## Student Government Association Code-of-Laws

### TITLE I. Definitions, Interpretations, and Construction of and Compliance with the Laws.

**Chapter 100**. System of Student Government Association Code-of-Laws, to be observed in the official codification of said laws as established by law:

1. There shall be titles, each dealing with related and similar topics, and each composed of numerically designated chapters, as follows:

Title I (100-199) Definitions, Interpretations, and Construction of and Compliance with the Laws.

Title II (200-299) Executive Branch

Title III(300-399) Legislative Branch

Title IV(400-499) Judicial Branch

Title V(500-599) Election Laws

Title VI(600-699) Ethics

Title VII(700-799) Allocation Rules

Title VIII (800-899) Administration

1. Each chapter may be subdivided by means of a decimal arrangement. For instance, Chapter 99 may be divided into sections as 99.1, 99.2, 99.3, etc., and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

## TITLE II. Executive Branch

### Chapter 200. Duties of the President

* 1. In addition to his or her duties outlined in the Student Government Association Constitution, the President shall also have the following duties:
		1. To direct and supervise all SGA activities.
		2. To be official spokesman for the SGA.
		3. To hire and appoint, as well as dismiss, all personnel in the SGA whose appointment or election is not provided for by the Constitution, with the approval of the Executive Council.
		4. To supervise the maintenance of accurate, up-to-date records of SGA events, monies, and inventory.
		5. To approve all requisitions, direct pay forms, and payments from SGA funds.
		6. To sign all contracts binding on SGA.
		7. To accept the resignation of any SGA officer except a Senator or a member of the Supreme Court.
		8. To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non- compliance shall result in withholding one-half month’s stipend for each meeting missed.
		9. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of the absence.
		10. To set, post, and keep office hours.

### Chapter 201. Duties of the Vice President

* 1. In addition to his or her duties outlined in the Student Government Association Constitution, the Vice President shall also have the following duties:
		1. To coordinate all SGA elections.
		2. To organize and direct the maintenance of accurate records of SGA events.
		3. To accept the resignation of any Senator.
		4. To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance will result in withholding of one half month’s stipend for each meeting missed.
		5. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
		6. To set, post, and keep office hours.
		7. To appoint the Senate Clerk. (Description of duties of Senate Clerk may be found under the Senate Staff, Ch. 309 of Title III – Legislative Branch of the SGA Code-of-Laws).
		8. To preside over all meetings of the Student Senate. He or she shall vote only in case of a tie, and may not vote during a disciplinary trial.
		9. To execute the duties and powers of the President of the student body at his or her request.
		10. To have the power to fill, by appointment, all vacant seats occurring in the committee structure, with the exception of the committee chairs. He or she may dismiss committee chairs and co- chairs from their positions with a two-thirds approval of the Senate. He or she shall serve as an ex-officio member of all such committees.
		11. Update the Student Government Association website and respond to all electronic inquiries and website inquiries in coordination with the Web Committee.
		12. To serve as editor of The Lowdown.
		13. To coordinate all SGA banquets, Senate retreats, and conferences such as, but not limited to, awards banquets and inductions.

### Chapter 202. Duties of the Treasurer

* 1. In addition to his or her duties outlined in the Student Government Association Constitution, the Treasurer shall also have the following duties:
		1. To keep an up-to-date journal of account balances and file all requisitions and direct pay forms with their supporting documents. These may be examined by any student.
		2. To audit all accounts of SGA each semester.
		3. To send each funded organization a balance statement each semester.
		4. To report all account balances to the Senate each semester and when requested by the Senate.
		5. To pay all bills as promptly as possible.
		6. The Treasurer cannot be a business manager of an SGA funded activity or organization.
		7. To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding of on half month’s stipend for each meeting missed.
		8. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
		9. To set, post, and keep office hours.
		10. To nominate candidates for the position of Chair of the Appropriations Committee.
		11. To attend all meetings of the Appropriations Committee.

### Chapter 203. Comptroller

* 1. A Comptroller may be appointed by the Executive Council subject to a two-thirds approval of senators at a regular Senate session. He or she may be dismissed by the Executive Council for improper conduct or failure to perform his or her duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate at a regular Senate session.
	2. The Comptroller shall assist the Treasurer in supervising expenditures and shall carry out any tasks designated to him or her by the Executive Council.

### Chapter 204. Duties of the Attorney General

* 1. In addition to his or her duties outlined in the Student Government Association Constitution, the Attorney General shall also have the following duties:
		1. To attend all regular meetings of the Senate so as to be informed as to the legislation passed. Non-compliance shall result in withholding of one half month’s stipend for each meeting missed.
		2. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the officer will not receive payment during the period of absence.
		3. To set, post, and keep office hours.
		4. To work in conjunction with the Chief Justice and President on student traffic ticket appeals in accordance with Chapter 402.
		5. The Attorney General shall oversee and maintain the Student Government Association’s connection with the STARS committee and the Higher Education Program.

### Chapter 205. Executive Cabinet

* 1. There may be three Executive Directors who shall each be responsible for a particular division of the SGA. Each Executive Director shall be responsible for a general function of the SGA and in this capacity shall coordinate and supervise the committees under his or her division. The directors shall be collectively known as The Cabinet and shall report to the Executive Council upon request or as necessary.
	2. The Executive Directors shall be appointed by the Executive Council subject to a two-thirds approval of the Senate. Directors may be dismissed by the Executive Council for improper conduct or failure to perform their duties. Specific reasons for dismissal shall be made available by the Executive Council upon request of a majority of the Senate.

## TITLE III. Legislative Branch

### Chapter 300. Parliamentary Authority

300.1 Roberts Rules of Order (Revised Edition) shall be the Parliamentary authority for the conduct of the Senate except when in conflict with the Constitution and the Student Government Association Code-of-Laws.

### Chapter 301. Coding System for Bills and Resolutions

301.1 All Bills and Resolutions introduced into the Senate must be numbered by date and sequence of introduction.

### Chapter 302. Procedure for Passing a Bill or Resolution in the Senate

* 1. For a Bill or Resolution to be introduced in the Senate, it must first meet the following conditions:
		1. For the purpose of uniformity, all bills or resolutions shall be typed or printed with the title, bill or resolution number, and name(s) of the Senator(s) sponsoring the bill or resolution, preceding the first section.
		2. A bill can only be introduced to the Senate by a Senator and it must be read by the Chair at the meeting it was first introduced.
		3. All bills may be either submitted to the Senate in accordance with 302.2.1 or to the Legal Affairs Committee Chair in accordance with 302.2.
	2. if the bill is submitted to the Legal Affairs Committee Chair, he or she has at most, two SGA meetings to bring the document before the Senate in accordance with 302.3. If the bill dies within the Legal Affairs Committee, it can be resubmitted to the Senate where it will be subject to 302.2.1.
		1. The bill may be presented to the Senate floor by a Senator where discussion will take place and initial editing can occur. A majority vote is required to approve any changes or additions. The bill must be passed by a majority vote to remain alive in the Senate, at which point it is submitted to the Legal Affairs Committee for editing and review. The Legal Affairs Committee must present the newly revised bill at the next Senate meeting, where it will be subject to 302.3.
	3. After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.
		1. If the Legal Affairs Committee finds the changes approved by the Senators in the previous SGA meeting to be in violation of either the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair will explain the violations and, if possible, how to correct them. The Legal Affairs committee will not change any of the previous Senate approved additions or changes.
		2. Any changes and/or additions by Senators must be approved by a two-thirds vote in the SGA meeting (according to the flow chart 302.3.2).
		3. If there are not changed or additions to the document, the bill will then be presented at the next SGA meeting in accordance to 302.4.
		4. If editing changes are approved, the bill will go to the Legal Affairs Committee where the corrections approved by the Senate will be implemented and checked for violations of the SGA Constitution and Code-of-Laws. If violations occur due to the changes in the bill, it is subject to

