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Preamble

The Bylaws of the Southeastern Louisiana University Student Government Association are an extension of the laws as stated in the Constitution and provide in detail the format by which the branches of Student Government can effectively govern and respond to all Southeastern Louisiana University students.

Article I
Executive Branch

Section 1
Cabinet Composition

A. Executive Branch Leadership

1. President

2. Chief of Staff

3. Financial Affairs Director

B. Executive Cabinet Positions

1. The SGA President shall have the authority to form Cabinet positions to meet the needs of the Student Government Association and to meet the needs of the student body.

   a. Directors of these Cabinet positions shall be appointed through an application process established by the SGA President, Chief of Staff, Executive Board, and SGA Coordinator.

   b. All Cabinet positions must be appointed before the end of the spring semester in which the President is elected.

   c. Must maintain a minimum grade point average of 2.5.
A. The President shall adhere to all duties and responsibilities as granted in Article IV, Section 3 of the Constitution.

B. The President shall also:

1. Call such meetings of the Executive Branch as deemed necessary.

2. Attend all meetings of and represent Southeastern Louisiana University’s Student Government Association at the Council of Student Body Presidents (COSBP).

3. Have the authority to make emergency expenditures with the approval of the SGA Coordinator and shall report such expenditures to the Student Senate immediately. The amount that the President is authorized to use for emergency expenditures is one thousand, five hundred dollars ($1,500.00) per fiscal year.

4. Establish such policies for the Executive Branch as are needed.

5. Serve as ex-officio officer on all SGA executive committees.

6. Be limited to serve only two (2) consecutive terms in his/her academic career.

7. Have the authority to issue executive orders on SGA policies and procedures.

   a. Executive orders shall not:

      i. Directly appropriate funds from accounts which require Senate approval.

      ii. Remove the requirement of Senate approval from those appropriations which require such approval.

      iii. Directly remove a member or members from office.


      v. Be unethical in nature.

   b. Executive orders are subject to appeal to the Supreme Court, where a majority vote of the court shall be required to overturn an executive order
c. Executive orders shall remain in effect for the duration of the term.

8. Submit a written report, due on the first of each month, to the SGA Coordinator and the Internal Affairs Committee documenting the goals and activities the Cabinet has accomplished.

Section 3
Office of the Chief of Staff

A. Chief of Staff shall:

1. Oversee all aspects of the executive cabinet as directed by the President.

2. Serve as a liaison between the President and the Cabinet.

3. Coordinate Cabinet meetings.

4. Be in contact with Cabinet members during each week to review goals and assign tasks.

5. Coordinate the Awards/Inaugural banquet, which shall be held towards the end of the spring semester.

6. Accept and complete all duties assigned by the SGA President.

7. Serve office hours at the discretion of the SGA President.

8. Submit a written report, due on the first of each month, to the SGA Coordinator, the SGA President, and the Internal Affairs Committee.

Section 4
Department of Financial Affairs

A. Purpose

1. To assist with all financial matters and financial projects of the Student Government Association.

B. Composition
1. Financial Affairs Director

   a. Shall keep accurate and up-to-date balances of all SGA funds and accounts.

   b. Shall serve as vice-chair of the Capital Outlay committee.

   c. Shall submit a report to the Senate at the first and third meetings of each month documenting the balances and transactions of all SGA funds and accounts.

   d. Shall serve as a financial advisor to the SGA President on all SGA financial matters.

   e. Shall keep all financial records and upkeep previous financial records.

   f. Shall issue a detailed report of all SGA funds and accounts as well as any financial projects at the end of the fiscal year.

   g. Shall submit a monthly report at the discretion of the SGA President to the SGA President, Chief of Staff and to the SGA Coordinator.

Section 5
Executive Committees

A. Capital Outlay Advisory Committee:

1. Purpose

   a. The Capital Outlay Advisory Committee shall initiate and develop projects for the use of the Capital Outlay Fund.

2. Committee Membership

   a. Chair: SGA Vice President

   b. Vice Chair: Financial Affairs Director

   c. Two (2) Senators

   d. Two (2) Cabinet Members

   e. One (1) Justice
f. Non-voting Members:
   i. SGA President
   ii. Representatives from the Physical Plant
   iii. Representatives from Facility Planning

3. Meetings
   a. The Capital Outlay Committee shall meet at least once (1) each month during the fall and spring semesters.
   b. The Chair shall be responsible for organizing all meetings and for preparing a meeting agenda.

