



# 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 Legislative Branch
  - c. Title III (Ch. 300-399) The Executive Branch
  - d. Title IV (Ch. 400-499) The Judicial Branch
  - e. Title V (Ch. 500-599) General Statutes
  - f. Title VI (Ch. 600-699) Financial Codes
  - g. Title VII (Ch. 700-799) Elections Code
  - h. Title VIII (Ch. 800-899) The Professional Clothing Closet
- 100.3 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, so 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 Legislative Branch

### CHAPTER 200: OFFICERS

- 200.1 The President of the Senate shall preside over the Senate as the presiding officer and shall be addressed as Mister/Madam President while in Senate sessions.
- a. In the absence of the President of the Senate, the presiding officer shall be addressed as Mister/Madam President while in Senate sessions.
  - b. The President of the Senate shall be elected by the members of each newly inaugurated Senate during the first Senate session of the new term.
    - i. This election shall be administered by the highest-ranking Senator from the previous term so long as said Senator has also been inaugurated as a Senator for the new term.
      1. The rank-order of individuals eligible to administer the aforementioned election shall be: President of the Senate; President Pro-Tempore; Legislative Committee chairs, in order of their listing in Chapter 204.4 of these Statutes); the Legislative Committee vice chairs, in order of their listing in Section 204.4 of these Statutes.
      2. Senators who are candidates for the office of President of the Senate shall be excluded from the aforementioned rank-order.
    - ii. If there no individual in the new term satisfies eligibility requirements, as established by Chapter 200.1.b.i.1 of these Statutes, to administer the election for President of the Senate, the aforementioned election shall be administered by the newly inaugurated At-Large Senator that received the greatest number of votes in the Student Body Election immediately preceding the first Senate session of the new term.
- 200.2 The President Pro-Tempore of the Senate shall, conformant with Article V, Section 1, Paragraph B, Sub-Section ii of the Constitution, “fulfill the duties and obligations of the President of the Senate, including acting as the presiding officer of the Senate, in the absence of the President of the Senate.”
- 200.3 The Secretary of Senate shall record attendance, ensure quorum, record votes, and record minutes, and the Secretary shall 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 the Senate at and

after the time of any given vote in the name of transparency and openness to the student body.

200.4 The Parliamentarian shall assist the Secretary of the Senate and the Presiding Officer of the Senate in managing and presiding over Senate sessions by ensuring accordance with all policies that govern and relate to the Legislative Branch.

#### CHAPTER 201: RESPONSIBILITIES

201.1 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 advice of the President of the Senate.

201.2 Senators shall uphold their taken oath of office and strive to fulfill their promises to the student body.

201.3 All members of the Legislative Branch shall abide by the Constitution, Statutes, Code of Ethics, and/or any other SGA governing documents.

#### CHAPTER 202: SENATE

202.1 The structure of the Senate, including agenda and seating arrangements, shall be set by the President of the Senate. The President of the Senate reserves the right to set meeting times.

- a. All Senate sessions and legislative committee meetings shall be open to the public.
- b. The President of the Senate may call emergency Senate sessions with the approval of the Legislative Cabinet.
  - i. The President of the Senate must notify all Senators, through UGA email, of emergency sessions no later than 24 hours in advance.
  - ii. Information regarding emergency sessions must be made public to the student body.
- c. The President of the Senate must make public an accurate and up-to-date calendar of all Senate sessions and legislative committee meetings.

202.2 The Senate shall make records public. Such records shall be defined as, but not limited to, voting records, legislation, the Official Archive, meeting times, dates, and locations, and initiatives. Making such records public shall be defined as, but not limited to, publication on the official SGA website, social media accounts,

and/or other available mediums.

### CHAPTER 203: ABSENCES

203.1 Senators shall be allotted two (2) excused absences and two (2) unexcused absences for the duration of their term in office.

- a. Excused absences only apply for the following purposes: immediate family death or illness, religious holidays, personal medical emergencies, and other extenuating circumstances at the discretion of the Attorney General with the advisement of the President of the Senate.

University tests, including those through the Disability Resource Center, occurring during the time of a Senate session or Committee meeting shall not count as an absence against a Senator. Senators must inform the President of the Senate, President Pro-Tempore of the Senate, and the Attorney General 72 hours before the session they are going to miss; likewise, Senators must inform their Committee Chair and the Attorney General 72 hours before the Committee meeting they are going to miss.

- i. An absence shall only be considered excused if appropriate documentation is provided in writing to the Attorney General.
  1. "Appropriate documentation" shall be defined on a case-by-case basis by the Attorney General.
- ii. Upon accumulation of the second (2) unexcused absence by a Legislative-Branch member, said individual shall be notified by the Attorney General.
- iii. Upon accumulation of the third (3) unexcused absence by a Legislative-Branch member, said individual shall be considered to have failed to perform the duties of his or her office. For this failure, the Attorney General shall begin the impeachment process outlined in Article VIII of the Constitution.
  1. If a Senator is found in violation of the attendance policy, and if said individual is successfully impeached and removed from office via the process outlined by Article VIII of the Constitution, the Attorney General shall make public that individual's removal, including the removed individual's name (and constituency if the removed individual is a Senator).
  2. If a Senator is not found in violation of the attendance policy, any subsequent absence(s) will result in an additional investigation.



- iv. If running late to a senate meeting, Senators must inform the President and President Pro-Tempore of the Senate 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 advice of the President of the Senate (unless extenuating circumstances are identified by the Attorney General with the advisement of the President of the Senate).
    - 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.
  - b. Absences are defined as one (1) for a Senate session and one (1) for a committee meeting.
  - c. Consecutive absences in a single day shall be considered to be one (1) absence.
- 203.2 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.
  - b. Upon removal, the Attorney General shall make public an announcement regarding the Senator's removal, which shall include the removed Senator's name and constituency.
- 203.3 A Senator may be removed from the Senate for not attending Senate meetings as consistent with Article V, Section 2, Paragraph C, Part i. of the Constitution.
- 203.4 If a Senator is not found in violation of the attendance policy, the Senator shall attend all Senate and committee meetings as defined above. Any subsequent absences will result in an additional investigation.
- 203.5 The President of the Senate, in consultation with the President Pro- Tempore and the SGA Attorney General, reserves the ability to make optional the attendance of certain members of the Legislative Branch at certain meetings, events, and/or functions.
- a. Legislative-Branch members shall be notified of optional attendance by the President of the Senate no later than 24 hours before the date and time of the

event except in extenuating circumstances as identified at the discretion of the President of the Senate.

- b. Unless explicitly notified otherwise, all meetings and obligations that are statutorily required of each office holder should be presumed to be required.
- 203.6 Absences must be submitted, in writing, to the President of the Senate, President Pro-Tempore of the Senate, and the Attorney General no less than 24 hours prior to any time obligation to be considered for an excused absence. Members of a legislative committee that plan to be absent from any meeting of said Committee must also submit this absence, in writing, to their designated Committee chair.
- a. The Attorney General is required to maintain written documentation regarding absence reasonings, including but not limited to doctors' notes, emails, or written notices.
  - b. Reasons for any absences, excused or unexcused, shall not be made public, but these reasons shall be available internally to the Attorney General and the President of the Senate only for purposes of keeping records.
- 203.7 The committee chairs shall be responsible for providing the President Pro-Tempore with a list of absent Senators from Committee meetings after a Committee meeting. The President Pro-Tempore must then report those absences to the Attorney General
- 203.8 Additional absences may be assessed for other official Senate events at the discretion of the President of the Senate, in consultation with the Attorney General.
- 203.9 The Attorney General shall keep track and make public an updated list of absences. The Attorney General and the President Pro-Tempore are responsible for enforcing the Legislative-Branch absence policy.
- 203.10 Legislative committee chairs shall be responsible for providing the Attorney General and the President Pro-Tempore with attendance records of legislative committee meetings after said meetings occur.
- 203.11 The President of the Senate, in consultation with the Attorney General and the President Pro-Tempore, reserves the ability to waive absences of active members of the Legislative Branch retroactively under special circumstances (such as, but not limited to, incentives programs, the emergence of new evidence or information that supports the case of an absentee Legislative-Branch member, etc.).

- 204.1 Conformant with Article V, Section 5, Paragraph D of the Constitution, the Legislative Cabinet shall consist of the chairs of each legislative committee.
- a. The President of the Senate shall serve as the Chair of the Legislative Cabinet, and the President Pro-Tempore of the Senate shall serve as Vice-Chair.
  - b. The Chair(s) of the First-Year Senators shall also serve as ex officio, non-voting members.
- 204.2 For each new term, the President of the Senate shall outline a number of legislative committees for the new term.
- a. Conformant with Article V, Section 5, Paragraph B of the Constitution, “the President of the Senate shall establish the number, subjects, and all further details of the legislative committees as the President of the Senate thinks proper.”
    - i. Every Senator shall serve on at least one (1) legislative committee.
    - ii. First-Year Senators as an entity shall be considered a legislative committee.
  - b. The President of the Senate shall submit to the Senate the name of each legislative committee, as well as an outline of the goals and responsibilities of each Committee and an application for Senators who would like to chair each new legislative committee.
  - c. The President of the Senate and the President Pro-Tempore shall conduct interviews with Senators interested in serving as a legislative committee chair.
  - d. The President of the Senate shall submit nominations to the Senate no later than the first Senate of the fall semester.
- 204.3 The Rules Committee, in addition to its responsibility to review legislation for formatting, structural, and grammatical errors, shall place legislation in the appropriate legislative committee based on the legislation’s content and its relevance to a given legislative committee as established by Chapter 207.5 of these Statutes.
- a. Composition
    1. Shall be chaired by the President Pro-Tempore and consist of the President of the Senate, who is an ex officio, non-voting member, and the chair of each legislative standing committee and the committee shall be approved by an absolute majority vote of the Senate.
    2. Votes require a majority of the committee members present to

adopt the motion; motions failing to secure a majority are not to advance beyond the committee.

b. Duties

1. Shall correct all semantic errors in proposed legislation.
2. Shall catalog all legislation presented before the Senate.
3. Shall rectify any code in accordance with approved bills.
4. Shall rectify the Constitution in accordance with approved constitutional amendments.

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

- a. Committee on Campus Safety – Charged with prioritizing the importance of student safety on campus including the physical, mental, and emotional safety of all students. Conducts initiatives and programs in accordance with campus administrators and police revolving around student safety.
- b. Committee on Diversity, Equity, and Inclusion – Charged with fostering, enhancing, and maintaining a diverse and inclusive culture for all stakeholders in the UGA community. Not only will this committee review legislation pertaining to multicultural services and programs as well as diversity and inclusion; this committee will also be responsible to establish and define strategic partnerships between SGA and different communities on the UGA Campus.
- c. Committee on Student Experience – Charged with improving the livelihood of students and their UGA experiences, Conducts research on student opinions to inform the Committee, the Senate, and the entire Student Government Association.
- d. Committee on Campus Services – Charged with focusing on issues and concerns related to the services that students utilize. This will include but not be limited to parking and transportation, dining services, and housing.
- e. Committee on Educational Affairs – Charged with considering educational policies that will affect the University, such as registration, course scheduling, class times and periods, or academic advising. This committee will work closely with the University Council’s Educational Affairs and Curriculum Committees to write and hear proposals passed through SGA and its implementation university wide.
- f. Committee on Budget and Oversight – Charged with overseeing the legislative process for promoting SGA allocations and ensuring adherence to governing documents by working closely with the One-Time Allocation Fund Committee and the administration.

## CHAPTER 205: LEGISLATIVE STAFF

205.1 The President of the Senate shall define and oversee the Senate Staff.

- 205.2 Members of the Senate Staff shall be considered active members of SGA, as well as members of the Legislative Branch, but they shall not be considered Senators and shall neither hold voting power reserved for Senators nor serve as a member of a legislative committee.
- 205.3 The Legislative Cabinet shall have the power to appoint or remove any individual(s) to or from the Senate Staff at any time, but the Senate Staff may not consist of any elected or appointed member of any other branch of government.
- 205.4 The Legislative Cabinet shall make public the appointment of any Senate Staff member(s) upon the appointment of said individual(s).
- 205.5 The President of the Senate, in consultation with Legislative Cabinet, enforce positional descriptions, duties, and expectations for each Senate- Staff position.
- 205.6 Senate-Staff members shall be required to attend meetings and obligations as instructed by the President of the Senate. Senate-Staff members shall follow the procedure established by Chapter 203 of these Statutes for submitting any absences to be considered for excusal.
- a. The excusal process for Senate-Staff members shall follow the same process outlined in Chapter 203 of these Statutes.
  - b. Upon accumulation of the third (3) excused or third (3) unexcused absence by a Senate-Staff member, said member shall be notified by the Attorney General. The Staff member in question must next meet with the Attorney General and the President of the Senate to address the absence issue. The Attorney General and President of the Senate shall make a determination if the absences warrant removal by the President of the Senate. If the Attorney General and President of the Senate find that the absences do warrant removal, the President of the Senate may exercise his or her right to remove said member as per Chapter 205.3 of these Statutes.

#### CHAPTER 206: SENATE APPOINTMENTS

- 206.1 Any seat not filled through the process of election, or a seat that is no longer occupied due to the resignation or removal of its previous occupant, shall be considered vacant, and the process for filling such a vacancy shall be established by Article IX, Section 6 of the Constitution.
- 206.2 Following the election of the President of the Senate and the President Pro-Tempore, applications for all vacant seats shall be made public by the President of the Senate.

- a. Applicants may be asked to fill out an application and be interviewed by the Legislative Cabinet.
  - i. Applications must be made public and open for a minimum of a week.
  - ii. Seats that are considered vacant shall have applications that close following the certification of the spring student body election results for the next Senate.
  - iii. Said applications will constitute a “statement of intent,” as required by Article IX, Section vi, Subsection i.
  - iv. Interviews shall be held on a rolling basis, and any and all individuals appointed to fill a vacancy shall have their appointment considered by the Senate during the next immediate Senate session.

206.3 Individuals appointed to fill a vacancy shall require confirmation by a two-thirds vote of the Senate in order to assume office. A successfully confirmed individual shall be sworn in immediately after said confirmation, and this individual shall assume office upon administration of the Oath of Office by the Presiding Officer.

## CHAPTER 207: SENATE RULES

- 207.1 Legislation shall refer to, but is not limited to, bills, resolutions, proclamations, and constitutional amendments.
- 207.2 Legislation serves as a position statement by the Student Government Association on the subject of the given piece of legislation or 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 the Senate.
  - b. Only members of the Senate may sponsor legislation.
- 207.3 When coming before the Senate for consideration, all legislation shall be subject to the process established by these Statutes.
- 207.4 Following the drafting of a piece of legislation, and following the legislation’s having received a sponsor, said piece of legislation shall be sent to the President Pro-Tempore via UGA email.
  - a. The UGA email address of the President Pro-Tempore shall be made available to the public on the Student Government Association’s official website.

- b. The President Pro-Tempore will then catalog the legislation with the Senate number followed by the chronological numbering of the legislation for the year.
- 207.5 The President Pro-Tempore shall send a piece of legislation to the Rules Committee, which shall review all legislation for formatting, structural, and grammatical errors prior to remanding said legislation to a legislative committee.
- a. Should the Rules Committee fail to identify a legislative committee that has the purview to review a piece of legislation, the Rules Committee has the ability to review legislation and to remand said legislation to the full Senate.
- 207.6 By a two-thirds vote, the Senate may allow legislation to bypass the committee process and proceed directly to the Senate floor for consideration.
- 207.7 After legislation is discharged from the Rules Committee to a legislative committee, the chair of said legislative committee shall invite the author(s) to present the legislation and pertinent research to said legislative committee.
- a. During this process, the legislative committee may offer friendly amendments, edits, and suggestions to the proposed legislation.
    - i. If a piece of legislation is approved by its assigned legislative committee to move to the full Senate for a final vote, the chair of said Legislative must contact the President of the Senate and the President Pro-Tempore to inform these individuals of said passage.
    - ii. It is the responsibility of the author to seek and secure sponsors for the author's legislation.
      - 1. Only the author has the ability to add and remove sponsors.
- 207.8 The President Pro-Tempore must send all legislation which has been approved by a legislative committee to all Senators via UGA email.
- a. The President Pro-Tempore must make public the proposed legislation.
  - b. Proposed legislation must then be sent to all Senators and made public for review no later than four (4) days prior to the beginning of the Senate session where the piece of legislation will be considered.
    - i. Failure by any party to adhere to this timetable shall postpone the proposed legislation for full-Senate debate and voting until the next Senate session unless such debate and voting is proposed by the President of the Senate with the approval of two-thirds of the Legislative Cabinet.