302.3.5. If none are found, it is subject to 302.4.

* + 1. If after the Legal Affairs Committee implements the Senate approved changes, and the bill is found to be in violation of either the Constitution or Code-of-Laws, the last bill presented to SGA by the Legal Affairs Committee will be presented at the next SGA meeting in accordance to 302.4
	1. After the floor is opened for discussion, the bill is read aloud by the Chair prior to discussion and editing by the Senators.
		1. If the Legal Affairs Committee has found the changes approved by the Senate in the previous SGA meeting to be in violation of the Constitution or the Code-of-Laws, the Legal Affairs Committee Chair must explain to the Senate which sections of the Constitution or Code-of-Laws were broken before discussion of the bill can be had by the Senate.
		2. Any changes or additions to the bill by Senators must be approved by a two-thirds vote in the SGA meeting, where the bill will become subject to 302.3.4.
		3. The Senate may table the bill where it will be presented at the next SGA meeting in accordance with 302.4.
		4. If no changes or additions are needed, the Senate may vote on the bill. The bill requires a two- thirds vote to pass.
	2. Appropriation requests from SGA committees must be submitted to an SGA official seven business days prior to the meeting in which the request will be considered. Appropriation requests from SGA committees do not go through the Appropriations Committee. Requests must be put on display so Senators can review the requests.
		1. All requests for funds from student organizations not included in the semester budget must be referred to the Appropriations Committee and must be reported out of that committee before a Senate vote is taken. Only with a two-thirds vote of senators present at that meeting may this procedure be dispensed.
		2. The Appropriations Committee does not have to follow 302.1.1 through 302.4.4. The Committee may refer their bills to the Legal Affairs Committee, where they will review the bill for violations of either the Constitution or the Code-of-Laws. If violations are found during the review, recommendations will be submitted to the Appropriations Committee.
	3. All bills and resolutions meeting the requirements of Title III, Chapter 302.1.1 that are presented to the Chair prior to that meeting constitute the agenda of business before the Senate and require no formal introduction from the floor, but will be automatically considered by chronological order as determined by the Chair.
	4. Resolutions meeting the requirements of 302.6 may be voted upon by a majority of the Senate in the meeting they are introduced.

### Chapter 303. Attendance Rules for Senators

* 1. Senators are allowed up to two excused absences and one unexcused absence, unless otherwise allowed by the Rules Committee. More than the allowed absences shall result in in the removal of the senator in violation from his or her seat in the senate, or suspension of his or her stipend for that semester. It is the responsibility of the Rules Committee to levy the penalty.
		1. Senators who are absent from an SGA meeting must submit a written excuse to the Rules Committee by the beginning of the following meeting, or be subject to an unexcused absence. The Rules Committee will advise the senator in violation of the decision in writing by the next Senate meeting, and keep a continuous record of all material pertinent to their duties. This record will be maintained in the SGA office. All correspondence may be exchanged via the Senate mail boxes in the SGA office.
		2. A written appeal of any absence ruling may be rendered to the Chief Justice within three days of the ruling. The Chief Justice will consider the appeal at an informal hearing between the Vice

President, Senate Pro-Tem, and Rules Committee Chair. The appeal will be (1) dismissed and the decision of the Rules Committee allowed to stand; (2) reduced from expulsion to loss of stipend, or (3) overturned and the senator reinstated with full benefits. A written decision on any appeal will be provided to the Senator violator by the beginning of the next Senate meeting.

* 1. Senators must not miss more than two roll calls during a meeting or they shall be counted absent.
		1. Failure to attend a budget meeting will count as two absences unless otherwise excused by the Rules Committee.
		2. The budget packet (consisting of the agenda and allocation requests) must be picked up no later than 5:00 p.m. on the Monday of the budge meeting. Any Senator failing to do so will be unable to vote in the budget meeting.
	2. Expelled senators will be notified of their removal within seven (7) days following the submission of their appeal to the Rules Committee.
	3. Each Senator may take one semester’s leave of absence in the summer. The President of the Senate must be informed in writing of this action. The deadline for requesting leave is the second meeting of the semester.
	4. Senators must be enrolled at least two (2) semesters out of three (3) in an academic year.
	5. Each Senator will be actively involved in at least two committees.
	6. Senators shall be required to complete twenty office hours semesterly in the Student Government Association Office unless otherwise stipulated by the President Pro-Tem.
	7. Senators who fail to perform their duties as stipulated in Chapter 303.6 and 303.7 may be removed from office with a four-fifths vote of the Senators present at a Senate Meeting that meets quorum.

### Chapter 304. Senate Committees

* 1. The Student Senate shall have seven standing committees and any other ad hoc committees the President of the Senate may establish. The standing committees shall be known as the Rules Committee, the Legal Affairs Committee, the Appropriations Committee, Judicial Affairs Committee, the Academic Affairs Committee, the Student Affairs Committee, Web Committee, and the Senate Involvement Committee.
	2. The Student Senate shall have the power to create any other committees it may so desire through the passage of a simple law.
	3. The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.
	4. Chairs for the Senate Committees will be nominated at the first Senate meeting and elected

to that position by a majority vote of the Senators present at the second Senate meeting in the Summer and Fall semesters respectively.

* + 1. The Summer Committee chairs and their respective committee members shall serve until the election of the new Senate Committee Chairs in the Fall Semester.
		2. Chairs for the Senate Committees during the Fall semester shall maintain their seats into the Spring semester unless otherwise noted in the Code-of-Laws.
		3. In the event that the standing Committee Chair’s position becomes vacant during the previously elected Chair’s term, the Senate shall elect a replacement Chair at the following Senate meeting.
	1. The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval of the Senators present at that meeting.
	2. The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the Senate President Pro-Tem.
	3. The Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.
	4. Any Senator of the committee, including the Chair, having more than three unexcused absences in one semester or more than five absences in one term shall be expelled.
	5. A Senator may not hold more than one committee chair at any given time.
	6. The President Pro-Tem will coordinate and supervise the office hours of all senators and their membership in committees.
	7. The President Pro-Tem will keep one office hour in the SGA office.

### Chapter 305. Rules Committee

* 1. The Rules Committee of the Senate shall be responsible for enforcing Senate rules and regulations concerning senator’s attendance and committee requirements.
	2. If senators wish to have absences excused, they will report to the Rules Committee within seven

(7) days. Absences automatically excused include illness (verified by a doctor’s excuse) and deaths in the family.

* 1. All other absences will be reviewed by the Rules Committee, upon request, for consideration.
	2. Decisions of the Rules Committee can be appealed to the Chief Justice.

### Chapter 306. Appropriations Committee

* 1. The Appropriations Committee shall consist of seven (7) senators: one chair and six members.
		1. The six members shall be elected by majority vote of the Senate of the candidates nominated by their senatorial peers.
		2. The Appropriations Committee Chair shall be elected by majority vote of the Senate from the candidates nominated by the Student Government Association Treasurer.
	2. The Appropriations Committee shall have the responsibility to receive appropriations, supplemental travel grant, and co-sponsorship requests through SouthSync from registered/ official university student organizations; or departments in regards to supplemental travel grants.
		1. The Appropriations Committee shall conduct hearings from student organization representatives in order to clarify, request more information for, etc. of the organization’s request packet.

306.2.1.1 Non-Appropriations Committee members shall not have voting powers on the organizations’ initial request packets. However, Senators may attend the Appropriations Committee hearings if they believe they will have valid input on the organizations’ request packets.

