UNIVERSITY OF NORTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION (SGA)

CODE OF LAWS

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STUDENT GOVERNMENT ASSOCIATION

CODE OF LAWS

TITLE I. Construction, Definition, and Interpretation of and Compliance with the Laws

Chapter 1 System of Student Government Association (SGA) Code of Laws to be observed in the official codifications of said laws as established by law

1.1 There shall be titles, each dealing with related and similar topics, and each composed of a number designated chapters, as follows:

TITLE I.	(1-99)	Construction, Definition, Interpretation of and Compliance with the Laws
TITLE II.	(100-199)	Qualifications
TITLE III.	(200-299)	Absenteeism
TITLE IV.	(300-399)	Ethics
TITLE V.	(400-499)	Executive Branch
TITLE VI.	(500-599)	Legislative Branch
TITLE VII.	(600-699)	Committees
TITLE VIII.	(800-899)	Freshman Forum
TITLE IX.	(900-999)	Judicial
TITLE X.	(1000-1999)	SGA Communications Team
TITLE XI.	(2000-2999)	SGA Historian
TITLE XII.	(3000-3999)	SGA Diversity and Inclusion Advocate

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, etc. Each section may in turn be subdivided by means of further decimal places for as many subsections as are necessary. For example, 99.21, 99.22, 99.23, etc., and 99.201, 99.202, 99.203, etc.

1.2 The Legislative Affairs Chair, SGA Secretary, Senate Advisor, and Chief Justice shall have access to copies of the Code of Laws on computer.

Chapter 2 Changes to the Code of Laws

2.1 Any changes in the Code of Laws must be passed by two-thirds (2/3) majority vote of the members present at a regularly scheduled meeting of the Student Senate. The Legislative Affairs Committee is to be responsible for maintaining an up-to-date Code of Laws.

2.2 Any changes made to the Code of Laws by the Senate should be brought to the attention of the Senate Advisor, SGA President, and to the Judicial Branch by the SGA Vice President directly after the meeting in which these changes took place.

2.3 Changes in the Code of Laws (ex. grammar or errors in spelling which are not substantive and do not change the meaning of interpretation of the laws themselves) may be made by the SGA Secretary with the Legislative Affairs Committee's approval.

2.4 When changes are made, an updated copy of the Code of Laws must be updated on the SGA website and provided to the Legislative Affairs Chair, Secretary, Judicial Branch, and Advisor.

TITLE II. Qualifications

Chapter 100 Qualifications for SGA Officers

100.1 To have and maintain a cumulative GPA of 2.75 or higher throughout the entire term of office.

100.2 To be an undergraduate student enrolled in at least 12 hours or graduate student enrolled in at least 6 hours at UNA.

100.3 To score a 90% or better on a general knowledge written test concerning the SGA Constitution, Code of Laws, and Parliamentary Procedure. Failure to meet this requirement shall result in immediate dismissal. A President, Vice President, Secretary, and/or Treasurer who does not pass the test on the first attempt may appeal to the SGA Senate and shall be allowed to attempt the test again upon 2/3 approval of the SGA Senate present.

100.4 Special Qualifications Based on Office:

100.4.1 President and Vice President applicants must be junior, senior, or graduate students in the Fall semester after the office is assumed.

100.4.2 Candidates for President and Vice President must have completed a minimum of one (1) full semester during the fall or spring academic terms, serving in either the Executive or Legislative branches of SGA.

100.4.3 The President and Vice President shall run on a joint ticket. If a candidate for President or Vice President does not have a running mate, they shall be disqualified from running for the respective office.

100.4.4 Secretary and Treasurer applicants must be sophomore, junior, senior, or graduate students in the Fall semester after the office is assumed.

100.4.5 Candidates for Secretary and Treasurer must have completed a minimum of one (1) full semester during the fall or spring academic terms, serving in either the Executive or Legislative branches of SGA.

100.5 Candidates for President, Vice President, Secretary and Treasurer must attend SGA

debates. Candidates may be excused from debates for the following reasons: class, special emergency approved by the Elections and Recruitment Chair, or a mandatory university sponsored event (i.e. athletic competition). Failure to attend the debate or failure to receive an approved excuse through the Elections Committee will result in disqualification from running for the respective position.

Chapter 101 Qualifications for the Student Senate

101.1 To have and maintain throughout the entire term of office a cumulative grade point average of 2.5 or higher.

101.2 To have completed a previous semester at The University of North Alabama at the time of election with the exception of first-time students appointed by the president.

101.3 To present a statement of purpose to the Elections and Recruitment Committee within the designated time period.

101.4 To take an oath to uphold the SGA Constitution of UNA.

101.5 To score a 75% or better on a general knowledge written test concerning the SGA Constitution, Code of Laws, and Parliamentary Procedure within one month of announcement by the Judicial Branch. Failure to meet this requirement shall result in immediate dismissal from the SGA Senate. Any Senator who does not pass the test on the first attempt may appeal to the SGA Senate and shall be allowed to attempt the test again upon 2/3 approval of the SGA Senate present.

101.6 Senators may not serve on any other branch of SGA as outlined in Article I of the SGA Constitution.

101.7 Vacancies may be filled by recommendations from the Elections and Recruitment Committee to the President for appointment and by two-thirds (2/3) vote of the members present of Senate.

Chapter 102 Qualifications for the Freshman Forum

102.1 Refer to Article IV Section III of the SGA Constitution.

102.2 Vacancies may be filled by appointments made by the Freshman Forum advisors.

Chapter 103 Senate Pro-Tempore Qualifications

103.1 The Senate shall each elect a pro-tempore at the first regular meeting of the new Senate held at the end of the spring semester.

103.2 Vacancies in the Pro-tempore position shall be filled by a two-thirds (2/3) vote of the members present in Senate.

Chapter 104 Freshman Forum Advisors

104.1 The Senate shall elect one Freshman Forum Advisor from the currently elected Senate body at the first regular meeting held at the end of the spring semester. This elected advisor must have served on Freshman Forum. Vacancies in the Freshman Forum advisor position shall be filled by a two-thirds (2/3) vote of the members present in Senate.

104.2 The second Freshman Forum Advisor shall be appointed by the President. This appointed advisor must have completed a minimum of one (1) full semester during the Fall or Spring academic terms, serving in either the Legislative or Executive Branches. If the appointed advisor is a current senator, they will retain their voting rights. If they are appointed from outside of the current elected Senate, they shall not have voting rights.

104.3 The SGA Freshman Forum Advisors must post office hours on the SGA office doors within two weeks of the beginning of every semester during their time in office. The SGA Freshman Forum advisors shall be in the office no less than (2.5) hours per week each. These hours must be logged during the week between Monday and Friday and between the hours of eight (8) a.m. and eight (8) p.m.

104.4 The Freshman Forum advisors shall not hold any other office or chair within the Student Government Association while serving as a Freshman Forum advisor.

TITLE III. Absenteeism

Chapter 200 Absenteeism

200.1 Absences totaling four (4) per semester from any SGA related meeting shall be grounds for dismissal of a member from their respective branch of SGA. These four (4) per semester absences are inclusive of the respective branch meetings, committee chair meetings, and standing committee meetings.

