



UNIVERSITY OF GEORGIA

Student Government Association

Statutes of the Student Government Association of the University of Georgia

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General Administration

CHAPTER 100: SYSTEM OF THE STUDENT GOVERNMENT ASSOCIATION STATUTES

100.1 All Student Government Association (SGA) laws of permanent effect and general public interest, or of legal or historical significance, shall be compiled in a codification known as the Student Government Association Statutes, hereinafter referred to as SGA Statutes.

100.2 The SGA Statutes shall be arranged by subject matter within seven titles, each composed of a number or numerically-designated chapters, according to the following scheme:

- a. Title I (Ch. 100-199) General Administration
- b. Title II (Ch. 200-299) The Executive Branch
- c. Title III (Ch. 300-399) The Legislative Branch
- d. Title IV (Ch. 400-499) The Judicial Branch
- e. Title V (Ch. 500-599) General Statutes
- f. Title VI (Ch. 600-699) Small Clubs Allocations Code
- g. Title VII (Ch. 700-799) Elections Code

100.3 The Student Government Association Attorney General shall further classify laws according to Section 100.2 to provide a logical, orderly, and comprehensive arrangement of the SGA Statutes by subject matter. Such classification shall be made prior to debate on a proposed statute in the Senate.

- a. The Student Government Association Attorney General has the authority to make corrections only to spelling, non-punctual typographical errors, and formatting. Any of the changes applied cannot affect the original meaning of the text.

100.4 The Student Government Association Attorney General shall be responsible for continuous maintenance of the SGA Statutes such that at any given time they reflect all legislation enacted as of that time. Legislation shall be considered enacted when all SGA action on it is completed.

100.5 Upon assembly of quorum, the SGA Statutes can be added, removed, or amended through bills passed in the Senate by a two-thirds vote of the members present. Any alteration must be assigned a proper statute section and/or subsection as to the location in the statutes that is to be added, removed, or amended before the motion is considered by the Senate. Proper placement of a new statute or the relocation of a current statute shall be determined by the Student Government Association Attorney General.

100.6 The SGA Statutes shall at all times be subordinate to the Constitution of the Student Government Association.

CHAPTER 101: PUBLIC RECORDS

101.1 All Student Government Association records shall be available to the public.

The Executive Branch

CHAPTER 200: EXECUTIVE CABINET

200.1 The Executive Cabinet shall be responsible to the Student Government Association President, in whose name each member of the Executive Cabinet acts.

200.2 The Student Government Association Chief of Staff, upon consultation with the Student Government Association President, shall oversee the Executive Cabinet.

200.3 The Student Government Association President shall have the power to remove any non-constitutional member of the Executive Cabinet based upon performance. All constitutional members of the Executive Cabinet must be removed by the Supreme Court.

200.4 Upon assembly of quorum, a constitutional Executive Cabinet member shall assume office upon two-thirds majority vote by the Senators present.

200.5 A non-constitutional Executive Cabinet member shall assume office upon appointment by the Student Government Association President.

200.6 The Executive Cabinet shall consist of the following voting officers:

- a. Student Government Association President
- b. Student Government Association Vice President
- c. Student Government Association Treasurer
- d. Chief of Staff
- e. Deputy Chief of Staff
- f. Chief Implementation Officer
- g. Executive Director of Communications
- h. Executive Director of Operations
- i. Executive Director(s) of Engagement
- j. Attorney General
- k. Chief Justice
- l. Director(s) of Community Relations
- m. Director(s) of Diversity and Inclusion
- n. Director(s) of Programming
- o. Director(s) of Government Relations
- s. Director(s) of Social Media
- t. Director(s) of the Inter-Organizational Council
- u. Press Secretary

200.7 Student Government Association advisors are encouraged to attend Executive Cabinet meetings but do not hold voting rights.

200.8 Each Executive Cabinet officer shall be the official representative of the student body for their particular subject area.

200.9 During their tenure in office, and in addition to their regular roles and responsibilities, each member of the Executive Cabinet shall

- a. Each semester, complete at least 2 organization outreach events and 1 hour of tabling by Reading Day.
- b. Attend 2 events per semester, including any SGA sponsored event, or an event with which SGA is partnered, excluding events their board is responsible for planning

200.10 Executive Cabinet members shall abide by the Code of Ethics outlined in this document.

CHAPTER 201: EXECUTIVE CABINET OPERATIONS AND RESPONSIBILITIES

201.1 The Executive Cabinet shall meet at the discretion of the Student Government Association President during the school year.

201.2 Each Executive Cabinet member shall submit a comprehensive report to their assigned Executive Board member prior to Cabinet meetings and Senate meetings for inclusion in the weekly Cabinet minutes. These minutes shall be presented during Senate open forum by the Executive Director of Operations and shall be preserved in accordance with a policy and practice of transparency in an official archive of the Student Government Association of the University of Georgia.

201.3 The Student Government Association President, along with the Student Government Association Chief of Staff, may set any formal or informal structures or reporting techniques that they deem appropriate for the efficient and productive operation of the Executive Cabinet.

201.4 Each Executive Cabinet officer shall formulate projects and programs relating to their division that will benefit the student body. Each program and project shall comply with SGA Statutes, Bylaws, and Codes and be executed as determined by the Student Government Association President through the direction of the Student Government Association Chief of Staff.

200.5 Executive Cabinet members shall attend Senate sessions on an alternating basis as defined by the Executive Board.

CHAPTER 202: EXECUTIVE STAFF

202.1 Each Executive Staff member is responsible to the director of the board, in whose name each member of the Executive Staff acts.

202.2 The Student Government Association Chief of Staff shall oversee the Executive Staff members and reserves the right, in consultation with the Student Government Association President, to remove any Executive Staff member of the Executive Staff based on performance. However, the Staff member removed has the right to appeal that removal to the Supreme Court if the Staff member feels they have been unjustly removed.

202.4 An Executive Staff member shall assume office upon appointment by the Student Government Association President.

202.5 The Executive Staff shall consist of any other officer the Student Government Association President sees fit.

202.6 Each Executive Staff officer is noted as being an official representative of the student body for his or her particular subject area.

202.7 The Executive Staff shall be made up of the following members:

- a. Communications Advisor
- b. Director(s) of First-Year Senators
- c. Director(s) of Connect
- d. Director(s) of Forum
- e. Connect Fellows
- f. Forum Personal Advisors
- g. Connect Members
- h. Forum Members
- i. Athletic Liaison
- j. Housing Liaison

202.8 During their tenure in office, and in addition to their regular roles and responsibilities, each member of the Executive Staff shall:

- a. Each semester, complete at least 2 organization outreach events and 1 hour of tabling by Reading Day.

- b. Attend 2 events per semester, including any SGA sponsored event, or an event with which SGA is partnered, excluding events their board is responsible for planning.

201.9 Executive Staff members shall abide by the Code of Ethics outlined in this document.

CHAPTER 203: ABSENCES

203.1 Absences must be submitted, in writing, to the Chief Implementation Officer and the Attorney General no less than forty-eight hours prior to a Senate Session or Committee meeting to be considered for an excused absence.

- a. The Attorney General is required to maintain written documentation regarding Senate absent reasonings, including but not limited to doctor notes, emails, or written notices.
- b. Reasons for excused absences shall not be made public but be available for internal purposes.

203.2 Cabinet Members and Executive Staff shall be allotted two excused absences and two unexcused absences for the duration of the Administration.

- a. Excused absences only apply for the following purposes: immediate family death or illness, religious holidays, personal medical emergencies, a university test scheduled during the time of the designated meeting, and other extenuating circumstances at the discretion of the Attorney General with the advisement of the Chief of Staff.
 - i. An absence shall only be considered excused if appropriate documentation is provide in writing to the Attorney General
 - ii. Upon accumulation of three unexcused absences the Attorney General will then forward the name of the staff member to the President for removal consideration.
 - iii. Upon accumulation of three excused absences, the Cabinet or Staff member in question must meet with the Attorney General and Chief of Staff. Following this meeting the Attorney General and Chief of Staff shall make a determination if the absences warrant removal proceedings by the President.
- b. Consecutive absences in a single day will be considered (1) absence

203.3 Additional absences may be assessed for other official Student Government events at the discretion of the Attorney General

203.4 The Attorney General shall keep track and make public, through the Student Government Association's official website, an updated list of absences weekly. The Attorney General and the Chief of Staff are responsible for enforcing the Executive Cabinet and Staff absence policy.