* 1. The Appropriations Committee Chair shall establish a meeting time of the Appropriations Committee and establish a hearing time for all non- mass approval financial request packets.
		1. The Appropriations Committee Chair shall serve as the presiding officer of the Appropriations Committee.
		2. The Appropriations Committee Chair shall prepare all financial request bills in accordance with Chapter 302.
		3. The Appropriations Committee Chair shall maintain a journal of attendance for all Appropriations Committee members.
	2. Any member of the Appropriations Committee, to include the Chair, having more than two unexcused absences in one semester from either Appropriations Committee meetings or hearings shall be expelled from the Appropriations Committee.
		1. Absences that are automatically excused are illness (verified by a doctor’s excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.

### Chapter 307. Legal Affairs

* 1. The Legal Affairs Committee shall have the sole responsibility for drafting additions or changes to the Student Government Association Constitution or the Code-of-Laws. Any senator may submit a bill or resolution to the Legal Affairs Committee and the committee must draft that bill or resolution in the correct format, according to Title III, Chapter 302.1, before it is advanced out of the committee. The committee must report any bill or resolution out of the committee with

a majority vote; otherwise the bill or resolution will die in the committee. A senator may also submit their bill or resolution to the Senate in accordance with Title III, Chapter 302.

* 1. The Legal Affairs Committee will be made up of five (5) senators: one chair and four members.
	2. The Legal Affairs Committee Chair shall establish a meeting time of the committee, notify each member 48 hours in advance of the meeting time, serve as the presiding officer of the committee and maintain a journal of attendance for the committee.
	3. Any senator of the Legal Affairs Committee, including the Chair, have more than three unexcused absences in one semester or more than five absences in one term shall be expelled.
	4. Absences that are automatically excused are illness (verified by a doctor’s excuse) and deaths in the family. All other absences are subject to the review of the Rules Committee.
	5. The Chair of the Legal Affairs Committee is responsible for recording all additions or changes to the SGA Constitution or Code-of-Laws on the master copy of the SGA Constitution and Code- of-Laws and reproducing the new SGA Constitution and Code-of-Laws for the Senate.

### Chapter 308. Governmental Affairs Committee

* 1. The Governmental Affairs Committee shall have the sole responsibility of helping with Higher Education Day planning and will participate in STARS Partnership events.
	2. The Governmental Affairs Committee will be under the direct supervision of the Attorney General.

308.2.1 The Committee will be comprised of four (4) members; a committee chair and three Senators.

### Chapter 309. Senate Involvement Committee

* 1. The Senate Involvement Committee will have the sole responsibility for determining whether or not a senator receives their stipend.
	2. The Senate Involvement Committee will be made up of one representing senator from each college.
		1. The Senate Pro Tem will head the Senate Involvement Committee.
		2. Each college is responsible for selecting one senator from said college to represent that college in the committee.
		3. Each college will be responsible for selecting its representative by the fourth business meeting.
	3. The Senate Involvement Committee will grade each senator on office hours, general involvement, and project involvement.
		1. Office hours are defined by how many office hours a senator completes in a given semester.
		2. General Involvement is defined as follows: membership in SGA committees, participation

in SGA sponsored or co-sponsored events, and representing SGA in other campus activities, including but not limited to Get Acquainted Day, blood drives, Convocation, and any other activities or projects approved by the Senate Pro-Tem.

* + 1. Project Involvement as defined by Title VIII, Chapter 801.
	1. The Senate Involvement Committee can penalize a senator’s stipend with a three-fourths vote of the committee.
		1. Each member of the committee holds one vote.
		2. The Senate Pro-Tem holds one vote which can only be cast to break a tie.
	2. The senate can override a decision of the committees with a two-thirds majority.

### Chapter 310. Student Affairs Committee

* 1. The Student Affairs Committee shall have the sole responsibility to be familiar with the needs of students, to occasionally hold hearings on student needs, and offer suggestions to the University or the vice President of Student Affairs when requested or required.
	2. The Student Affairs Committee will plan spirit development initiatives that increase student pride in the University of South Alabama.

### Chapter 311. Senate Staff

* 1. The Senate Staff shall consist of the following: Student-at-Large

Senate Clerk

* 1. The Senate Clerk of the Student Government Association shall be appointed by the Vice President for a period of one academic year consisting of Summer, Fall, and Spring semesters. The Senate Clerk shall have the following duties.
		1. To take the roll and accurately record the minutes at all Student Government Association meetings.
		2. To type and submit the minutes for approval at the next SGA meeting.
		3. To accurately record the results for all roll call votes.
		4. To count all secret ballot votes.

### Chapter 312. Web Committee

* 1. The Web Committee shall have the responsibility to maintain and develop the Student Government Association website and web media outlets such as Facebook, Twitter, etc.
	2. The Web Committee will be under direct supervision of the Vice President.

312.2.1 The Web Committee will be comprised of at least four (5) members; a committee chair and four Senators.

* 1. The Web Committee shall maintain the network and computer hardware within the Student Government Association office as well as advise the President on new technological purchases.

### Chapter 313. President Pro-Tem

* 1. The Student Senate shall have the power to elect, by a majority from within its membership, a President Pro-Tem at the second regular Senate meeting summer semester. The President Pro- Tem shall serve for the remainder of his or her term of office as a Senator. The President Pro-Tem shall serve as the presiding officer of the Student Senate in the absence of the Vice President.
	2. The President Pro-Tem will serve on the Disciplinary Council.
	3. The President Pro-Tem will head the Senate Involvement Committee.
	4. The President Pro-Tem will stipulate the location(s) for senate office hours and the location of the sign-in
	5. The President Pro-Tem of the Senate shall direct and coordinate all Senate committees.
	6. In the Summer semester the President Pro-Tem will appoint temporary chairs to the Senate Committees.
	7. The President Pro-Tem of the Senate may dismiss a Senate Committee Chair with a two-thirds approval Senators present at that meeting.
	8. The Senate Committee Chair will appoint members from a voluntary list of senators to the respective committee with approval from the senate President Pro-Tem.
	9. The President Pro-Tem will coordinate and supervise the office hours of all Senators and their membership in committees.
	10. The President Pro-Tem will keep one office hour per week in the SGA office.
	11. The President Pro-Tem must approve all colleges’ projects proposed for the Senate Involvement Committee.

### Chapter 314. Quorum Requirements

314.1 The quorum for Student Senate meetings in Article VII, Section 1.3 is based on the total number of Senators minus those Senators who are on a leave of absence.

### Chapter 315. Student - At - Large

* 1. The Student-At-Large of the Student Government Association shall be elected for a term of one academic year beginning at the start of the summer term. He or she shall be elected by a majority of the students voting for that office in the spring elections. He or she shall begin his or term after receiving the Oath of Affirmation as in Article V, Section 4, from the Chief Justice.
	2. The Student-At-Large is required to give a report at each meeting about campus activities of interest and meetings that have been attended on behalf of the Student Government Association.

315.2.1 The Student-At-Large shall serve as a voting member of the Senate and as a liaison to the Executive Board and the administration on behalf of the entire student body.

315.2.2.1 The Student-At-Large serves as an assistant to the Executive Council.

* + 1. The Student-At-Large shall complete the required twenty office hours a semester unless another number is stipulated by the Senate pro-tem.
		2. The Student-At-Large shall serve as a chair for the Inter-presidents council and is responsible for holding at least one Inter-presidents Council meeting each semester.
		3. The Student-At-Large will receive a stipend according to the stipend rules of the Senators.