200.2 Members shall be informed in writing by the SGA Secretary when they acquire three (3) absences.

200.3 It is the responsibility of the Committee Chair to report committee members' absences from committee meetings to the SGA Secretary

200.4 Absenteeism from the SGA Retreat shall be considered an absence from SGA

200.5 Failure to show up for an SGA or University event in which a member has signed up to volunteer shall count as an absence unless the member finds a replacement for their volunteer slot.

200.6 SGA members from the Executive and Legislative branches have the right to mandate an event. An event will become required by a two-thirds (2/3) vote of members present. This will mean attendance is mandatory, and absences will count towards the four (4) per semester absences.

200.7 Notice of at least three (3) weeks shall be given to SGA members about the dates, times, and whereabouts of these annual events. Any changes made to the time or date of the event will be subject to a revote.

200.8 Tardiness to and early departure from officially scheduled meetings of a member's respective branch of the Student Government Association shall be grounds for dismissal from that branch.

200.8.1 Three (3) tardies shall equal one (1) absence. A tardy shall be defined as entering the chambers after the last name is called during the Roll Call portion of the Agenda.

200.8.2 Three (3) early departures shall equal one (1) absence. An early departure shall be defined as leaving a meeting at any time after Roll Call has concluded and failing to return prior to the regular concluding time of Senate.

Chapter 201 Absenteeism Appeal Process

201.1 A dismissed member may appeal their removal to the Judicial Branch, which will then schedule a hearing over the matter. This procedure is not subjective to executive session.

201.2 Reasons for reinstatement are as follows: family emergencies which consist of but are not limited to a death in the family or a family member that is hospitalized, health reasons which consists of but are not limited to a sickness that prevents one from going to an SGA member's respective branch meeting such as the common cold, the flu, or any other serious illness with the proper documentation from that of a trained professional in the medical field; or official University of North Alabama events, including any event sponsored by the University of North Alabama, any event sponsored by a Registered Student Organization that the appealing SGA member is associated with, or any University Athletic event where the SGA member is required to participate.

Chapter 202 Dress Code

202.1 SGA members are required to wear appropriate attire that shall be deemed and regulated by the Vice President of the branch with the ratification by two-thirds (2/3) of the SGA Senate. Senate shall input on the attire for what Senators should and should not wear.

TITLE IV. Ethics

Chapter 300 Code of Ethics

300.1 Any person in service to the SGA should:

- Put loyalty to the highest moral principles and the betterment of the entire campus above loyalty to persons, organizations, and departments of this university.

- Uphold the Constitution, by-laws, and legal regulations of the SGA and never be a party to their evasion.
- Seek to find and employ more efficient and economical ways of getting tasks accomplished without compromising the representation or power of the individual student.
- Never discriminate unfairly by the dispensing of special favors to anyone, and never accept favors under circumstances which might be misconstrued by reasonable persons as influencing the performance of governmental duties.
- Never use any confidential information in the performance of governmental duties as a means for enhancing personal standing.
- Expose corruption of any kind wherever discovered.
- Uphold these principles, ever conscious that public office is a public trust.

300.2 Violations should be brought to the Judicial Branch by any member of SGA or by the SGA Advisor with explanation of offense in writing. The Judicial Branch will hold a hearing with the accused at the following committee meeting or other agreed upon time to discuss the actions leading to such violations. It is the duty of the Judicial Branch to either hold members accountable of such violations or dismiss stated charges. Violators of the Code will be subject to disciplinary action by the SGA through the Judicial Branch.

300.3 Conviction of a felony offense will be grounds for immediate dismissal from the SGA.

TITLE V. Executive Branch

Chapter 400 Duties of the President

400.1 To perform the duties outlined in the SGA Constitution and Code of Laws.

400.2 To be the official spokesperson for the SGA.

400.3 To accept the resignation of any SGA officer and report the resignation at the regular SGA Senate meetings.

400.4 To sign all contracts binding on the SGA.

400.5 To inform the SGA Senate of upcoming meetings where the SGA President speaks on behalf of the Student Body.

400.6 To present a written and oral report to the SGA Senate of any statements given on behalf of the Student Body within two weeks after the statement is given. The President has full discretion when deciding if any sensitive information is eligible to be shared.

400.7 To preside over, consult with, and call meetings of the Executive Cabinet.

400.8 To present to the Student Senate, through the Vice President, any message of disapproval of Senate legislation explaining a presidential veto at the Student Senate meeting following the veto.

400.9 To perform other duties as designated by the SGA Senate with approval of two-thirds (2/3) vote of the members present of the Student Senate.

400.10 The President may call a special session of the Senate, with approval of 2/3 of the Executive Committee, if there is emergency business that must be conducted before the next regularly scheduled Senate meeting. Excuses for missing special sessions called shall be expanded to include anything deemed appropriate by the Executive Committee.

400.11 The President has the right to appoint a Chief of Staff to assist with SGA activities involving all branches. Duties of the Chief of Staff will include, but are not limited to, scheduling of appointments, meeting preparation, communication assistance with university and community, and other duties as requested by the President.

400.12 The President has the right to appoint an SGA Communications Director to serve in improving communications from SGA on campus and in the community and also providing marketing services for all branches of SGA as seen fit. These duties include, but are not limited to, photography of events, headshots for SGA members, promotional videos, and assistance in recruiting for SGA as a whole.

400.13 The President has the right to appoint a Diversity and Inclusion Advocate to communicate with University Departments and Registered Student Organizations for equitable opportunity of all students. Their duties also include ensuring a safe and welcoming campus for all students at the University of North Alabama.

400.14 Should any SGA Executive Officer position be unfilled after a Special Election (as defined in the Elections Manual), the current SGA President shall appoint any student currently enrolled to fulfill all duties of the said position as a provisional officer. Whether or not this person meets the qualifications for office as outlined in the Constitution will not affect his or her eligibility. The provisional officer will serve for a full term of office with appropriate compensation, as defined in Chapter 404. Appointment shall be decided upon by approval by simple majority vote of the SGA Senate.

Chapter 401 Duties of the Vice President

401.1 To perform duties as outlined in the SGA Constitution and Code of Laws.

401.2 To execute the duties and powers of the President of the SGA in the President's absence, at the President's request, or in the event the President's position is empty until the President returns or is replaced by a special election or other SGA approved method.

401.3 To perform duties assigned by the President or by the SGA Senate.

401.4 To refer bills to standing or special committees for consideration.

401.5 To act as presiding officer of the meetings of the Student Senate.

401.6 To affirm the jurisdiction of a committee proposing legislation, which that committee has

already considered, or to refer said legislation to another committee.

401.7 To sign bills passed by the SGA Senate and forward them to the SGA President within 24 hours after approval by the Senate.

401.8 To read to the Student Senate any message of disapproval from the SGA President at the next meeting following a SGA presidential veto.

401.9 To preside over, consult with, and hold a weekly meeting with the standing committee chairpersons at a designated time.

401.10 To oversee the planning and coordination of the annual SGA Retreat and the Lucky Dip Tradition with the assistance of the other executive officers.