203.5 If an Executive Cabinet or Staff member reaches the maximum allowable absences defined above, the Executive Cabinet or Staff member shall be notified by the Attorney General. If the Executive Cabinet or Staff member exceeds the maximum allowable absences the Executive Cabinet or Staff member shall be allowed until the next Cabinet meeting to address the absence issue. If no action has been taken, the Attorney General will forward the Executive Cabinet or Staff member's name to the President for removal.

CHAPTER 204: STANDING AND AD-HOC EXECUTIVE COMMITTEES

204.1 Any general committee member appointed to chair a subcommittee must report weekly to the appropriate committee chair on subcommittee progress and future plans.

204.2 Minutes and roll shall be taken at all meetings by committee chairs. Committee minutes shall be recorded, filed and turned in to the Student Government Association Executive Director of Operations.

204.3 At the general body meeting before breaking out to separate committee meetings, the Student Government Association Executive Director of Operations shall prepare a report for the general body of ongoing, completed and upcoming committee work.

204.4 Committee chairs shall have the discretion of appointing sub-Committees and all other necessary support staff in consultation with the Student Government Association Executive Board.

204.5 No committee shall be relieved of meeting on a scheduled meeting night unless neither the committee head nor a designated appointee is able to chair the committee.

CHAPTER 205: UNIVERSITY AND PRESIDENTIAL COMMITTEES

205.1 University committees are important institutions of University governance, idea formulation, and interaction.

205.2 University committees are not limited to the President and Vice President, but with proper notifications, the President and Vice President can choose an individual to appoint in their place.

205.3 Appointments to University committees shall be made by the Student Government Association President under the direction of the Vice President and Chief of Staff and all appointees shall attend or to take necessary actions as specified by the attendance policy.

The Legislative Branch

CHAPTER 300: OFFICERS

300.1 The Student Government Association Vice President shall preside over the Senate as President of the Senate and shall be addressed as Madam/Mister President while in Senate meetings.

- a. The structure of Senate, including agenda and seating arrangements, shall be set by the President of the Senate. The Student Government Association Vice President also reserves the right to set meeting times and may call emergency meetings, under the approval of the Legislative Cabinet.

300.2 The Secretary of Senate shall record attendance, ensure quorum, record votes, and record minutes, all of which shall be preserved in the official archive of SGA, and prepare all such documentation for interested parties responsible for distributing said information to the student body. Minutes must be approved at the beginning of the next Senate meeting.

- a. Any roll-call vote tallies in the Senate shall be preserved in an official archive of the Student Government Association of the University of Georgia, in such a manner that the votes of individual Senators be accessible in Senate at time of vote and after in this archive in the name of transparency and openness to the student body.

300.3 The Parliamentarian shall assist the Secretary of the Senate and the Presiding Officer of the Senate in running Senate meetings by ensuring accordance with all policies related to the Legislative Branch set herein.

300.4 Senators shall attend all Senate meetings, Legislative committee meetings, University Council meetings, and any other mandatory event, as determined by the Student Government Association President, under the direction of the Student Government Association Vice President.

CHAPTER 301: RESPONSIBILITIES

301.1 Senators shall attend all Senate meetings, Legislative committee meetings, University Council meetings, and any other mandatory event, as determined by the Student Government Association President, under the direction of the Student Government Association Vice President.

301.2 Senators shall uphold their taken oath and strive to fulfill their promises to the student body. Failure to do so shall result in an impeachment case brought by the Attorney General to the Supreme Court.

301.3 Senators shall abide by the Code of Ethics outlined in this document. Failure to do so shall result in an impeachment case brought by the Attorney General to the Supreme Court.

301.4 Senators shall complete the listed constituency requirements under the direction of the Vice President and President Pro Tempore. Failure to complete these constituency requirements shall result in an impeachment case brought by the Attorney General to the Supreme Court.

- a. Each semester, Senators shall complete four total hours of promotional and outreach opportunities as defined by the Executive Board, and approved by the President Pro Tempore for any sponsored event, or an event with which SGA is partnered.
- b. Each semester, Senators shall meet with their Dean a minimum of one time and all At-Large and Campus Life Senators shall meet with a minimum of six pre-approved student organizations at the discretion of the Vice President, under the direction of the President Pro-Tempore.
- c. Each semester, Senators shall be required to attend [either] two of their college's functions, or three pre-approved university functions at the discretion of the Vice President, under the direction of the President Pro-Tempore.

CHAPTER 302: SENATE

302.1 The Student Government Association Vice President shall preside over the Senate as President of the Senate and shall be addressed as Madam/Mister President while in Senate meetings.

302.2 The structure of Senate, including agenda and seating arrangements, shall be set by the Student Government Association Vice President. The Student Government Association Vice President also reserves the right to set meeting times and may call emergency meetings, with the approval of the Legislative Cabinet.

- a. Senate related meetings of the Student Government Association shall be made public on the official SGA website and through the official social media channels.
- b. The Vice President must notify Senators, through UGA email, and the Student Body, through the official SGA website and through the official social media accounts, of an emergency meetings twenty-four hours in advance.
- c. The Vice President must make public an accurate calendar (per semester) of all Senate related meetings (committee and Senate meetings) through the official SGA website and through the official social media channels.

302.3 Any student of the University of Georgia may speak at Senate after being recognized by the President of Senate

CHAPTER 303: ABSENCES

303.1 Absences must be submitted, in writing, to the President Pro-Tempore, Vice President, and the Attorney General forty-eight hours prior to a Senate Session or Committee meeting to be considered for an excused absence.

1. The Attorney General is required to maintain written documentation regarding Senate absent reasonings, including but not limited to doctor notes, emails, or written notices.
2. Reasons for excused absences shall not be made public but be available for internal purposes.

303.2 Senators shall be allotted two excused absences and two unexcused absences for their term in office.

1. Excused absences only apply for the following purposes: immediate family death or illness, religious holidays, personal medical emergencies, a university test scheduled during the time of the Senate session or Committee meeting, and other extenuating circumstances are at the discretion of the Attorney General with the advisement of the President Pro-Tempore.
 - i. An absence shall only be considered excused if appropriate documentation is provide in writing to the Attorney General.
 - ii. Once a Senator accrues three excused absences, the Senator in question must meet with the Attorney General and President Pro-Tempore. Following this meeting the Attorney General and President Pro-Tempore shall make a determination if the absences warrant removal proceedings.
 - iii. Once a Senator reaches his/her third unexcused absence, the Attorney General will then proceed with the removal process as outlined in Article V, Section 2, Paragraph C, Part i. of the Constitution.
 - iv. If running late to senate, Senators must inform the Attorney General of their tardiness prior to attending the meeting. Senators may not be more than ten minutes late to a senate meeting. Tardiness exceeding ten minutes will be considered an absence, at the discretion of the Attorney General with the advisement of the President Pro-Tempore.

1. The Secretary of the Senate shall record the arrival time of the Senator if tardy and provide tardiness information to the Attorney General 24 hours after a meeting.

2. Absences are defined as one (1) for a Senate session and one (1) for a committee meeting.

303.3 The committee chairs shall be responsible for providing the President Pro-Tempore with a list of absent Senators from Committee meetings with twenty-four hours after a Committee meeting. The President Pro-Tempore must then, within twenty-four hours, report those absences to the Attorney General.

- 303.4 Additional absences may be assessed for other official Senate events at the discretion of the President Pro-Tempore.
- 303.5 The Attorney General shall keep track and make public, through the Student Government Association's official website, an updated list of absences weekly. The Attorney General and the President Pro-Tempore are responsible for enforcing the Senate absence policy.
- 303.6 A Senator may be removed from Senate for not attending Senate meetings as consistent with Article V, Section 2, Paragraph C, Part i. of the Constitution.
- 303.7 If a Senator reaches the maximum allowable absences as defined above, the Senator shall be notified by the Attorney General. If the Senator exceeds the maximum allowable absences the Senator shall be allowed until the next Senate session to address the absentee issue. If no action has been taken, the Attorney General will forward the Senator's name to a Preliminary Investigation as outlined in Article VIII of the Constitution.
- a. The removal process for a Senator shall be consistent with Article VIII of the Constitution titled "Impeachment and Removal of Constitutional Officers."
 - b. Upon removal, the Attorney General shall publish an announcement to the Student Government Association website announcing the Senator's removal, the announcement shall include the removed Senator's name and constituency.
- 303.8 If a Senator is not found in violation of the Attendance Policy defined above by the Preliminary Investigation and/or in the Senate Impeachment Hearing the Senator shall attend all Senate and Committee meeting as defined above. Any subsequent absences will result in another investigation followed by another possible Senate Impeachment Hearing.