### Chapter 316. First Year Committee

* 1. The First Year Council Committee shall consist of the First Year Council Director and Freshman- at-Large.
	2. The First Year Council Director shall be elected by the Student Government Association Student Senate by the regular election process of Committee Chairs as outlined in Chapter 304.4 in the Student Government Association Code-of-Laws. The First Year Council Director shall be subject to all provisions of Committee Chairs including but not limited to those mentioned in Article III of the Student Government Association Code-of-Laws.

### TITLE IV. Judicial Branch

**Chapter 400. Powers and Duties of the Supreme Court**

* 1. A quorum of five members will be required for the Supreme Court to conduct a hearing or to issue an official decision.
	2. Whenever a member of the court disqualifies him/herself from hearing a particular case (or group of cases) or is on a leave of absence the SGA President must replace him or her by appointing, with two-thirds approval of the Senate, an ad hoc justice. The ad hoc justice will only have jurisdiction in the case(s) which he or she has been appointed to hear. Once the Supreme Court has announced its decision(s) in the case(s) which he or she was appointed to hear, the ad hoc justice must resign from the court.
	3. The Supreme Court shall meet at least once a month. The Chief Justice must notify each Associate Justice at least 96 hours in advance of the time a case is to be heard. The Chief Justice and all members of the Supreme Court shall be required to attend court meetings and case hearings. Any member of the Supreme Court being absent from two (2) case hearings or meetings, or any combination of the two within one term of office, is dismissed from the Court. Absences may be excused, for valid reasons, by a two-thirds vote of Associate Justices at a meeting of the Court. Meetings of the Supreme Court shall be subject to the stipulations of Title IV, Chapter 400.1. The Chief Justice shall be responsible for maintaining the attendance records of the court.

### Chapter 401. Duties of the Chief Justice

* 1. In addition to his or her duties outlined in the Student Government Association Constitution, the Chief Justice shall also have the following duties:
		1. To supervise the activities of all judicial courts in regard to their constitutional duties.
		2. To supervise the maintenance of the permanent Journal of Laws.
		3. To accept the resignation and requests for leave of absence of any members of the Supreme Court.
		4. To see that reasons are given for all decisions made by the Supreme Court.
		5. To keep up-to-date copies of the Student Government Association Constitution and the SGA Code-Of- Laws.
		6. To attend all regular meetings of the Senate so as to be informed of the legislation passed. Non- compliance shall result in withholding of one-half of one month’s stipend for each meeting missed.
		7. No leave of absence shall be granted without two-thirds approval of the Senate. In the event of said leave of absence, the Chief Justice will not receive payment during the period of absence.
		8. To set, post, and keep office hours.
		9. To work in conjunction with the Attorney General and President on student traffic ticket appeals in accordance with Chapter 402.

### Chapter 402. Student Traffic Ticket Appeals

* 1. Any student who receives a traffic and or parking ticket who believes there are reasons to appeal the ticket may file [a written appeal on-line at www.usouthal.edu/parkingservices](http://www.usouthal.edu/parkingservices) within 10 business days.
	2. All appeals will first be ruled upon by the Chief Justice or Attorney General.
	3. If for any reason the Chief Justice and Attorney General are unable to agree on a decision the UDC Officer will have the tie breaking vote.
	4. If a student does not agree with the first appeal decision he or she may appeal a second time to the UDC Officer. Contact the Vice President for Student Affairs to make an appointment,

460-6171.

### TITLE V. Election Laws

**Chapter 500. Election Rules Committee**

* 1. The Election Rules Committee shall be composed of not less than five members who are to be appointed by the President of the Senate.
	2. The Committee shall have the power to appoint students who are not seeking an office in the election to help them run the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the election law. Any decisions of the Election Rules Committee may be appealed to the Supreme Court.
	3. After the Supreme Court decides the date for an election, the Elections Committee will set the deadline for candidates’ applications. All candidates for office must meet all qualifications (as stated in Article X, Section 2 of the Constitution) by 5:00 p.m. on the deadline date for applications. The Committee shall be charged with establishing procedures for validating the

qualifications of a candidate. They are furthermore empowered to set the date when campaigning (defined as any written or printed material) may begin; running the election (e.g. setting up polls, getting poll workers, counting votes, etc.) and enforcing the elections law.

* + 1. A mandatory candidate meeting will be held at 5:15 p.m. on the same day that applications are due. Failure to attend this meeting will result in immediate disqualification. A candidate may, however, send a representative to the meeting in the event that he or she cannot attend.
		2. Candidates seeking the office of President, Vice President, and Treasurer of the Student Government Association will participate in a mandatory Candidates’ Forum to be held prior to the general election to present their platform. This forum will be open to the public. If a candidate is unopposed, the candidate must still participate in the forum and be available to

answer questions. The date and time of the forum will be decided by the Supreme Court and the Election Rules Committee. The date of forum will be announced on the same day as the dates for the general election. Failure to participate in this forum will result in immediate disqualification from the election. Candidates who are disqualified from the election due to absence from the Candidates’ Forum may appeal to the Supreme Court for reinstatement of their candidacy.

* 1. With regards to enforcing the Election Laws, the Committee will:
		1. Assess campaign violations
		2. Keep specific written records of all violations. This should include:
			1. Who committed the violation
			2. What the violation was
			3. Where the violation occurred
			4. Who assessed the violation
			5. Date of violation
			6. Penalty imposed for the violation
		3. The Elections Committee shall assess campaign violations. When a poster or other campaigning material is found in an illegal place, the committee member shall remove

that poster in the presence of any student, sign the back of the poster, and give the date, time and place of the violation; as well as request the witnessing student to initial and give student number for proof of witness. No person may be fined more than once for

each violation (e.g. if he or she has one poster in an illegal place, he or she cannot be fined four times for that poster. He or she can, however, be fined four times for four illegal posters).

* + 1. Notify the candidate in writing for the specific violations which he or she committed and the amount of fines which he or she must pay. He or she should be informed that he or she has the options of paying his or her fines to the SGA secretary to be placed in the Contingency Account, or appealing the fines to the Election Rules Committee.
		2. If the Election Rules Committee upholds the fines, the decision may be appealed to the Supreme Court.
		3. Every effort must be made to verbally notify the candidate of disqualification within forty- eight (48) hours

of the time of disqualification. Written notification of violations must be mailed within three

(3) business days. This applies to any person who is not a member of SGA.

* 1. No member of the Election Rules Committee, including the President of the Senate may be involved in any committee work for or during any election which he or she is running for office.
	2. All S.G.A. election and registration deadlines for candidates shall be publicized at least one month in advance of the date they are to be held.
	3. The Election Rules Committee shall expand the rules regarding campaign publicity in Chapter 502 as is necessary with approval of the Executive Council. It is the responsibility of the Election Rules Committee to make available to all candidates at the time of the candidate registration deadline a copy of the expanded rules.
	4. An Electronic polling system for student body elections shall be included as a way of polling the student body at the discretion of the current Election Committee.