Chapter 402 Duties of the Secretary

402.1 To perform the duties outlined in the SGA Constitution and Code of Laws.

402.2 To keep a complete and permanent record of all the proceedings of the Student Senate meetings.

402.3 To receive all SGA committee reports, important correspondence, copies of all SGA contracts, and elections statistics and to be retained in the SGA permanent files.

402.4 To record each message of disapproval accompanying an SGA presidential veto in the minutes of the Senate meetings.

402.5 To make available any SGA records to any qualified University of North Alabama student, faculty, administration, or staff member.

402.6 To ensure SGA Senate agendas, minutes, budget, and passed legislation, and Executive Branch office hours are posted to the UNA SGA web page.

402.7 To ensure the names, photos, title, and email of the Executive Branch, Legislative Branch, and Judicial Branch are posted on the UNA SGA web page.

402.8 To ensure the names of the Freshman Forum members are posted on the UNA SGA web page.

402.9 To contact the SGA Senators in the event of a called meeting of the SGA Senate.

402.10 To prepare proposed bills and resolutions submitted for presentation in the SGA Senate and either provide an adequate number of copies or provide a display of the respective bill or resolution for every SGA advisor, and Permanent file.

402.11 To transmit the University of North Alabama President and SGA Advisors copies of all legislation passed by the SGA.

402.12 To prepare and distribute, prior to each Senate meeting, a copy of the previous meeting minutes to each member of the SGA.

402.13 To oversee the coordination of the Past Presidents' Breakfast and Officer Transition Ceremony.

Chapter 403 Duties of the Treasurer

403.1 To perform the duties outlined in the SGA Constitution and Code of Laws.

403.2 To take charge of and account for all property and funds of the SGA and to disperse said funds as approved by the Senate.

403.3 Submit a proposed budget to Senate at the beginning of each academic year for amendment and/or ratification.

403.4 To make monthly reports to the Senate on current financial status, including total appropriations and items for which expenditures are made.

403.5 To furnish a published report to all members of each branch of the SGA and faculty advisors.

403.6 To make an oral report to the Senate at such times requested by the Senate or by the SGA President.

403.7 To inventory all equipment and supplies purchased with SGA funds at the beginning and end of each fall and spring semester.

403.8 To keep an up-to-date journal of copies of all SGA approved requisitions and purchase requests/orders.

403.9 To coordinate with the SGA Endowed Scholarship selection committee.

Chapter 404 Scholarships for the SGA Executive Officers and Chairs

404.1 The SGA Senate shall have the power to determine the scholarships of the SGA executive officers and chairs corresponding with their duties.

404.2 The scholarships of the executive officers and chairs will be subject to the availability of funds.

404.3 Scholarships for the following officers shall be paid at the beginning of each fall and spring semester that they are in office. Said officers shall receive:

404.3.1 The SGA President shall receive a $2,500 scholarship.

404.3.2 The SGA Vice President shall receive a $1,500 scholarship.

404.3.3 The SGA Secretary shall receive a $1,000 scholarship.

404.3.4 The SGA Treasurer shall receive a $1,000 scholarship.

404.3.5 The SGA Freshman Forum Advisors shall each receive a $700 scholarship.

404.4 Scholarships for the following positions shall be paid each fall and spring semester that they are in office. Said positions shall receive:

404.4.1 The SGA Diversity and Inclusion Advocate shall receive a $225 scholarship.

404.4.2 The SGA Communications Director shall receive a $225 scholarship.

404.4.3 The SGA Historian shall receive a $225 scholarship.

404.4.4 The SGA Chairs, Pro Tempore, and Chief of Staff shall each receive a $225 scholarship.

Chapter 405 SGA Executive Officers Hours

405.1 The SGA President, Vice President, Treasurer, and Secretary must post office hours on the SGA office doors within two weeks of the beginning of every semester during their time in office. The SGA President shall be in the office no less than ten (10) hours per week. The Vice President, Treasurer, and Secretary shall be in their offices no less than (5) hours per week. These hours must be logged during the week between Monday and Friday and between the hours of eight (8) a.m. and eight (8) p.m.

Chapter 406 Executive Council Expenditures

406.1 Any expenditure of money by the SGA Executive Council for everyday expenditures such as office supplies, copies, and phone calls shall not be presented before the Senate body.

406.2 Any expenditure of money by the SGA Executive Council for Senate in excess of everyday expenditures shall be passed by majority vote in the Senate.

TITLE VI. Legislative Branch

Chapter 500 Organization of SGA Senate

500.1 The Student Senate:

500.1.1 The Student Senate will meet in a designated meeting area every Thursday at 3:30 p.m. and regularly conclude no later than 5:30 p.m., barring any formal extension approved by the Senate.

500.1.2 The Vice President of the SGA will preside over the meetings of the Student Senate. In the Vice President absence, the Senate Pro-Tempore shall preside over the meeting. In a situation in which the Vice President and Senate Pro-Tempore are absent, the Senate Chief of Staff shall preside over the meeting.

500.1.3 A simple majority of the members in the Student Senate will constitute a quorum. The Senate must have a quorum before it may conduct any business.

500.1.4 All meetings shall be open to members of the University Community and/or visitors unless by two-thirds (2/3) majority vote of the members present for the purpose of entering into Executive Session. Executive Sessions are entered into only for the purpose of discussing individuals' good name or character.

500.1.5 All decisions made in Executive Session shall be kept strictly confidential and are to remain private. Discussion of any and all proceedings that occur within Executive Session, including conversing with other participants of the session, is prohibited and grounds for

immediate dismissal upon the presentation of printed or digital evidence that verifies the violation and the approval by a two-thirds (2/3) vote of the members present at Student Senate.

500.2 Senate Reports

500.2.1 At the end of each semester, the executive council and each of the respective committees will create senate reports for each of their respective groups. Senate reports will be concise written or typed documents that will be created during committee meetings and executive council meetings.

500.2.2 Senate reports will consist of the work conducted by a committee or executive council during the current semester and of future goals each group wants to accomplish.

500.2.3 The reports shall be a collaborative effort amongst all the members of each respective group, and members may not write reports outside of their committee or council. Members may still contribute to reports outside of their immediate committee or council. The reports will be as long as the executive council or committees need them to be to convey the proper information.

500.2.4 After the reports are created, they will be stored physically and or virtually so that current and future members of SGA will have access to them.

500.3 All events held by the SGA Senate must undergo an evaluation at the meeting following the event. Evaluations of the event should include a discussion on how the event went, areas in which the event could have been improved, and an assessment of the items and/or food if given away at the event.

Chapter 501 Apportioning of the Student Senate

501.1 Refer to Article III Sections 2-5 of the SGA Constitution

Chapter 502 Senate Pro-Tempore

502.1 Shall preside over the Senate meetings in the absence of the Vice President.

502.2 Shall serve as the liaison between the Executive Branch and the Legislative Branch.

502.3 Shall serve as the liaison between the SGA and Registered Student Organization (RSO) Presidents.

502.4 Shall serve as a leading voice on the Senate floor encouraging debate and action amongst and for fellow Senators.

502.5 Shall encourage inter-association comradery by planning at least one (1) inter-association event per month in the fall and spring semesters.