- 207.9 All votes on all legislation, passed or failed, shall be made public no later than 24 hours after a vote has occurred.
- a. All legislation, passed or failed, must be signed upon passage by the President of the Senate, certifying the vote.
  - b. All passed legislation must be sent, in writing, 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.
  - c. The Supreme Court shall review the constitutionality of all passed legislation. Such review must be completed within 48 hours of reception of the legislation by the Chief Justice. Upon reaching a decision, the Chief Justice must convey such a decision, in writing, to the SGA President and President of the Senate within 24 hours.
  - d. If ruled constitutional by the Supreme Court, all passed legislation shall be signed or vetoed by the SGA President. Presidential assent or veto must be delivered, in writing, to the President of the Senate no later than one (1) week after passage through the Senate of the legislation in question.
    - i. Legislation that has passed the Senate, has been ruled constitutional by the Supreme Court, and has been signed by the SGA President shall be considered to have received final passage, and the effects of or positions expressed by such legislation shall take effect immediately (or shall take effect upon a separate timeline established by the passed legislation).
    - ii. Legislation that has both passed the Senate and been ruled constitutional by the Supreme Court, but which has been vetoed by the SGA President, shall be considered failed or defeated. Such a presidential veto may be overridden by a two-thirds vote of the Senate.
    - iii. Legislation that has both passed the Senate and been ruled constitutional by the Supreme Court, but which has received neither assent nor a veto by the SGA President shall take effect one week after the SGA President is presented with the legislation in question.
  - e. All passed legislation must be made public once approved by the Supreme Court.
  - f. Each piece of legislation must include the vote of each Senator, including each Senator's name and whether or not they voted in the affirmative, in the negative, or if they abstained. If a Senator is absent, the voting record shall reflect such an absence and whether or not it was excused or unexcused.
    - i. Such a record shall not be included if a roll-call vote was not conducted.



- g. Original copies of passed, signed, or vetoed legislation, as well as each accompanying voting record must be kept for the public archive.

## CHAPTER 208: SENATE PROCEEDINGS

- 208.1 The Senate shall operate under a modified version of Robert's Rules of Order in conjunction with the procedures outlined within the constitution and Statutes.
- 208.2 The general format of Senate sessions shall be as follows: Call to Order, Roll Call, Open Forum, Officer reports, Old Business, New Business, Good of the Order, Adjournment.
- 208.3 The President of the Senate, in consultation with the Legislative Cabinet, shall set the agenda for each meeting.
- 208.4 When legislation is put before the Senate, and if the author of said legislation is a Senator, the author shall be entitled to the floor before any other Senator. If the author is not a Senator, then a sponsor should seek recognition by the presiding officer and yield the floor to the author.
- 208.5 Once the author's presentation has concluded, the floor shall be open for questions and subsequent debate.
- 208.6 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 a given matter before the Senate.
- 208.7 If a Senator motions to end debate from the floor, and if said motion 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, the Senate shall move immediately into a voice vote on the motion.
- 208.8 Unless a Senator motions to approve by another means, the default voting procedure for final passage on legislation, or final approval of a given matter before the Senate, shall be a roll-call vote.
- 208.9 Amendments to legislation may be proposed during committee consideration and/or during floor debate. Amendments may only be offered by Senators.
  - a. Amendments beyond a second-degree amendment are out of order and shall not be considered.
- 208.10 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.

- a. Following the offering of the amendment, 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.
- b. 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.
- c. 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.
- d. Unless a Senator motions to approve by other means, the default voting procedure for adopting an amendment shall be a voice vote.

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

208.12 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. If there is objection, the motion fails.

208.13 In the event that a Senator disagrees with the ruling 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 that previously just received a voice vote.

- a. A call for a division must be made immediately following a voice vote, otherwise such a call shall be considered out of order and shall not be recognized.

208.14 All votes shall require a simple majority to pass, unless stated otherwise. Votes that fail to reach said threshold shall be considered failed.

- a. As a sitting Senator, the President of the Senate retains the right to cast a vote.

208.15 The Secretary of the Senate shall keep detailed minutes of all Senate sessions, which shall be made public no later than 24 hours after approval.

- 208.16 Each legislative committee chair shall keep detailed minutes including attendance and voting records, for all legislative committee meetings over which these chairs preside. Minutes must be sent to the President Pro-Tempore after a legislative committee meeting, which shall be made public following legislative committee approval.
- 208.17 All nominations received and made by the Senate shall be sent by a formal nomination letter signed by the appointer.
- a. All nomination letters must be delivered to the President of the Senate and President Pro-Tempore.
  - b. All nomination letters must be received by the Senate according to Chapter 208 titled Senate Proceedings.
- 208.18 The Committee on Budget and Oversight shall receive all nomination letters from the President of the Senate and President Pro-Tempore prior to the regularly scheduled committee meeting.
- 208.19 The Committee on Budget and Oversight shall hold hearings of nominees during regularly scheduled committee meetings, or a mutual time established by the committee and all parties involved.
- a. Only nominees of explicitly defined positions in the Constitutions shall receive hearings. Nominees with no hearings shall have the confirmation added to the Senate Meeting Agenda.
  - b. Nominees for positions not explicitly defined in the Constitution do not require hearings.
  - c. If there is any confusion as regards to explicitly defined positions, the nominee shall receive a hearing.
  - d. Hearings must take place before nominees can come to the floor or be added to the Senate agenda.
- 208.20 Hearings shall serve as the committee's formal process of reviewing nominees in order to present a recommendation to the full Senate during a regularly scheduled Senate Session.
- a. Multiple nominees may receive a hearing, as long as the nominees are all part of the same nomination letter and positions.
  - b. During the hearing, committee members reserve the right to ask questions of the nominee(s) regarding, but not limited to, campus experience, future plans

if confirmed, and position knowledge.

- c. Hearings are formally concluded by a simple majority vote of the committee.
- d. The committee shall recess to a closed meeting and hold a vote on whether to recommend the nominee to the Senate.

208.21 The Committee on Budget and Oversight does not vote on the passage of the nominees but votes on whether to recommend the nominee's appointment to the full Senate.

- a. The Chair of the Committee on Budget and Oversight shall deliver the official recommendation, whether positive or negative, to the full Senate during committee updates.

- b. Only the full Senate reserves the right to confirm or deny a nominee.

208.22 Upon the completion of hearings, the Chair of the Committee on Budget and Oversight shall notify the President of the Senate and President Pro- Tempore so it can be added to the Senate Meeting Agenda.

208.23 Nominees for which the Committee on Budget and Oversight does not conduct hearings shall create a brief introduction video and/or statement of intent for their desired position to be shared with the full Senate.

#### CHAPTER 209: OFFICIAL ARCHIVE

209.1 Any and all legislation brought to the Senate floor shall be preserved by the Secretary of the Senate in the official archive of the Student Government Association, which shall be made public to the student body. All signed legislation that has received final passage and signature by all necessary parties shall be kept in the official SGA office and turned over to the Special Collections Library after each term in office is completed.

209.2 The Secretary of the Senate shall record the attendance, ensure quorum, record votes, and record minutes of all Senate sessions, all of which shall be preserved in the official archive of the Student Government Association. The Secretary of the Senate shall 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 by these Statutes. Minutes may take the form of a recording of, or a written account of, Senate sessions.

## **The Executive Branch**

### **CHAPTER 300: EXECUTIVE CABINET**

- 300.1 The Executive Cabinet shall be responsible to the Student Government Association President, in whose name each member of the Executive Cabinet acts.
- 300.2 The Executive Board, under the direction of the Student Government Association President, shall define and oversee the Executive Cabinet.
- 300.3 Elected Executive Officers shall automatically occupy a seat on the Executive Board unless otherwise denoted by the SGA President.
- 300.4 Members of the Executive Board shall be considered members of the Executive Cabinet, unless otherwise denoted by the SGA President, and shall therein receive all rights and privileges, including voting rights, associated with Executive Cabinet membership. Not all members of the Executive Cabinet shall be considered members of the Executive Board, unless otherwise denoted by the SGA President, and non-Executive Board members of the Executive Cabinet are not entitled to any additional rights or privileges given exclusively to members of the Executive Board.
- 300.5 Constitutional Executive Branch members shall assume office upon fulfillment of the requirements established by the Constitution.
- 300.6 A non-constitutional Executive Branch member shall assume office upon appointment by the Student Government Association President.
- 300.7 The Student Government Association President reserves the right to remove from office any Executive Branch member, who did not require Senate confirmation. All constitutional Executive Branch officers must be removed by the Supreme Court via the process defined by Article VIII of the Constitution of the Student Government Association of the University of Georgia.
- 300.8 The Student Government Association President shall have the power to appoint or remove any individual(s) to or from the Executive Board and/or Cabinet. The SGA President shall also have the power to establish or abolish any non-constitutional Executive Branch position(s).

- 300.9 Student Government Association advisors are encouraged to attend Executive Cabinet meetings but do not hold voting rights.
- 300.10 The SGA President shall have the power to forgo the formation or designation of an Executive Board and/or Cabinet. In the event that the President chooses to take this action, the President shall assume any obligations assigned to the Executive Board/Cabinet by these Statutes (that are not already assigned to a specific individual(s) by the Constitution), or he or she may designate an officer(s) to fulfill these obligations.
- a. The SGA President shall also have the power to form or designate an alternative structure in place of the Executive Board and/or Cabinet to fulfill the duties assigned to these bodies by these Statutes.
- 300.11 The SGA President shall publicly disseminate the appointment of any Executive Cabinet member(s) upon the appointment of said individual(s).<sup>1</sup>
- 300.12 The Executive Board and Senate President must interview and appoint a nonpartisan SGA-ACC (Athens-Clarke County) Liaison.
- a. The purpose of this position is to track initiatives on the Athens-Clarke County Commissioners' agenda that directly affect the student body, assist with the planning of the Annual Mayoral and Commissioners' Breakfast, attend one monthly check in with a city assistant manager, and attend commissioner meetings as needed. The liaison is encouraged to create special initiatives that benefit the Athens community, foster an active line of communication between SGA and ACC, and give a report at SGA Org-Wide meetings.
  - b. The requirements of the position are someone who is interested in government relations and public policy, has characteristics of open-mindedness and objectivity, and understands the importance of understanding initiatives before giving their own input. The SGA-ACC Liaison will report to the Chief of Staff of the SGA President.
  - c. The liaison may be removed by the Supreme Court via the process defined by Article VIII of the Constitution of the Student Government Association of the University of Georgia.

### CHAPTER 301: EXECUTIVE CABINET OPERATIONS AND RESPONSIBILITIES

- 301.1 The Executive Cabinet shall meet at the discretion of the Student Government Association President during the school year.
- 301.2 Each Executive Cabinet member shall submit updates on tasks and ongoing projects to their assigned Executive Board member, to whom these Cabinet members report, prior to Cabinet meetings. These updates shall be collected by the SGA Deputy Chief of Staff, or another designated officer, and shall be

reported to the Senate during Open Forum by the SGA President as needed.

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

301.4 Each Executive Cabinet officer shall formulate projects and programs relating to their position that will benefit the student body. Each program and project shall comply with all SGA Statutes and Codes and shall be executed as determined by the Student Government Association President through the direction of the Executive Board.

#### CHAPTER 302: EXECUTIVE STAFF

302.1 The Student Government Association President, through the direction of designated members of the Executive Cabinet, shall oversee the Executive Staff.

302.2 The Student Government Association President shall have the power to designate a member of the Executive Cabinet or Executive Staff to act on his or her behalf in the appointment of specific Executive Branch members.

302.3 The Student Government Association President shall have the power to appoint or remove any individual(s) to or from the Executive Staff, but the Executive Staff may not consist of any elected or appointed member of any other branch of government.

302.4 The SGA President shall have the power to forgo the formation or designation of the Executive Staff. In the event that the President chooses to take this action, he or she shall assume for himself or herself any obligations assigned to the Executive Staff by these Statutes (that are not already assigned to a specific individual(s) by the Constitution), or he or she may designate an officer(s) to fulfill these obligations.

a. The SGA President shall also have the power to form or designate an alternative structure in place of the Executive Staff to fulfill the duties assigned to this body by these Statutes.

302.5 The SGA President shall publicly disseminate the appointment of any Executive Staff member(s) upon the appointment of said individual(s).

#### CHAPTER 303: EXECUTIVE COMMITTEES

303.1 The Student Government Association President shall have the power to create Executive Committees in order to complete specific tasks and goals or to perform a

specific function of the Executive Branch. These Executive Committees can be Standing or Ad-Hoc.

- 303.2 The Student Government Association President shall appoint a committee chair and who shall assume office as chair immediately upon appointment. These chairs shall report to the Vice President.
- 303.3 The Student Government Association Vice President shall oversee the management and progress of all Executive Committees.
- 303.4 All members of an Executive Committee shall report to their committee chairs.
- 303.5 The committee chair, in consultation with and, at times, under the direction of the Student Government Association President and Vice President, shall be empowered to appoint and dismiss committee members.
- 303.6 Any member, either active or inactive, of the Student Government Association of the University of Georgia, as defined by Article III, Section 1 of the Constitution of the Student Government Association of the University of Georgia, shall be eligible to serve on an Executive Committee.
- 303.7 Minutes and attendance shall be taken at all Executive Committee meetings by committee chairs. Committee minutes shall be recorded and submitted to the Student Government Association Vice President, and Committee attendance shall be recorded and submitted to the SGA Attorney General and Vice President no later than 24 hours after the conclusion of any Committee meetings.
- a. Absences from planned Committee or subcommittee meetings must be submitted, in writing, to the Attorney General no less than 48 hours prior to these meetings to be considered for an excused absence. Committee or subcommittee members must also submit this absence, in writing, to the chair of their designated Committee and/or subcommittee. If a Committee chair plans to be absent, he or she must send their notice of absence to the Vice President, as well as the Attorney General, and this Committee/subcommittee chair must designate an acting chair to perform the duties of the chair temporarily. Aside from the requirements established in this Section, the Executive-Committee absence policy shall otherwise follow the procedure established by Chapter 305 of these Statutes.
- 303.8 At each Executive Cabinet meeting, the Student Government Association Vice President shall deliver a report of ongoing, completed, and upcoming Executive-Committee work as needed.
- 303.9 Members of Executive Committees and sub-committees shall be considered members of the Executive Staff (if they are not already members of the Executive Cabinet/Staff), and these members must herein



follow all policies associated with this membership as explained in these Statutes.

- a. Members of Executive Committees and subcommittees who were previously non-active members of SGA shall be exempt from tabling requirements and from attendance at all events other than their Committee and subcommittee meetings. Furthermore, these members shall not hold any privileges, including voting privileges, outside of their respective Committees and subcommittees if they are not already members of the Cabinet/Staff.

303.10 Committee chairs shall have the ability to establish subcommittees to fulfill the purpose of the larger Executive Committee in consultation with, and, at times, under the direction of, the Student Government Association Vice President.

- a. Each sub-committee shall be led by a sub-committee chair appointed by the larger Executive Committee chair in consultation with the SGA Vice President.
- b. Anyone appointed to chair a sub-committee shall report sub-committee progress and future plans to the chair of the larger Executive Committee at least weekly, but the larger Executive Committee chair may establish a system of more frequent reporting if desired.
- c. Minutes and attendance shall be taken at all sub-committee meetings by sub-committee chairs. Sub-committee minutes shall be recorded, filed, and submitted to the larger Executive Committee chair, who shall then report these minutes to the Student Government Association Vice President following the procedures described in Chapter 303.7 of these Statutes. The Vice President shall include any sub-committee updates in his or her report to the Executive Cabinet as described in Chapter 303.8 of these Statutes.