### Chapter 501. Homecoming Elections

###### Queen and King

* 1. The date set for the Homecoming election must be a minimum of four days before the Homecoming game.
	2. All candidates for Homecoming Queen and King must have a cumulative 2.5 GPA or higher and be a Senior in classification at the time of the application deadline. The candidate should be a full-time student.
		1. A candidate can be nominated by a recognized University student organizations. However, a candidate is not required to be nominated by a student organization in order to run.
		2. No more than two organizations can sponsor the same candidate.
		3. Each candidate is required to attend a mandatory informational meeting at 5:30pm in the Student Center Ball Room on a date set by the Homecoming Committee. If a candidate is unable to attend the mandatory informational meeting, he/she must send a representative on his/ her behalf.
		4. Each candidate must submit a resume and a platform/cover letter with the online application. Resumes should be no more than two (2) pages. The candidate’s platform must be one (l) page describing the candidate, why the candidate seeks the title, and what the candidate will strive to accomplish if he/she wins.
		5. The candidate screening committee will consist of five representatives from the University staff, faculty, alumni, and Student Government Association.
			1. The SGA President and SGA Homecoming Committee determines the membership of the candidate screening committee.
			2. The names of those serving on the candidate screening committee is released to the public following interviews.
			3. All members of the candidate screening committee will remain unbiased in their scoring.
		6. The screening committee will narrow the applications to ten (10): five (5) King and five (5) Queen-candidates.
			1. Each application screening committee member will score the application based on the criteria of:
				1. University involvement
				2. Academic pursuits
				3. Leadership abilities
				4. Community service
				5. Jaguar pride

501.2.6.2 The 10 selected candidates’ names will be announced on specified dates chosen by the Homecoming Committee.

* + 1. The ten finalists will each individually complete an interview with all members of the candidate screening committee, which will take place on the dates specified by the Homecoming Committee.
		2. The ten finalists will participate in a campus-wide election.
		3. The popular vote and interview will be used to tabulate the King, Queen, and Senior Maid (the Queen Runner-Up).

501.2.9.1 The Homecoming Queen and King will be selected by the following criteria: 40% of the interview score is combined with 60% of the popular vote from the campus-wide election. The students receiving the highest combined score will be selected as Queen and King. In case of a tie, the candidate with the highest popular vote will be selected as Homecoming Queen or King.

* 1. The terms “king” and “queen” are gender specific.

###### Court Maids

* 1. Court Maids are defined as females that want to represent their class (Freshman, Sophomore, Junior) in the Homecoming Court.

501.4.1 All candidates for maids must have a cumulative 2.0 GPA at the time of the application deadline.

501.4.2. All candidates must abide by 501.2.1 and 501.2.2

501.4.3 All candidates will participate in the campus-wide election and run-offs will be completed when necessary in accordance to the election rules.

###### Court Responsibilities

501.5 All candidates will be required to attend all of the Homecoming week activities.

501.5.1 Queen and King must be available to attend events throughout the entire year until their reign is over the following year.

### Chapter 502. Campaign Regulations

* 1. Publicity
		1. All campaign preparations (including material preparation or campaign committee meetings) on or in sight of the University campus prior to the campaign dates must be made in a non-public area (i.e. an area made inaccessible to the general student body or general public).
		2. Flyers may not exceed 8 1/2 by 11 inches and may be placed (using masking tape only) on ceramic tile or brick walls or other unpainted surfaces but not glass doors or windows.
		3. Only one flyer per bulletin board inside buildings is allowed, but not to exceed two flyers per floor per building.
		4. No posters will be allowed in any library or any dining service area.
		5. Flyers may not be placed on trees, nor windshields.
		6. No nails are to be used to hang any campaign materials.

502.1.6.1 Banners and sheets may be hung outdoors only.

* + 1. All campaign materials must bear the name of the individual or organization which is responsible for its publication. That individual or group will be liable in student courts for any statement contained in the material. Individuals distributing unmarked material will be held personally liable for what they distribute. If any organization distributing material is not officially recognized on campus, the names of the officials of the group must be filed with the Election Rules Committee by application date.
		2. All editorials must be distinguished as being the responsibility of the editor or writer. The editor will be held liable for statements in ads not marked as herein required.
			1. No campaigning, either verbal or material, will be allowed in any building containing polls on election day.
			2. No campaigning, either verbal or material, will be allowed within 30 feet of any poll on election day.
			3. The above word “campaigning” will not be considered to mean buttons or stickers worn by students on election day while the polls are open.
			4. No campaign materials may be worn by a person working at the polls during the election.

502.1.10 Violations of the above regulations will result in a fine of $1.00 per violation with the exception of 502.1.6 which will result in a fine of $5.00 per violation.

* + - 1. Any candidate who receives more than $25.00 in fines during the election (through the date of the election) will be subject to disqualification.
			2. Only the Election Rules Committee has the power to officially declare a candidate disqualified through the date of elections. The Supreme Court may disqualify a candidate if a candidate’s appeal is upheld.
		1. All flyers, banners, etc. must be removed by 5:00 p.m. on the third day following elections. Non- compliance will result in a $2.00 fine for each violation.
		2. All write-in candidates are subject to the same regulations as recognized candidates.
		3. Only the following may be hung, displayed, or advertised on the main campus or Springhill campus unless told otherwise by the elections chair:
			1. flyers (except on car windshields)
			2. banners
			3. sheets

###### Endorsements

* + 1. No facility on the University campus may lend its support in any capacity to any candidate. Permission cannot be granted exclusively to any candidate for the distribution of material by such a facility.
		2. No employee of the University (faculty, staff, or administration) may campaign in any capacity for any candidate. Any student who is an employee in any capacity for the University of South Alabama may not campaign, either verbal or material, for any candidate while on the clock.
		3. No candidate may receive any exclusive assistance (“exclusive assistance” is defined as “any service or contribution which is provided to a candidate which is not equally made available to all other candidates”) from any type of business; violation of this will result in disqualification of the candidate.
		4. No candidate may use university letterhead (or copies of letterhead) for campaigning purposes.

### CHAPTER 503. Campaign Expenses

* 1. No candidate’s campaign expenses may exceed $250.00 including all contributions. This amount is to cover the general and run-off elections.
	2. Each candidate must submit an itemized financial statement containing an estimate of the fair market value of each item which he or she used in the campaign. This statement must be

submitted no later than 5:00 p.m. on the first day following elections (23 hours after the polls close).

* 1. The Election Rules Committee has the power to assess a candidate’s expenditures according to the fair market value of the expenditures. Any candidate whose expenses are determined by

the committee to be over $250.00 will be disqualified. All materials used in the general election may be used in the run-off election.

* 1. Failure to turn in itemized financial statements for campaign expenditures as stipulated in 503.2 will result in a hold on the candidate’s grades.

### CHAPTER 504. Voting Procedures

* 1. Candidates’ names will appear on the ballot in a position determined by alphabetical order. Space will be provided on ballots for write-in candidates.
	2. The polls will be open from 8:00 a.m. to 6:00 p.m. on the main campus. The Elections Committee Chair shall have the discretion to maintain polling places beyond these time requirements.
	3. The location of the polls will be announced two weeks before the election by the Election Rules Committee.
	4. The students who staff the polls must be approved by the Election Rules Committee in advance.
	5. Voting may also take place on any personal computer using Student ID number, pin number, birth date, last name, or any combination thereof when made available by the Elections Committee.
	6. As long as one of the official voting areas on the main campus remains open from 8:00 a.m. - 6:00 p.m. the election is official.
	7. Voting shall be by secret ballot. To receive a ballot, the voter must follow procedures outlined by the Elections Committee. The voter must mark the ballot according to the instructions on the ballot. The voter shall be responsible for submitting the completed ballot to the elections vendor.
	8. The manner in which votes are tabulated will be determined by the Elections Committee and results of all votes counted will be posted at the SGA office.

### CHAPTER 505. Run-Offs

* 1. A majority of the total votes cast is necessary to win any of the elected SGA offices other

than Senator and Student-At-Large. Votes cast for non-SGA members (as defined in Article II Section I of the SGA Constitution) do not count towards the number of total ballots cast in any race.