502.6 Shall serve on the Executive Committee.

Chapter 503 Operation of the Student Senate

503.1 The Student Senate shall operate under provisions of the SGA Constitution and Code of Laws.

503.2 With good cause stated, the Senate may suspend provisions of Robert's Rules of Order for one regular Senate meeting or for portions of a regular Senate meeting with a two-thirds (2/3) majority vote of the members present of the Student Senate.

503.3 The Student Senate of the SGA hereby establishes a period of discussion to be a part of and included in the agenda of all regularly scheduled meetings of the SGA. The topics of discussion shall be limited to problems concerning the welfare of the students at UNA. The President of the SGA shall make those authorities responsible and aware of the problems discussed and the concern of the SGA.

503.4 The Student Senate of the SGA hereby establishes a period of discussion to be part of and included in the agenda of all regularly scheduled meetings of the SGA Senate. This discussion shall be limited to currently enrolled students at the University of North Alabama and will be capped at thirty (30) minutes, and each spokesperson shall be limited to four (4) minutes within this time frame. Student Forum may be extended at the discretion of the Vice President. If no students are present, or if thirty minutes will not be used, the meeting can resume as scheduled.

Chapter 504 Procedure of Proposed Legislation

504.1 Regulations for Proposed Legislation:

504.1.1 Any member of the Student Government Association may author a bill.

504.1.2 Only members of the Legislative Branch may sponsor (present/propose) a bill.

504.1.3 Only members of the Legislative Branch may co-sponsor a bill.

504.1.3.1 Any co-sponsor may accompany the sponsor. Co-sponsors do not obtain privileges of the sponsor if they assist in the bill’s presentation.

504.2 All bills, resolutions, constitutional amendments, by-laws, and other legislation shall be presented in writing in correct legislative form with one copy available for each Senator and additional copies available for the Executive Council as well as the Senate Advisor.

504.3 Consideration by the Senate:

504.3.1 A bill shall be considered by the Senate when presented by a sworn in Senator.

504.4 Passage:

504.4.1 All bills approved by a majority rule by the Senate shall be signed and forwarded by the presiding officer to the President of the SGA within twenty-four (24) hours after the final approval.

504.4.2 All bills which involve the appropriation or expenditure of moneys of the SGA must be passed by a two-thirds (2/3) majority vote of the Senate.

504.5 Action by the President:

504.5.1 Action of the bill by the SGA President is subject to Article VI, Section 2 of the Constitution. If the President vetoes a bill, it will be returned to the Senate along with an explanation of such action. If the President does not sign or veto a bill within two (2) weeks of its passage by the Senate, the bill shall be enacted without the President's signature except in the event that the semester ends before the President has had two full weeks to consider legislation. In that event, the bill, if not acted upon, fails.

504.6 Any additions or deletions to the Constitution via a Constitutional Amendment, shall be approved by a two-thirds (2/3) vote of the Senators present, to bring a referendum to the student body to vote.

Chapter 505 SGA Advisor

505.1 An Advisor to the Student Senate shall be selected as indicated by Article III Section 7 of the SGA Constitution.

Chapter 506 Special Powers of the Student Senate

506.1 To propose and implement legislation which concerns the student body as a whole.

506.2 To initiate impeachment proceedings against any member of the Legislative, Executive, and Freshman Forum branches by a two-thirds (2/3) vote of the members present. Impeachment charges must be voted on a date between two (2) and four (4) weeks from the date which they are brought. In every case, the accused shall be offered the opportunity to appear before the Senate.

506.3 Impeachments offenses include, but are not limited to, misuse of funds and/or excessive absences from regular Senate or Executive committee meetings.

506.4 The Senate has the power to bring formal charges against any individual student, or Registered Student Organization (RSO), which violates any part of the Constitution and/or the Code of Laws.

506.5 Charges must be agreed upon by two-thirds (2/3) vote of the members present of the Senate and shall be referred to the Chief Justice to be brought before the Student Court for its action.

TITLE VII. Committees of the Senate Legislature

Chapter 600 Standing Committees of the Senate

600.1 The standing committees shall be Elections and Recruitment Committee, Academic Affairs Committee, Student Welfare Committee, Legislative Affairs Committee, Budget Oversight Committee, and Philanthropy Committee.

600.2 Every member of the Student Senate, with the exception of the Pro-Tempore and Senate Freshman Forum Advisor, shall be on at least one of the standing committees.

600.3 The President of SGA shall appoint members to each committee and chairpersons to preside over them. Appointments will be approved by two-thirds (2/3) vote of the Student Senate present.

600.4 All committees shall convene at least once bi-weekly at a designated time set by the respective chairperson at the beginning of each semester.

600.5 Each chairperson shall assign a recorder who will be responsible for taking roll and minutes of each meeting.

600.6 Missing three (3) committee meetings, this includes Executive Committee, will result in the dismissal from the SGA. However, the student committee members may be reinstated by two-thirds (2/3) vote of the members present of the SGA Senate.

600.7 Any UNA student may serve on any committee without voting privileges.

Chapter 601 Elections and Recruitment Committee

601.1 The Elections and Recruitment Committee shall be composed of no less than three (3) members including the chairperson. The President of SGA shall serve as an ex-officio member of the committee.

601.2 The committee will be in charge of following rules established in the Elections manual and editing when necessary. All changes made to this manual by the committee must be approved by a (2/3) majority vote of the Senate, the first Senate meeting after spring break to allow proper time to make any necessary amendments.

601.3 The committee will oversee homecoming elections, SGA officer elections, referendums, and interviews for Senate and appointments of the SGA President.

601.4 The committee shall also be in charge of establishing election procedures for validating the qualifications of a candidate, conducting the elections, and enforcing the election regulations shown in the Elections manual.

601.5 With regards to enforcing the election regulations, the committee will:

601.5.1 Assess campaign violations and keep specific, written reports of all violations. These include:

(a) Who committed the violation

(b) What the violation was

(c) Where the violation occurred

(d) Who assessed the violation

(e) Date of violation

601.5.2 Notify the candidates in writing concerning the specific violation(s), which they committed, and turn the list into the Judicial Branch to be ruled upon.

601.5.3 No member of the Elections Committee, including the President, may be involved in any work of that committee for or during any election in which they are running for office.

601.6 It is the responsibility of the Elections Committee to supply the election regulations to the candidates who will acknowledge and sign for receipt of information. Any candidate who does not sign acknowledging receipt of this document will be ineligible to run in the election.

601.6.1 The Election committee shall post-election results after each election. The Flor-Ala shall as expeditiously as possible be informed by an Election and Recruitment Committee member of the election results.

601.6.2 The committee is in charge of publicizing the opening of positions that the SGA President will fill by appointment and approval by two-thirds (2/3) vote of the members present of the Student Senate.

Chapter 602 Academic Affairs Committee

602.1 The Academic Affairs Committee shall be composed of no less than (3) members from the Student Senate, including the chairperson, who shall serve on the Shared Governance Undergraduate Curriculum Committee. Each member of the Academic Affairs Committee shall represent a different college on campus.

602.2 The committee will seek to improve the academic experience of the student body by meeting with Academic Affairs and other university departments, hearing student opinions concerning academic quality, and seek appropriate resources and methods that benefit the UNA academic experience.

602.3 Duties of the Academic Affairs Committee:

602.3.1 To meet with University representatives at least once per semester to discuss the continued improvement of UNA's educational quality.

