Statutes of the Student Government Association of the University of Georgia

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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 provided 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 attended 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
day 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 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.
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 of 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.
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.