* 1. In case no candidate receives the majority necessary to win, a runoff election will be held approximately one week after the general election. The two candidates receiving the highest percentage of the vote will participate in the run-off election. The date of the runoff election shall be determined before the date of the general election and published with the date of the general election.
	2. If a tie occurs for the last Senator position in any college, division or Student-At-Large position, these individuals will participate in a runoff to be held approximately one week after the general election.

### CHAPTER 506. Protests

506.1 Any protest of a Student Government Election or a Homecoming Queen and King Election must be submitted to the Supreme Court within five (5) business days after the day of election. Any decision by the Election Rules Committee may be appealed to the Supreme Court.

### CHAPTER 507. Absentee Ballots

* 1. Any student who will be absent on Election Day because of a University approved activity is eligible to cast an absentee ballot in any S.G.A. election.
	2. The absentee ballot must be cast not more than one week prior to Election Day.
	3. The date, time, place, and procedure for casting an absentee ballot must be announced two days in advance by the Election Rules Committee.
	4. The Election Rules Committee will collect all absentee ballots and be responsible for their security. The absentee ballots will be counted when the regular ballots are counted.
	5. All election rules, procedures, and decisions made by the Election Rules Committee concerning the regular polls will be in effect at the absentee ballot poll.
	6. In an election in which 504.5 is applicable, 507.1, 507.2, 507.3, 507.4, and 507.5 shall be suspended.

### TITLE VI. Ethics

**Chapter 600. Conflict of Interest**

* 1. Restrictions on SGA Offices:
		1. No person shall hold more than one of the following offices at any one time: President

Vice President Treasurer Senator Chief Justice

Member of the Supreme Court Attorney General

Defense Attorney Executive Assistant

Senate Clerk or SGA Secretary Student At Large

* + 1. Exceptions to the preceding restriction must be approved in bill form by the SGA Senate.
		2. No person holding an office in Title VI, Chapter 600.1.1 may receive any income out of SGA monies for anything other than the stipend which he or she is entitled to draw by his or her Office.
		3. No person holding an office in Title VI, Chapter 600.1.1 may be employed as a member of the SGA office staff.
	1. Restrictions on the Judiciary
		1. Members of the Supreme Court, including the Chief Justice, who have qualified to be a candidate for any SGA office may not hear election protests involving that office or the entire election.
		2. The Supreme Court may not rule on any case in which the Chief Justice or a member of the Supreme Court is a defendant. The case will automatically be referred to the Dean of Students for adjudication.

###### SGA BUDGET/APPROPRIATIONS REQUEST INFORMATION

IMPORTANT - Please read the following rules and regulations carefully before filling out the request form. If the form is not filled out completely and correctly, delays in receiving funding may occur. If you have any questions, please contact the SGA Treasurer at 460-7191.

### TITLE VII. Rules for the Allocation of SGA Funds Chapter 700 Financial Rules

* 1. Definitions

*Appropriations Committee* - a standing Senate committee charged with the review and approval of all financial requests and creation of Financial Bills.

*Financial Request* - A formal written request asking for Student Government Association funds to be utilized in a manner stipulated in the request. This includes both internal and external requests.

*Fiscal Year -* The financial year starting in June and running into the end of May of the next calendar year; Summer, Fall, and Spring semesters.

*Allocation* - An external Financial Request from a non-Student Government Association entity.

*Appropriation* - A type of allocation to a student organization. Must adhere to appropriation rules, as well as allocation and financial request rules.

*Co-sponsorship* - A type of allocation to a student organization or University of South Alabama entity. Must adhere to co-sponsorship rules, as well as allocation and financial request rules.

*Supplemental Travel Grant (STG)* - A type of allocation to a student organization or University of South Alabama department. Must adhere to STG rules, as well as allocation and financial request rules.

*Mass Approval Request* - A financial request that does not require a hearing with the Appropriations Committee.

*Non-Mass Approval Request* - A financial request that requires a hearing with the Appropriations Committee.

* 1. No amount of the Student Government Association’s funds may be spent before the forming of a senate approved budget; this is to exclude the purchase of necessary office supplies.
		1. Necessary office supplies shall be defined as: supplies needed for the minimal operation

of the Student Government Association office; such as but not limited to, copy paper, pens, pencils, tape, highlighters, permanent markers, etc.

* 1. All funding done by the Student Government Association shall be in the form of reimbursement.
		1. The form of reimbursement shall be a valid receipt, invoice, etc. The recommendation of such reimbursement shall be up to the Student Government Association Treasurer.
		2. The decision if reimbursement is valid shall be made by five - sevenths approval of the Appropriations Committee when necessary and can be overridden by two-thirds approval of the Senate.
	2. Informational meetings for students and organizations regarding the Appropriation,

Co-sponsorship, and Supplemental Travel Grant process, and requirements, shall be held each semester before the Student Government Association Budget Meeting and shall be hosted by the Student Government Association Treasurer.

* 1. All Financial requests submitted to the Appropriations Committee and/or the Student Government Association Treasurer must be received by the Treasurer at least seven (7) working days prior to the time the allocation is needed. This rule may be waived with five - seventh approval of the Appropriations Committee.
		1. Upon review the Appropriations Committee shall then present a Financial Bill to the

Senate during a scheduled Student Government Association meeting. Passage of the Financial Bill shall follow the proper procedures listed in Chapter 302 and may be voted on by Line Vote as required.

* + 1. The meeting at which the Financial Bill is presented at will be considered the official date of a Budget Meeting.
	1. The Student Government Association Senate shall have the full authority to approve or

deny any and all Financial requests; even if such request follows all proper rules and guidelines.

* 1. Any and all allocations must be spent as stipulated by the Student Government Association if such stipulation is applicable.
	2. Any organization which uses any part of its allocated funds from the Student Government Association for private or commercial gain and/or not in accordance with 700.7 shall have the remainder of its allocation cut off and shall not receive any Student Government Association allocation for the minimum of three semesters to follow.
	3. In order for an organization to receive an allocation from the Student Government Association, it must be an authorized and registered organization through the Office of Student Activities and have been registered for three consecutive semesters (Fall, Spring, Summer; Spring, Summer, Fall; Summer, Fall, Spring) immediately preceding the Financial request.
		1. In order for an organization to receive an allocation from the Student Government Association, the organization must have a representative present at any required hearings stipulated by the Appropriations Committee.
		2. The organization will be notified 72 hours in advance by the Appropriations Committee of a required hearing.
	4. The Student Government Association shall conduct one (1) Budget Meeting in the

Summer semester, two (2) Budget Meetings in the Fall semester, and two (2) Budget Meetings in the Spring semester during which a Financial Bill will be presented by the Appropriations Committee to the Senate.

* + 1. For the Summer semester, the Budget Meeting shall take place at the fifth Senate meeting of the semester.
		2. For the Fall semester, the Budget Meetings shall take place at the fifth Senate meeting of the semester and the tenth Senate meeting of the semester.
		3. For the Spring semester, the Budget Meetings shall take place at the fifth Senate meeting of the semester and the tenth Senate meeting of the semester.
	1. Requirements for the Financial Request Packet (FRP) are as follows and will be included in the template provided by the Student Government Association Treasurer:
1. Itemized and numbered list of items requesting payment for.
2. Proof of cost for all items.
3. Items requiring Jag Numbers and Names must be included within an itemized and numbered list so they can be easily counted.
4. Name of submitter
5. Name of Advisor and proof of Advisor Approval
6. Contact information (including e-mail and phone number)
7. Explanation of all parts
8. All information contained in one Word, PDF, or similar document.
	1. All advertising for an activity and/or item that is fully or partially funded by the Student Government Association must effectively recognize the Student Government Association’s support. All publications that are funded by the Student Government Association (which includes t-shirts, flyers, banners, etc.) must contain the Student Government Association Logo.
	2. The Student Government Association will not pay for promotional items for events

unless the event is sponsored by the Student Government Association, and, therefore, falls under

700.12. These items must be approved by the Appropriations Committee.

* 1. The Student Government Association shall not pay for office supplies. Examples are, but not limited to, stationary, pens, paper, envelopes, film, stamps, invitations, paper clips, etc.
	2. The Student Government Association shall not reimburse expenditures for awards, gifts, giveaways, or plaques.
	3. The Rules Committee shall be the sole authority in the review and auditing of financial requests in reference to 700.7.
	4. First Year Council
		1. After the Student Government Association Student Senate approves the funding

for the First Year Council, the First Year Council has sole authority to allocate these funds to the projects that it deems appropriate. This approval process will be determined by the First Year Council Constitution and Code-of-Laws.