602.3.2 To form a relationship with University Academic Affairs that allows for open dialogue concerning university academics.

602.3.3 To bring student academic concerns to the attention of the appropriate university representative.

602.3.4 To provide the student body with at least one campus-wide achievement initiative per school calendar year.

602.3.4.1 The Academic Affairs Committee must present this incentive to the acting senate and the SGA advisor before initiating action.

602.3.4.2 The incentive cannot advertise a direct interference with class grades or propose a direct effect on participating students' GPAs.

602.3.4.3 With the approval of the Senate, the incentive shall be advertised by, managed, and funded

by the budget and efforts of the Academic Affairs Committee.

Chapter 603 Student Welfare Committee

603.1 The Student Welfare Committee shall be composed of no less than three (3) members of the Student Senate, which includes the chairperson, at least one international student, and at least one transfer student.

603.2 The Student Welfare Committee shall be responsible for submitting legislation to better the student welfare on campus.

603.3 They will investigate and ensure the fair treatment of students by faculty and staff.

603.4 The Student Welfare Committee shall work in conjunction with the Budget Oversight Committee to monitor the student activity allocation of funds towards the Feeding the Pride food pantry within the Roar Access Center.

603.5 The Student Welfare Committee shall host at least one (1) transfer student and at least one (1) international student programming event per academic year to foster belonging and campus engagement.

Chapter 604 Budget Oversight Committee

604.1 The Budget Oversight Committee shall be composed of no less than four (4) student senators including the chairperson and one (1) faculty member.

604.2 Duties of the Budget Oversight Committee:

604.2.1 To be responsible for allocating money to respond to the needs of the Registered Student Organizations (RSOs) and enable these groups to develop programming based on the educational mission of the university.

604.2.2 To review funding proposals submitted through the budget Oversight process.

604.2.3 To be responsible for conducting a semester review of student activity funds and making recommendations to the SGA Senate.

604.2.4 To be responsible for reviewing funding allocation policies and procedures on an annual basis.

604.2.5 To hold standing meetings every Tuesday to conduct business and make weekly reports to Senate. The weekly standing meeting must begin no earlier than 8:00am and conclude no later than 4:30pm.

604.2.6 Preside over Special Programming Funding Request Review within the first 60 days of the spring semester, in which University departments present Campus Groups data from the previous academic year to support their request for Student Allocation Funds for the upcoming year.

604.2.7 To present the Allocation Manual to the SGA Senate at the meeting before Spring

Break to allow proper time for making amendments.

604.3 To be responsible for presenting appeals for denied allocation requests to the SGA Senate upon receipt of an appeal form submitted to the Center for Student Engagement.

604.3.1 SGA Senate will become the appellate court for allocation appeals.

604.3.2 The decision to approve or deny the appeal will be determined by two-thirds (2/3) vote of Senate present.

604.4 SGA members who serve on the Budget Oversight and Allocations Committee and who would like to attend a function that has received allocations as students instead of working SGA members must obtain prior approval from a panel comprised of the SGA President and SGA Pro-tempore. If this panel cannot decide, the decision will fall to the SGA advisor.

604.4.1 Any participant of a Budget Oversight and Allocations meeting is required to abstain from voting on allocations submitted by organizations they are members of.

Chapter 605 Legislative Affairs Committee

605.1 The committee shall consist of no less than three (3) members, including a chairperson.

605.2 The duties of the Legislative Affairs Committee shall be:

605.2.1 To oversee the coordination of Higher Education Day, oversee the participation in the SLUAC conference, oversee and coordinate the SGA's involvement and communication with the Florence City Council, the Higher Education Partnership, and serve as the student lobbyist within the committee.

605.2.2 The SGA Advisor shall be the official contact between the SGA and the Florence City Council.

605.2.2.1 The Chairperson shall be the official liaison between the Florence City Council and the Student Government Association.

605.2.3 The committee shall have meetings as needed with representatives from the Florence City Council to conduct any needed business.

605.2.4 The Committee shall maintain the up-to-date Code of Laws, ensure passed legislation is updated in the Code of Laws, and ensure the Code of Laws is updated on the SGA website. All SGA members shall be provided with an updated version.

605.3 **Higher Education Day:**

605.3.1 The Chairperson shall be responsible for attending the meetings that pertain to Higher Education Day along with a committee member, in the event that he or she cannot make the meetings, then he or she will send a person in their place.

605.3.2 The committee shall be responsible for working with the SGA Advisor to coordinate publicity and travel for Higher Education Day.

Chapter 606 Philanthropy Committee

606.1 The Philanthropy Committee shall be composed of no less than four (4) student senators, which includes the chairperson. The Treasurer of SGA shall serve as an ex-officio member of the committee.

606.2 Responsibilities of the Philanthropy Committee:

606.2.1 To support the annual philanthropy initiative and the SGA Endowed Scholarship by organizing philanthropy events and fundraisers.

606.2.2 To seek initiatives across campus community that will increase volunteerism.

606.3 The committee will be involved in selecting the annual philanthropy initiative for each academic year to be approved by a two-thirds (2/3) vote of the members present of the Senate at the first fall meeting.

606.4 The committee will be responsible for organizing at least two (2) large-scale, profit-focused initiatives that benefit the annual philanthropy initiative:

606.4.1 A large-scale philanthropy event.

606.4.2 A large-scale fundraiser.

606.5 The committee will be responsible for organizing a monthly fundraiser event that benefits the SGA endowed scholarship and/or the annual philanthropy initiative.

606.6 The chairperson shall serve on the SGA Endowed Scholarship selection committee.

Chapter 607 Executive Committee

607. The Executive Committee will have a separate financial account, Executive Committee Account, containing a balance of five hundred dollars ($500.00) for its exclusive use. This balance will be reserved at the beginning of the term of newly elected officers. All the expenditures from this fund shall be announced at the SGA meeting following their use and shall be recorded in the minutes.

Chapter 608 Chairpersons Committee

607.1 The Chairpersons Committee shall be presided over by the Vice President of the Senate.

607.2 The Chairpersons Committee shall be composed of the six standing chairpersons of the Senate.

Chapter 609 Collegiate Legislature

609.1 The school representative is to be selected annually at the CLEG conference by the current delegation. SGA members must have attended the CLEG conference at least once to be eligible for the school representative position.

609.2 The school representative will coordinate to meet all deadlines and bill submissions for

the conference.

609.3 All applications shall be released to SGA members no later than a month before the applications and contracts are due for the "early bird special" deadline, if the "early bird special" is offered. If it is not offered, then the applications are to be released one month before applications are due.

609.4 First preference for selection will be given to Senators and Freshman Forum members. Students at large may fill a spot in the event of a vacancy.

609.5 In the event a student is unable to attend the CLEG conference for any reason, then that student shall be responsible for finding a replacement to go in their place. If said student is unable to find a replacement to go in their place, then they will be responsible for repaying the expenses incurred by the SGA to the SGA Treasurer by the end of the semester.

609.6 The SGA Treasurer along with the SGA Executive council shall be responsible for reporting a lack of payment to the Center for Student Engagement, and a hold will be placed on the student's registration.

