised of at
least 4 Senators, one from each class, and construct a survey to the best of
their ability. (4/15/14)

1200.009e “Once formed, the ad hoc survey committee will only be effective for five
days following the day the committee is created and will no longer be
considered an ad hoc committee by midnight of the fifth day. Any survey
created by this committee must go out within the five day time frame. If the
survey does not go out by midnight of the fifth day, it shall die and would
have to be reconsidered in the process as it reads in sections
1200.009a-1200.009c. (4/15/14)

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.

1301.001c Assist with the planning and coordination of Student Government
Association retreats, meetings, and programs.

1302.000 The Advisor to the Student Government Association Executive Council, Executive Board, and Senate shall:

1302.000a 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.

1302.000b Have regularly scheduled meetings with the Student Government Association President, Executive Council, and Executive Board.

1303.000 The advisor to the Student Government Association Treasurer:

1303.000a Shall attend all scheduled Allocations meetings.

1303.000b 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.

1303.000c Shall assist the Treasurer in conducting educational and information sessions regarding budgetary procedures for registered and sanctioned student organizations.

1303.000d Shall assist the Treasurer of the Student Government Association in preparation for and in the conducting of annual budget hearings for sanctioned student organizations.

1304.000 The advisor to the Student Organizations Review Board and House of
Representatives:

1304.000a Shall attend all scheduled meetings of the Student Organizations Review Board. (2/10/09)

1304.000b Shall assist the Student Government Association Secretary with the maintenance of records and documents related to the registration of student organizations.

1304.000c 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.

1305.000 The Faculty Advisor to the Student Government Association shall:

1305.000a Advise the Academic Affairs Liaison on issues relating to academic policies, current issues being discussed by the Faculty Senate, and any other information which may be deemed appropriate for the jurisdiction of the Liaison. (3/12/12)

1305.000b In conjunction with the Academic Affairs Liaison, represent student concerns and SGA programs and services in the Faculty Senate. (3/12/12)

1306.000 In the event of a disagreement between the advisor(s) and elected or appointed members of the Student Government Association, a written appeal may be submitted, by either party, to the Senior Vice President for Student Affairs who shall determine the appropriate action(s) to be taken by the involved parties.

1400.000 Appointment of Committees
Any College of Charleston student is eligible to serve on Student Government committees. The student must be in good academic standing with the College of Charleston and must abide by the regulations governing the Student Senate members.

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. (1/28/16)

Each Committee shall ideally consist of at least one member from each class.

Committee leaders (i.e. Initiative Directors, Treasurer and Secretary) are responsible for reporting attendance of committee meetings to the Chief of Staff. In addition, any progressions in his/ her committee weekly committee meetings should be conveyed to the Executive Board. This could include any changes, ideas, or questions the committee may have about the initiative/ task the committee wishes to accomplish. (1/28/16)

There shall be an Allocations Committee. The Student Life Coordinator for Business Services or his/her designee shall serve as ex-officio member. Allocations Committee members are responsible for distributing funds from the contingency fund established each year from the Student Activities monies. The Allocations Committee is responsible for determining an organization’s semester operating budget for the upcoming
semester during budget hearings each Fall and Spring. During these hearings each committee members shall be present for a substantial number of hours during the deliberation. The compass shall guide the manner in which the committee allocates funds to registered and sanctioned organizations. The Committee chairperson shall be the Treasurer of the Student Government Association. (1/28/16)

1400.003 There shall be a Student Organizational Review Committee. The Committees will make recommendations to the Senate regarding all newly forming student organizations at the College of Charleston. It will also be involved with changing the status of an organization from registered to sanctioned or vice versa. It shall review all annual requests for ongoing registration by existing student organizations and determine the status of the aforementioned organizations. The Committee Chairperson shall be the Secretary of the Student Government Association. The guiding document for the Student Organizational Review Committee shall be The Compass. (1/28/16)

1400.003a All newly forming student organizations must go before the Student Organizational Review Committee prior to presentation before the Senate. (1/28/16)

1400.004 There shall be four committees chaired by Executive Initiative directors. These 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. Executive Initiative Directors shall
convene weekly committee meetings and oversee the action plans of at
least two initiatives at any given time. Directors shall be responsible for
reporting committee meeting attendance to the Chief of Staff. Directors
shall also assist their committee in drafting relevant legislation to be
presented to the Senate body. Executive Initiative Directors shall attend
weekly Executive Board meetings and coordinate action plans with the
Vice President on a regular basis. The Executive Initiative Directors shall
be appointed by the Executive Council of the Student Government
Association. (1/28/16)

1400.005: There shall be five distinct Liaisons of the Student Government
Association. These individuals shall serve as conduits between the Student
Government Association and the communities pertaining to their
respective titles. The Liaisons of the Student Government Association
shall be appointed by the Executive Council of the Student Government
Association. (1/28/16)

1400.005a: There shall be an Academic Affairs Liaison. The Academic Affairs Liaison
is tasked with recognizing and meeting the changing academic needs of
the student body through creation and enactment of policy, as well as
maintenance of open communication across campus on issues of
Academic Affairs. This Academic Affairs Liaison shall attend all Faculty Senate meetings and report relevant minutes to the SGA Senate and the Executive Board. The Academic Affairs Liaison shall assure that students are adequately represented in Faculty Committee meetings where student representation is permitted. (1/28/16)

1400.005b: There shall be a Community Outreach Liaison. The Community Outreach Liaison shall establish, strengthen, and maintain positive relations between the College of Charleston campus and the City of Charleston community. The Community Outreach Liaison shall work with the Executive Council to promote events that benefit both the College and City communities. The Community Outreach Liaison shall plan and execute the annual Student Government Association Bike Auction event. (1/28/16)