4. Committee Guidelines
   a. Projects shall be accepted during the fall and spring semesters.
   b. The committee shall research and develop accepted projects.
   c. Accepted projects must be available to and benefit the student body and shall comply with all rules as defined in Article III, Section 5.
   d. Bids are required upon demand of the committee, or if a project exceeds $500.00.
   e. Quorum shall be fifty percent plus one (50% + 1) of the voting members.
   f. The Chair and Vice Chair will have a vote.

B. Election Board

1. Board Membership
   a. Chair: SGA Chief Justice
   b. One (1) Justice
c. Two (2) Senators

d. Two (2) Cabinet members

e. If any of the aforementioned members of the Election Board are unable to attend an Election Board meeting the chair may appoint a member of the board member’s branch to attend the meeting in their place.

2. Committee Officer Elections

a. The Election Board’s committee membership shall run concurrent with the SGA Chief Justice’s term.

b. Upon the start of the SGA Chief Justice’s term each branch shall nominate members to the Election Board no later than the second week of the Fall Academic Semester

i. Members of the Board who shall be running for SGA Office or Homecoming during Fall or Spring elections shall be disqualified from holding an Election Board office.

ii. The Chief Justice (Election Board Chairman) shall not be eligible to run for SGA Office or Homecoming during their term in office.

C. Budget Oversight Committee

1. Purpose

a. The Budget Oversight Committee shall oversee student self-assessed fees and insure that fees are used appropriately.

2. Committee Membership

a. Chair: Director of Financial Affairs

b. Vice Chair: Senate Appropriations Chair

c. Three (3) student members of groups funded by student self-assessed fees, not in SGA

d. One (1) Senators
e. One (1) Cabinet Member

f. One (1) Justice

g. Non-Voting Members:
   i. Representative from the Office of Administration and Finance
   ii. Representative from the Office of Student & Public Affairs

3. Meetings

   a. The Budget Oversight Committee shall meet at least two times per semester (fall/spring).

   b. Special meetings shall be called by the committee chair when necessary.

4. Committee Guidelines

   a. The committee shall meet four (4) times per year, with a meeting to be held within the first month of each academic term (excluding training, educational, promotional efforts). More frequent meetings may be scheduled as needed to meet deadline (i.e. final report, referendum, etc.).

   b. Each year, the Committee will be required to undergo an orientation on appropriate fee use and overview of budgetary reporting (coordinated by the Vice President of Administration and Finance).

   c. All existing student self-assessed fees to pay bond covenants are by legal definition irrevocable once approved by the student body as a whole in a referendum vote, but thereafter shall be subject to the Oversight Committee and the supervision and management authority of the Board (BYLAWS Sect. 5 Rules of the Board of Trustees for State Colleges and Universities).

   d. The Controller’s Office will provide the monthly departmental budget summaries for each of the self-assessed fees and send copies to the Committee Chairperson and the Vice President for Student Affairs.

5. Fee Referendum/Recall
a. In accordance with the SGA Constitution, Article VI, Section 1, a referendum may be placed on the ballot by:

i. A two-thirds (2/3) vote of the Senate with the authorized signature of the President of SGA.

ii. Petition of a number of signatures not less than five percent (5%) of the total number of students enrolled during the semester of the last spring election. All signatures must include Southeastern Louisiana University W#, address, and phone number of the signer. The Election Board shall certify the authenticity of the signatures upon receipt and shall edit the proposal for proper language.

b. The SGA Senate and Executive branches are charged with the duty and task of coordinating a campus-wide effort to increase student awareness and understanding of the value of the student self-assessed fee or fees in question. This effort may include, but is not limited to: forums, press releases, radio ads, resource/documentation management and brochure development.

c. The SGA Election Board shall see that the fee or fees “recall” is placed on the ballot in referendum form in accordance with the following language.

“Do you favor the automatic renewal of (Description of Fees) as a student self-assessed fee?”

YES __________ NO __________

d. The student assessed fee (s) will be renewed if a majority of the voting membership replies in the affirmative. If the vote is negative, the student fee(s) shall be discontinued effective at the end of the fiscal year. The fee(s) can be reinstated in any subsequent year, but only through the same process, which applies to any proposed new student, assessed fee. Fee recalls shall be placed only on a fall ballot.