303.11 Committees and subcommittees shall only be relieved of meeting on a scheduled meeting night if both the Committee chair and/or acting Committee chair(s) are unable to lead the Committee, or unless the SGA Vice President, in consultation with the SGA Attorney General, excuses a Committee or subcommittee from meeting.

303.12 Executive Committees shall dissolve after the completion of certain task or function, including all necessary implementational procedures, for which the Committee was originally formed, or upon dissolution by the Student Government Association President, or upon the expiration of the executive term during which the Executive Committee was originally constituted.

## CHAPTER 304: UNIVERSITY AND PRESIDENTIAL COMMITTEES

- 304.1 University committees are not limited to the Student Government Association President and Vice President, and with proper notifications, the SGA President and Vice President may appoint an individual to serve on these committees in place of the SGA President and/or Vice President.
- 304.2 Appointments to University committees shall be made by the Student Government Association President and Vice President, as per Article VI, Section 2, Paragraphs A and B of the Constitution, in consultation with the Executive Board.
- 304.3 All appointees shall attend all meetings of committees to which they have been appointed.
- a. If any designated appointee(s) is unable to attend any such meeting, said appointee(s) shall take necessary actions as specified by the attendance policy of said University and/or Presidential Committee, as well as the attendance policy outlined in Chapter 305 of these Statutes.
  - b. Failure to attend a meeting of a University/Presidential Committee without providing proper notification and documentation to, and without receiving excusal from the Attorney General, shall result in the accumulation of an unexcused absence as per Chapter 305 of these Statutes.

## CHAPTER 305: ATTENDANCE AND ABSENCES

- 305.1 Attendance of meetings and events by members of the Executive Cabinet shall be required as follows:
- a. Members of the Executive Cabinet shall be required to attend all meetings of that body, including any Mandatory Events, meetings of any Executive Committees and/or subcommittees of which these members are a part, meetings of any University/Presidential Committees of which these members are a part, and/or breakout sessions of which these members are a part. Members of the Executive Board shall be required to attend all of these meetings, as required by their specific positions and involvement, as well as any additional meetings of the Executive Board.
  - b. All Executive Cabinet members shall be required to attend Senate sessions, excluding Senate Committee meetings.
  - c. The SGA President, in consultation with the Executive Board reserves the right to cancel any meeting of the Executive Board, Cabinet, or of any Cabinet breakout for any reason. Notice of meeting cancellation must be provided in

writing to all affected parties within 24 hours of the date and time of the event prior to cancellation except in extenuating circumstances as identified at the discretion of the SGA Attorney General. Any cancellation of any meeting or event shall not count as an absence.

- d. The SGA President, in consultation with the SGA Attorney General, reserves the ability to make optional the attendance of certain members of the Executive Cabinet at certain meetings, events, and/or functions.
  - i. Members shall be notified of optional attendance by the SGA Attorney General, under the direction of the SGA President, no later than 24 hours before the date and time of the event except in extenuating circumstances as identified at the discretion of the SGA Attorney General.
  - ii. Unless explicitly notified otherwise, all meetings and obligations shall be required.

305.2 Attendance of meetings and events by members of the Executive Staff shall be required as follows:

- a. Members of the Executive Staff are required to attend any and all meetings as pertaining to their specific program or Committee of involvement. Meaning, the members, the Connect and Forum Peer Leaders, and the Director(s) of Connect and Forum must attend all meetings of Connect and Forum, respectively, as well as any breakout sessions or other specific meetings required by the Director(s) of those respective programs, as well as all sessions of the Senate (excluding Senate Committee meetings), and members and chairs of Executive Committees and subcommittees, as well as members of University/Presidential Committees, must attend all meetings of these Committees and subcommittees, as well as all Mandatory Events.
- b. The chair(s)/director(s) of each First-Year Program shall take attendance at each meeting of their respective Program, and they shall submit this attendance to the Attorney General no later than 24 hours after the conclusion of said meetings.
- c. Executive Staff members are not considered to be a part of the Executive Cabinet, and they shall therefore not be required to attend meetings of the Executive Cabinet or sessions of the Senate unless specifically required by the Student Government Association President.

305.3 The SGA President, in consultation with the SGA Attorney General, reserves the ability to make optional the attendance of certain members of the Executive Cabinet and/or Staff at certain meetings, events, and/or functions.

- a. Cabinet/Staff members shall be notified of optional attendance by the SGA

Attorney General, under direction of the SGA President, no later than 24 hours before the date and time of the event except in extenuating circumstances as identified at the discretion of the SGA Attorney General.

- b. Unless explicitly notified otherwise, all meetings and obligations that are statutorily required of each officeholder should be presumed to be required.

305.4 Absences must be submitted, in writing, to the Attorney General no less than 48 hours prior to any time obligation to be considered for an excused absence. Executive Cabinet and Staff members who plan to be absent must also submit this absence, in writing, to their designated Executive-Board breakout leader or program director.

- a. The Attorney General is required to maintain written documentation regarding absence reasonings, including but not limited to doctors' notes, emails, or written notices.
- b. Reasons for any absences, excused or unexcused, shall not be made public, but these reasons shall be available internally to the Attorney General and the SGA President only for purposes of keeping records.

305.5 Members of the Executive Cabinet and Executive Staff shall be allotted two (1) 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 class or 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 Student Government Association President.
  - i. An absence shall only be considered excused if appropriate documentation is provided in writing to the Attorney General.
    - 1. "Appropriate documentation" shall be defined on a case-by- case basis by the Attorney General.
  - ii. Upon accumulation of the third (3) unexcused absence by a non-constitutional Executive Cabinet or Staff member, said member shall be notified by the Attorney General. The Cabinet or Staff member in question must next meet with the Attorney General and Student Government Association President to address the absence issue. Following this meeting, if said member has taken no (or insufficient) action to rectify this issue, the Attorney General and SGA President shall make a determination if the absences warrant removal proceedings by the President. If the Attorney General and SGA President find that the absences do warrant removal, the President may exercise his or her right to remove said member as per Chapters 300.9 and 302.2 of these Statutes.

- b. Consecutive absences in a single day shall be considered to be one (1) absence.
- 305.6 Additional absences may be assessed for other official Student Government events at the discretion of the Attorney General.
- 305.7 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 is responsible for enforcing the Executive Cabinet and Staff absence policy.
- 305.8 The Attorney General reserves the ability to waive absences of active members of the Executive Branch retroactively under special circumstances (such as, but not limited to, incentives programs, the emergence of new evidence or information that supports the case of an absentee Executive Cabinet or Staff member, etc.).

## The Judicial Branch

### CHAPTER 400: JUDICIAL JURISDICTION

- 400.1 The Supreme Court shall have subpoena power over any member(s) of the Student Government Association that is affected by judicial jurisdiction. If said member(s) fails to appear before the Supreme Court after receiving a subpoena, he or she shall be considered to be in Contempt of the Supreme Court, which shall enable disciplinary action to be sought or imposed against said member(s).
- 400.2 The Supreme Court shall ensure that all passed legislation adheres to the correct constitutional procedure. Should the Court determine that an error or failure has occurred in this adherence, the Supreme Court shall correct this error or failure by referring such legislation to the appropriate jurisdictional destination, including but not limited to the Student Government Association President, President of the Senate, and/or any respective Executive Committee(s).
- 400.3 When considering a case, the Supreme Court may choose to write opinions concerning its reasoning for judicial decisions on the legislation in question.
- a. A majority opinion is required to be written in order for justices to write a dissenting or concurring opinion.
  - b. The majority opinion, in addition to any dissenting and/or concurring opinions, must be delivered to the Senate and to the SGA President both verbally and in writing.
- 400.4 The Supreme Court exercises exclusive appellate jurisdiction over sanctions and verdicts 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 and verdicts rendered by the Elections Committee, however the decision of guilt or innocence rendered by the Elections Committee is final except in cases where the Supreme Court holds original jurisdiction.
    - i. The Supreme Court shall hold original jurisdiction over all cases

brought forward by the Elections Committee where the Committee is the original complainant.

- 400.5 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.
- 400.6 The Supreme Court shall only have jurisdiction over active members of the Student Government Association as defined by Article III, Section 1 of the Constitution of the Student Government Association of the University of Georgia.
- a. However, the Supreme Court shall hold jurisdiction over any inactive member involved in an election or campaign through work on any campaign staff, participation as a candidate, or participation in campaign activity of any kind.
  - b. The Supreme Court shall also hold jurisdiction over any inactive member involved in any Executive Committee or official function of the Student Government Association, or over any inactive member that is the subject of or party to any investigation in any way.

#### CHAPTER 401: JUDICIAL PROCEDURE

##### 401.1 Standing

- a. The Supreme Court may only hear cases presented by the Student Government Association Attorney General, or by the Elections Committee, or when presented with a petition by five (5) Senators.
- b. In accordance with the Constitution, the accused shall be notified of charges being brought against them no less than one (1) 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 (2) 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. If finding guilt, the Supreme Court can penalize the accused either as described by the Student Government Association Attorney General or by developing its own 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 as soon as possible.
  - i. Concurring or dissenting opinions may accompany the majority opinion and must also be delivered to the parties mentioned in Chapter 401.3e of these Statutes.

#### 401.4 Recommendations

- a. The Supreme Court may impose the following penalties against active members of the Student Government Association:
  - i. Written reprimand
  - ii. University or Community service hours
  - iii. Probation
  - iv. Suspension from active membership
  - v. Expulsion from active membership
  - vi. Other recommendations as approved by the Court.

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 in the future.

### CHAPTER 402: JUDICIAL RECUSALS

- 402.1 Any member(s) of the court may voluntarily recuse himself or herself if said member(s) believe himself or herself to meet any of the grounds for suggestion of recusal.
- 402.2 Alternatively, any party to any case before the Court may, at any time before final judgment, file a motion requesting a recusal of any member(s) of the Court.
  - a. Should a request be filed, it shall be determined by a majority vote of the Supreme Court.

- 402.3 Grounds for recusal of a Justice(s) 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 that would compromise the objectivity of said Justice(s).
- 402.4 Should a recusal occur, the Chief Justice may call upon any Alternate Justice(s) to fulfill the duties of the recused Justice(s).
- 402.5 Should multiple recusals occur, the presiding Chief Justice shall appoint Senators to fill the vacant seats temporarily. These Senators must be confirmed by an absolute majority, defined as 50 percent plus one (1) vote, of the Senators present.

#### CHAPTER 403: ATTENDANCE REQUIREMENTS AND ABSENCES

- 403.1 Attendance of meetings and events by members of the Judicial Branch shall be required as follows:
- a. Members of the Supreme Court shall be required to attend all meetings of that body, including but not limited to any hearings, appeals hearings, deliberations, and/or any other meeting convened by the Chief Justice or any person acting in that capacity.
  - b. Additionally, members of the Supreme Court shall be required to attend all Mandatory Events. The Chief Justice shall also be required to attend all Senate sessions, excluding Senate Committee meetings.
  - c. The Chief Justice shall take attendance at each of these meetings and shall report this attendance to the Attorney General no later than 24 hours after the conclusion of said meetings.
  - d. The Chief Justice reserves the right to cancel any meeting of the Supreme Court for any reason. Notice of meeting cancellation must be provided in writing to all affected parties within 24 hours of the date and time of the event prior to cancellation except in extenuating circumstances as identified at the discretion of the Chief Justice. Any cancellation of any meeting or event shall not count as an absence.
    - i. The Chief Justice may not cancel a scheduled hearing without establishing an alternative date and/or time to hold said hearing in consultation with the SGA Attorney General.
    - ii. This alternative hearing date and/or time shall not be sooner than the original scheduled time of said hearing.
    - iii. The Chief Justice must notify all affected parties in writing of any

re-scheduling of any hearing.

- e. The Chief Justice reserves the ability to make optional the attendance of certain members of the Judicial Branch at certain meetings, events, and/or functions, excluding hearings and deliberations, which all involved Justices must attend.
  - i. Members shall be notified of optional attendance by the Chief Justice within 24 hours of the date and time of the event except in extenuating circumstances as identified at the discretion of the SGA Attorney General.
  - ii. Unless explicitly notified otherwise, all meetings and obligations shall be presumed to be required.
- f. Any Alternate Justice(s) shall only be required to attend hearings, appeals hearings, deliberations, and any other time obligation(s) deemed by the Chief Justice to be necessary to the execution of the duties of an acting Associate Justice.

#### 403.2 Absences and Tabling

- a. Absences must be submitted, in writing, to the Attorney General no less than 48 hours prior to any time obligation to be considered for an excused absence. Judicial Branch members who plan to be absent must also submit this absence, in writing, to the Chief Justice.
  - i. The Attorney General is required to maintain written documentation regarding absence reasonings, including but not limited to doctors' notes, emails, or written notices.
  - ii. Reasons for any absences, excused or unexcused, shall not be made public, but these reasons shall be available internally to the Attorney General and the Chief Justice only for purposes of keeping records.
  - iii. Members of the Judicial Branch shall be allotted two (2) unexcused absences for the duration of the Administration.
    - 1. Excused absences only apply for the following purposes: immediate family death or illness, religious holidays, personal medical emergencies, a university class or test scheduled during the time of the designated meeting, and other extenuating circumstances at the discretion of the Attorney General.
    - 2. An absence shall only be considered excused if appropriate documentation is provided in writing to the Attorney General.

- a. "Appropriate documentation" shall be defined on a case-by- case basis by the Attorney General.
3. Upon accumulation of the third (3) unexcused absence by a Judicial-Branch member, said member shall be notified by the Attorney General. The member in question must next meet with the Attorney General and Chief Justice to address the absence issue. Following this meeting, if said member has taken no (or insufficient) action to rectify this issue, the Attorney General and Chief Justice shall make a determination if the absences warrant removal proceedings. If the Attorney General and Chief Justice find that the absences do warrant removal, the Attorney General shall begin removal proceedings adhering to Article VIII of the Constitution of the Student Government Association of the University of Georgia.
- iv. Consecutive absences in a single day shall be considered to be one (1) absence.
- b. Additional absences may be assessed for other official Student Government events at the discretion of the Attorney General.
  - c. 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 is responsible for enforcing the Judicial Branch absence policy.
  - d. The Attorney General reserves the ability to waive absences retroactively under special circumstances (such as, but not limited to, incentives programs, the emergence of new evidence or information that supports the case of an absentee Executive Cabinet or Staff member, etc.)
  - e. Members of the Judicial Branch shall be required to fulfill the tabling requirements established by these Statutes.
    - i. Any Alternate Justice(s) shall not be required to fulfill any tabling requirements, regardless of his or her status as an acting Associate Justice(s), unless said Alternate Justice(s) is nominated and confirmed to be a full-time, official Associate Justice.

## 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 the respective leaders of each branch, President, President of the Senate, and the Chief Justice.
- 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.
- 501.3 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.

501.4 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: CODE OF ETHICS

502.1 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.

502.2 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.

502.3 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.

502.4 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.
- 502.5 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.
- 502.6 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 503 COMMUNICATION PROCEDURES

503.1 The purpose of this chapter is to establish guidelines and procedures for how social media platforms and media channels will be shared and utilized for the Student Government Association

503.2 The administration of this chapter shall be carried out by the Communications Director(s) from the Executive Branch and the Communication Director of the Legislative Branch, defined in section 205.5d.



503.3 The passwords for the official social media channels, including but not limited to Facebook, Twitter, and Instagram, shall be shared by both branches and overseen by the respective communication director or their designee.

503.4 New official social media channels may be created but must be maintained by both branches but there shall not be separate accounts for each branch including but not limited to Facebook, Twitter, and Instagram.

503.5 The Communications Directors for each branch, or their designee, shall be required to promote all of the following but not limited to:

- a. Passed legislation,
- b. Official public meetings of SGA,
- c. Applications for positions within SGA,
- d. Surveys to gather data or student body input,
- e. Events hosted or sponsored by SGA, and
- f. All sections that indicate such promotion in these Statutes

503.6 The Legislative and Executive branch shall have equal rights to promoting initiatives and events of the respective branches.

- a. The President of the Senate, President Pro Tempore, President, Vice President, and Treasurer shall all sign the memorandum of understanding prior to the first Senate Session of the Fall Semester and notify the Senate of the memo and make it publicly available.