1400.005c: There shall be a Campus Diversity Liaison. The Campus Diversity Liaison shall be responsible for encouraging the College community to learn about and appreciate different religions, cultures, ideologies, political views, and lifestyles. The Campus Diversity Liaison shall serve as a point of contact for all diversity-related inquires and collaborations with the Student Government Association and Student Body as a whole. (1/28/16)
There shall be a Public Relations Liaison. The Public Relations Liaison shall be responsible for providing needed information to the student body by creating banners, flyers, and signs, advertising on the television located outside the Student Government Association office, updating the SGA Facebook page, updating the SGA Instagram account, and updating the Student Government website. Other duties shall include distribution of press releases and maintaining communication with other in-state College Student Governments. (1/28/16)

There shall be a Greek Life Liaison. The Greek Life Liaison shall recognize and support the needs of the Greek community at the College of Charleston through regular communication with the governing Greek bodies on campus. The Greek Life Liaison shall aim to increase communication and support between the Greek community and Student Government Association. (1/28/16)

There shall be a Student Involvement Committee. The Committee shall plan opportunities for exchanges between students and the Student Government Association through: suggestion boxes, surveys, tabling, forums, and other campus-wide events. The committee chairperson shall be appointed by the Executive Council of the Student Government Association. The committee chairperson shall serve on the Homecoming
planning committee, or appoint an appropriate committee member to do so, at the beginning of the Fall semester.

1400.006 All ad hoc committees shall be created as needed. The Vice President shall appoint the chairperson to each ad hoc committee at the discretion of the Executive Council. The Chief of Staff shall be aware of all the members of all ad hoc committees. An ad hoc committee may not exist later than a date pre determined by the Senate, and the Senate may disband the ad hoc committee at any time by a two-thirds vote. (2/25/09) (renumbered 1/28/16)

1400.007 There shall be a Campus Diversity Committee. This Committee shall be responsible for encouraging the College community to learn about and appreciate religions, cultures, ideologies, political views, and lifestyles different from their own. The Committee chairperson shall be appointed by the Executive Council of the Student Government Association.

1400.008 There shall be an Academic Affairs Committee whereas the chair of this committee shall be appointed by the President and confirmed by a 2/3 vote of the Senate. The duties of the chair of the Academic Affairs Committee shall include, but not limited to, the following:

1400.008a To ensure the responsibility for recognizing and meeting the changing academic needs of the student body through creation and enactment of viable policy.

1400.008b Maintaining communication with the following:
i. Provost and Executive Vice President for Academic Affairs;

ii. Registrar;

iii. Any Academic club or organization;

iv. And Speaker of the Faculty Senate;

1400.008c To serve as a liaison by attending all Faculty Senate meeting and report what was discussed back to SGA Senate and the Executive Board the following week

1400.008d To ensure that the members of the Senate serving on the Academic Affairs Committee serve on a Faculty Committee.

1400.008e The Committee will be comprised of Senators who will serve on Faculty Committees. The Committee members have the responsibility of relaying information from their Faculty Committees back to the Chair. All members have the duty to meet the academic needs of the student body and too can create and enact viable policy to do so.

(section 1400.008 a/b/c/d/e added and renumbered 02/18/14)

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.
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.

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.

If the censure bill pertains to a member of the legislative body that member must abstain from voting.

A censure shall pass by a 2/3 vote of senate.

Impeachment may be introduced if the SGA 10 member in question violates any rules of conduct in the Student Handbook, College of Charleston Honor Code, or the SGA Oath of Office.

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.

The Executive Board shall review the letter and refer it to Student Senate in the form of a bill sponsored by a senator.

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.

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 a any other bill, the only difference being that a three-fourths majority shall be needed in order to enact the proposed changes.
After the bill has been passed by the Senate and signed by the President, the bylaws will be amended. (4/17/12)

Each time the Constitution, Bylaws, or Special Rules are amended a signed original copy of the documents shall be given to the Chair of the Honor Board. The Chair of the Honor Board shall retain this original copy so that it may be referenced in the future.

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 or physical means. (4/17/12)

1700.000 Fiscal Policy

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.

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

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 Allocation committee.

1700.002b The Student Body Treasurer is responsible for writing a proposed budget for Executive Council with the assistance of the other Council members. This budget shall cover operational costs of the Student Government Association and any internal senate-wide spending. Types of items that should be included in this Executive Council budget are (but are not limited to) phone bills, name badges, senate retreats, new computer, and print cartridges. The final distribution of the funds is at the discretion of the Allocations Committee.

1700.003 The budget created at the Internal Budget Hearing is the Provisional Internal Budget of the Student Government Association. The term provisional is here used to indicate the fact that the budget can not be approved by the current Senate. Rather, the upcoming Senate is responsible for approving the Internal Budget. All spending between academic school years must be done in accordance with this Provisional Budget.

1700.004 The budget created at the Internal Budget Hearing is the Operating Internal Budget of the Student Government Association once it has been presented to the Senate, by the Treasurer, and approved by a 2/3 vote of Senate. This vote must occur at the first Senate of the year for which the Budget shall be operational.
1700.005  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  If for any reason funding for an item in a Committee Budget needs to be reallocated, the Executive Council will hold a special hearing with the Committee Chairperson in order to reallocate funding in the most efficient and beneficial manner possible so that we are best serving the Student Body.

1700.007  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. The member requesting fund must have attended the Student Organization Summit or the Budget II Session. (4/10/12)

Updated on: February 17, 2016