CHAPTER 304: LEGISLATIVE CABINET AND STANDING COMMITTEES

- 304.1 Legislative Cabinet shall consist of a limited number of standing committee chairs which are selected by the President Pro Tempore and the Vice President.
- a. For each new term of elected Senators the Senate Pro-Tempore with the advisement of the Vice President shall outline a limited number of standing committees for the new term. The President Pro-Tempore shall submit the new committee names along with an outline of their goals and responsibilities to the elected senators along with an application for committee chairs.
 - b. Elected Senators shall apply and be interviewed by the President Pro-Tempore and Vice President and be confirmed by Senate prior to spring commencement.
 - c. Legislative Cabinet shall interview any and all applicants for vacant Senate seats prior to the first Senate of the Fall Semester.
- 304.2 The Rules Committee, in addition to its responsibility to review legislation for formatting, structural, and grammatical errors, shall place legislation in the appropriate

standing committee based on its content and the relevance to the appropriate standing committee and its jurisdiction, as stated in 305.3.

304.3 In addition to the Rules Committee, the standing committees and their corresponding responsibilities shall be as follows for the 2018-2019 term:

- a. Student Affairs Committee – Student affairs and the livelihood of students on the University of Georgia campus.
- b. Student Services Committee – Services that students utilize (i.e., parking, transportation, dining services, etc.)
- c. Student Resources Committee – Resources students may utilize (i.e., Housing, Health & Humanities, campus safety, etc.)
- d. Educational Affairs Committee – Faculty, curriculum, scheduling, and other aspects of academia.
- e. Budget and Athletics Committee – Work in conjunction with the Small Clubs Allocation Committee and strive to improve affordability, student fees, and legislation regarding athletics.
- f. Multicultural Affairs Committee – Multicultural services and programs focused on underrepresented groups and populations on campus.
- g. Sustainability Committee – Sustainability and environmental impact on the university community.

CHAPTER 305: SENATE RULES AND PROCEDURES

305.1 Legislation is intended to serve as the position statement of the Student Government Association on the subject of the respective legislation on behalf of the student body.

- a. Any student of the University of Georgia can write legislation. However, each piece of legislation must be sponsored by a member of Senate.
- b. Only members of the Senate may sponsor legislation.
- c. All passed legislation must be sent to the Chief Justice of the Supreme Court and the President of the Student Government Association by the President Pro Tempore within 24 hours of passage.
- d. All passed legislation must be publicized to the student body.

305.3 All bills, resolutions, and other such legislation when coming before the Senate for consideration shall be subject to the process below.

305.4 Legislation shall refer to, but is not limited to, bills, resolutions, proclamations, and constitutional amendments.

305.5 Following the drafting of a piece of legislation and the piece of legislation having received a sponsor, then said piece of legislation shall be sent to the President Pro Tempore.

- a. Proposed legislation must be sent to the President Pro-Tempore and the Vice President via UGA email.
- b. The President Pro-Tempore will then number the legislation with the administration number followed by the chronological numbering of the legislation for the year (i.e. 31-01). Once numbered the President Pro-Tempore will email legislation to the Rules Committee for review within twenty-four hours of receiving a proposed piece of legislation.

305.6 No legislation shall be presented to the Senate for its consideration unless it has been considered by a standing committee and the Rules Committee.

305.7 If the legislation was originally assigned to the Rules Committee, then, as a standing committee (outlined in 304.3), the legislation may precede to the full Senate after being considered and passed by the Rules Committee.

- a. The Rules Committee has the responsibility to review legislation for formatting, structural, and grammatical errors.
 - i. All legislation dealing with the governance of SGA or legislation which does not fit into a Standing Committee will then release the legislation back to the Rules Committee as if there were a Standing Committee.

305.8 By a two-thirds vote, the Senate may allow legislation to bypass the committee process and proceed directly to the Senate floor for consideration.

305.9 After legislation is placed in a standing committee, the Chair of the standing committee shall invite the author(s) to present the legislation and their research to the committee.

- a. During this process, the committee may offer friendly amendments, edits, and suggestions to the proposed legislation.
 - i. If an author agrees to a friendly amendment or suggestion, the committee will then take a vote and, by simple majority, send the proposed legislation to be sent back to the Rules Committee before being placed on the Senate Docket for a Senate Meeting.
 - ii. If a piece of legislation is approved to move onto the Senate for a vote, the Standing Committee or Rules Committee Chair must contact the President Pro-Tempore and the Vice President.
 - iii. It is the responsibility of the author to seek and approve sponsors for their legislation.

305.10 If changes are made in a standing committee the legislation shall be presented before the Rules Committee prior to being submitted for consideration by the full Senate. After legislation is considered by the Rules Committee, the Chair of the Rules Committee shall inform the President Pro-Tempore if any changes shall be made to

the legislation. If no changes are needed, the legislation may be placed on the Senate Docket.

305.11 The President Pro-Tempore must send all legislation which has been approved by a committee to all Senators via UGA email.

- a. The Vice President must publish the proposed legislation to the official SGA website and on the appropriate official social media accounts for the Student Body's viewing.
- b. Proposed legislation must be sent to all Senators and published for the Student Body to review five days prior to the next Senate Session.
 - i. Less than five days notice shall postpone the proposed legislation for debate and voting to the next Senate session unless initiated by the Vice-President or the President Pro Tempore with the approval of two-thirds of the legislative cabinet.

305.12 All votes on passed or no-voted legislation shall be made public twenty-four hours after a vote has occurred. A Senator's vote in the affirmative, negative, or abstention shall be made available on the official SGA website.

- a. All passed legislation must be sent to the Chief Justice of the Supreme Court and the President of the Student Government Association by the President Pro-Tempore within twenty-four hours of passage.
- b. If approved by the Supreme Court and the President of the Student Government Association, passed legislation must be sign and dated by the President and Vice President of the Student Government Association.
- c. All passed and signed legislation must be published on official SGA website and through the official social media accounts for the Student Body once approved by the Supreme Court.
- d. Each legislation must include the vote of each Senator's vote: affirmative, negative, or abstention ("Voting Results Roster"). If a Senator is absent then the Voting Results Roster shall reflect if the Senator's absence is excused or unexcused.
- e. Original copies of passed, signed, or vetoed legislation as well as each accompanying Voting Results Roster must be kept for the public archive.

305.13 The Senate shall operate under a modified version of Robert's Rules of Order in conjunction with the procedures outlined within the Statutes.

- a. The Senate shall be made aware and vote to affirm the modified rule prior to the first senate of the Fall Semester.

305.14 All students are able to enter into debate on issues and legislation before Senate; however, speaking preference shall be given to members of Senate.

305.15 The general course of Senate meetings shall be as follows: Call to Order, Roll Call, Open Forum, Executive Board reports, Old Business, New Business, Good of the Order, adjournment.

305.16 The President of the Senate, with the advice of the Legislative Cabinet, shall set the agenda for each meeting.

305.17 When legislation is put before the Senate, the author of the legislation shall be entitled to the floor before any other senator. If the author is not a member of the Senate, then one of the sponsors should seek recognition by the Chair and yield to the author.

305.18 Once the author's presentation has concluded, the floor shall be open for debate, for questions, and for pros and cons as well as motions.

305.19 If Senators do not seek recognition, the presiding officer has the discretion to end debate and move to a roll call vote on final passage of the legislation or on final approval of the matter before the Senate.

305.20 If a Senator motions to end debate from the floor and it receives a second, then the presiding officer shall ask if there is an objection. If there is no objection, the Senate shall consider amendments. If there is an objection, then the Senate shall move immediately into a voice vote on the motion.

305.21 Unless a Senator motions to approve by another means, the default voting procedure for final passage on legislation or final votes on confirmation shall be a roll call vote.

305.22 Amendments to legislation may be proposed during committee consideration and/or during floor debate. Amendments should only be offered by Senators.

305.23 The author of a piece of legislation reserves the right to make changes to their legislation at any point up until, but not during or after, the final vote on passage of the legislation by the Senate.

305.24 Amendments beyond a second-degree amendment are out of order.

305.25 Amendments should be presented to the Secretary of the Senate during debate and should include the amendment author's name and explain, in detail, exactly what the Senator is attempting to amend in the underlying legislation.

305.26 Following the end of debate, but before the final vote on passage, the presiding officer shall instruct the Secretary of the Senate to read the amendments. No more amendments should be accepted by the Secretary after debate has concluded.

305.27 After the Secretary has read the amendments, the presiding officer shall recognize the author of the amendment to speak to his or her amendment. After the amendment author yields the floor, the presiding officer shall recognize the author of the underlying

legislation for remarks on the amendment. Once the author of the legislation yields the floor, the floor shall be open for debate on the amendment.