* + 1. The First Year Council Director or Freshman-at-Large shall report on this

approval of funds by the First Year Council to the Student Government Associate Student Senate at the next regular meeting of the Student Government Association Student Senate immediately following the approval of a project by the First Year Council.

* + 1. The Student Government Association Student Senate may reverse the funding

decision by the First Year Council only by a two-thirds majority vote using standard voting procedure.

### Chapter 701 Appropriations

* 1. Appropriations shall only be approved through the Student Government Association Senate during a scheduled Budget Meeting in proper Bill format and shall pass in accordance with Chapter 302.
		1. The Financial Bill must first pass through the Appropriations Committee by a majority vote by the committee before entering the Senate.
		2. The Financial Bill Draft must be available for senatorial review at least ten days before the scheduled Budget Meeting.
		3. Changes to the Financial Bill shall be done within the ten days prior to the scheduled Budget Meeting or in accordance with Chapter 302.
	2. Mass approvals will be included within the same Financial Bill as non-mass approvals.
		1. Mass approval can only be authorized by majority vote of the Appropriations Committee and does not require a hearing; however, the organization may request a hearing.
		2. If one or more senators wishes to discuss an appropriation request, or feel it should not be mass approved, they may request a hearing on the packet one week before the Budget Meeting. If the senator fails to request the hearing in time, that packet is subject for mass approval.
		3. A senator may request a hearing by contacting the Appropriations Committee Chair or the Student Government Association Treasurer.
		4. The Appropriations Chair has the right to reject a hearing on the basis of five - seventh vote of the Appropriation Committee to not hold a hearing on the said packet.
		5. If changes are made within the Financial Bill prior to the Budget Meeting during the ten day review period, the Senate must be notified.
	3. All Appropriations requests must be completed through SouthSync in proper format no later than fourteen (14) days prior to one of the two scheduled Budget Meetings in which it will be included in the Financial Bill.
	4. An organization shall only receive a maximum of $2,000.00 per fiscal year in appropriation allocations.
		1. An organization may only request and receive up to $500.00 per person for travel, lodging, and/ or registration expenses per fiscal year out of their appropriation allocation budget.
		2. Student Government Association funds may not be allocated to student organizations for travel, lodging, and/or registration expenses for conferences or conventions unless the organization requesting funds demonstrates with documentation the educational benefit of the event and the necessity of their attendance because they are:
			1. participating in competition on behalf of the university at the event (this does not include delegation of the year, chapter of the year, spirit awards or equivalents thereof), or
			2. hosting the convention within one year of the date that the appropriation is approved by the Senate, or
			3. attending for the sole purpose of receiving information on further education, academic, or professional opportunities.
		3. The Student Government Association, per University of South Alabama policy, cannot provide funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.

701.4.3.1 Trips that result in little to no academic or professional development for those attending are considered leisure or recreational.

* + 1. The organization requesting funds for travel to a conference or event must include in their financial request packet an itemized, numbered expense list.
			1. The itemized, numbered expense list shall include a list of the people planning to attend the event, their Jag Numbers, proof of registration (such as an e-mail, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).
			2. The Student Government Association will not pay for opting-in to meals or food at a conference or event. Only meals included in the registration fee will be reimbursed.
			3. The Student Government Association shall reimburse for gas mileage, per University policy, allowing for the Federal minimum for travel reimbursements.
				1. The Student Government Association shall reimburse mileage for one vehicles for every four students attending the conference and/or event (i.e. 1 vehicle: 1 - 4 people; 2 vehicles:

5 - 8 people, etc.).

* + - * 1. Estimated mileage must be calculated using the main campus as the starting point.
	1. An organization may receive funding for uniforms.
		1. An organization requesting uniforms is not required to provide Jag Numbers and Names of the students receiving the uniforms until the organization turns in the reimbursement form.
		2. An organization requesting uniforms will only be reimbursed for the number of valid Jag Numbers and Names and will only receive up to the amount per uniform listed in the required quote.
		3. Uniforms are defined as torso and leg garments and only such garments will be approved. However, this may be overruled by a two- thirds majority vote of a Senate meeting that meets quorum.
		4. An organization may receive up to $30.00 per person for uniform(s) for each fiscal year.
	2. The Student Government Association shall not pay for equipment such as, but not limited to, any type of media equipment, audio equipment, digital cameras, computers, printers,

videos, books, hardware, tools, recreational equipment, individual sports safety equipment, or intramural equipment

* + 1. There shall be one exception to 701.6 and it shall be in regards to equipment not reasonably available on campus and that is vital for the organization to function.
		2. Chapter 701.6 may be suspended with five - seventh approval of the Appropriation Committee or two - thirds approval of the Senate.
		3. If equipment is accepted as not reasonably available on campus and is vital to the organization to function, the equipment must be stored on campus and proof of storage must be brought to the Student Government Association Treasurer.
	1. The Student Government Association shall not pay for an organization’s fees such as, but not limited to, website fees, chapter fees, and intramural fees.
	2. The Student Government Association shall not pay for food or drink requests from any organization.

### Chapter 702 Co-sponsorships

* 1. Co-sponsorships are approved at the discretion of the Appropriations Committee based on the current Student Government Association’s vision for the campus community at the University of South Alabama.
	2. All requests for co-sponsorships must be received at least two regularly scheduled Student Government Association meetings prior to the event.

702.2.1 A representative of the organization requesting co-sponsorship must be present at a hearing by the Appropriations Committee in which the packet is discussed.

* 1. Organizations are allowed to request financial support for food and drink in a co-sponsorship.
	2. A Student Government Association Co-sponsorship shall entail additional support through funding, advertising, physical presence at an event, and/or by any other means deemed appropriate.
	3. A co-sponsorship shall entail the following additional information to be presented to the Appropriation Committee, as included but not limited to:
		1. Information about the project’s full scope
		2. Information about additional sponsors, their support, or additional funding methods
		3. A full copy of all receipts for services, materials, or items used in the

project, not just receipts limited to the project portions co-sponsored by the Student Government Association

* + 1. An after-event report of the co-sponsorship’s goals, accomplishments, and results to be presented to the Appropriations Committee
		2. Any additional information requested by the Appropriations Committee or Senate.
	1. Every organization seeking a Student Government Association co- sponsorship must be able to demonstrate that a substantial effort has been made, on the part of the organization, to fund the project on its own.
	2. The Student Government Association will only reimburse up to a maximum of 65% of the total proved project’s cost (receipts of all actual expenditures, not just planned expenditures).
	3. Co-sponsorship of an organizational event does not impact that organization’s annual appropriation allocation.
	4. An organization shall not receive funding for conference expenses, travel, lodging, and registration expenses through co-sponsorships.
	5. Any and all non-philanthropic events co-sponsored by the Student Government Association shall be free and open for the student body.