B. Student Technology Fee Oversight Committee

1. Committee membership and rules shall be governed by the current Student Technology Fee Agreement
Bylaws

Section 6
Impeachments

A. All matters regarding impeachment shall originate in the Internal Affairs Committee.

B. After charges are brought before the Internal Affairs Committee, hearings shall begin at the following meeting.

C. The Chairman of the Internal Affairs Committee shall contact the official being investigated to inform him/her of the charges and the meeting at which these charges will be discussed.

D. It shall take a two-thirds (2/3) majority vote of the Internal Affairs Committee members to proceed with an impeachment trial of an SGA official.

Section 7
Executive Impeachment Trials

A. The vote to impeach originates in the Internal Affairs Committee.

1. The intent of the vote to impeach is only to call to question whether a trial is warranted to explore further potential violations of the conditions of an official’s office.

   a. The intent of the impeachment trial is to call to question whether an SGA official has, in fact, violated some condition of his/her office for which his/her removal from that office may be warranted.

      1. Impeachment trials are conducted by the Student Supreme Court in all instances except those in which a Student Supreme Court justice is the object of impeachment.

   2. Proper impeachment procedure is a two-step process, including both the vote to impeach and the impeachment trial.
B. Trials of Impeachment for members of the Executive Branch

1. The Internal Affairs Committee shall vote to impeach a member of the Executive branch.

2. The Internal Affairs Committee shall be the authority in writing any legislation to impeach a member of the legislative branch, and shall author any impeachment legislation at the discretion of the Chairman of the Senate.

3. If the individual is impeached by the Internal Affairs Committee, they will then be sent to the Judicial Branch for hearings and trial at the discretion of the Chief Justice.

Article II

Legislative Branch

Section 1

Sessions

A. The regular meetings of the Senate shall be divided into two (2) sessions, the fall session and the spring session.

B. Bills shall only be adopted by the Senate:

1. During the session in which they are introduced in the Senate.

2. During a special session held between the first and last meeting of a regular session if the legislation was introduced during that regular session.

3. During a meeting of the regular session if the bill was introduced during a special session held between the first and last meeting of that regular session.

4. During summer special session, only if introduced during a regular session meeting (with the stipulation that the adoption of monetary bills require a minimum of two meetings.)
Section 2
Senators shall:

A. Attend Senate meetings and adhere to the attendance policy established by the Chairman of the Senate.
   1. Any Senator absent for three (3) or more meetings, or two (2) consecutive regular meetings, whether these absences are excused or unexcused, shall be subject to impeachment.

B. Reside on at least one Senate standing committee.

C. Author and sponsor at least one piece of legislation per semester and work to see adopted or sponsored legislation through to fulfillment.
   1. Resolutions require a minimum of 200 signatures and W#'s.

D. Be considered a voting member of the Senate upon completion of a senator training session established by the Vice Chairman of the Senate.

E. Obtain the required one office hour per week and the number of points per semester as established by the Chairman of the Senate.
   1. Not accumulating the required amount of points and office hours in a semester can be grounds for impeachment at the discretion of the Chairman of the Senate and the Senate Internal Affairs Committee.

F. Must maintain a minimum grade point average of 2.5

Section 3
Meetings

A. Quorum for regular and special session meetings shall be fifty percent (50%) plus one of the total Senate seats filled.

B. Every Senate meeting and Senate committee meeting shall be open to the public, with the exception of the following:
   1. Executive sessions are called.
      a. A simple majority vote is required to go into executive session.
Bylaws

b. During an executive session no final or binding action may be taken.

2. This open meeting rule shall not prohibit the removal of any person or persons who disrupt a meeting to the extent that orderly conduct of the meeting is seriously harmed.

C. Senate and committee meeting minutes will be published weekly, by the Senate Vice Chair and Committee Vice Chair, to be viewed by the student body, faculty, and administration.

Section 4
Legislation

A. Amendments to the Constitution must be introduced no later than ten (10) class days prior to an election in order to be considered by the Senate. All amendments submitted later than ten (10) class days prior to an election and proposed by the Senate shall be withheld from the ballot until the next election.

B. All appropriations shall be submitted to the Director of Financial Affairs at least two (2) full school days prior to the Senate meeting at which it will be introduced, so that he/she can prepare a budget impact statement.