#### CHAPTER 504 COMMUNICATION PROCEDURES OF THE STUDENT GOVERNMENT ASSOCIATION

504.1 The purpose of this chapter is to establish guidelines and procedures for how social media platforms and media channels will be shared and utilized for the Student Government Association.

504.2 The administration of this chapter shall be carried out by the Communications Director(s) from the Executive Branch and the Communication Director of the Legislative Branch, defined in section 205.5d.

504.3 The passwords for the official social media channels, including but not limited to, Facebook, Twitter, and Instagram, shall be shared by both branches and overseen by the respective communication director or their designee.

504.4 New official social media channels may be created but must be maintained by both

branches but there shall not be separate accounts for each branch including, but not limited to, Facebook, Twitter, and Instagram.

504.5 The Communications Director for each branch, or their designee, shall be required to promote all of the following but not limited to:

- a. Passed Legislation,
- b. Official public meetings of SGA,
- c. Applications for positions within SGA,
- d. Surveys to gather data or student body input,
- e. Events hosted or sponsored by SGA, and
- f. All sections that indicate such promotion in these Statutes

504.6 The Legislative and Executive branches shall have equal rights to promoting initiatives and events of respective branches.

504.7 The Legislative and Executive branches shall agree to and sign a memorandum of understanding prior to the first Senate Session of the Fall Semester establishing guidelines, positing procedures, appropriate designees, and relevant details regarding communications policies and procedures involving the official SGA social media channels in including but not limited to Facebook, Twitter, and Instagram, and all appropriate listserv or mailing lists.

- a. The President of the Senate, President Pro Tempore, President, Vice President, and Treasurer shall all sign the memorandum of understanding prior to the first Senate Session of the Fall Semester and notify the Senate of the memo and make it publicly available.

## Financial Codes

### CHAPTER 600: PURPOSE

600.1 The purpose of the Student Government Association Financial Codes is to provide clear, concise policies for financial management and planning. This code, and other guides set forth in these Statutes, shall serve as the foundation for fiscal authorizations to allow the Student Government Association to serve the Student Body.

600.2 This code shall be administered by the Senate's Committee on Budget and Oversight in collaboration with the Treasurer and SGA Advisors. The Senate Committee on Budget and Oversight shall enforce this policy through oversight and authorizations of the receipt and disbursement of student activity fees and the SGA operating budget funds alongside the Treasurer and SGA Advisors.

- a. Authorization refers to pieces of legislation that establishes the terms and conditions under which funds are disbursed and further delineates how appropriated funds are to be used, but do not empower the Senate to independently appropriate funds.
- b. Allocation of funds remains the responsibility of the Treasurer, as stated in Article VI, Section 2, Paragraph C, Subsection ii.

600.3 The Finance Code shall accomplish these objectives by:

- a. Assuring adherence to the spirit and stipulations of the University of Georgia Student Activity Fee Guidelines.
- b. Facilitating effective interaction between University administrators and the Student Government Association in the allocation and disbursement of SGA funds.
- c. Defining and outlining the standards of financial accountability and fiscal management.
- d. Serving as a guide for the allocation of Student Activity Fee funds, as well as for the recipients and/or beneficiaries of said allocation, and for registered student organizations that are affiliated with the Student Government Association.
- e. Allowing for the authorization of funds from the SGA Allocated Budget provided by Student Affairs for the purpose of SGA initiatives, programming, and overall operations.
- f. Ensuring that the allocation of any and all funds distributed by SGA and/or any of its associated accounts adheres to the procedure defined in this Code.

### CHAPTER 601: RESPONSIBILITY IN THE FINANCIAL PROCESS

601.1 The Senate Committee on Budget and Oversight shall review, assist in the drafting of, and conduct research for legislation submitted to the committee for consideration, in the form of legislation.

601.2 The Chair of the Committee on Budget and Oversight shall reserve the right to call for the recusal of voting rights for members who have been deemed by the committee and/or Senate Leadership to have a conflict of interest in regard to an organization being considered for funds.

601.3 The Student Government Association Treasurer shall oversee allocations approved by the One-Time Allocation Fund Committee to registered student organizations and shall maintain an updated budget of all SGA funds and ensure the budget is public and available on the SGA Website. Within 72 hours of the One-Time Allocation Fund Committee's decision to allocate funds, the Treasurer may elect to write and present a Proclamation promoting the allocation and/or event to the full Senate.

- a. This legislation must be sponsored by at least one (1) Senator on the One-Time Allocation Fund Committee.
- b. The Senate is only evaluating the promotion of the allocation and connected event(s) not terms and conditions of the allocation itself.
- c. The Treasurer shall follow the One-Time Allocation Fund guidelines defined by Chapter 504 of this Code.

601.4 The Student Government Association advisor(s), and/or any individual(s) designated by the advisor(s), shall be responsible for the disbursement of approved allocations by the Senate and One-Time Allocation Fund Committee and shall have the authority to act on behalf of the Budget and Oversight Committee and/or on behalf of the Treasurer when the Senate is unavailable to vote.

- a. This advisor(s) shall have the authority or assign a designee to have the authority to act on behalf of the respective Committee on Budget and Oversight and/or the Treasurer during periods when the Senate is unavailable to vote.
- b. In such an event, the Budget and Oversight Committee Chair and the Treasurer must be notified in writing via UGA email 48 hours prior to the action. If objections are made by the Budget and Oversight Committee Chair and the Treasurer, the use of SGA funds may not occur.

## CHAPTER 602: THE ALLOCATIONS PROCESS

602.1 The authorization and expenditure of SGA funds over \$600 USD shall be determined through the passage of legislation by an absolute majority of the Senate.

- a. Any expense or allocation over \$600 USD must be authorized by legislation by the Senate.
- b. Recurring expenses paid by SGA or any of its associated accounts, even those expenses under \$600 USD, must be approved by a two-thirds vote in the Senate.
  - a. The Treasurer shall have the power to authorize and disburse payments so long as the total disbursed amount for a single request is less than \$600 USD.
- c. Expenses or allocations under \$600 USD may be promoted through the Senate, but such passage is not required, though notification is required for all allocations.
- d. Expenses for room reservations within university facilities shall not require Senate approval.
- e. Expenses related to food purchases for SGA programs shall not require Senate approval so long as the expenditure follows the Student Activity Fee General Guidelines.
- f. Expenses in which students pay to SGA for a specific item, request, or event (i.e. First-Year Program Fees, T-Shirts/Attire, Name-Tags, or similar items) may be allocated by the Treasurer of the Student Government Association without Senate approval.
- g. Should the President choose to charge dues, they must submit this request to the Senate for approval. The Senate has the power to approve a compulsion of payment, not the approval of the method, manner, or material through which this payment is made, through a simple majority vote.
  - a. Dues may not be charged sooner than two (2) weeks after the Senate approves this request.
  - b. Dues may not exceed \$25 USD, and if an item is chosen instead of a cash contribution, one (1) unit of said item may not exceed this dollar value after the calculation and inclusion of all taxes, fees, and other associated charges.
  - c. If an individual is financially unable to pay a due as levied by the Senate, the advisors may grant a waiver, exempting the individual from paying dues.
- h. All allocations approved by the One-Time Allocation Fund Committee shall not require the approval of the full Senate, rather only One-Time Allocation Fund Committee members must be approved by a majority vote. The Committee and Treasurer may elect to write and present a Proclamation promoting the allocation and/or event to the full Senate.

- i. For any program or event hosted by SGA, or where SGA is a partner, and where the event's cost or SGA's financial contribution exceeds \$600 USD, a single piece of legislation shall be written, detailing this cost or contribution.
  - a. Such an authorization shall only approve the appropriation funds. The duration, size, and/or other details surrounding the planning and/or execution of any program/event shall not limit an allocation so as it is dictated in the legislation.
- j. An authorization bill shall follow the same process of any other legislation. The Rules Committee shall review authorization bills, and, after passing a formal formatting review, the Rules Committee shall assign it to the Senate Committee on Budget and Oversight.
  - a. The Student Government Association advisor(s), and/or their designee(s), is authorized to process the expenditures and these authorizations have undergone all necessary processes defined by this Code.
- k. Upon passage and signing, the Treasurer shall be responsible for working with the advisor(s) or assigned designee(s), for the dispersion of approved allocations to the appropriate party(ies).

#### CHAPTER 603: PUBLIC DISCLOSURE

603.1 The Treasurer shall make budgets and appropriations available for viewing on the official Student Government Association website.

- a. The Treasurer shall provide this availability through the publication of four (4) quarterly Financial Reports.
  - a. The First-Quarter Financial Report must be published by the midterm date of the first semester, as defined by the Academic Calendar.
  - b. The Second-Quarter Financial Report must be published by fall- semester Commencement, as defined by the Academic Calendar.
  - c. The Third-Quarter Financial Report must be published by the midterm date of the second semester, as defined by the Academic Calendar.
  - d. The Fourth-Quarter Financial Report must be published by the Inauguration of the next Administration, as defined by the Elections Timeline.
    - i. The newly inaugurated Treasurer shall be responsible for publishing an addendum to this Fourth-Quarter Financial Report that includes all additional expenditures made after Inauguration, and this addendum shall be published on the

SGA website by spring-semester commencement, as defined by the academic calendar.

603.2 The Treasurer shall balance all accounts accurately and in a timely manner, and he or she shall provide records of these accounts to the Senate upon request.

#### CHAPTER 604: ONE-TIME ALLOCATIONS FUND COMMITTEE

604.1 Funds in the One-Time Allocation Fund Account shall be used to assist registered student organizations in holding programs or covering operational and/or start-up costs.

- a. All funds disbursed from the One-Time Allocation Fund Account must abide by the Student Activity Fee General Guidelines and the One-Time Allocation Fund Guidelines listed on the Student Government Association website.
- b. An organization or group requesting One-Time Allocation Funds must be a registered student organization on campus.

604.2 The Student Government Association Treasurer shall appoint the One-Time Allocation Fund Committee, consisting of two Senators and two other Student Government Association members, with the Treasurer serving as the voting chair of the Committee.

#### CHAPTER 605: LEADERSHIP STIPENDS

605.1 Due to the time commitment and responsibility associated with positions of trust within the Student Government Association are entitled to compensation.

605.2 In collaboration with the SGA Advisors, each year, leaders of the Executive and Legislative branches are entitled to stipends in the following amounts:

- a. President of the Student Government Association: \$6,000
- b. Vice President of the Student Government Association: \$4,500
- c. Treasurer of the Student Government Association: \$4,000
- d. President of the Senate of the Student Government Association: \$2,500
- e. President Pro-Tempore of the Senate of the Student Government Association: \$2,000

605.3 These payments are calculated and discharged in increments throughout the year in accordance with the SGA Advisors and the administrative staff within the Engagement, Leadership, and Service office.

## The Elections Code

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#### **REQUIREMENTS FOR OFFICE**

#### **CHAPTER 700: EXECUTIVE TICKET CANDIDATES**

##### 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. May serve no more than two (2) terms as either President, Vice President, or Treasurer.
- d. 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. May serve no more than two (2) terms as either President, Vice President, or Treasurer.
- d. 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. May serve no more than two (2) terms as either President, Vice President, or Treasurer.
- c. May serve no more than two (2) terms as either President, Vice President, or Treasurer.
- d. Must be capable of fulfilling obligations of the office during the summer

term. CHAPTER 701: SENATORIAL CANDIDATES

### 701.1 Senators of Schools and Colleges

- a. Senators of Schools and Colleges 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 (1) Senate seat for every one-thousand (1,000) students enrolled in said school or college, and one (1) Senate seat for any school or college with less than one-thousand (1,000) students enrolled.
- b. Schools-and-Colleges Senatorial Candidates 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. Schools-and-Colleges Senatorial Candidates must be enrolled in the school or college in which they stand for election per their classification by the Registrar of the University of Georgia.
  - i. Intended candidates who are also intended majors of schools/colleges to which they have not yet been accepted are eligible to run for a Senate seat in their intended school/college before receiving an official acceptance. If the intended candidate terminates his or her enrollment (or fails to enroll) in a school/college for which he or she stands for election or has been elected to represent, his or her eligibility to contest a seat within the aforementioned school/college will be called into question as per Chapter V, Section 3, Paragraph B, Sub-section v of the Constitution.
- d. If, during the general campaign/elections period, a Schools-and-Colleges Senatorial Candidate ceases to be enrolled in the school or college in which he or she stands for election, his or her candidacy will be subject to review by the Elections Committee.
- e. Senators of Schools and Colleges shall be eligible to serve unlimited terms following each annual election that they win.

### 701.2 At-Large Senators

- a. At-Large Senators shall be elected from the student body as a whole, using the formula of one (1) Senate seat for every four thousand (4,000) students.
- b. At-Large Senators shall be registered as full-time students as defined by their degree or program of study and must have an institutional G.P.A. of 2.75 on a 4.0 scale prior to the start of the campaign period.

### 701.3 Campus Life Senators

- a. Campus Life Senators shall be elected from the student body as a whole, using the formula of one (1) seat allotted for Health & Humanities, one (1) seat allotted for Community Involvement, and two (2) seats allotted for Access & Opportunity.
- b. Campus Life Senators shall be registered as full-time students as defined by their degree or program of study and must have an institutional G.P.A. of 2.75 on a 4.0 scale prior to the start of the campaign period.

## CHAPTER 702: ADDITIONAL REQUIREMENTS AND RESTRICTIONS

702.1 No cross-filing for any two (2) or more offices is allowed.

702.2 All candidates for elected office must abide by the additional requirements and regulations listed in other sections of this Code. A candidate's failure to abide by these requirements will result in disciplinary action and/or disqualification.

## **PRE-CAMPAIGN INFORMATION**

### CHAPTER 703: ELECTIONS TIMELINE

703.1 The Elections Timeline shall be the official timeline of the elections process, detailing all deadlines and restrictions outlined in the Elections Code.

703.2 The Elections Timeline shall be passed upon approval by an absolute majority vote, defined by the Constitution as 50 percent plus one (1) vote, of the Senators present no later than the first Senate meeting of the Spring semester.

703.3 The Elections Timeline shall be distributed to all candidates at the Candidate Seminars.

703.4 After passage of the Elections 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 within three (3) week days of passage.

703.5 The General Filing Deadline shall take place no later than five (5) weeks after the beginning of the spring semester.

703.6 The voting period shall begin no later than ten (10) days after the beginning of the campaign period and shall last no longer than five (5) days, including a potential run-off election period.

703.7 The Inauguration of the President-elect, Vice President-elect, Treasurer-elect, and Senators-elect shall take place no later than three (3) weeks before the end of the Spring Term as defined by the Academic Calendar.

703.8 The exact dates and times of all mandatory candidate events shall be determined in the official Elections Timeline by the Attorney General and Elections Committee.

#### CHAPTER 704: CANDIDATE SEMINARS

704.1 The Elections Committee shall use the Candidate Seminars to inform potential candidates of all policies within the Elections Code, as well as to distribute the Elections Timeline and to answer any questions potential candidates might have.

##### 704.2 Executive Candidate Seminar

- a. The Executive Candidate Seminar shall be held within five (5) week days before the final deadline to submit the Statement of Intent Form. The exact time and place of the Seminar shall be determined within the Elections Timeline and announced by the Elections Committee no later than two (2) weeks prior to the final deadline to submit the Statement of Intent Form.
- b. At the Executive Candidate Seminar, the Elections Committee and the incumbent Student Government Association President, Vice President, and Treasurer shall be responsible for thoroughly informing potential executive candidates of their duties of office.
- c. Potential Executive Candidates are permitted, but shall not be required, to attend the General Candidate Seminar.

##### 704.3 General Candidate Seminar

- a. All potential candidates for Senate are required to attend the General Candidate Seminar prior to the start of the campaigning period.

- b. At the General Candidate Seminar, the Elections Committee and incumbent members of the Senate (including, but not limited to, the President of the Senate, the President Pro-Tempore, Senate Committee chairs, or other Senators designated to speak) shall be responsible for thoroughly informing potential candidates of their duties of office.