305.28 If Senators do not seek recognition, the presiding officer has the discretion to end debate on the amendment and move to a vote on adopting the amendment.

305.29 Unless a Senator motions to approve by other means, the default voting procedure for adopting an amendment shall be voice vote.

305.30 Senators may move to adopt or approve issues before the Senate by unanimous consent. When this motion is made, the presiding officer shall ask if there is an objection to the motion. If there is no objection, then the motion carries. Otherwise, if there is an objection, then the motion shall fail.

305.31 In the event that a Senator disagrees with the call of the presiding officer on the results of a voice vote, senators may call out "division" at which point the Senate shall move into a roll call vote on the issue just voted on via voice vote.

305.32 Calls for a division must be made immediately following a voice vote, otherwise they will be out of order.

305.33 The Secretary of the Senate shall keep detailed minutes which must be posted to the official SGA website twenty-four hours after a Senate meeting.

305.34 Each Committee Chair shall keep detailed minutes including voting details, for all Committee meetings. Minutes must be sent to the President Pro-Tempore twenty four hours after a Committee meeting.

305.35 Unless otherwise stated in this section, all motions shall be voted on by voice vote.

305.36 Any legislation brought to the Senate floor shall be preserved by the Secretary of the Senate in an official archive of the Student Government Association of the University of Georgia, which shall be made public to the student body. The official archive of SGA shall be established over the course of this Fall Semester of 2017, and a future bill shall be written to officialize such proceedings.

CHAPTER 306: OFFICIAL ARCHIVE

306.1 The Secretary of the Senate shall record the attendance, ensure quorum, record votes, and record minutes-all of which shall be preserved in the official archive of SGA- and prepare all such documentation for interested parties, including but not limited to, the Executive Director of Communications for publishing votes and the Attorney General for enforcing attendance policies set herein. Minutes may take the form of a recording of, or a written account of, Senatorial proceedings.

306.2 All legislation, passed by Senate, no voted, or vetoed shall be signed, and preserved by the Vice President in conjunction with the Secretary of the Senate. The original signed legislation shall be kept in the official SGA office and turned over to the Special Collections library after each term in office is completed.

306.2 The Parliamentarian shall assist the Secretary of the Senate and the Presiding Officer of the Senate in running Senate meetings by ensuring accordance with all policies related to the Legislative Branch set herein.

The Judicial Branch

CHAPTER 400: JUDICIAL JURISDICTION

400.1 The Supreme Court shall have subpoena power over members affected by judicial jurisdiction. Failure to appear shall be a contempt of court.

400.2 The Supreme Court shall ensure adherence to constitutional procedure of legislation passed by referring legislation to the appropriate stage - including but not limited to the Student Government Association Vice President, Senate President Pro-Tempore, and respective Ad-Hoc Committees - should an error be determined.

400.3 The Supreme Court exercises exclusive appellate jurisdiction over sanctions delivered by the Elections Committee should a ticket or candidate contest its decision.

- a. A ticket or candidate may appeal the constitutionality and severity of the sanctions rendered by the Elections Committee, however the decision of guilt or innocence rendered by the Elections Committee is final.

400.4 The Supreme Court, in accordance with the Constitution of the Student Government Association, shall make its internal rules of practice and procedure by a majority vote of the Justices and shall incorporate these rules into these Statutes at the discretion of the Attorney General.

CHAPTER 401: JUDICIAL PROCEDURE

401.1 Standing

- a. The Supreme Court may only hear cases presented by the Student Government Association Attorney General or when presented with a petition by five Senators.
- b. In accordance with the Constitution, the accused shall be notified of charges being brought against them no less than one week prior to the date of the hearing, barring extraordinary circumstances as determined by the Chief Justice.

- c. All evidence, if any, shall be presented to all parties no less than three days prior to the date of the hearing, unless late submissions are approved by the Chief Justice.
- d. The burden of proof shall lie with the Attorney General.
- e. The court will operate such that the accused is presumed innocent until proven guilty.

401.2 Prosecution and Defense

- a. The Student Government Association Attorney General shall make an opening statement outlining the charges.
- b. The accused shall then deliver an opening defense.
- c. The Student Government Association Attorney General shall present any evidence or witnesses.
- d. The accused may counter and cross-examine any witnesses.
- e. The accused may present any evidence or witnesses in their defense.
- f. The Student Government Association Attorney General may counter and cross-examine any witnesses.
- g. The Student Government Association Attorney General shall make a closing statement and recommendation for adjudication.
- h. The accused shall make a closing statement and offer any recommendations to the Supreme Court.
- i. The Supreme Court may question either party until they leave for deliberation.

401.3 Deliberation

- a. The Supreme Court shall deliberate as to the innocence or guilt of the accused according to the charges presented.
- b. Deliberation shall take place in a sequestered environment with only the Supreme Court present.
- c. A majority vote is required to find guilt.

- d. The Supreme Court, if finding guilt, can penalize the accused as described by the Student Government Association Attorney General or develop a sentence.
- e. A majority opinion must be written by the court and delivered to the accused, the Senate, and the Student Government Association Attorney General.
- f. Concurring or dissenting opinions may accompany the majority opinion.
- g. Justices are free to issue dissenting opinions which shall also be presented to the accused, Senate, and Student Government Association Attorney General.

401.4 Recommendations

- a. The Supreme Court may issue the following recommendations of penalty:
 - i. Written reprimand
 - ii. University or Community service hours
 - iii. Probation
 - iv. Suspension
 - vi. Expulsion
 - vii. Other recommendations as approved by the President.

401.5 As the highest authority in the interpretation of the Constitution, Bylaws, Codes, and legislation of the Student Government Association, the decision of the Supreme Court is binding unless reviewed internally by the Court.

CHAPTER 402: JUDICIAL RECUSALS

402.1 Grounds for recusal may include but are not limited to interest in the outcome of the case or any relationship with, partiality toward, or prejudice against the accused which would compromise their objectivity.

402.2 In any case before the court, any party to said case or any interested party may, at any time before final judgment, file a motion requesting a recusal of a member of the court.

- a. Should a request be filed, it shall be determined by a majority vote of the Supreme Court.

402.3 Any member of the court may, on their own motion, recuse themselves given the member's own knowledge of any of the grounds for suggestion of recusal.

402.4 Should a recusal occur, the Chief Justice may call upon another Justice at their discretion to fulfill the duties of the absent Justice.

402.5 Should multiple recusals occur, the presiding Chief Justice shall appoint Senators to temporarily fill the vacant seats upon majority approval in the Senate.

General Statutes

CHAPTER 500: MANDATORY EVENTS

500.1 The determination of a mandatory event will be based on whether or not the presence and participation of the Student Government Association and its members would benefit the student population and further the ongoing mission of the Student Government Association.

500.2 Mandatory events will be determined by a joint decision of the Student Government Association Executive Board.

500.3 Members of the Student Government Association must be given two weeks' notice of any mandatory event.

CHAPTER 501: DRESS CODE

501.1 Senators, Executive Cabinet members, and Executive Staff members shall wear professional business attire to Senate meetings unless otherwise noted by the President of the Senate. Members that attend in inappropriate attire shall be asked to leave by the President of the Senate.

- a. Professional business attire shall be defined as a suit with tie, a pantsuit, or a dress, a skirt paired with a dress shirt, a dress jacket, and dress shoes.

501.2 Executive Cabinet members and Executive Staff shall wear professional business attire to Cabinet meetings unless otherwise noted by a member of the Executive Board, Chief of Staff, or Chief Implementation Officer.

- a. Professional business attire shall be defined in accordance with Statutes Chapter 501.1 subsection a.

501.2 General Assembly meetings and Executive Staff meetings will be casual business attire unless otherwise noted.

- a. Casual business attire shall be defined as collared shirts, casual dresses, blouses, slacks, and comparable shoes.

501.3 Dress code for mandatory events will be specified at the time of announcements. Those directing the event shall reserve the right to ask members to leave an event if not dressed appropriately.

CHAPTER 502: FINANCIAL PROCESS

502.1 All internal requests for money must be approved by the Student Government Association Treasurer prior to spending.

502.2 Proof of approval must be presented in order to receive funding or petty cash.

CHAPTER 503: CODE OF ETHICS

503.1 This Code of Ethics is established in order to define guidelines of behavior and conduct to which all members should adhere, as it includes a partial list of the character qualities and expectations each member should exhibit and to which each member shall be held accountable.