Chapter 610 Distribution of Funds

610.1 $65 of the funds generated from the student activity fee will be allocated in the following manner after $23,500 (2025), $25,223 (2026), $25,981 (2027), $26,760 (2028), and $27,562 (2029) is allocated for Campus Groups Management Software. Further, $1674.75 (2025) and $1,758.49 (2026) will be allocated for Pantry Soft, Feeding the Pride's Management Software.

610.2 53.50% allocated to the University Program Council.

610.3 23% allocated to the Budget Oversight committee for student allocations.

610.4 8% allocated to Leadership and Volunteerism programs sponsored by the Office of Student Activities and Leadership Development within the Center for Student Engagement.

610.5 1.5% allocated to Caring for the Pride.

610.6 2.5% allocated to the Miss UNA pageant.

610.7 9% allocated to *The Lion's Den game room.*

610.8 2.5% allocated to Student event tickets sponsored by the School of the Arts.

610.9 Funding begins October 1 of each year to coincide with the University's fiscal year; however, proposals may be submitted prior to the funding year.

Chapter 611 Roll Over Money

611.1 Roll over money is a collection of funds remaining from the Student Activity fee. These funds are available to be spent by SGA upon approval of the Roll Over Committee.

611.2 The Roll Over Committee will consist of an SGA Budget Oversight member, the Vice President for Senate, and the SGA President as voting members and the SGA Senate and the SGA Budget Oversight advisor(s) to provide guidance.

611.3 The committee will have oversight over all application procedures for funding requests from the Roll Over Money. A representative from the requesting branch assigned to the Roll Over Committee will be responsible for submitting funding applications for consideration by the Roll Over Committee. The application must be approved by a majority vote of the committee.

TITLE VIII. Freshman Forum

Chapter 800 Organization of the Freshman Forum

800.1 The purpose of the Freshman Forum is to provide education and leadership opportunities for freshman at the University of North Alabama.

800.2 The Freshman Forum shall be composed of no more than forty (40) students of freshman classification who have neither completed more than one semester at the University of North Alabama nor more than thirty-one (31) semester hours of credit.

800.3 The Freshman Forum will meet every other Wednesday at 5:00 p.m. in a designated meeting area. Committee Meetings will take place on the alternate weeks of the meetings of the Freshman Forum.

800.4 Members of the Presidential Mentors Academy at UNA may be excused from the last weekly meeting of the Freshman Forum every month if meeting times conflict. The exceptions include any delegate; a chairperson may be excused after providing advisors with a detailed plan for meeting proceedings in their absence.

800.5 Freshman Forum members shall serve no more than one (1) academic year. Freshman Forum members must serve the entirety of the academic year.

800.6 The Freshman Forum shall be overseen by the Senate Freshman Forum advisors.

800.7 The Freshman Forum advisors shall appoint members of the Freshman Forum to five (5) standing committees. The Freshman Forum advisors must take into consideration the preference of the Freshman Forum members when determining the committee appointments. Preferences will be submitted during the Freshman Forum application process, and appointments will be made before or during the first Freshman Forum meeting.

800.8 All proposed expenditures or other legislation shall be presented in writing in correct legislative form with one copy for each delegate and additional copies available for the Executive Council of the Freshman Forum as well as the Freshman Forum Advisers.

800.9 Proposed Legislation may be introduced by any delegate of the Freshman Forum.

800.10 All bills which involve the approbation or expenditure of monies must be passed by a two-thirds (2/3) majority vote of the Freshman Forum present.

800.11 All bills approved by the Freshman Forum must be signed by the Freshman Forum

Executive Chair for signature or veto within twenty-four (24) hours after final approval.

800.12 The Freshman Forum may override a presidential veto by three-fourths (3/4) majority vote at the meeting immediately following the veto.

800.13 All events held by the Freshman Forum must undergo an evaluation at the meeting following the event. Evaluations of the event should include a discussion on how the event went, areas in which the event could have been improved, and an assessment of the items and/or food if given away at the event.

800.14 Freshman Forum members are welcomed and encouraged to attend Senate meetings and events. Each Freshman Forum member shall be required to attend one (1) Senate meeting per semester.

Chapter 801 Freshman Forum Committees

801.1.1 The Service Committee, composed of four to eight (4-8) members, shall determine and complete at least one (1) service event or initiative in the spring semester.

801.1.2 The Public Relations Committee, composed of four to seven (4-7) members, shall be responsible for publicizing all Freshman Forum activities and developing communications strategies. The Public Relations Committee will also be charged with collaborating with the SGA Communications Director.

801.1.3 The Social Committee, composed of four to eight (4-8) members, shall plan and coordinate one (1) social event for the spring semester to include all freshmen.

801.1.4 The Student Welfare Committee, composed of three to eight (3-8) members, shall be responsible for seeking freshman opinion through a survey and creating a piece of legislation presented to the SGA Senate and sponsored by an SGA Senator.

801.1.5 The Outreach and Philanthropy Committee, composed of four to seven (4-7) members, shall be responsible for planning one (1) partnership event in the spring semester to connect students to campus resources and/or raising resources for the food pantry.

801.1.6 All committees are required to collaborate on one (1) large-scale, freshman student focused event during the Spring semester. The event must include all 5 standing committees of Freshman Forum in its discussion and execution and shall be overseen by the Executive Council of Freshman Forum.

801.2 The Freshman Forum Advisors shall appoint chairpersons to preside over each of the five (5) standing committees at the first Freshman Forum meeting following Freshman Forum Orientation based upon their initial interviews and a special chairperson interview.

801.3 The committee chairperson shall oversee all committee activities and report to the Executive Council on the operations of the committee.

Chapter 802 The Organization of the Executive Council of Freshman Forum

802.1 The Executive Council of the Freshman Forum, composed of seven (7) members: the committee chairpersons from each standing committee, the Freshman Forum Executive Chair, and the Freshman Forum Clerk.

802.2 The Freshman Forum Executive Chair and the Freshman Forum Clerk shall be elected before or during the first formal meeting by a simple majority of the Freshman Forum.

802.2.1 The Freshman Forum Executive Chair and the Freshman Forum Clerk may not serve on a committee or as a committee chairperson.

802.3 The Executive Council of the Freshman Forum shall be responsible for setting the agenda of each Freshman Forum meeting.

802.4 The Freshman Forum Executive Chair and Clerk shall relinquish his or her right to present legislation, vote on proposed legislation and vote on or make motions.

Chapter 803 The Freshman Forum Executive Chair

803.1 The Freshman Forum Executive Chair shall be elected by a simple majority vote at the Freshman Forum Retreat.

803.2 The Freshman Forum Executive Chair shall serve as the chair for the Freshman Forum meetings.

803.3 The Freshman Forum Executive Chair shall preside over all duties, tasks, and functions of the Freshman Forum. The Freshman Forum Executive Chair shall be responsible to make an oral report to the SGA Senate as requested by the Senate, Freshman Forum Advisors, or SGA President.

803.4 The Freshman Forum Executive Chair may have the option to attend SGA Executive Council meetings.

803.5 The Freshman Forum Executive Chair shall reserve the right to veto any legislation passed by the Freshman Forum.

803.6 The vetoed legislation shall return to the floor along with an explanation from the Freshman Forum Executive Chair at the meeting immediately following the veto.