#### 704.4 Absence Policy

- a. Potential candidates who are unable to attend the Candidate Seminars are required to contact the Attorney General and request an excusal from the Elections Committee.
  - i. Excusal from any Candidate Seminar shall only apply for the following reasons: immediate family death or illness, personal medical emergencies, a university test or mandatory class meeting scheduled during the Candidate Seminar, or a unique and extenuating circumstance evaluated at the discretion of the Elections Committee.
  - ii. An absence from the Candidate Seminar shall only be considered excused pending the presentation to the Elections Committee of appropriate documentation, defined by the Attorney General, as well as the attendance of an approved agent in place of the absent candidate(s).
  - iii. Any potential candidate(s) who fails to attend the Seminar without an excuse as approved by the Elections Committee will be disqualified to run.
    - 1. Failure of an individual potential executive candidate(s) to attend the Executive Seminar without proper excusal shall result in disqualification to run, even if other members of the potential Executive Ticket are present.
- b. It is highly recommended, but not required, that all campaign staff attend the Executive and/or General Candidate Seminar in addition to the candidates.
  - i. If a staff member cannot attend the Candidate Seminar(s), he or she does not need to notify the Attorney General.

### CHAPTER 705: FILING OF REQUIRED DOCUMENTATION

#### 705.1 Statement of Intent Form

- a. All potential candidates shall file a Statement of Intent Form to run for office

with the Elections Committee.

- b. The Statement of Intent Form shall be posted on the Elections Committee's organizational page on the University of Georgia Involvement Network, and it shall include the potential candidate's name, phone number, UGA email address, position for which he or she intends to stand for election, names and positions of Designated Staff Members, Designated Staff Member phone numbers, and Designated Staff Member UGA email addresses.
- c. The Statement of Intent Form shall be submitted online. An electronic confirmation of receipt shall be sent to the candidate. If no confirmation of receipt is received, it is the responsibility of the candidate to notify the Attorney General within 24 hours of the initial submission.
- d. All potential candidates shall sign a grade-release statement enabling the Elections Committee to check grade qualifications of the potential candidates.
- e. The potential Presidential candidate of a given potential Executive Ticket shall submit only one (1) Statement of Intent Form on behalf of the entire potential Ticket.
- f. Before approval by the Elections Committee of the Statement of Intent Form of a potential individual candidate/Executive Ticket, said potential candidate/Ticket is considered to be a "potential candidate" for an office, and the potential candidate/members of said potential Ticket shall represent themselves as such.
- g. The Elections Committee reserves the right to request alterations to any Statement of Intent Form that conflicts with UGA copyright policy or contains purposefully inflammatory language or harmful messaging directed at any student, student organization, or group of students. If an adjustment to the Statement of Intent Form is requested, the ticket or candidate in question will be given 72 hours to complete the requested adjustment, regardless of proximity to the submission deadline.
- h. Upon approval by the Elections Committee of the Statement of Intent Form of a potential individual candidate/Executive Ticket, but before any said candidate/Ticket submits paperwork for the General Filing Deadline, said potential candidate/Ticket is considered to be "intending to run" for an office, and the intended candidate/members of said intended Ticket shall represent themselves as such.
- i. Failure by a potential candidate or Ticket to submit the Statement of Intent Form by the deadline as defined by the Elections Timeline shall result in automatic

disqualification of the potential candidate/Ticket unless extenuating circumstances are otherwise determined by the Elections Committee.

- j. The Senatorial Ticket Affiliation Form shall be due at the Statement of Intent Form deadline, and information regarding this submission can be found in Chapter 707.7 of this Code. This Form shall not be required for individual candidates who do not intend to become affiliated with a Senatorial Ticket.

705.2 Upon approval by the Elections Committee of the Statement of Intent Form of an intended individual candidate/Executive Ticket, said intended candidate/Ticket may begin to make financial expenditures, ~~solicit endorsements~~, and assemble a full campaign staff.

705.3 After the Statement of Intent Form's final deadline, but before the beginning of the Campaign Period, intended candidates must adhere to the General Filing Deadline. The General Filing Deadline, hereafter referred to as the GFD, will require that intended candidates for office submit Part I of their Financial Disclosure Form and a Staff Roster.

- a. Information regarding the submission of the Financial Disclosure Form can be found in Chapter 708 of this Code.

b. Endorsement Forms

- i. An endorsement of a candidate or Ticket may be filed by said candidate/member(s) of said Ticket demonstrating support in one (1) or multiple ways via the submission of an Endorsement Form.
- ii. No candidate/Ticket, or any staff member acting on behalf of a candidate or Ticket, shall claim to be endorsed by any student organization unless the candidate/Ticket has secured a written statement of endorsement from the endorsing student organization and presented it to the Elections Committee in the form of the official Endorsement Form provided by the Elections Committee.
  1. An individual or student organization that is self-proclaiming endorsement of a candidate and/or Ticket, without the candidate/Ticket advertising, discussing, or promoting the endorsement, does not have to fill out the Endorsement Form
  2. Any registered student organization intending to endorse any ticket/candidate must poll all active members of said organization. An endorsement may only be made if a majority of votes cast are for said ticket/candidate. Failure to poll membership or falsification of the

endorsement form are liable to be discarded and will be viewed as violations of this code.

3. In-person polls conducted by an organization must reach a quorum as defined in the organization's bylaws.
  4. Polls hosted online must be available to all members for at least 24 hours.
  5. In the case that a candidate unknowingly files an endorsement where the student organization falsifies any endorsement requirements, the candidate is not held liable.
  6. The use of a student organization's private resources by a candidate or by members of a Ticket or staff members for campaigning is prohibited unless explicitly allowed by the head(s) of said student organization. Permission by the head(s) of said student organization must be given in the form of an Endorsement Form, where the organizational head(s) states clearly which resources may be used.
- iii. An individual or student organization may retract, rescind, or otherwise cancel their endorsement of a candidate and/or Ticket at any time by notifying the Attorney General in writing, after which, the endorsement and any previous Endorsement Form that was filed shall be considered null and void.
1. The Elections Committee shall notify the affected candidate/Ticket of this retracted endorsement as soon as possible.
  2. In this case, a candidate/Ticket must terminate all usage of said student organization's resources, as well as terminate all advertisement, discussion, and/or promotion of their endorsement by said individual/student organization, including the deletion or elimination of this endorsement from any campaign materials or postings currently in circulation except in extenuating circumstances identified at the discretion of the Elections Committee. Failure to comply with this policy will result in a violation as per Chapter 705.3b.ii of this Code.

c. Staff Roster

- i. An intended candidate/Executive Ticket shall, through the Primary Liaison, submit a full Staff Roster by the GFD.
- ii. The Staff Roster shall meet all requirements regarding the listing of



Designated Staff Members, including the Designated Staff Members listed in Chapters 707 of this Code, and it shall meet all requirements regarding the designation of a Legal Team as per Chapter and 712.4 of this Code.

- iii. This Staff Roster does not have to be the final iteration of a campaign's staff, but it must completely reflect the staff as of the GFD.
- d. Failure by any campaign to submit any required paperwork or documentation by the deadline as defined by the Elections Timeline shall result in an incomplete submission, which allows the Elections Committee to take disciplinary action against the intended campaign, including, but not limited to, disqualification to run, sanctions, or other remedies deemed necessary or appropriate by the Elections Committee.
- e. No candidate for election to any office within the Student Government Association shall be required to collect a Petition of Signatures, meaning that this Code hereby establishes the number of signatures required to stand for election at zero (0).
- f. No applicant for any vacant Senate seat shall be required to collect a Petition of Signatures. Thus, conformant to Article IX, Section 5, Sub-section i of the Constitution of the Student Government Association of the University of Georgia, which gives the Elections Code the authority to define the appropriate number of signatures required for application to a vacant Senate seat, this Code hereby defines said appropriate number of signatures as zero (0).

705.4 Upon approval by the Elections Committee of the GFD paperwork of an intended individual candidate/Ticket, said intended candidate/Ticket is considered to be an official candidate for office, and the candidate/members of said Ticket are permitted to represent themselves as a "candidate," or as the "[insert name here] Ticket," that is "running for [insert office title]."

705.5 Intended candidates and Tickets shall be notified of eligibility following the GFD at least one (1) week before any scheduled debate.

705.6 Any member of the student body may request that the Elections Committee provide the identity of any other student(s) who have already filed any paperwork for any office or position at any time.

705.7 All forms submitted by any candidate (or potential or intended candidate) shall be made available for public inspection. However, phone numbers and email addresses, as well as any other contact information, shall be redacted to respect the personal privacy of the candidates and their staff members.

705.8 Any tampering of election documents shall result in the disqualification of the tampering person(s) and/or the candidate/Ticket they represent.

705.9 All forms necessary to complete the filing of required documentation shall be found and submitted on the Election Committee's page on the UGA Involvement Network. The Elections Committee reserves the ability to post or request the submission of any forms or documents through other mediums or methods deemed necessary and proper by the Committee.

705.10 Any forms or documents submitted by any candidate or Ticket through mediums or methods not designated or approved as correct avenues of submission by the Elections Committee shall be considered void and shall not be considered submitted. The Elections Committee reserves the ability to accept these documents in extenuating circumstances.

## CHAPTER 706: CAMPAIGN STAFF AND PERSONNEL

### 706.1 Responsibilities of Campaign Staff

- a. All individuals who are actively representing an individual or Ticket are considered to be staff and must be registered with a Statement of Intent Form and/or the official Staff Roster.
  - i. "Active Representation" includes all methods of campaigning and representation established by Chapter 707.1a of this Code, but active representation does not include people whose only campaign involvement or participation has been through social media posts on their personal accounts.
  - ii. Social media accounts created for the purpose of campaigning must be reported to the Elections Committee.
- b. Campaigns and candidates are responsible for the actions of their staff.
- c. All candidates, members of a Ticket, and campaign staff shall adhere to the Student Government Association's Code of Ethics, the Elections Code, and the University of Georgia's Code of Conduct.
- d. All individuals participating as campaign staff must be registered with the Elections Committee prior to the beginning of the voting period.
- e. No staff member shall be registered with more than one (1) campaign.

- f. The participation of unregistered staff members shall result in disciplinary action from the Elections Committee.
- g. Unregistered staff members will be defined as individuals not on any staff roster who are participating in campaign activities or campaigning as defined by this code.

#### 706.2 Designated Staff Members

- a. Each campaign shall be required to designate specific staff members to submit specific forms/to perform specific tasks or actions as defined by the Elections Committee.
  - i. The Elections Committee can only require or compel the submission of those specific forms or the performance of those specific tasks/actions that are explicitly stated in the Elections Code.
- b. The Designated Staff Members representing a candidate or Ticket must include the following officials:
  - i. Primary Liaison – charged with the submission of all Staff Rosters and Endorsement Forms on behalf of the campaign, and he or she shall perform the duties of the Financial Liaison and/or Chief Counsel in the absence of those Designated Staff Members.
    - 1. The Primary Liaison shall be the sole member of the campaign staff responsible for interactions with Campus Reservations, Events, and Technical Services (CRETS) and shall make all reservations on behalf of the campaign. All candidates/Tickets, Primary Liaisons, and any other campaign staff must abide by all CRETS guidelines.
  - ii. Financial Liaison – charged with the submission of all financial disclosure forms on behalf of the campaign.
  - iii. Chief Counsel – shall be the campaign’s liaison to the Elections Committee. The Chief Counsel shall submit all complaints on behalf of the campaign, shall represent the campaign in all hearings, appeals, and any other appearances before the Elections Committee and Supreme Court, and shall lead the campaign’s Legal Team.
- c. A Senatorial Ticket shall not appoint any Designated Staff Members because the responsibilities of these Designated Staff Members shall lie with the individual candidates affiliated with a Senatorial Ticket and the staff of these individual candidates.

- d. A candidate or members of a Ticket may list themselves as performing one (1) or several of these functions.
- e. Designated Staff Members can perform more tasks than those that are enumerated in Chapter 706.2b, but these enumerated tasks are the minimum requirements.
- f. The registered Designated Staff Member shall be the only person authorized to perform the tasks associated with that office.
  - i. Performance of these tasks by anyone other than the Designated Staff Member listed on the Statement of Intent Form or the Staff Roster shall be considered participation by an unregistered staff member(s) and shall result in disciplinary action pursuant to Chapter 706.1f of this Code.

## **CAMPAIGN REGULATIONS**

### **CHAPTER 707: CAMPAIGNS**

707.1 Campaigning may begin for candidates and Tickets on the date and time specified by the Elections Timeline, after each candidate files all necessary documents, attends the Executive and/or General Candidate Seminar(s), and after notification of eligibility has been communicated by the Elections Committee.

- a. Campaigning shall be defined as any and all actions intentionally undertaken with the purpose of promoting, publicizing, and securing support for a candidate(s) and/or Ticket, including dissemination of campaign materials and social media postings, as defined by the Elections Committee.
- b. Any forms of campaigning done prior to the date specified by the Elections Committee shall result in disciplinary action as defined by the Elections Committee.
- c. All candidates, Tickets, 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.

707.2 Restrictions on Campaign Expenses

- a. Individual Executive Tickets may spend a maximum of \$1,200 USD on their campaigns.

- b. Individual Senatorial candidates not affiliated with a Senatorial Ticket may spend a maximum of \$200 USD on their campaigns.
- b. All candidates, Tickets, 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.
- c. Individual Senatorial candidates affiliated with a Senatorial Ticket shall coordinate their spending so that their combined expenditures do not exceed the sum of \$100 USD for every candidate on said Ticket with a maximum of \$500.

### 707.3 Campaign Material Regulations

- a. "Campaign material" shall be defined as an advertisement, document, or other medium that is intentionally disseminated with the intent to promote the electoral prospect of a particular candidate, Ticket, or other electoral matter. Campaign material shall include, but shall not be limited to the following:
  - i. An electoral advertisement
  - ii. A printed, handmade, or digital document containing an electoral matter (a how-to-vote card, a posterboard, a candidate or party platform, etc.)
  - iii. Any posting on any social media or traditional media platform intended to promote a candidate, Ticket, or other electoral matter.
    - 1. These platforms include, but are not limited to privately acquired websites, Facebook, Twitter, Instagram, Snapchat, GroupMe, etc.
    - 2. "Postings" include, but are not limited to Facebook status updates, tweets, Instagram posts or stories, Snapchat stories, GroupMe messages, etc.
  - iv. Any solicitation for financial contribution including, but not limited to in-person or online fundraising apparatuses (such as Venmo, GoFundMe, Kickstarter, canning, person-to-person money transfers), advertisements on social media, print advertisements, etc.
    - 1. However, any solicitation for financial contribution shall be permitted after the approval of a campaign's Statement of Intent Form.
    - 2. Such solicitation may not contain any other form of campaign material.

- b. All material purchased with the intent to distribute, or otherwise acquired to distribute on behalf of a ticket, to the general population of the University of Georgia shall not exceed a per unit cost of \$5.
  - i. Any personalizations or adjustments to items intended for distribution will be capitalized to the item.
  - ii. Regardless of price, food and drinks cannot be distributed to the general population by a candidate or their staff.
  - iii. Multiple materials designed to be used together shall be considered one unit for the purposes of this section and their cost shall be determined by the individual materials' value collectively.
  - iv. "General Population" includes all eligible voters who are not actively registered on the staff roster for the respective ticket or individual.
- c. No campaign shall engage in nor administer nor otherwise promote raffles, lotteries, drawings, sweepstakes, prize pools, or other similar concepts at the discretion of the Elections Committee.
- d. All postings made and campaign materials disseminated by any registered staff member(s) shall be viewed as an extension of the candidate or Ticket associated with said staff member(s), and as such, said staff member(s) and candidate/Ticket shall be held to disciplinary standards as defined by the Elections Committee should an action worthy of discipline, at the discretion of the Elections Committee, occur.
- e. All campaign materials must abide by the requirements and restrictions established by this Code.
- f. All campaign materials posted on the UGA campus must abide by UGA policies. It is the sole responsibility of candidates/Tickets and campaign staff to be knowledgeable and mindful of any potential violations of UGA Campus policies.
- g. Any campaign materials posted on public or private property in Athens-Clarke County or in any other jurisdiction are subject to the laws and policies of those jurisdictions, along with this Code.
- h. Any campaign materials posted on public or private platforms, such as but not limited to Facebook, Twitter, Instagram, etc., are subject to the policies and regulations of those platforms, along with this Code.
- i. All physical campaign materials posted by any candidate, Ticket, and/or staff

member(s) must possess an identifying mark pre-approved by the Elections Committee. Failure to include this mark shall result in the removal of the offending material.