503.2 The following expectations apply to all members of the Student Government Association. Active members shall:

- a. Conduct themselves at all times in a manner that shall reflect positively on the Student Government Association and the University of Georgia.
- b. Be loyal to the highest ethical principles and to the Student Government Association oath of office.
- c. Uphold the Oath of Office, Constitution, Statutes, and all governing documents of the Student Government Association, in addition to the University of Georgia Student Code of Conduct.
- d. Neither receive or dispense any favors that undermine their ability to uphold their responsibilities.
- e. Maintain the appropriate attitude and level of professionalism regarding their duties and to perform them with the best interests of the students in mind.
- f. Not maliciously make erroneous or uninformed statements about the Student Government Association or the University of Georgia.
- g. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, and never accept for themselves favors or benefits under circumstances which might be interpreted by reasonable persons as influencing the performance of their governmental duties.
- h. Uphold the principles, ever conscious that a Student Government Association office is a public trust of the student body, of the University of Georgia.

503.3 Recognizing that the University of Georgia is an important part of Athens-Clarke County, Georgia, and the United States, it should be incumbent upon every member to participate in activities that contribute to overall community well-being. Active members shall:

- a. Uphold the laws of the United States of America, the State of Georgia, and their respective communities.
- b. Respect all members of the community regardless of race, color, religion, national origin, sex, gender, sexual orientation, age, veteran status, gender identity or disability in compliance with the University of Georgia's non-discrimination and anti-harassment policy:
 - i. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status.
 - ii. Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the University of Georgia Non-Discrimination and Anti-Harassment Policy. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

503.4 Each member has a responsibility to the administrators, staff, and faculty members to maintain appropriate respect for the policies and actions of the University of Georgia. Active members shall:

- a. Conduct themselves in accordance with University policy at all times.
- b. Uphold the University Student Code of conduct.
- c. Not intentionally make erroneous or unsubstantiated statements about the University in or to public or private media outlets.

- d. Show respect for the University administration, faculty, and staff.
- e. Address faculty and administrative concerns with Student Government Association business in a timely and appropriate manner.

503.5 All Active Student Government Association members have a responsibility to their fellow Active members and the student body to maintain the appropriate attitude and level of professionalism regarding their duties and to perform them with the best interests of the students in mind. Active members shall:

- a. Consult with constituents on matters that are to be voted on in the Senate.
- b. Endeavor to keep their constituents and the student body informed about the purpose, goals, and actions of the Student Government Association.
- c. Take their duties seriously, in accordance to the expectations of the student body.
- d. Represent their constituents to the best of their ability.

503.6 Each member has a responsibility to uphold the Constitution, Bylaws, Codes, procedures, and regulations adopted and performed by the Student Government Association. Active members:

- a. Will not, at any time, make, directly or indirectly, any oral or written public or private statements that are false and disparaging of the Student Government Association of the University of Georgia, any of its present or former officers, or its Constitution, Bylaws, Codes, procedures, and regulations.
 - i. Public or private platforms include, but are not limited to: Facebook, Twitter, Instagram, Snapchat, GroupMe, Google accounts, and public or private media outlets.

Small Clubs Allocation Code

CHAPTER 600: GUIDELINES GOVERNING THE ALLOCATION OF FUNDS FROM THE SMALL CLUBS ALLOCATIONS ACCOUNT

600.1 Funds in this account shall be used to assist registered clubs and organizations to present programs or to cover operational and start-up costs.

600.2 All funds disbursed from the small clubs allocations account must abide by the Student Activity Fee General Guidelines and the Small Clubs Allocation Guidelines.

600.3 The Student Government Association Treasurer shall appoint a Small Clubs Allocations Committee and serve as its chair. Committee members must be approved by the Senate through a majority vote. The Committee will oversee the process to disburse small clubs funding , in a process outlined by the Treasurer.

600.4 At least thirty days after a set date, any approved funds must be claimed by the 1st or 15th day of the month, whichever comes first.

- a. For requests related to an event, the set date is the day on which the event ends.
- b. For requests not related to an event, the set date is the day on which the organization is notified of the Committee's decision to approve their request.
- c. If the reimbursements are not claimed within the designated time, the funds will be returned to the allocation pool.

600.5 The Small Clubs Allocation Committee allocates money from the Student Activity Fee, and recognizes that these fees are also allocated by other organizations. The Small Clubs Allocation Committee can allocate to an organization already receiving Student Activity Fees from another source, but will not exceed \$500 for such organizations.

600.6 An organization or group requesting Small Clubs funds must be registered online via the University of Georgia Involvement Network.

The Elections Code

CHAPTER 700: REQUIREMENTS FOR OFFICE

700.1 Presidential Candidates

- a. Must be registered as a full-time student as defined by the President's degree or program of study and must have an institutional G.P.A. of at least a 2.75 on a 4.0 scale prior to the start of the campaign period.
- b. Shall run as an executive ticket with the Vice President and Treasurer.
- c. Shall, as an individual, submit a petition with 200 signatures from any registered undergraduate student.
- d. Shall be elected by the student body in a secret ballot no later than April 30th.
- e. May serve no more than two terms as either President, Vice President, or Treasurer.
- f. Must be capable of fulfilling obligations of the office during the summer term

700.2 Vice Presidential Candidates

- a. Must be registered as a full-time student as defined by the Vice President's degree or program of study, and must have an institutional G.P.A. of at least a 2.75 on a 4.0 scale prior to the start of the campaign period.
- b. Shall run as an executive ticket with the President and Treasurer
- c. Shall, as an individual, submit a petition with 200 signatures from any registered undergraduate student.
- d. Shall be elected by the student body in a secret ballot no later than April 30th.
- e. May serve no more than two terms as either President, Vice President, or Treasurer. Must be capable of fulfilling obligations of the office during the summer term.

700.3 Treasurer Candidates

- a. Must be registered as a full-time student as defined by the Treasurer's degree or program of study, and must have an institutional G.P.A. of at least a 2.75 on a 4.0 scale prior to the start of the campaign period.

- b. Shall run as an executive ticket with the President and Vice President.
- c. Shall, as an individual, submit a petition with 200 signatures from any registered undergraduate student.
- d. Shall be elected by the student body in a secret ballot no later than April 30th.
- e. May serve no more than two terms as either President, Vice President, or Treasurer.
- f. Must be capable of fulfilling obligations of the office during the summer term.

700.4 Senatorial Candidates

- a. Senators shall be elected from each of the individual schools and colleges of the University of Georgia in proportion to the student enrollment within the school or college using the formula of one Senate seat for every one-thousand students enrolled, or a portion thereof, and one Senate seat for any school or college with less than one-thousand enrolled.
- b. Senators must be registered as full time students as defined by their degree or program of study and must have an institutional G.P.A. of at least a 2.75 on a 4.0 scale prior to the start of the campaign period.
- c. Senators must be enrolled in the school or college in which they stand for election.
- d. If a Senator ceases to be enrolled in the school or college he or she was elected to represent, then he or she will be up for review by the Supreme Court.
- e. Shall submit a petition of signatures with the lesser of 100 or 10% of the students enrolled in the school or college in which they stand for election.
- f. Senators can serve unlimited terms following each annual election that they successfully win.
- g. Student Life Senators
 - i. The purpose of Student Life Senators is to represent the extracurricular needs and interests of the student body. Student Life Senators shall be comprised of two categories of representatives: Campus Life Senators and At-Large Senators for Student Affairs.
 - ii. Campus Life Senators shall represent aspects of social identities of students that do not have an alternative organized, legislative voice at the University.

They shall have defined constituent bases as determined by the Elections Committee.

iii. At-Large Senators for Student Affairs shall exist to serve the evolving needs of students at the University that are not addressed by college or campus life senate seats.

iv. Composition

A. One Student Life Senator shall be elected for every two-thousand undergraduate students.

B. The ratio of Campus Life Senators to At-Large Senators for Student Affairs shall be determined by Elections Committee annually and presented by the final senate of the fall semester, confirmed by a two-thirds vote of the Senate separate from the Elections Code and Timeline

C. In determining the number of student life seats allocated to Campus Life Senators and At-Large Senators for Student Affairs, the percentage of each shall not fall below 25 percent of the total number of student life seats available.

v. Petition and Election Process for Campus Life Senators

A. Shall be registered as a full-time student with a minimum GPA of 2.75.

B. Shall submit Declaration of Candidacy forms as defined by the Elections Committee in the Elections Code.

C. If the Elections Committee determines a candidate cannot effectively serve as a representative for the Campus Life seat to which they are applying, the Elections Committee shall have the ability to reject an individual's petition for candidacy.