Chapter 804 The Freshman Forum Clerk

804.1 The Freshman Forum Clerk shall be elected by a simple majority vote at the first Freshman Forum meeting following the Freshman Forum orientation.

804.2 The Freshman Forum Clerk shall maintain a permanent and complete record of all the proceedings of the Freshman Forum meeting.

804.3 The Freshman Forum Clerk shall contact the Freshman Forum members in the event of a called meeting of the Freshman Forum.

804.4 The Freshman Forum Clerk shall prepare proposed bills and resolutions submitted for presentation in the Freshman Forum and provide an adequate number of copies for every Freshman Forum member, advisor, and the permanent file.

804.5 The Freshman Forum Clerk shall prepare and distribute, prior to each Freshman Forum meeting, a copy of the previous meeting minutes to each member of the Freshman Forum.

804.6 It shall be the responsibility of the Freshman Forum Clerk to inform the SGA Secretary of any absences of the Freshman Forum Advisors.

804.7 The Freshman Forum Clerk shall be responsible for informing the Freshman Forum on current financial status, including total appropriations and items for which expenditures are made each month.

804.8 The Freshman Forum Clerk shall be responsible for making an oral report of approved expenditures to the Senate at the last meeting of every month.

804.9 The Freshman Forum Clerk shall keep an up-to-date journal of copies of all Freshman Forum approved requisitions and purchase requests/orders.

Chapter 805 Selection Process

805.1 An application requesting prior achievements, general information, and essay answers shall be required of all Freshman Forum applicants.

805.2 All applicants shall be judged by a selection committee appointed by the SGA Advisor and the President of the SGA.

805.3 The judging committee shall be composed of five (5) judges. The SGA President, the SGA Vice President, the two Freshman Forum Advisors, and a Student at Large appointed by the SGA President.

805.4 The appointed judging committee shall interview all applicants.

805.5 If necessary, selected applicants shall qualify for a second interview based on application, resume, and initial interview.

805.6 The applicants with the highest score from the final interview and application shall be named the Freshman Forum members of the current academic year.

805.7 In the event of a tie, the judging committee shall grade the essays of the applicants involved. The applicant receiving the highest essay score shall be selected for membership.

805.8 Selected Freshman Forum members shall be announced publicly via official Freshman Forum social media accounts following the conclusion of interviews.

Chapter 806 Freshman Forum Advisors

806.1 The Freshman Forum advisors shall undergo advisor training with the SGA and Freshman Forum Advisors prior to performing any duties as advisors.

806.2 The Freshman Forum advisors shall serve on the Freshman Forum Executive Council and attend Freshman Forum meetings, Freshman Forum Executive Council meetings, and meetings specific to their branch. Advisors shall be on grounds for dismissal if having missed a total of three (3) regularly scheduled meetings per semester.

806.3 At least one Freshman Forum advisor shall attend and report to weekly SGA Executive Council meetings.

806.4 The Freshman Forum Advisors shall work together to plan the freshman forum retreat.

806.5 The Freshman Forum Advisors shall preside over all duties, tasks, and functions of the Freshman Forum in the temporary absence of the Freshman Forum Executive Chair.

TITLE IX. Judicial

900.1 All judicial powers of the SGA shall be vested in the Judicial Branch of the SGA Senate.

900.2 The Judicial Branch shall have original jurisdiction in all cases involving this Constitution and appellate jurisdiction involving inter- and intra- conflicts of SGA members and appeals from SGA members upon removal from applicable branch. It also may act on any special case referred to it by the University Administration and by the Student Senate.

900.3 The Senate test will be created and approved by the Judicial Branch and shall be administered and graded by two justices, neither of which serve as Chief Justice.

Chapter 901 Student Court Meetings and Hearings

901.1 The Student Court Hearings should be presented in front of all justices unless of an established conflict of interest.

901.1.1 In the case that a defendant identifies a conflict of interest, the defendant may appeal to the Judicial Branch to request the recusal of a justice.

901.1.2 In the case that a defendant is unsatisfied with the decision of the Judicial Branch, then the defendant may bring the appeal before the Senate Body for a formal majority vote.

901.1.3 If the defendant wishes to further appeal the Senate decision, then the final decision will be made by the Judicial Advisor.

901.2 The Chief Justice shall oversee and lead over all meetings following Roberts Rules of Order.

901.2.1 The Student Court shall meet at least one time each month.

901.3 The Chief Justice shall oversee and conduct all hearings and must begin the meeting

explaining the reason for the hearing and how the hearing will be conducted.

901.4 The Clerk of the Judicial Branch must be in attendance for meetings and hearings to begin, unless prior excused.

901.5 The Judicial Advisor must be in attendance for the hearing to begin, unless they find a substitute pre-approved by the Justices and the student(s).

901.6 At the beginning of each meeting, justices should review minutes from the previous Senate and Freshman Forum meetings.

901.7 All students must be given time to defend and/or explain their case in front of the Justices.

901.8 Before the final vote, justices must enter executive session.

Chapter 902 Judicial Clerk

902.1 The Judicial Clerk shall be responsible for keeping record of all judicial hearings and maintaining all judicial records.

902.2 The Clerk shall be nominated for appointment by the Chief Justice of the Judicial Branch and shall be confirmed by majority vote of the Associate Justices. In the event of a tie, the Chief Justice shall cast the tie-breaking vote.

902.3 The Clerk will serve for a one (1) year term and may repeat terms if appointed by the Court to do so.

902.4 The Clerk must be enrolled as a student at the University of North Alabama and maintain a 2.25 cumulative GPA.

902.5 The Clerk may only serve in the Judicial Branch of SGA while serving as Clerk.

902.6 The Clerk may not serve as a justice in the Judicial Branch of the SGA while serving as Clerk.

902.7 The Clerk shall be dismissed after being reported of three (3) absences. Absences shall be reported by the Chief Justice to the SGA Secretary.

902.8 In the event that the Clerk is absent, the Chief Justice may deem a temporary Clerk for the time needed.

902.9 In the event that the clerk is dismissed or resigns, a new Clerk shall be nominated for appointment by the Chief Justice of the Judicial Branch and must be confirmed by a majority vote of the Associate Justices. In the event of a tie, the Chief Justice shall cast the tie-breaking vote.

Chapter 903 Student Court Appeal Procedure

903.1 Any person within the University of North Alabama Community (faculty, staff, or student) may file a report if he/she feels that there is evidence to believe that the SGA Constitution or Code of Laws has been violated by any person(s), group(s), or

organization(s) affiliated with student allocated money.

903.2 In order for there to be a subsequent hearing and resolution to a violation, the following must occur: (1) an official report must be obtained from the SGA Chief Justice and must be completed and signed by the person(s) filing the report (plaintiff). (2) The Chief Justice will submit copies to the other Justices on the council. (3) The Justices will determine if there is justification for hearing by individual vote. (4) The vote shall be returned to the Chief Justice within two days of notification. Failure of two or more justices to vote shall result in the decision being made by the Chief Justice and the SGA Judicial Advisor even if it is in opposition to the other justices that have voted. If a hearing is necessary by simple majority vote of the Justices, the accused and the accusing parties will receive a copy of the report and a letter containing all the pertinent information (ex. Date, time, place, etc.) regarding the case. Both the person(s) filing the report and the accused shall attend the hearing. Failure to attend a hearing will result in a decision being rendered on the evidence available. A hearing can be requested by the Student Court majority.