- j. Each candidate/Ticket is responsible for seeing that their campaign materials and postings are removed within 24 hours following the certification of the General Election Results.
  - i. Postings on social media by individual staff members and individual candidates do not need to be deleted or removed, but all official campaign accounts must be deleted or made defunct via a change in publicity setting to “private” or a similar obfuscation method, and the account must be updated to reflect that it is an archived account that no longer represents an active campaign.
- k. If a candidate/Ticket is involved in a run-off election, they need not remove their campaign materials and postings until 24 hours following the certification of the Run-Off Election Results.

#### 707.4 General Regulations

- a. A link to all applicable codes and governing documents must be made available on the Student Government Association website prior to the Executive and General Candidate Seminars.
- b. No person other than a member of the Elections Committee, the respective candidate/members of the respective Executive Ticket, or a staff member of the respective campaign shall willfully destroy, deface, obscure, move, or remove campaign materials.
- c. The Elections Committee shall only handle campaign materials in the case of a violation of this Code and shall alert the respective campaign within one (1) business day.
- d. No candidate/no member of a Ticket or any campaign staff member may intentionally damage the character of another candidate, Ticket, staff member, or Elections Committee member with false information.
- e. No candidate/no member of a Ticket or any campaign staff member may disseminate campaign materials or postings containing false or misleading information about a candidate/Ticket, staff member, or Elections Committee member.
- f. Chalking and all other forms of defacing University property are prohibited.

- i. This provision does not include methods of permitted advertisement, such as but not limited to painting at the Tate Bus Stop, as long as the campaign completes all necessary requirements to obtain approval to paint/advertise.
- g. Door-to-door campaigning in residence halls is prohibited.
- h. Candidates/members of Tickets and staff may not hand out campaign materials inside university buildings.
  - i. A “university building” shall be defined as any building owned or operated by the University of Georgia.
- i. Candidates/members of Tickets and staff may:
  - i. Wear T-shirts, stickers, buttons, or other forms of electoral advertisement inside campus dining areas, residence halls, and/or other university buildings.
  - ii. Discuss the election and advocate for themselves/the campaign with which they are associated via person-to-person interaction and speaking to classes or other assembled groups.
    - 1. However, no campaign materials may be physically distributed person-to-person, and candidates/members of Tickets and staff may not stand in common areas (such as but not limited to hallways, bathrooms, entrances and exits, etc.) and/or block, impede, or otherwise disrupt the flow of foot traffic or harass occupants of a building/location in order to promote a candidate, Ticket, or other electoral matter.
    - 2. If applicable, such behavior will be determined to be in violation of the above provisions of this Code at the discretion of the Elections Committee.
- j. When a candidate/member(s) of a Ticket or their staff are being interviewed by media outlets (including all print media, broadcast, and online outlets), or making campus reservations, or campaigning, it is their responsibility to present themselves as a candidate (or potential or intended candidate, or as a representative of the same) for office, and not as a member of the Student Government Association.
  - i. Statements of prior or current active membership in the Student Government Association are permitted, but the candidate/members of a Ticket and their staff may not speak or behave in a way that would present



themselves as active representatives or agents of the Student Government Association in their specific roles as candidates for office.

- k. No candidate/member(s) of a Ticket or their staff shall use any live animal(s) as a means of campaigning or otherwise promoting a candidate, Ticket, or any other electoral matter via any means outside of social media posts, photographs, and/or videos.
  - i. These posts, photographs, and/or videos may not be made or captured in real-time (such as, but not limited to, a photo booth with animals, a social media livestream with animals, and/or any related concept at the discretion of the Elections Committee).
  - ii. It shall be permissible to use or stage animals in a campaign photo, video, or other similar medium that was pre-recorded, pre-photographed, or otherwise created before the date and time of release in a manner or location designed/used only for the purpose of content creation (and not active campaigning).
- l. No candidate/member(s) of a Ticket or their staff shall use methods of campaigning not listed that damage the integrity of the election cycle and the Student Government Association. The Elections Committee reserves the right to analyze and use discretion when determining appropriateness of campaign methods.
  - i. Methods of campaigning that damage the integrity of the election cycle will be defined as methods that are found in violation of section 706.1c of this code in accordance with the SGA Code of Ethics.
- m. Absences by active members of the Student Government Association from their official governmental obligations for the purpose of campaigning shall be considered unexcused in all circumstances except for attendance at any mandatory Candidate Seminar, or at the Executive Debate, or at any hearing scheduled by the Elections Committee or the Supreme Court, or any extenuating circumstances at the discretion of the SGA Attorney General.
  - i. All methods of reporting absences and requesting excusal shall follow the rules and procedures established by Chapter 305 of the SGA Statutes.
- n. The Student Government Association as a registered student organization shall not endorse any candidate, Ticket, or any other electoral matter.
- o. No Student Government Association resources and/or platforms may be used in the promotion of, advocacy for, or campaigning on behalf of or in coordination with any candidate, Ticket, or any other electoral matter on the

ballot. General announcement, notification, or publication of an upcoming election is acceptable, and general statements of encouragement to vote in said election are also permissible.

#### 707.5 Executive Ticket Regulations

- a. Members of an Executive Ticket shall choose a name under which all three (3) candidates shall run as an entity.
- b. Partial or non-complete Executive Tickets are not allowed.
- c. An Executive Ticket shall run independently of Senate candidates and Tickets.
- d. An Executive Ticket shall not endorse any candidate for Senate or any Senatorial Ticket.
- e. The members of an Executive Ticket, as well as its staff members, shall provide no contributions to any Senatorial candidate, Ticket, or campaign, or to any other Executive Ticket, including but not limited to financial contributions, volunteer work, non-monetary assistance/contributions, and/or any other contribution(s) and/or assistance that would impact said campaign(s).
  - i. General staff members who are not officially appointed to a position within a ticket may promote other tickets or candidates in different constituencies on personal social media platforms, provided that such promotion is an explicit personal endorsement and does not represent the ticket itself.
- f. An Executive Ticket shall be held accountable as a single entity, not as individual candidates.

#### 707.6 Individual Senatorial Candidate Regulations

- a. An individual Senatorial candidate shall run independently of an Executive Ticket and of any other Senatorial candidate(s) unless that individual candidate forms or joins a Senatorial Ticket.
- b. An individual Senatorial candidate shall not endorse any Executive Ticket.
- c. An individual Senatorial candidate shall not endorse any other candidate for senate.
  - i. The only instance where this endorsement shall be permissible is when the individual Senatorial candidate(s) issuing the endorsement, as well as the recipient(s) of said endorsement, are affiliated with the same Senatorial Ticket.

- d. An individual Senatorial candidate, as well as his or her staff members, shall provide no contributions to any Executive Ticket or campaign, or to any other individual Senatorial candidate, including but not limited to financial contributions, volunteer work, non-monetary assistance/contributions, and/or any other contribution(s) and/or assistance that would impact said campaign(s). Such contributions can be made if said individual candidate forms or joins a Senatorial Ticket.
  - i. The only instance where such contributions shall be permissible is when the individual Senatorial candidate(s) providing the contributions, as well as the recipient(s) of said contributions, are affiliated with the same Senatorial Ticket.

#### 707.7 Senatorial Ticket Regulations

- a. Two (2) or more individual Senatorial candidates may form a Senatorial Ticket.
  - i. Senatorial Tickets may not consist of fewer than (2) individual candidates.
- b. Members of a Senatorial Ticket shall choose a name with which all members of the Ticket shall affiliate.
  - i. This Ticket shall not share a name (or a variation of a name) with any other Senatorial Ticket or with any Executive Ticket.
- c. All Senatorial Tickets must be registered with the Elections Committee.
  - i. Registration shall be defined as the submission of a Senatorial Ticket Affiliation Form by each member of the Senatorial Ticket, as well as subsequent approval of said Form by the Elections Committee.
  - ii. The deadline for this Affiliation Form shall be the same as the deadline to submit the Statement of Intent Form. A potential candidate may change his or her intended affiliation status until the Statement of Intent Form submission deadline, after which time changes will be prohibited.
  - iii. This Affiliation Form shall include the Senatorial Ticket's name, the constituency in which the Senatorial Ticket plans to run, and a list of each individual candidate affiliated with said Ticket.
    - 1. An individual staff member working on behalf of an individual candidate that is affiliated with a given Senatorial Ticket shall be permitted to perform active representation, as defined by Chapter 706.1a.i of this Code, of any other candidate(s) affiliated with the given Senatorial Ticket, as well as for the Ticket at-large. However, this staff

member may only appear on the Staff Roster of one (1) of the affiliated candidates.

- iv. Upon approval by the Elections Committee of the Affiliation Form and of the Statement of Intent Form of all members of an intended Senatorial Ticket, said members may begin to make financial expenditures for the Ticket at-large.
  1. A Senatorial Ticket shall not make expenditures as an entity, and expenditures shall be made by the individual candidates, who are permitted to coordinate these expenditures with other candidates on their affiliated Ticket.
  2. Financial Disclosure shall occur by individual candidates, not by the Ticket as an entity.
- v. Failure by any member(s) of a potential Senatorial Ticket to submit the Senatorial Ticket Affiliation Form by the deadline as defined by the Elections Timeline shall result in automatic disqualification of the Ticket to form or to operate unless extenuating circumstances are otherwise determined by the Elections Committee.
  1. In this specific scenario, this failure to file appropriate documentation in the correct way or by adhering to the Elections Timeline shall not disqualify the individual candidates who were intending to become affiliated with said disqualified Ticket, and these individuals shall still be capable of campaigning as individual candidates if their individual paperwork has been approved by the Elections Committee.
  2. In the event that all but one (1)/several member(s) of a potential Senatorial Ticket submit their paperwork properly, the formation of the potential Senatorial Ticket shall be permitted, but the one (1)/several specific member(s) who did not properly submit their paperwork shall be barred from affiliating with said Senatorial Ticket.
    - a. If the omission of violating individual candidates reduces the anticipated number of Senatorial Ticket affiliates of a given Ticket to one (1) potential candidate, said Ticket shall not form conformant with Chapter 707.7a.i of this Code.
- d. Senatorial Tickets may only be formed amongst individual Senatorial candidates running within a single constituency.
- e. No Senatorial Ticket shall have more candidates than available seats for a given

constituency.

- f. If an individual Senatorial candidate chooses to be affiliated with a Senatorial Ticket, said candidate shall only be associated with one (1) Senatorial Ticket.
- g. A Senatorial Ticket shall campaign and run independently of individual Senatorial candidates not affiliated with said Ticket, as well as independently of any other Senatorial Ticket and/or Executive Ticket.
- h. Members of a Senatorial Ticket shall be elected independently of one another.
  - i. On the ballot, each candidate shall appear individually, but each member of each Senatorial Ticket shall be identified as being a member of their respective Ticket.
  - ii. Members of a Senatorial Ticket, or the Senatorial Ticket as a whole, shall not endorse any candidate(s) for Senate that is not a member of said Senatorial Ticket and shall not endorse any other Senatorial Ticket or any Executive Ticket.
- j. The members of a Senatorial Ticket, as well as any staff members working for said members, shall provide no contributions to any individual Senatorial candidate that is not affiliated with the Ticket at hand, or to any other Senatorial Ticket as a whole, or to any Executive Ticket, including but not limited to financial contributions, volunteer work, non-monetary assistance/contributions, social media posts, and/or any other contribution(s) and/or assistance that would impact said campaign(s).
- k. Members of a Senatorial Ticket shall be held accountable as an entity, where the elections committee deems appropriate.
  - i. The Elections Committee reserves the ability to reject the registration of or to dissolve a Senatorial Ticket (without disqualifying the Ticket's individual members) based on violations of this Code, including but not limited to the failure to file required documentation in the correct way or pertaining to the failure to adhere to the Elections Timeline.

#### 707.8 Debates

- a. The Elections Committee shall set a time and place for an Executive Debate. One (1) debate is to be held during the week prior to the days of the General Election.
- b. The Executive Debate shall be managed, arranged, and conducted in a neutral manner so that no Executive Ticket receives any institutional or systematic

advantage over another.

- c. Attendance at the Executive Debate is mandatory for all candidates on an Executive Ticket.
  - i. Any Executive Ticket candidate that is unable to attend the debate must submit an excuse, in writing, to the Attorney General following the rules and procedures established by Chapter 305 of the SGA Statutes.
  - ii. An unexcused absence will result in disciplinary action. Pursuant to Chapter 707.5f of this Code, this disciplinary action shall be taken against the Executive Ticket as a whole.
  - iii. If an Executive Ticket candidate is unable to attend the debate, they will not be allowed a proxy.
- d. The format of the debates shall be determined by the Elections Committee.
- e. The Elections Committee may choose a third-party outlet(s) and/or moderator(s) to moderate the debate. However, the Elections Committee shall not consider or contract for moderation any outlet(s) that has endorsed any candidate, Executive Ticket, or electoral matter on the ballot for the current election cycle. The Elections Committee also shall not consider or contract for moderation any moderator(s) that has endorsed any candidate, Executive Ticket, or electoral matter on the ballot for the current election cycle, or that is a registered staff member for any campaign, or that has given a monetary or non-monetary contribution to any campaign, or that has participated in any campaign in any way (registered or otherwise) that would create a reasonable doubt as to the neutrality of the debate at the discretion of the Elections Committee.
  - i. To ensure proper neutrality, the Elections Committee shall conduct appropriate vetting and investigation prior to the commissioning or contracting of any outlet(s) or moderator(s).
- f. It is the responsibility of the Elections Committee to publicize the Executive Debate.
- g. Candidates for office may organize their own debates, though such debates are not subject to the rules or format of the Executive Debate hosted by the Elections Committee.

### 708.1 Candidates/Tickets

- a. Each candidate/Ticket is required to keep accurate and up-to-date records of all campaign receipts and expenditures.
- b. Each campaign's Financial Liaison shall be required to file all Financial Disclosure Forms on behalf of the candidate or Ticket he or she represents.
  - i. Part I of the Financial Disclosure Form shall be due at the General Filing Deadline, as established by the Elections Timeline.
  - ii. Part II of the Financial Disclosure Form shall be due prior to the start of the campaign period, as established by the Elections Timeline.
  - iii. Part III of the Financial Disclosure Form shall be due prior to the start of the general election voting period, as established by the Elections Timeline.
  - iv. Part IV of the Financial Disclosure Form shall be due no later than 24 hours after the certification of the General Election Results, or, if an individual candidate or Executive Ticket is involved in a run-off election, 24 hours after the certification of the Run-Off Election Results.
  - v. The financial records of each candidate/Ticket shall be available for public inspection.

708.2 Any discrepancy between receipts provided and expenditures listed may result in a hearing before the Elections Committee and possible disciplinary action. If a hearing is called regarding Senatorial ticket expenditures, tickets should be prepared to provide evidence of which candidate contributed funding for each item.

## **ELECTIONS PROCEDURE**

### CHAPTER 709: ELECTIONS

#### 709.1 Voting Procedure

- a. Voting shall be conducted online using the elections feature of the UGA Involvement Network.
  - i. Senators currently serving in Senate, in good standing by the time of the approval of the Statement of Intent, and campaigning for the same constituency they currently serve shall have the status of Incumbent

placed by their name in all official SGA notices and have “(I)” to indicate Incumbent placed on their ballot after their name and ticket name (if applicable).

- ii. Instructions to vote will include a brief description of the incumbent designation.
  - iii. The inactive voting link shall be sent out by the AG to the candidates via email at least 24 hours before the campaigning period begins. This link will become active when the voting period begins.
- b. Voting shall be conducted by secret ballot.
  - c. Each student shall cast one (1) ballot during the election cycle.
  - d. Any person submitting a ballot using the identity of another student, regardless of the willingness of said student, is prohibited.
  - e. All candidates, Ticket members, and staff members shall not exert any undue influence over any voter.