D. If an interested individual's petition for candidacy is rejected, said individual can appeal the decision before the Supreme Court.

E. If an interested individual's petition for candidacy for a Campus Life seat is rejected, said individual may participate in the elections process for an At-Large Senator for Student Affairs seat.

F. Shall be elected by the student body in a secret ballot and inaugurated no later than April 30.

vi. Petition Process for At-Large Senators for Student Affairs

A. Shall be registered as a full-time student with a minimum GPA of 2.75.

B. Shall submit eligibility forms as defined by the Elections Committee in the Elections Code.

C. Shall be elected by the student body in a secret ballot and inaugurated no later than April 30.

700.4. Vacancy in the Seat of a Student Life Representative Senator shall be approved by Legislative Cabinet with a representative from the same Student Life category and confirmed by a two-thirds vote of the Senate.

700.5 No cross-filing for any two offices is allowed.

700.6 Only students enrolled in undergraduate classes at the Athens campus of the University of Georgia are eligible to run for office in this Student Government Association.

CHAPTER 701: ELECTIONS TIMELINE

701.1 Shall be the official timeline of the elections process, detailing all deadlines and restrictions outlined in the Elections Code.

701.2 Shall be set by the Elections Committee during the Fall semester for the Spring elections.

701.3 Shall be approved by a two-thirds vote of Senate no later than the first Senate meeting of the Spring semester.

701.4 Shall be distributed to all candidates at the Candidate Seminar.

701.5 After passage of the timeline by the Senate, the Elections Committee shall have the power to amend the timeline as needed. The Attorney General must communicate any amendments approved by the Elections Committee to the Senate and any other outlets deemed appropriate within three school days of passage.

CHAPTER 702: CANDIDATE SEMINAR AND EXECUTIVE SEMINAR

702.1 The Candidate Seminar shall be held within five school days of the filing deadline. The exact time and place shall be determined within the Elections Timeline and announced by the Elections Committee no later than the beginning of the time of filing.

702.2 It is the duty of the Elections Committee to use the Candidate Seminar to inform potential candidates of all policies within the Elections Code, as well as presenting the Elections Timeline and answering any questions candidates might have.

702.3 Executive Seminar

- a. The Executive Seminar shall be held within five school days of the filing deadline. The exact time and place shall be determined within the Elections Timeline and announced by the Elections Committee no later than the beginning of the time of filing.
- b. The Elections Committee and the sitting Student Government Association executive officers shall be responsible for thoroughly informing Executive Candidates of their duties of office.
- c. Failure of an individual candidate to attend the Executive Seminar shall result in disqualification to run.
- d. Executive Candidates are still required to attend the Candidate Seminar.

702.4 Candidate Absence Policy

- a. Any candidate who is unable to personally attend or send an agent to the Candidate Seminar shall contact the Attorney General prior to the meeting and report their reason for absence.
- b. Any candidate who fails to attend the seminar, personally, by agent, or who fails to contact the Attorney General, will not have his or her name printed on the ballot.

702.5 The Use of Agents

- a. A candidate may send an agent to represent them at the Candidate Seminar.
- b. Any person claiming to be an agent of a candidate shall be required to show written verification, signed by the candidate, identifying the person as an agent.

702.6 Staff Absence Policy

- a. It is recommended that all campaign staff attend the Candidate Seminar in addition to the candidates.

- b. If a staff member cannot attend the Candidate Seminar, they do not need to notify the Attorney General or send an agent; however, they shall be held responsible for knowing all Elections Code policies and adhering to them.

CHAPTER 703: FILING OF REQUIRED DOCUMENTATION

703.1 Statement of Intent

- a. All candidates shall file a statement of intention to run for office with the Elections Committee.
- b. The Statement of Intent shall be posted on the Elections Committee's organization site on the University of Georgia Involvement Network and shall include the candidate's name, current address, phone number, e-mail address, position for which he or she shall stand for election, names of any individual campaign staff, staff phone numbers, and staff e-mail addresses.
- c. All candidates shall sign a grade release statement enabling the Elections Committee to check grade qualifications of the candidates.
- d. A candidate may change the office he or she seeks to run for up until the close of the filing period at which time changes will be prohibited.
- e. Staff may be added or removed by the candidate until the close of the filing period at which time a campaign staff roster will be filed with the Statement of Intent. Staff may be added or removed by the candidate until the start of campaigning, at which time an updated roster will be turned in to the Elections Committee. A final staff roster will be turned in to the Elections Committee at the beginning of the voting period.
- f. The Statement of Intent shall be submitted online. An electronic confirmation will be sent to the candidate; if no confirmation is received, it is the responsibility of the candidate to notify the Attorney General within 24 hours of the issue.
- g. Failure by a candidate to submit the Statement of Intent by the deadline as defined in the Elections Timeline will result in automatic disqualification of the candidate unless extenuating circumstances are otherwise determined by the Elections Committee.

703.2 Petition of Signatures

- a. In addition to the Statement of Intent, each candidate will submit a Petition of Signatures to the Attorney General by the deadline set in the Elections Timeline.
 - i. The number of signatures required for Executive Candidates can be found in sections 703.1 , 703.2, and 703.3 of this document.
 - ii. The number of signatures required for Senatorial candidates can be found in section 704.e of this document.
- b. Failure to submit a Petition of Signatures will result in an incomplete application.

703.3 Senator Party Affiliations

- a. Any group of candidates who choose to form a senator party (hereinafter referred to as party) shall submit a party affiliation form as provided by the Elections Committee.
- b. The Party Affiliation Form shall include the party's name, list of all senatorial candidates in the party and their associated positions, and any party-wide staff.
- c. Candidates and staff may be added or removed from the party until the close of the filing period at which time a campaign staff roster will be submitted
with the Statement of Intent. Staff may be added or removed by the candidate until the start of campaigning, at which time an updated roster will be turned in to the Elections Committee.
- d. Parties may only be composed of students from within the school for which they are running.
- e. Parties may only submit one name for every position available within each school. No party will have more candidates than available seats for each school.
- f. A candidate cannot appear on more than one Party Affiliation Form.
- g. A party may not include an executive ticket.
- h. A party may not endorse an executive ticket.
- i. A party running in one school or college may endorse another party running for seats in a different school or college.

j. All candidates within the party shall be elected individually.

703.4 A prospective candidate may request the identity of any other students who have already filed for any office or position at any time.

703.5 Any tampering of election documents will result in the disqualification of the tampering person or the candidate they represent.

703.6 Candidates will be notified of eligibility following the filing deadline, before any scheduled debate.

703.7 Any organization, person, or party that a candidate or ticket is claiming endorsement from must complete and file the Endorsement Form provided by the Elections Committee.

a. An organization, person, or party that is self-proclaiming endorsement of a candidate or ticket, without the candidate or ticket advertising the endorsement, does not have to fill out the Endorsement Form.

CHAPTER 704: CAMPAIGNS

704.1 The campaign period will be set by the Elections Committee.

704.2 Campaigning may begin for candidates and parties on the date and time specified by the Elections Timeline, after each candidate files all necessary documents, attends the mandatory candidate seminar, and after notification of eligibility has been communicated by the Elections Committee.

a. Any forms of campaigning done prior to the date specified by the Elections Committee will result in disciplinary action, as defined by the Elections Committee.

b. All candidates and registered staff members will be accountable for adhering to the campaign guidelines, as defined in this section. Failure to adhere to said guidelines will result in disciplinary action, as defined by the Elections Committee.

704.3 Restrictions on Campaign Expenses

a. Individual executive tickets may spend a maximum of \$1500 on their campaign.

b. Individual candidates for Senate may spend a maximum of \$250 on their campaign.

c. Senate Parties may spend a maximum amount based on the sum of \$100 for every candidate seeking a Senate seat.

704.4 Restrictions on Campaign Materials

- a. All campaign materials must be approved by the Elections Committee at least one week prior to the official beginning of the campaign period.
 1. Campaign material shall be defined as an advertisement, document, or other medium that is intended to promote the electoral prospect of a particular candidate, party, or ticket.
 2. Campaign material shall also include, but will not be limited to the following:
 - a. An electoral advertisement
 - b. A printed document containing an electoral matter (a how-to-vote card, a candidate or party platform, etc.)
 - c. A message presented in a way which is intended to promote an electoral matter, candidate, party, or ticket.
 - d. Any social media or traditional media platform intended to promote an electoral matter, candidate, party, or ticket.
 - i. These platforms include, but are not limited to: privately acquired websites, Facebook, Twitter, Instagram, Snapchat, and GroupMe.
 3. Campaign materials will not include postings on the aforementioned platforms after the beginning of the campaign period.
 - a. Postings include, but are not limited to Facebook status updates, tweets, Instagram posts or stories, or Snapchat stories.
 - b. These postings will, however, be seen as an extension of the candidate, staff, party, or ticket associated with said platform and as such be held to the disciplinary standards as defined by the Elections Committee.