702.10.1 Co-sponsorship’s whose purpose may be deemed philanthropic by the Appropriations Committee may charge a maximum of $5.00 per student per event.

702.11 If an organization is requesting a co-sponsorship for an off campus venue, they must provide one (1) bid for an on-campus venue as well as two (2) additional off campus venue bids with an estimation of attendance for the event.

### Chapter 703 Supplemental Travel Grants (STGs)

* 1. STGs are for travel, lodging, and/or registration expenses for conferences only.
	2. No STG request shall be granted until a portion of the Student Government Budget has been allotted and set aside for STGs.
	3. STGs are not required to be voted on and approved by the Student Government Association Senate.
		1. STGs may be passed by the Appropriations Committee by a five - seventh majority vote if the appropriate amount of funds remain in the STG budget.
		2. If there is not enough money remaining in the STG budget, the STG must be presented to the Student Government Association Senate in bill format for passage.
	4. STGs may be requested by academic departments and student organizations on behalf of individual students.
	5. The maximum a student can receive through an STG is $500.00 per Student Government Association fiscal year.
		1. The maximum a sponsoring organization or department may request is $1,000.00 per Student Government Association fiscal year.
	6. STG eligibility is strictly limited to students who are actively participating in academic and/or professional conferences only.
		1. Examples of actively participating in an academic and/or professional conference include, but are not limited to, presenting a paper, being an invited commentator, presenting a poster presentation, participating in an academic competition.
		2. Networking, team building, or attending workshops are not actively participating in academic and/or professional conferences.
	7. The Student Government Association, per University of South Alabama policy, cannot provide funds for conferences, conventions, or other trips whose primary purpose could be reasonably classified as leisure or recreational.
		1. Trips that result in little to no academic or professional development for those attending are considered leisure or recreational.
		2. The organization requesting funds for travel to a conference or event must include in their financial request packet an itemized, numbered expense list.
			1. The itemized, numbered expense list shall include a list of the people planning to attend the event, their Jag Numbers, proof of registration (such as an e-mail, receipt, etc.), travel itinerary, proof of lodging cost (if applicable), proof of conference fees (if applicable).
			2. The Student Government Association will not pay for opting-in to meals or food at a conference or event. Only meals included in the registration fee will be reimbursed.
		3. The Student Government Association shall reimburse for gas mileage, per University policy, allowing for the Federal minimum for travel reimbursements.
			1. The Student Government Association shall reimburse mileage for one vehicles for every four students attending the conference and/or event (i.e. 1 vehicle: 1 - 4 people; 2 vehicles: 5 - 8 people, etc.).
			2. Estimated mileage must be calculated using the main campus as the starting point.
	8. An organization shall only request a STG if the amount that the Student Government Association would provide for the STG would cause an organization to go over their annual appropriation allocation limit if it was passed as an Appropriation. Otherwise, the group is to submit a Financial Request Packet or modify an existing one.
	9. A STG will not affect an organization’s annual appropriation allocation limit unless specifically stated in 703.8

### TITLE VIII. Administration Chapter 800. Stipends and Salaries

* 1. The following schedule of SGA stipends shall become effective June 3, 2002.

President - $675.00 Vice President - $625.00 Treasurer - $575.00 Chief Justice - $325.00

Attorney General - $325.00 Senate Clerk - $200.00 Senator - $200.00 Committee Chair - $100.00

Senate Committee Chairs - $100.00 Student-at-Large - $200.00

* 1. The President may hire secretaries who shall receive just compensation subject to Senate approval.
	2. All stipends paid by the SGA are subject to the following conditions:
		1. The SGA Senate may withhold or prorate payment of a stipend to any official who fails to perform the duties as prescribed for his or her office, with a two-third vote of the Senate. Any SGA official can bring before the Senate a resolution to withhold stipend for non-performance of duties.
		2. Stipend payments may not be withheld by the Senate in order to intimidate an officer, if the officer meets all qualifications for payment.
		3. Any official on academic probation or probation at USA cannot receive stipends.
		4. Missed meetings by officers may be excused by a 3/4 vote of the Senate. Such a vote to excuse the absence also excuses the officer from any loss of pay as prescribed by Chapters 200.1.8, 200.1.9, 201.1.4, 201.1.5, 202.1.7, 202.1.8, 204.1.1 204.1.2, 401.1.6 and 401.1.7.
	3. Stipends are to be paid once a month for all officers, and the Senate Clerk, but Senators, Student-at-Large, and Committee Chairs will receive a stipend on a semester basis.
	4. No Senate may receive the benefits of a stipend increase during said term. Chapter

### Chapter 801. Salaries for Committee Chairs and Senators

* 1. To meet stipend requirements a senator must complete one office hour per week as well as attend all Senate meetings, with the exception of excused absences. Absences can be

appealed and excused by a two- thirds majority of the Senate by secret ballot for extenuating circumstances which must be documented.

801.1.1 In order to meet stipend requirements, committee chairs and student Senate committee chairs must complete one office hour per week and if requested by the President of the Senate, the committee chair must attend a specified Senate meeting, unless it is excused due to a death in the family or a doctor’s excuse.

* 1. All stipends paid by the SGA to Senators, committee chair, student-at-large, and Student Senate committee chairs are a stipend of $100.00 per semester.
	2. Each college is required to complete one project per year.
	3. The President Pro-Tem must approve all projects.
	4. Each college is required to nominate one person to be in charge of said project.
	5. This person will be required to coordinate the event, as well as evaluate each senator’s involvement on the project.
	6. This evaluation shall be forwarded to the President Pro-Tem for evaluation by the Senate Involvement Committee as specified in Title III, ch.308.
	7. If a senator or committee chair fails to meet the requirements as stated in 801.1, an appeal may be turned in to the Rules Committee.
	8. An executive officer must be allowed to sit in on the appeal process as well as have the ability to vote.
	9. The chair of the Rules Committee must choose the executive officer to sit in on the appeal.
	10. The decision of the Rules Committee must be explained at the following scheduled SGA senate meeting.

### Chapter 802. Sheet Sign Regulations

In a cooperative effort to maintain the beauty of our campus and still offer maximum advertising options to students, the following sheet sign regulations will be enforced:

* 1. A student affiliated with the organization must request approval at the SGA office. Valid student ID is required to register the number and locations of sheet signs.
	2. A record of all signs will be kept in the SGA office.
	3. All signs that have not been registered will be taken down and disposed of.
	4. Sheet signs may be hung seven days prior to specified event.
	5. Sheet signs must be removed within three days after the event.
	6. Sheet signs must be hung with biodegradable cord.
	7. Sheet sign regulations for Homecoming and SGA elections are specified elsewhere in The Lowdown. Restrictions for Advertising Regular Meetings
	8. Sheet signs advertising weekly meetings can be hung four times per semester.
	9. All sheet signs must comply with all other regulations of this sheet sign policy.

### Chapter 803. Penalties and Fines

803.1 First violation: a warning will be issued to the offending department or organization.

803.12 Second violation: a $10.00 fine will be levied against the responsible department or organization.

* 1. All fines must be paid in the semester in which they were levied. The grades of student registering signs will be on administrative hold until all fines are paid.
	2. Third violation: all sheet sign privileges are suspended until the following school year. (Academic year is defined as summer, fall and spring semesters, with summer the beginning of the academic year and spring the end of the academic year.)

Off-limit Areas - $10.00 Fine First Offense

* 1. No sheet signs within fifty yards of any location on Old Shell Road or University Boulevard.
	2. No sheet signs can be attached in any manner to bushes.
	3. No sheet signs on or near the walkway between Humanities Building and the Student Center.