903.3 If a field report demands clarification or elaboration, the Chief Justice and the Student Court will be responsible for other pertinent facts and data in order to ensure fairness in resolving the issue. The Student Court may request information from the accused and accusing parties. The Student Court is not permitted to request information outside of the respective parties.

903.4 In order to ensure fairness, both the accuser and the accused will have five business days from the date of confirmation to prepare a response. A hearing will take place no later than 10 business days after confirmation. Confirmation occurs after the accused has notified the Student Court that they have received their summons. The Student Court will use any and all forms of communication permitted. If the accused fails to recognize the summons after five days of notification, the accused will have their hearing no later than ten business days following the date of notification. Should either party require more time to prepare its case, then either party may make a personal appeal to the Chief Justice for more time.

903.5 The hearing shall be attended by the Chief Justice, Student Court, and the Judicial Clerk as well as the accusing and defending party, witnesses (maximum of five per party), the SGA Judicial Advisor or (in his or her absence) the SGA Advisor. Both parties may have their advisor present if applicable. The advisor may converse with his/her advisee and may not address any other person involved in the hearing. The accused and accusing parties may request more witnesses by personal appeal to the Chief Justice before the hearing. All hearings will be made public. Executive session is permitted when dealing with material that is deemed sensitive or defacing of a party's good name. The accused and accusing parties may request executive session during the hearing and may also request who will be permitted to stay.

903.6 A documented recording of all hearings shall be made. The recording will be copied, one with the identification of all parties involved and one without. After the accused has graduated, or in the case of groups and organizations after a three-year period, the identifying records shall be destroyed. The recordings shall be sealed after the final decision is reached. The sealed record(s) shall then be held by the SGA Advisor.

903.7 The witnesses may be questioned at any time by the Student Court, the Chief Justice, the defending party, and the accusing party during the hearing.

903.8 After the Chief Justice has determined that both parties have been given a fair opportunity to make presentations and the Student Court has no further questions, all persons except the Student Court Justices and SGA Judicial Advisor will be dismissed for the deliberations by entering executive session. The Chief Justice shall guide the deliberation process and conduct voting procedure upon the conclusion of the deliberation period and exiting of executive session. Voting will be taken by an open vote. A simple majority vote is needed to confirm that a Constitutional Violation has occurred. The SGA Advisor shall be the tiebreaker. Once the decision has been made, all attending the hearing will be invited back in to hear the verdict.

TITLE X. SGA Communications Team

Chapter 1000 Organization of the SGA Communications Team

1000.1 The SGA Communications Team shall be led by the Communications Director and composed of the Communications Director, the SGA Historian, and up to 2 Assistant(s) to the Director. The Assistant(s) shall be selected by the Communications Director with the approval of the SGA President.

1000.2 The SGA Communications Team shall work directly under the office of the SGA President to assist the members of the SGA branches and the executive council.

Chapter 1001 Duties of the SGA Communications Team

1001.1 To design SGA promotional materials, including but not limited to posters and giveaways, to assist in the management of the SGA social media accounts, manage the inventory of SGA giveaways, and provide designs for SGA promotional material in a timely manner.

1001.2 To create marketing plans in coordination with the members, chairs, and leadership of each of the branches to ensure that student government events and actions are effectively marketed.

1001.3 To establish and execute communications initiatives to support the functions of student government and to inform the student body including but not limited to: livestreaming meetings, creating informational videos, creating podcasts, providing coverage of events, mailing a newsletter, and reaching out to the student body for feedback.

1001.4 To maintain and uphold the SGA graphics standards.

Chapter 1002 Appointment Process

1002.1 Any University of North Alabama student may be appointed the position of SGA Communications Director by the SGA President and a 2/3 confirmation vote of the student senate unless they are currently serving as a Senator.

1002.2 Any University of North Alabama student may be selected by the Communications Director and appointed to the position of Assistant to the Communications Director by the SGA President.

Chapter 1003 Coordination with the Branches

1003.1 The members of all SGA Branches may coordinate with the SGA Communications Team for any advertising materials or other assistance they may need for SGA initiatives and/or events.

1003.2 The SGA Communications Team shall act as a mentor to the Freshman Forum Public Relations Committee.

1003.3 If any member of the SGA Graphics, Marketing, and Communications team is unable or unwilling to fulfill the duties of the position, the offices may be vacated by a 2/3 vote of the student senate.

Title XI SGA Historian

Chapter 2000 Duties of the SGA Historian

2000.1 The SGA Historian shall work directly under the office of the SGA President and the SGA Advisor and work in conjunction with the Communications Director.

2000.2 To maintain current and/or pertinent knowledge of the SGA and UNA throughout their term.

2000.3 To present a new volume of the Fall Report and Annual Report for approval by 2/3 Student Senate as well as a minimum of six newsletter documenting previous and upcoming events within the SGA, campus resources, legislation passed, and any other current and/or pertinent information regarding the SGA and/or UNA throughout the fall and spring academic semester.

2000.4 To publish a new volume of the Fall Report and Annual Report every year digitally and/or physically for public access and publish at least six new volumes of the SGA Newsletter throughout the fall and spring academic semesters digitally and/or physically for public access.

2000.5 To attend every Student Senate meeting to obtain and record current and/or pertinent information regarding legislation, current UNA and SGA events, and communication between the student body and the SGA during Student Senate meetings when appropriate.

Chapter 2002 Appointment Process

2002.1 Any full time UNA undergraduate or graduate student may be appointed to the position of SGA Historian by the SGA President and a 2/3 confirmation vote of the Student Senate.

2002.2 If the SGA President fails to appoint anyone to the position by the second Thursday of September, the SGA Advisor shall appoint a student to serve as the

SGA Historian without the approval of the Student Senate.

Chapter 2003 The Students' History of UNA

2003.1 The Students' History of UNA" shall be included in the Annual SGA Report. It shall consist of the names of every member of the SGA, officers, chairs, Freshman Forum, and Justices; copies of legislation passed in Student Senate, passed bills, and passed resolutions; notable SGA Projects; names of notable award recipients; notable campus updates; and any other information deemed appropriate to include by the Historian and Executive Council.

Title XII SGA Diversity and Inclusion Advocate

Chapter 3000 Duties of the SGA Diversity and Inclusion Advocate (DIA)

3000.1 The position shall oversee the SGA Registered Student Organization (RSO) outreach initiative.

3000.1.1 The outreach initiative shall consist of senators reaching out to RSOs at least once per academic year in order to learn more about the needs and concerns of the RSO. They shall report back to the DIA, and the DIA shall communicate RSO feedback to the Senate.

3000.2 Communicate with the Division of Student Affairs concerning Local, State, and National Legislation that may affect the campus community.

3000.3 Work with the Chair of the Student Welfare committee in order to orchestrate an event for the campus community.

3000.4 Ensure a safe and welcoming campus for all students at the University of North Alabama.