- b. Only approved postings may be posted.
- c. If an individual candidate, senate ticket, or executive ticket wishes to alter any respective posting after its approval, the new changes must also be approved by the Elections Committee.
- d. All postings within the UGA campus must abide by the UGA Campus Promotion Guide, Computer Use Policy, Housing policies, Food Services policies, and any other applicable code of a UGA governing body.
- e. If no decision is made within twenty-four hours by the Elections Committee as to the approval of a submitted posting, then it is automatically approved.
- f. A link to all applicable codes must be made available on the Student Government Association "Elections" website prior to the Candidate Seminar.
- g. Each candidate is responsible for seeing that their postings are removed by 5:00 p.m. the day following the announcement of the election results.
- h. If a candidate is involved in a run-off, they need not remove their postings until the day following the announcement of the run-off results.

704.5 General Regulations

- a. No person other than a member of the Elections Committee, the respective candidate, or member of the respective candidate's staff or party shall willfully destroy, deface, obscure, move, or remove postings.
- b. The Elections Committee shall only handle campaign materials in the case of a violation of this Elections Code and shall alert the respective candidate within one business day.
- c. No candidate or any individual working on a campaign may intentionally damage the character of another candidate, staff member, or Elections Committee member with false information.
- d. No candidate or any individual working on a campaign may publicly state any false or misleading information about a candidate, staff member, Elections Committee member, or party.
- e. All candidates, staff, parties, and tickets will abide by the Student Government Association's Code of Ethics as defined in this document.

- f. Chalking and all other forms of defacing University property are prohibited.
- g. Candidates and staff may not distribute campaign materials in campus dining areas.
- h. Door-to-door campaigning in residence halls is prohibited.
- i. Candidates may not hand out campaign materials inside university buildings.
- j. No candidate shall claim to be endorsed by any individual or organization, other than a party, unless the candidate has secured a written statement of endorsement from the endorsing individual or organization and presented it to the Elections Committee.
- k. When a candidate is being interviewed by media outlets (i.e. all print media, television, and online venues), it is his/her responsibility to state any party affiliation and position within the party.
- l. When a candidate or staff member is being interviewed by media outlets, reserving space, or campaigning, it is his/her responsibility to present himself or herself as a candidate, and not as a member of the Student Government Association.
 - 1. Statements of prior or current active membership in the Student Government Association are permitted.
- m. All candidates must abide by all Campus Reservations, Events, and Technical Services (CRETS) guidelines as outlined at the Mandatory Candidate Seminar.

704.6 Executive Ticket Regulations

- a. An executive ticket shall run independently of senator candidates.
- b. An executive ticket shall not endorse any candidate for senator.
- c. An executive ticket will be held accountable as one entity, and not as individual candidates.

704.7 Campaigning Outside of Campus

- a. Any campaign materials posted on public property in Athens-Clarke County are subject to its own laws and policies, along with this Code.
- b. In order for candidates to post campaign materials on private property, they must first obtain written consent from the owner of the property and follow all applicable policies of the governing body that has jurisdiction over that property.

704.8 Debates

- a. The Elections Committee shall set a time and place for an Executive Debate. One debate is to be held during the week prior to the days of the General Election. Attendance at the debate is mandatory for all respective candidates on an executive ticket.
- b. If an executive ticket candidate is unable to attend the debate, it is his/her responsibility to make arrangements to participate via any form of communication deemed acceptable by the Attorney General.
- c. The format of the debates shall be determined by the Elections Committee.
- d. It is the responsibility of the Elections Committee to publicize the Executive Debate through relevant media outlets.
- e. Candidates for office may organize their own debates between either executive tickets or Senate candidates; such debates are not subject to the rules or format of the debate hosted by the Elections Committee.
 1. These debates, however are subject to the rules of the Elections Code, and must be approved by the Elections Committee no later than one week prior to the scheduled debate.

704.9 Responsibilities of Campaign Staff

- a. All individuals who are actively representing an individual or party are considered to be staff and must be registered with a Statement of Intent or Party Affiliation.
 - i. Active representation does not include people who have only participated in the campaign with social media posts.

- b. Candidates and parties are responsible for the actions of their staff.
- c. Campaign staff will adhere to the Student Government Association's Code of Ethics, the Elections Code, and the University of Georgia's Code of Conduct.

704.10 Campaign Liaison

- a. Each party will be responsible for establishing one member of their campaign staff to be the Campaign Liaison.
- b. All individual complaints within the party must be sent to the Liaison, who will be the only member allowed to submit an official complaint to the Elections Committee.
- c. The Liaison may represent a candidate or staff member of he/she is unable to attend a scheduled hearing.

CHAPTER 705: ELECTIONS

705.1 Elections Period

- a. The elections shall be held on the last week of the campaign period.
- b. Candidates and staff shall respect the students' right to a secret ballot by not exerting any undue influence over a voter.
- c. The Elections Committee shall supervise the elections and be available for assistance and ruling in any and all matters during the elections process.
- d. Copies of the official enrollment numbers for the University of Georgia shall be obtained by the Elections Committee from the Office of the Registrar at the beginning of the Spring semester to determine the number of Senate seats available for candidacy.

705.2 Voting

- a. Only individuals who are officially registered as undergraduate students at the Athens campus of the University of Georgia may participate in Student Body elections.
- b. One person submitting a ballot using the identity of another student, regardless of the willingness of the student, is prohibited.
- c. The counting of votes shall be under the supervision of the Elections Committee.

705.3 Results

- a. Results of the election will be announced following the end of the elections period at a time specified by the Elections Committee within the Elections Timeline.
- b. The incoming President, Vice President, Treasurer, and members of Senate elected in the elections shall take office after the ratification of the elections results by the Student Government Association Senate, and before April 30th.
- c. A vote to ratify the elections results must be made in the first Senate meeting of the outgoing Student Government Association after the receipt of the report of the Elections Committee by the Attorney General.
- d. If the Senate chooses not to ratify the results, then it shall instruct the Elections Committee to carry out remedies.

705.4 Recount

- a. Any individual desiring a recount must petition the Elections Committee within twenty-four hours after the elections results are announced.
- b. All candidates involved in a recount shall be notified within twenty-four hours of the request.
- c. The recount shall be conducted by the Elections Committee within seven days of the request and must be done in the presence of two representatives of both parties.

705.5 Irregularities

- a. The Elections Committee shall have the power to withhold the certification and results of an election in which it finds substantial evidence that irregularities may have occurred and such irregularities may have influenced the outcome or results of the election.
- b. The Elections Committee shall have one day to investigate and rule on the irregularity.

- c. The Elections Committee may, if deems necessary, call a new election to be held within the limits of this Elections Code at the earliest convenient time.

705.6 Run-off Elections

- a. A run-off between the top two tickets shall be held for the executive tickets when a ticket does not receive more than forty percent of the votes cast.
- b. The Elections Committee will set an appropriate date for the run-off election.
- c. In the case of a run-off election, the Financial Disclosure Form will not be due until 5:00 p.m. on the Monday following the run-off election.

CHAPTER 706: FINANCIAL DISCLOSURE

706.1 Candidates

- a. Each candidate is required to keep accurate and up-to-date records of all campaign receipts and expenditures.
- b. Contributions and expenditures of non-monetary assets shall be listed and valued at their fair market value.
- c. Each candidate shall be required to file a complete Financial Disclosure Form at least twenty-four hours prior to the start of the campaign period; this form must be updated with an amendment on the day voting commences, as well as with a third update no more than twenty-four hours after the results of the election are announced.
- d. Each candidate's financial records shall be available for public inspection.

706.2 Parties

- a. Each party is required to keep accurate and up-to-date records of all campaign receipts and expenditures for the party and associated party members and staff.
- b. Contributions and expenditures of non-monetary assets shall be listed and valued at their fair market value.
- c. Each party shall be required to file a complete Financial Disclosure Form at least twenty-four hours prior to the start of the campaign period; this form must be updated with an amendment on the day voting commences, as well as with a third update no more than twenty-four hours after the results of the election are announced.

d. Each party's financial records shall be available for public inspection.

706.3 Any discrepancy of more than five percent between receipts provided and expenditures listed shall be considered a violation of this Elections Code and will result in a hearing before the Elections Committee and possible disqualification.

