

CONSTITUTIONAL BYLAWS OF THE STUDENT GOVERNMENT ASSOCIATION
OF UNION UNIVERSITY

Ratified by the Senate and approved by the student body: May 2001
Last amended: December 2021

Article I. Elections

- Section 1 General Guidelines:
- A) All elections should be organized and facilitated by the Attorney General and SGA Advisor to ensure proper judicial process.
 - B) All votes should be finalized by SGA Executive Officers, Class Officers or those appointed by the Attorney General. At least three (3) persons must be present during the finalization. No one seeking an office can finalize a ballot on which they might receive a vote.
 - C) The Attorney General must be present at all times during the finalization procedure.
 - D) Final decisions concerning rulings on specific ballots, votes, etc. are to be made by the Attorney General and/or SGA Advisor with deference being given to the Attorney General.
 - E) Election results should be compiled and/or posted by the Vice President of Administration, with a copy to the Attorney General, the SGA Advisor and a copy filed in election records. Election results are confidential until posted publicly. Details of the finalization process are to remain confidential within the finalization membership of the Executive Officers, Class Officers, or appointed help.
- Section 2 A file must be maintained containing all pertinent information regarding elections (at least one ballot from each election, a copy of the posted results, etc.). This file is to be kept current by the SGA Advisor and kept within the SGA Archives (see Article IV).
- Section 3 Campaign Guidelines:
- A) Elections for the offices of Executive President, Executive Vice President, Vice President of Finance, Vice President of Administration and SAC President are to be held in November or the first week of December. To be eligible for an Executive Office, a student must have a cumulative 2.5 GPA or higher and not be on general probation (refer to the Student Handbook)
 - B) Campaigns will run for one week on a week in which a Student Senate session is scheduled for a Wednesday. This Senate session shall be open to the entire Student Body. The candidates may give speeches presided over by the Vice President of Administration and the Attorney General.
 - C) Campaign material must be approved and stamped by the Office of Student Life. Materials may not be placed on walls or glass doors. Approved material must be removed by 5:00 p.m. on the Friday following elections.
- Section 4 Elections for President, Vice President, Treasurer and Secretary of the Sophomore, Junior and Senior classes are to be held during April or May and should follow the same format as the Executive Officer elections outlined in Section 3.

Any student wishing to run for a vacated class officer position may follow the same guidelines as noted in Section 3.

Section 5 Homecoming:

- A) Any student nominated for the Mr. or Ms. Union ballot must be a Senior, have completed at least 90 credit hours, have at least a cumulative 3.0 GPA, and not be on General Probation (refer to the Student Handbook).
- B) The Vice President of Administration shall provide a nomination form the Senate session prior to the nomination session. Any registered organization may submit a male and/or a female nominee for Mr. and Ms. Union by completing the nomination form. The Vice President of Administration and Attorney General shall oversee the Mr. and Ms. Union nomination procedure alongside the Homecoming Student Director and Assistant Homecoming Student Director.
- C) A list of the nominees will be compiled and then sent out to Senators, who will then vote for the top 10 candidates according to their organization's input.
- D) All nominees that meet the general qualifications must interview with a panel of Union representatives. This panel will select five men for the Mr. Union ballot and five women for the Ms. Union ballot. These nominees may then submit a biography to be published by the Media Director.
- E) The student body will have the opportunity to vote for the official title holders prior to the beginning of Homecoming Week.
- F) The winners of Mr. and Ms. Union shall be publicly announced at a Homecoming event.

Section 6 Special elections may be held as needed and deemed necessary by the unanimous consent of the Executive President, Attorney General and SGA Advisor. In the event that a Class Officer vacates their office, the Attorney General and Vice President of Administration must notify the Student Body of the vacated position and dates for the upcoming special election. In the event that no one runs in the special election, the remaining class officers will present a recommendation to fill the class office to the Executive President for final approval; The Executive President has veto power over candidates.

Article II. Senate

Section 1 Executive Officers of SGA, except the Executive President, have voice privileges, but not voting privileges. The Executive President may have voice privileges if the rules of Senate are suspended.

Section 2 The offices of Chaplain and Sergeant-at-Arms are appointed by the Executive Vice President before the first Senate and approved by the Senate Clerk, Chaplain, and Sergeant-at-Arms may or may not be members of the Senate. If the officers hold Senate seats, they have voting privileges as a Senator. If they are not already members, they do not receive voting privileges.

Section 3 Only senators are allowed to present bills or resolutions.

- Section 4 Any organization may request no more than two-hundred dollars per semester and must provide an itemized list of how the funds will be used within the bill.
- Section 5 Any disrespectful behavior towards the university, officials, administration, or other students will not be tolerated. Said behavior is determined by the Executive Vice President and/or SGA Advisor.
- Section 6 Any organization not having their Constitution on file in the SGA Advisor's office will not be allowed to participate in Senate. The Vice President of Administration will keep a list of all organizations and Constitution status, as well as all Senators' names. It is the responsibility of the Vice President of Administration to alert the Executive Vice President of any ineligible speakers/organizations in Senate.
- Section 7 The Vice President of Administration is responsible for distributing Senate voting placards and receiving them again at the end of Senate.
- Section 8 All Senate legislation shall be numbered according to the calendar year, thus coinciding with the Executive term of office.
- Section 9 The Executive Vice President and the Vice President of Administration, shall collaborate to list the pending legislation of the next Senate in print and online in order that Senators may have prior knowledge of pending legislation for the purpose of discussion and contemplation. Such listing should be made public at least the day before a scheduled Senate meeting. Other time requirements for legislation are applicable as the SGA Executive Officers dictate.
- Section 10 Any Senator having been expelled from Senate due to being absent without a substitute has the right to appeal to a panel composed of the SGA Executive Council. An appeal must be granted by the panel and the Senator's expulsion shall be reversed if:
- A) Appropriate documentation is provided demonstrating an effort on behalf of the expelled Senator to find a suitable substitute. Appropriate documentation includes evidence showing that the Senator actively sought a suitable replacement by the time that proposed legislation is due for submission as dictated by the SGA Executive Vice President;
 - B) A documented medical emergency arose before the meeting of Senate which prohibited the Senator from attending or from finding a suitable replacement; ~~or~~;
 - C) A family emergency or a situation of bereavement arose before the meeting of Senate which prohibited the Senator from attending; or,
 - D) Any other reason deemed appropriate by the panel is provided.

Article III. Archives

- Section 1 All SGA files are to be kept and updated regularly by the SGA Advisor. Copies of each event outline, special meetings, notices and a list of officers for the year must be kept on file in their correct location. Archives are kept according to calendar years following the SGA Executive schedule. The general (or permanent) file contains all SGA information not contained explicitly in the Senate file for Bills and Resolutions.

Section 2 A copy of each bill/resolution presented in Senate must be filed through the SGA Office and on the SGA Portal. Any bill/resolution passed and signed by the President or otherwise enacted by any Constitutional means must also be filed in the SGA Office Archives. A copy must also be presented to the SGA Advisor and the Dean of Students.