## 709.2 Results

- a. Upon poll closure, the Elections Committee shall gather the results of the General Election. The Attorney General, acting on his or her authority as Chair of the Elections Committee, will then certify the General Election Results and will disseminate these results publicly.
- b. An Executive Ticket shall be elected when that Ticket achieves an absolute majority of the votes cast for the specific election that an Executive Ticket contests.
  - i. “Absolute majority” is defined by the Constitution as 50 percent plus one (1) vote.
- c. A Senatorial candidate contesting a constituency with a singular Senate seat shall be elected when that candidate achieves an absolute majority of the votes cast for the specific election that a Senatorial candidate contests.
- d. A Senatorial candidate contesting a constituency with multiple Senate seats shall be elected when that candidate receives enough votes to finish in at least the numerical place equivalent to the number of seats allocated to the specific constituency that a Senatorial candidate contests. *(e.g., If a constituency has five (5) seats, a Senatorial candidate must receive at least the fifth-largest number of votes*



*in order to be elected.*) A Senatorial candidate does not need to win an absolute majority of votes cast in this election.

- e. The outgoing Senate must ratify the General Election Results in the next immediate Senate session following the certification of these results.
- f. If the Senate chooses not to ratify the results, then the Elections Committee shall carry out remedies.

### 709.3 Irregularities

- a. The Attorney General, in consultation with the Elections Committee, shall have the power to withhold the certification of the General or Run-Off Election Results should the Elections Committee find substantial evidence that irregularities may have occurred, and that such irregularities may have influenced the outcome or results of the election.
- b. The Elections Committee shall have 48 hours after the initial compilation of the results in question to investigate and rule on the irregularity.
- c. The Elections Committee may, if it deems necessary, call a new election to be held within the limits of this Elections Code at the earliest convenient time.

### 709.4 Run-off Elections

- a. A run-off election shall occur between any two (2) candidates/Executive Tickets that are contesting a singular office or election, but who fail to receive an absolute majority of votes cast for that specific office or election. The candidates/Executive Tickets that receive the highest and second-highest number of votes shall advance to a run-off election. Alternatively, a run-off election shall occur between any two (2) candidates/Executive Tickets that are contesting a single office or election, where both parties have received an exactly equal number of valid votes, and where this tied-vote total directly impacts the potential election of the affected candidates/Tickets.
- b. A Senatorial candidate/Executive Ticket shall be elected when that candidate/Ticket achieves the criteria established by Chapters 709.2b and 709.2c of this Code.
- c. The Run-Off Election Results shall undergo the same processes of certification, ratification, and rules regarding irregularities as the General Election Results.
- d. In the case of a run-off election, the Financial Disclosure Form shall be due within 24 hours of the end of the extended voting period.

CHAPTER 710: REFERENDUMS, RECALL ELECTIONS, AND  
CONSTITUTIONAL AMENDMENTS

710.1 Votes on Referendums and Constitutional Amendments, as well as recall elections, shall be subject to the rules and regulations found in this Code and in the Constitution of the Student Government Association.

710.2 Votes on Referendums and Constitutional Amendments, as well as recall elections, shall be carried out in accordance with the guidelines listed in Articles X and XIII of the Constitution of the Student Government Association.

**ELECTIONS COMMITTEE AND LEGAL PROCEEDINGS**

CHAPTER 711: ELECTIONS COMMITTEE

711.1 The Elections Committee shall be formed in accordance with Article VI, Section 3, Paragraph A of the Constitution of the Student Government Association of the University of Georgia.

711.2 The Elections Committee shall enforce the Elections Code of the Student Government Association of the University of Georgia.

711.3 The Elections Committee shall dissolve 96 hours after the certification of the General Election Results.

- a. This dissolution deadline becomes null and void should the Elections Committee identify any irregularities surrounding the General or Run-Off Election Results, or should the Senate refuse to ratify the General and/or Run-Off Election Results, which would require the Committee to remain assembled after the 96-hour deadline in order to execute its duties.

711.4 Impartiality

- a. The Elections Committee shall act in good faith, without bias.
  - i. Neither the Elections Committee as a whole nor any of its members individually shall, upon confirmation, render aid, assistance, help or shall contribute to any candidate, Ticket, or electoral matter in any way.
  - ii. No member of the Elections Committee shall, upon confirmation, stand for election, or shall function as a registered staff member of any campaign, or shall perform any campaigning for any candidate, Ticket, or electoral matter, or shall advertise, promote, advocate for, or otherwise support any

candidate, Ticket, or electoral matter in any way.

1. 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, the Elections Committee shall be responsible for submitting a designee to the President of the Student Government Association to fulfill the Attorney General's duties on the Elections Committee.

a. This designee must be approved by a two-thirds vote of the Senate.

#### 711.5 Duties

- a. Shall interpret, execute, and enforce all election laws provided in this Elections Code.
- b. Shall supervise all campaigns for Student Government Association offices 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 the provisions of this Code or of Elections Committee rulings.
- d. Shall have the authority to submit news items and election results to campus and community news-disseminating organizations.
- e. Shall take all minutes of meetings and hearings, and keep records of all opinions, rulings, and filings required of candidates and Tickets under this Elections Code and shall make these records public.

### CHAPTER 712: COMPLAINTS, HEARINGS, AND APPEALS

#### 712.1 Complaints

- a. Any student shall be able to submit complaints about Elections Code violations to the Attorney General and shall be responsible for representing his or her position in any possible resulting hearing.
  - i. However, pursuant to Chapters 706.2b.iii and 706.2f of this Code, the Chief Counsel shall be the only person permitted to submit complaints on behalf of his or her respective campaign.

- b. The Elections Committee must act on all complaints within two (2) week days after they are received, or by any deadline for action assigned by this Code, either by dismissing them or by calling a hearing.
- c. If a complainant is filing a complaint two (2) week days after an alleged violation, they must include an explanation for their delayed submission to the Elections Committee within their complaint.
  - i. Complainants should make a reasonable effort to file complaints as soon as possible.
  - ii. If a complaint is citing multiple instances of an Elections Code violation, the complainant should file within two (2) week days from the most recent violation, though the Elections Committee shall consider all violations when deliberating on sanctions and their severity.
- d. All hearings and deliberations must be completed, and all sanctions and remedies must be assigned, before the certification of the General Election Results.
  - i. For any candidate(s)/Ticket(s) involved in a run-off election, all hearings and deliberations must be completed, and all sanctions and remedies must be assigned, before the certification of the Run-Off Election Results.
  - ii. Such a standard shall become null and void in the event that the Elections Committee finds substantial evidence of the occurrence of any electoral irregularities as determined by Chapter 709.3 of this Code.

#### 712.2 Dismissal

- a. The Elections Committee may dismiss a complaint if the complaint does not adhere to the deadline requirements established by Chapter 712.1d of this Code.
- 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 submitted in good faith and is primarily for the purpose of harassment.
  - i. If a potential code violation is addressed or corrected in the moment, it is left

to the discretion of the Complainant whether to file a complaint.

- e. The Elections Committee may dismiss a complaint for lack of evidence or refusal of the complainant to testify or elaborate via hearing.
- f. The Elections Committee may dismiss a complaint if they determine it was withheld with strategic intent. Complainants should adhere to the guidelines established by 712.1c of this code.

### 712.3 Hearings

- a. 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.
- b. The Elections Committee shall set the time and place of the hearing and shall notify the involved parties of the time and place of the hearing.
- c. Hearing proceedings shall be open to the public. Deliberations of the Elections Committee will take place in a sequestered environment.
- d. All decisions by the Elections Committee must be clearly reasoned and explained using citations from this Code, and/or any other governing documents of the Student Government Association.
- e. A quorum shall be required to hold a hearing. Pursuant to Article VI, Section 3, Paragraph B, Sub-Section v. of the Constitution, "Quorum shall consist of four of the five voting members and the Attorney General."
- f. Any person who files a complaint shall be required to attend the possible resulting hearing.
  - i. A candidate/Ticket member(s) shall not be required to attend any hearing so long as this candidate/Ticket member(s) has a Chief Counsel who attends and represents the campaign instead.
- 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, members of a Ticket, staff members, or by members of the Elections Committee, shall not be an acceptable defense in response to any offense committed in any election governed by this Code.

- j. To maintain an appropriate level of decorum and civility, to move the hearing process along, to afford equal opportunity to all involved parties, and to collect sufficient details for the Elections Committee to make an informed ruling, the Attorney General reserves the ability to eject any unruly or otherwise disruptive individual(s) from any Elections Committee hearing at any time.

#### 712.4 Legal Representation

- a. The Chief Counsel shall be the primary representative of any campaign while said campaign is involved as a complainant or defendant in a case or hearing or appeal before the Elections Committee and/or the Supreme Court.
- b. The Chief Counsel shall have the ability to assemble a Legal Team to assist in the representation of the campaign with which the Chief Counsel is associated.
  - i. Members of a campaign Legal Team who are not the Chief Counsel and who are not the candidates themselves shall hold the title of Associate Counsel.
  - ii. A Legal Team shall consist of no more than one (1) Chief Counsel and two (2) Associate Counsel.
  - iii. Members of the Legal Team must be registered with the Elections Committee on the Staff Roster specifically as members of the Legal Team, and these Legal Team members shall be the only people, besides the candidates and/or members of a Ticket, authorized to represent their respective campaigns in hearings and/or proceedings of the Elections Committee and/or the Supreme Court.
  - iv. Performance of legal representation by anyone other than registered members of the Legal Team or a candidate/Ticket member(s) shall be considered participation by an unregistered staff member(s) and will result in disciplinary action pursuant to Chapter 706.1f of this Code.
- c. The Chief Counsel is required to attend all hearings and/or appeals in which the campaign that he or she represents is named as a complainant or defendant.
  - i. If the Chief Counsel is unable to attend a hearing, the Chief Counsel must notify the Elections Committee (or the Supreme Court if the anticipated absence is from a hearing where the Court has jurisdiction), and he or she must designate another member of the campaign's Legal Team to act as Chief Counsel.

712.5 No person appearing before the Elections Committee or Supreme Court shall knowingly and/or willfully:

- a. Make any false statement or representation; or,
- b. Create, present, or use any false, altered, or doctored evidence or document(s) knowing said evidence or document(s) to contain any false statement or representation; or,
- c. Falsify, conceal, or cover up any fact via the usage of any trick, device, or deception; or,
- d. Influence, obstruct, or impede (or endeavor to influence, obstruct, or impede) any investigation, operation, or proceedings of the Elections Committee and/or the Supreme Court, of any other official vehicle or apparatus designated for the purpose of the administration, or potential administration, of justice.
- e. Influence, obstruct, or impede (or endeavor to influence, obstruct, or impede) any disciplinary action or penalty imposed.

712.6 Ability of the Elections Committee to request attendance

- a. The Elections Committee shall hold the ability to request attendance of specific individuals in hearings to take necessary action to enforce the Elections Code.
- b. The Committee shall only hold this ability upon confirmation of a quorum of members of the Elections Committee, and these powers shall dissolve upon dissolution of the Elections Committee.
- c. The Committee shall be able to enforce this ability both to settle an ongoing matter originated by a complainant party or to enforce the Elections Code proactively, where the Elections Committee serves as the complainant party.
- d. The Committee shall possess the ability to request the physical appearance and testimony by a candidate, a member of a Ticket, a registered staff member, or an active member of the Student Government Association.
- e. The Committee shall notify the subject(s) of this request(s) via UGA email immediately upon issuance of said request(s). The subject(s) must respond to the Committee within 24 hours of notification of said request(s). If deemed necessary by the Elections Committee, a hearing shall be scheduled within 48 hours of the initial response by the subject(s).
- f. Refusal to comply with such a Committee request(s), with such refusal being

defined as the refusal to reply to said request(s) by the subject(s), or as the blatant refusal of a subject(s) to appear, shall enable potential dismissal of a case as per Chapter 712.2e of this Code.

#### 712.7 Ability of the Elections Committee to bring a case

- a. In cases where the Elections Committee brings a charge against a candidate or Ticket to settle or address an ongoing matter originated by a complainant party other than the Elections Committee, the standards and procedures that govern a normal hearing and disciplinary process, as established by this Code, shall be upheld.
- b. The Elections Committee may only bring a case against a candidate or Ticket if the Elections Committee has verifiable, concrete evidence that a violation has occurred. The determination as to whether this evidence is verifiable or concrete shall lie with the Supreme Court, who can dismiss the case for failure to meet this threshold.
- c. The following circumstances shall be the only conditions under which the Elections Committee can bring a case against a candidate or Ticket:
  - i. In the event that a candidate or Ticket places any member(s) of the Elections Committee, or the Elections Committee as a whole, in a compromising situation by asking for or dispensing, or by endeavoring to ask for or dispense, a favor, bribe, or other comparable form of inducement or compensation.
  - ii. In the event that a candidate or Ticket applies any undue pressure, or endeavors to apply such pressure, to any member(s) of the Elections Committee, or the Elections Committee as a whole, to persuade or influence in an inappropriate or unethical way the performance of the official duties of that member(s)/Committee
  - iii. In the event that a candidate or Ticket places any member(s) of the Elections Committee, or the Elections Committee as a whole, in a position where said member(s)/Committee would be violating the Elections Code, Code of Ethics, or other pertinent governing documents by not bringing a case against the aforementioned candidate or Ticket.
  - iv. In all conditions under which the Elections Committee can bring a case against a candidate or Ticket, the Elections Committee must meet the standard established by Chapter 712.7b of this Code.
- d. In cases where the Elections Committee brings a charge against a candidate or Ticket, and where the Elections Committee is the original complainant, the



following standards and procedures shall be upheld:

- i. The Supreme Court shall have original jurisdiction.
- ii. If the Supreme Court agrees to hear the case, the Supreme Court 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.
- iii. The Supreme Court shall set the time and place of the hearing and shall notify the involved parties of the time and place of the hearing.
- iv. The Elections Committee shall be the official complainant, and all official complaints, evidence, and supporting documents shall be submitted by the Attorney General on behalf of the Committee to the Chief Justice of the Supreme Court.
- v. The Elections Committee shall bear the burden of proof.
- vi. The Attorney General shall argue on behalf of the Committee and shall be required to attend the hearing. If the Attorney General cannot attend, he or she is responsible for designating a member of the Elections Committee to represent the Committee in place of the Attorney General.
- vii. Hearing proceedings shall be open to the public. Deliberations of the Supreme Court will take place in a sequestered environment.
- viii. All decisions by the Supreme Court must be clearly reasoned and explained using citations from this Code, and/or the Statutes and/or Constitution and/or any other governing documents of the Student Government Association.
- ix. The presentation by witnesses or testimonies is allowed.
- x. Ignorance of the Elections Code, either by candidates, members of an Executive Ticket, staff members, or by members of the Elections Committee, shall not be an acceptable defense in response to any offense committed in any election governed by this Code.

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

712.9 The Attorney General shall write the decision of the Elections Committee and shall

deliver it to the complainant(s) and defendant(s) of the hearing and to the public as soon as possible after the conclusion of said hearing.

- a. In the event the Supreme Court has original jurisdiction, the Chief Justice shall, pursuant to Article VII, Section 4, Paragraph A, Sub-Sections iii and iv, align with a majority opinion or may elect to file a dissenting opinion jointly with the Associate Justices or individually, and he or she shall present the majority opinion of the Supreme Court, both verbally and in writing, to the Senate without disclosing personal information, including but not limited to health, legal, or academic records.
- b. The Chief Justice shall also deliver the decision to the complainant and defendant(s) of the hearing and to the public as soon as possible after the conclusion of said hearing.

#### 712.10 Remedies and Sanctions

- a. Possible remedies and sanctions may include:
  - i. Disqualification from office or from candidacy
  - ii. Removal from the ballot
  - iii. Suspension from campaigning
  - iv. Probation
  - v. Removal of campaign materials
  - vi. Formal reprimand
- b. This list is not exhaustive. Other remedies and sanctions may be assigned if deemed necessary by the Elections Committee (or the Supreme Court if the Court has jurisdiction).

#### 712.11 Regulations on Remedies and Sanctions

- a. A candidate/Ticket may not receive multiple sanctions for the same incident, only steeper penalties than the original sentence with regard to the original sanction if so deemed.
- b. Accumulation of a third (3) sanction will result in automatic probation, the definition and terms of which will be established on a case-by-case basis by the Elections Committee.