CHAPTER 707: REFERENDUMS AND CONSTITUTIONAL AMENDMENTS

707.1 Constitutional amendments, referendum issues, and other questions may be submitted to the student body at the same time as any election governed by this Code.

707.2 The Elections Committee, under instructions from the Student Government Association Senate, may call a special election while classes are in session during any fall and spring semester.

CHAPTER 708: TRANSITION

708.1 The Student Government Association transition period shall begin immediately following the announcement of the election results and will end with the swearing in of the new Student Government Association Executive Officers and Senators.

CHAPTER 709: OATH OF OFFICE

709.1 The President-Elect shall be administered the Oath of Office by the presiding Chief Justice of the Student Government Association at a time and date set by the Elections Committee, provided that this date is before April 30th.

709.2 The Vice President-Elect, Treasurer-Elect, Senators-Elect, and any appointed Constitutional officers shall be administered the Oath of Office by the new President of the Student Government Association.

CHAPTER 710: ELECTIONS COMMITTEE

710.1 The Elections Committee shall be formed in accordance with Article V, Section 6, Paragraph A of the Constitution of the Student Government Association of the University of Georgia.

710.2 Impartiality

- a. In the case where the Attorney General stands for election to an office or is otherwise deemed incapable of remaining impartial by the Elections Committee, they will be responsible for submitting a designee to the President of the Student Government Association to fulfill their duties on the Elections Committee.
- b. The designee must be approved by a two-thirds vote of the Student Government Association Senate.
- c. No voting member of the Elections Committee shall be a candidate for office in the Student Government Association while serving on the Elections Committee.
- d. No voting member of the Elections Committee shall assist with a campaign for office in the Student Government Association while serving on the Elections Committee.

710.3 Duties

- a. Shall interpret, execute, and enforce all election laws provided in this Elections Code.
- b. Shall supervise all campaigns by candidates and parties for Student Government Association office as well as elections related to referendum issues, proposed Constitutional amendments, and other questions appearing on the official ballot.
- c. Shall assess and execute the remedies and sanctions provided in this Elections Code if it finds violation of either provisions of this Code or Elections Committee rulings.
- d. May promulgate rules and regulations to the extent that they are necessary in providing an equal opportunity to all candidates during the whole election process.
- e. Shall have the authority to submit news items and election results to campus and community news disseminating organizations.
- f. Shall have the authority to reserve University facilities for events related to any election.

- g. Shall take all minutes of meetings and hearings, and keep records of all opinions, rulings, and filings required of candidates under this Elections Code.

CHAPTER 711: ELECTIONS HEARINGS AND APPEALS

711.1 Complaints

- a. The Campaign Liaison shall submit all complaints on behalf of candidates in a party to the Attorney General and will be responsible for representing the candidate filing the complaint if he/she is unable to attend a hearing that ensues.
- b. Any individual candidate not running in a party will be responsible for attending a hearing that results from a complaint he/she files.
- c. The Elections Committee must act on all complaints within three school days after they are received by dismissing them or calling a hearing.
- d. All hearings and sanctions must be completed within forty-eight hours after the announcement of the election results.

711.2 Dismissal

- a. The Elections Committee may dismiss a complaint if the complaint was not filed within two school days of the conclusion of all election procedures.
- b. The Elections Committee may dismiss a complaint if the Elections Committee lacks jurisdiction over the subject or a party in the dispute.
- c. The Elections Committee may dismiss a complaint if the complaint fails to state a cause of action for which relief may be granted.
- d. The Elections Committee may dismiss a complaint if the complaint is not registered in good faith and is primarily for the purpose of harassment.

711.3 Hearings

- a. The Elections Committee shall set the time and place of the hearing.
- b. The Elections Committee shall notify the involved parties of the time and place of the hearing.
- d. Shall be open to the public.

- e. Require at least three Elections Committee members to be in attendance with the chair presiding. In their absence, the responsibility shall fall to a designated Elections Committee member.
- f. The Elections Committee shall determine the format for the hearing in such a manner where all parties are represented equally and the information necessary to make a decision is provided.
- g. The presentation by witnesses or testimonies is allowed.
- h. The complaining party shall bear the burden of proof.
- i. Ignorance of the Elections Code, either by candidates, staff, parties, or members of the Elections Committee, shall not be an acceptable defense in response to any offense committed in any election governed by this Code.

711.4 Decisions, orders, and rulings of the Elections Committee shall be announced as soon as possible after the hearing and must be concurred to by the majority of the Committee.

711.5 Remedies and Sanctions

- a. Possible remedies and sanctions may include disqualification from office or candidacy; removal of candidate from the ballot; suspension from campaigning; probationary period; removal of campaign materials; or formal reprimand.
- b. This list is not exhaustive; other remedies and sanctions may be assigned if deemed necessary by the Elections Committee.

711.6 Sanctions

- a. A candidate may not receive multiple numerical sanctions for the same incident, only steeper remedies if so deemed.
- b. Three sanctions will, at least, result in automatic probation as defined by the Elections Committee.
- c. A sanction while on probation will, at least, automatically suspend the candidate, ticket, or party from further campaigning.
- d. A sanction while suspended will automatically disqualify any candidate from the election process.

- e. A total of five sanctions will automatically disqualify any candidate from the election process.
- f. If after a hearing, the Elections Committee finds that the candidate has willfully and blatantly violated the ruling of the Committee, the Committee may disqualify the candidate.
- g. Any decision by the Elections Committee other than a formal reprimand shall be considered a sanction.
- h. The Elections Committee has the discretion to take any action that is deemed appropriate with regard to the complaint.

711.7 The Constitutionality of the decisions, orders, and rulings of the Elections Committee shall be subject to review by the Supreme Court.

- a. Within 24 hours of the Elections Committee's release of its decision to the relevant parties, the subject(s) of the initial hearing can appeal the Committee's decision to the Supreme Court should they believe that the Committee did not adhere to its guiding principles in making its decision.
- b. In making an appeal, the appellant must clearly indicate the sections of the Elections Code, Statutes, or Constitution that they believe was violated by the Elections Committee.
- c. Should the candidate or ticket appeal its decision after the prescribed 24 hour period, the Supreme Court shall not consider the appeal, and the Committee's decision shall stand.
- d. Should the candidate or ticket appeal its decision within the 24 hour period, the Supreme Court shall contact all relevant parties within 36 hours to schedule an appeals hearing.
 - i. Allowed parties in an appeals hearing include:
 1. Candidate appealing decision
 2. One additional representative of the appellant
 3. Chair of the Elections Committee
 4. One additional representative of the Elections Committee
 5. Any witnesses called by either party
- e. The appeals hearing shall take the following structure:
 - i. The appellant shall make an opening statement outlining its grievances

- ii. The Chair of the Elections Committee shall make an opening statement defending its decision.
 - iii. The appellant shall present any evidence or witnesses.
 - iv. The Supreme Court may ask clarifying questions.
 - v. The Elections Committee may present any evidence or witnesses in its defense.
 - vi. The Supreme Court may ask clarifying questions.
 - vii. The appellant shall make a closing statement.
 - viii. The Elections Committee shall make a closing statement.
 - ix. The appellant may deliver a rebuttal if deemed necessary.
 - x. The Supreme Court may question either party until they leave for deliberation.
- f. The Supreme Court shall deliberate as to the validity of the Elections Committee's ruling and the appealed decision
- i. Deliberation shall take place in a sequestered environment with only the Supreme Court present.
- g. A majority vote is required to overturn the Elections Committee's decision.
- h. The Supreme Court, if overturning the initial decision, reserves the right to develop its own sentence against the appellant.
- i. A majority opinion must be written by the court and delivered to the appellant, Elections Committee, and other relevant parties.
- j. Concurring or dissenting opinions may accompany the majority opinion.
- k. Justices are free to issue dissenting opinions which shall also be presented to the appellant, Elections Committee, and other relevant parties.
- l. Upon the delivery of the Supreme Court's opinion, the deliberations and sanctions remedied by the Court are final.

CHAPTER 712: RATIFICATION

712.1 Upon ratification by a two-thirds vote in the Student Government Association Senate, this Elections Code shall supersede all previous governing documents regarding elections, which shall be deemed null and void.

CHAPTER 713: AMENDMENTS TO THE ELECTIONS CODE

713.1 Every year the Elections Committee shall convene in the Fall semester to review the Elections Code before the elections process begins in the following Spring semester.

713.2 If any amendments are deemed necessary to the Code by the Elections Committee, they shall be presented by the Attorney General to the Student Government Association as a Bill before the Senate no later than the first Senate meeting of the Spring semester.