- c. Accumulation of a fourth (4) sanction, or the accumulation of a sanction while on probation, regardless of the number of previous sanctions, will automatically suspend the candidate/Ticket from further campaigning.
  - i. "Campaigning" shall be defined by Chapter 707.1a of this Code.
- d. Accumulation of a fifth (5) sanction, or the accumulation of a second (2) sanction while on probation, regardless of the number of previous sanctions, or the accumulation of a sanction while a candidate/Ticket is suspended, regardless of the number of previous sanctions, will automatically disqualify said candidate/Ticket from the election.
- e. If after a hearing, the Elections Committee finds that the candidate/Executive Ticket has willfully violated the ruling and/or orders of the Committee, such violation shall enable disciplinary action to be imposed against the offending candidate/Ticket.
- f. Any decision by the Elections Committee other than a formal reprimand shall be considered a sanction.
- g. The Elections Committee has the discretion to take any action that is deemed appropriate with regard to any complaint.

712.12 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 complainant(s) and/or the defendant(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 the Elections Code and/or other governing documents of the Student Government Association in making its decision.
- b. The complainant(s) and/or the defendant(s) of the initial hearing are the only parties allowed to appeal a decision of the Elections Committee.
- c. In making an appeal, the appellant(s) must clearly indicate the section(s) of the Elections Code and/or other governing documents of the Student Government Association that they believe was violated by the Elections Committee.
- d. Appeals must be submitted by the Chief Counsel, in writing, to the Chief Justice of the Supreme Court.
- e. Should the appellant(s) petition to appeal their decision after the prescribed 24-hour period, the Supreme Court shall not consider the appeal, and the Committee's decision shall stand.

- f. Should the appellant(s) appeal their decision within the 24-hour period, the Supreme Court can choose to accept the appeal or deny it for failure to cite the Elections Code, lack of standing, lack of jurisdiction, or failure to file the complaint with adherence to the deadline requirements established by Chapter 712.1c of this Code.
- g. Should the appeal be accepted by the Supreme Court, the Supreme Court shall contact all relevant parties as soon as possible in order to schedule an appeal hearing within 36 hours of the Court's agreement to consider the appeal.
  - i. The following parties officially representing and associated with the appellant(s) or the Elections Committee are allowed in an appeal hearing:
    1. Candidate(s)/member(s) of the Ticket(s) appealing the decision
    2. Chief Counsel of the appellant(s)
    3. Attorney General
    4. One (1) additional representative of the Elections Committee
    5. Any witness(es) called by either party
  - ii. All appeals hearings shall be open to the public.
- h. The appeals hearing shall take the following structure:
  - i. The appellant(s) shall make an opening statement outlining their grievances.
  - ii. The Attorney General shall make an opening statement defending the decision of the Elections Committee.
  - iii. The appellant(s) shall present any evidence or witnesses
  - iv. The Supreme Court may ask clarifying questions.
  - v. The appellant(s) shall make a closing statement.
  - vi. The Elections Committee shall make a closing statement.
  - vii. The appellant(s) may deliver a rebuttal if deemed necessary.
  - viii. The Supreme Court may question either party until they leave for Deliberation.

- i. The Supreme Court shall deliberate as to the validity of the ruling of the Elections Committee and the appealed decision.
- j. Deliberation shall take place in a sequestered environment with only the Supreme Court present.
- k. A majority vote is required to overturn the Elections Committee's decision.
- l. The Supreme Court, if overturning the initial decision, reserves the right to develop its own sentence against the appellant(s).
- m. A majority opinion must be written by the Court and delivered to the appellant(s), Elections Committee, Senate, and other relevant parties.
- n. Concurring or dissenting opinions may accompany the majority opinion, which shall also be presented to the appellant(s), Elections Committee, Senate, and other relevant parties.
- o. Upon the delivery of the Supreme Court's opinion, the decision and sanctions issued by the Court are final.
- p. All decisions by the Supreme Court shall be made available to the public within 48 hours of ruling.
- q. To maintain an appropriate level of decorum and civility, to move the hearing process along, to afford equal opportunity to all involved parties, and to collect sufficient details for the Court to make an informed ruling, the Chief Justice reserves the ability to eject any unruly or otherwise disruptive individual(s) from any Supreme Court hearing at any time.

## **POST-ELECTIONS INFORMATION**

### **CHAPTER 713: TRANSITION**

713.1 The transition period shall begin immediately following the ratification of the General Elections Results (and the Run-Off Election Results if necessary) by the outgoing Senate and will end with the inauguration of the incoming Student Government Association Administration.

713.2 Outgoing Senators of a college whose seat remains vacant after elections have the responsibility of informing their academic advisors and Dean of the vacancy.

### **CHAPTER 714: INAUGURATION**

714.1 The President-elect, Vice President-elect, and Treasurer-elect shall be administered the Oath of Office by the presiding Chief Justice of the Student Government Association at a time, date, and location set by the Elections Committee.

714.2 Any newly appointed Constitutional officers shall be administered the Oath of Office by the newly inaugurated President of the Student Government Association upon confirmation by the newly inaugurated Senate (if the Constitution calls for said specific officer to be confirmed by the Senate).

#### CHAPTER 715: AMENDMENTS TO THE ELECTIONS CODE

715.1 Because the Constitution considers the Elections Code to be defined in the Statutes, the Code does not require annual ratification and shall apply until amended through the introduction and passage of a Bill. If any amendments are deemed necessary to the Code, they shall be presented as a Bill before the Senate no later than the Senate session during which the Elections Timeline is passed.

### SGA Professional Clothing Closet

#### CHAPTER 800: PURPOSE

- 800.1 In 2019 the Student Government Association established a Professional Clothing Closet that shall be known as the SGA Professional Clothing Closet.
- 800.2 The SGA Professional Clothing Closet shall be located on campus and provide free, gently used professional attire to students in need and other opportunities for professional development.
- 800.3 All students at the University of Georgia, undergraduate and graduate, are eligible to receive one free professional outfit per academic year or as determined by the SGA Professional Clothing Closet Executive Director.
- a. A professional outfit may be categorized as (1) blazer and a dress or (2) a blazer, top, and slacks or (3) a blazer, top, and skirt or (4) a blazer, shirt, slacks, and tie.
- 800.4 The SGA Professional Clothing Closet shall be accessible to students by pick up through an online order, a scheduled appointment, or organized events on campus.

### **Chapter 801: GOVERNANCE AND LEADERSHIP**

- 801.1 The SGA Professional Clothing Closet shall be governed by a single Executive Director and board of directors which shall define and oversee teams of volunteers.
- 801.2 The SGA Professional Clothing Closet Executive Director shall be chosen by the Vice President with advisement from the outgoing Executive Director, and shall serve for the length of a full administration.
- a. The Executive Director shall be a student at the University of Georgia and be chosen upon the vacancy of the Executive Director position.
  - b. The Vice President shall gauge the interest of the previous board, and shall prioritize Executive Director applicants with over one full academic year of service as a director or volunteer in the SGA Professional Clothing Closet.
- 801.3 The Executive Director shall attend weekly Cabinet meetings and report the progress of the SGA Professional Clothing Closet to the full Cabinet through a weekly report.
- a. The Executive Director shall attend all Executive Director meetings outside of weekly Cabinet meetings.
  - b. The Executive Director shall report the progress of the SGA Professional Clothing Closet at SGA organization wide meetings.
- 801.4 The Executive Director shall report to the Vice President and meet with the Vice

President no less than once a month outside of Cabinet meetings.

- a. The Executive Director shall also meet regularly with the SGA faculty advisor.

801.5 The Executive Director shall define the director and volunteer positions of the SGA Professional Clothing Closet and make an application public to the student body for a period of no less than one week.

- a. The director selection process should begin with an application period and be followed by a round of interviews.
- b. The Directors shall report to the Executive Director and attend all board of director meetings as scheduled by the Executive Director.
- c. Directors shall also attend SGA organization wide meetings and adhere to the SGA Code of Ethics, as outlined in Chapter 500 of these statutes.

801.6 Neither the Executive Director nor Directors shall be permitted to hold any other Student Government Association position.

- a. Exceptions to this rule are limited to: Elections Committee, All Campus Allocations, or One Time Allocations.

## **Chapter 802: OPERATIONS**

802.1 The Executive Director shall oversee the directors and operations of the SGA Professional Clothing Closet.

802.2 The directors and volunteers shall assist in the operations of the SGA Professional Clothing Closet including but not limited to fulfilling orders, promotional outreach, taking appointments professional development, and special events.

802.3 The directors and volunteers shall take proper care of all SGA Professional Clothing Closet property and keep the closet organized at all times.

802.4 Volunteers should be accepted at the beginning of the Fall and Spring Semesters, with the expectation that the SGA Professional Clothing Closet is a semester long commitment.

- a. Current volunteers in good standing at the end of each semester are to be guaranteed a volunteering spot for the next semester without reapplication.
- b. Volunteers are not considered active members of SGA and are not required to attend SGA organization wide meetings, unless holding another position



within SGA.

- i. While serving, volunteers must adhere to the SGA Code of Ethics as outlined in Chapter 500 of these statutes.

802.5 All volunteers must complete virtual or in person training before officially starting to volunteer

- a. Volunteers must have two weeks experience before taking appointments.

802.6 Each volunteer shall be assigned a role in either Student Relations, Communications, Operations, or Events.

- a. Responsibilities of Student Relations volunteers include, but are not limited to, taking appointments, keeping the closet organized, and volunteering a minimum of two hours per week.
- b. Responsibilities of Communications volunteers include, but are not limited to, helping run all relevant social media designing graphics, updating websites, and volunteering a minimum of one hour per week.
- c. Responsibilities of Operations volunteers include, but are not limited to, fulfilling orders, restocking inventory, tagging items, sorting through donations, and volunteering a minimum of two hours per week.
- d. Responsibilities of Event volunteers include, but are not limited to, helping plan outreach events, attending weekly meetings, and staffing at least one event per month.

802.7 The SGA Professional Clothing Closet shall maintain a Shopify or similar online order system for students.

- a. Directors shall be provided admin access to the online order system through their individual accounts.
- b. Volunteers may be provided limited access to the online system through a shared account.

802.8 Pursuant to Chapter 503 of this Code, all SGA Professional Clothing Closet social media and media channels are subject to the same rules and guidelines as the Student Government Association.

- a. The passwords for the official social media channels, including but not limited to Facebook, TikTok, and Instagram, shall be given to the Executive Director and overseen by the respective communication director of their designee.

## **CHAPTER 803: FINANCES AND DONATIONS**

803.1 Members of the SGA Professional Clothing Closet shall actively seek and accept donations of gently used professional clothing and accessories.

- a. Clothing donation bins should be placed in strategic locations and checked regularly by SGA Professional Clothing Closet staff.

803.2 Any donated items deemed below the SGA Professional Clothing Closet standards shall be donated to local nonprofits, including but not limited to Project Safe, Fair Fashion, Goodwill, or local shelters.

- a. The SGA Professional Clothing Closet standards shall be decided by the Executive Director and communicated to volunteers.
- b. On occasion and at the discretion of the Executive Director, the SGA Professional Clothing Closet may offer non-professional clothing to students and volunteers if supplies allow.

803.3 The Executive Director shall work with the SGA Advisor(s) and appropriate outlets to apply for and utilize funding for the SGA Professional Clothing Closet.

803.4 Additional funding may come from money raised through outside sources and campus events.

803.5 All purchases must be pre-approved by the Executive Director and will be reimbursed by the ELS faculty.

## Fresh Express

### CHAPTER 900: PURPOSE

- 900.1 In 2021 the Student Government Association established a Fresh Express Food Pantry that shall be known as SGA Fresh Express.
- 900.2 SGA Fresh Express shall be located on campus and provide students with free access to fresh produce and essential dry goods.
- 900.3 SGA Fresh Express shall promote healthy sustainable practices and engage the student body through volunteer opportunities.
- 900.4 All students, undergraduate and graduate, are eligible to receive up to two dry goods and two fresh produce bundles per visit.
- a. At the discretion of the executive director, students may be limited to one produce bundle per student when the produce supply is limited.
- 900.5 Students may access the pantry during designated hours, which should be published on the SGA website and all other communications.

### CHAPTER 901: GOVERNANCE AND LEADERSHIP

- 901.1 SGA Fresh Express shall be governed by a single Executive Director and board of directors which shall define and oversee a team of volunteers.
- 901.2 The SGA Fresh Express Executive Director shall be chosen by the Vice President with advisement from the outgoing Executive Director, and shall serve for the length of a full administration.
- a. The Executive Director shall be a student at the University of Georgia and be chosen upon the vacancy of the Executive Director position.
  - b. The Vice President shall gauge the interest of the previous board, and shall prioritize Executive Director applicants with over one full academic year of service as a director or volunteer in SGA Fresh Express.
- 901.3 The Executive Director shall attend weekly Cabinet meetings and report the progress of SGA Fresh Express to the full Cabinet through a weekly report.
- a. The Executive Director shall attend all Executive Director meetings outside of

weekly Cabinet meetings.

- b. The Executive Director shall report the progress of SGA Fresh Express at SGA organization wide meetings.

901.4 The Executive Director shall report to the Vice President and meet with the Vice President no less than once a month outside of Cabinet meetings.

- a. The Executive Director shall also meet regularly with the SGA faculty advisor.

901.5 The Executive Director shall define the director and volunteer positions of SGA Fresh Express and make an application public to the student body for a period of no less than one week.

- a. The director selection process should begin with an application period and be followed by a round of interviews.
- b. The Directors shall report to the Executive Director and attend all board of director meetings as scheduled by the Executive Director.
- c. Directors shall also attend SGA organization wide meetings and adhere to the SGA Code of Ethics, as outlined in Chapter 500 of these statutes.

901.6 Neither the Executive Director nor Directors shall be permitted to hold any other Student Government Association position.

- a. Exceptions to this rule are limited to: Elections Committee, All Campus Allocations, or One Time Allocations.

## **CHAPTER 902: OPERATIONS**

902.1 The Executive Director shall oversee the directors and operations of SGA Fresh Express.

902.2 The directors and volunteers shall assist in the operations of SGA Fresh Express, including but not limited to logging orders, stocking the food pantry, promotional outreach, volunteer recruitment, and special events.

902.3 Volunteers shall familiarize themselves with and follow the established rules and procedures of SGA Fresh Express.

- a. Volunteers are not considered active members of SGA and are not required to attend SGA organization wide meetings, unless holding another position

within SGA.

- b. While serving, volunteers must also adhere to the SGA Code of Ethics as outlined in Chapter 500 of these statutes.

902.4 Volunteers are required to watch the SGA Fresh Express instructional video prior to beginning any volunteer service.

902.5 All student orders should be logged with the student name, email, date, and items taken.

- a. Volunteers shall ensure that all students visiting the pantry properly check out and log their orders.
  - i. When volunteers are not present, students are expected to check out and log their items before leaving the pantry.

902.6 Volunteers must enforce the item limit policy to ensure equitable distribution of resources to all students in need.

902.7 The SGA Fresh Express pantry shall be kept well-maintained at all times, and all spoiled items shall be disposed of as timely as possible.

- a. Any items unable to be given to students shall be composted when possible, or otherwise dealt with as environmentally cautious as possible.
- b. The pantry shall be thoroughly cleaned no less than once each semester.

902.8 Pursuant to Chapter 503 of this Code, all SGA Fresh Express social media and media channels are subject to the same rules and guidelines as the Student Government Association.

- a. The passwords for the official social media channels, including but not limited to Facebook, TikTok, and Instagram, shall be given to the Executive Director and overseen by the respective communication director or their designee.

### **CHAPTER 903: FINANCES AND DONATIONS**

903.1 During the academic year, members of SGA Fresh Express shall pick up and restock the pantry with fresh produce donations from the UGarden each week.

903.2 SGA Fresh Express shall also seek fresh produce and dry good donations from

other people, organizations, or entities.

903.3 Primary funding for SGA Fresh Express shall come from the SGA annual budget, which is reimbursed by the ELS faculty.

903.4 Additional funding may come from money raised through outside sources and campus events.

903.5 All purchases must be pre-approved by the Executive Director of Fresh Express.