C. All appropriations must adhere to the appropriations policies established by the Student Government Association Executive Board and Coordinator.

D. All monetary appropriations passed by the senate shall be spent within the time allotted by the appropriations policy of the Student Government Association. A three-quarter (3/4) vote of senators present shall be required to repeal any appropriations legislation.

Section 5
Officers

A. The Chairman of the Senate shall:

1. Preside over Senate meetings.

2. Prepare an agenda and all legislation for each Senate meeting and see that it is presented to the Student Government Association prior to each senate meeting.

3. Sign and then present all adopted measures to the SGA President for signature of approval within three (3) days of adoption.
4. Submit a written report, due on the first of each month, to the SGA Coordinator and the Internal Affairs Committee documenting the goals and activities the Senate has accomplished.

B. The Vice Chairman of the Senate shall:

1. Be elected at the first Senate meeting of the semester.
2. Assume the duties of the Senate Chair upon his/her absence.
3. Coordinate an orientation program for newly elected senators.
4. Take accurate minutes of the Senate meeting and see that each Senator receives a copy of these minutes.
5. Maintain a roster of all active Senators within their respective colleges.
6. Submit a written report, due on the first of each month, to the SGA Coordinator, the Chairman of the Senate, and the Internal Affairs Committee.

Section 6
Senate Committees

C. The following shall be the permanent standing committees of the Student Senate:

1. Appropriation Committee
   a. Shall review all financial matters that come before the Student Senate.

2. Internal Affairs Committee
   a. Shall review nominations of any appointments in the SGA, which require Senate approval.
   b. Shall review and propose changes to the SGA Constitution and its Bylaws, and the Senate Standing Rules
   c. Members of the Student Government Association who are not performing up to their specified duties shall appear in front of the Internal Affairs Committee. If discovered that their specified duties were not being done, the
committee will then apply the appropriate punishment.

i. First offense an added 2 office hours or added 2 points depending upon their prospective branch.

ii. Second offense an added extra bill or service hour depending on their prospective branch.

iii. Third offense will be grounds for impeachment and must appear in front of the Internal Affairs Committee before impeachment trials commence.

iv. More consequences can be added at the discretion of the committee.

d. Shall author impeachment legislation concerning the members of each branch of the Student Government Association.

3. Student Life Committee

a. Shall review and assess all grievances and pertinent issues of the student body.

b. Shall survey and develop new programs and events for the student body.

D. The chair of the permanent standing committees of the Student Senate:

a. Shall hold a meeting at least once a week while the Senate is in session.

b. Shall prepare an agenda for each committee meeting.

c. Shall report promptly to the Senate all work of the committee.

d. Shall meet once a week with the Chairman of the Senate or at the Chairman’s discretion.

e. Shall, upon a majority vote of approval of the committee, set a day, time, and location for the committee meetings at the first regularly scheduled meeting of the semester.
Bylaws

f. Shall have the authority to appoint, upon a majority vote of the committee, additional members to the committee to serve in a non-voting capacity.

g. Shall, in the absence of the Chairman of the Senate and Vice Chairman of the Senate, preside over the Senate Meeting in the order of succession as follows:

1. The line of succession shall begin with the Chair that has served as Chair of their Committee for the longest period of time and continue through each Chair in order of seniority.

2. “Seniority” shall be determined by the total amount of time served as the Chair of that particular standing committee.

E. Senate committee statutes:

1. No Senator shall be chair of more than one committee at the same time.

2. Special committees of the Student Senate shall be authorized upon a majority vote of the Senate.

3. Each standing committee shall determine all committee bylaws which are not expressed within the SGA Bylaws.

4. Each standing committee shall hold elections for the offices of vice chair of each committee after the first Senate meeting of the semester.

5. Quorum for each standing committee shall consist of at least five (5) senators.

F. Committee Officers:
1. Chair:

a. Shall hold a meeting at least once a week while the Senate is in session.

b. Shall prepare an agenda for each committee meeting.

c. Shall report promptly to the Senate all work of the committee.

d. Shall, upon a majority vote of approval of the committee, set a day, time, and location for committee meetings at the first regularly scheduled meeting of the
2. Vice Chair:

   a. Shall succeed the Chair of the committee should the Chair be removed of his or her title of Committee Chair.

   b. Shall record the minutes of each committee meeting and submit these minutes in writing to the committee, webmaster, and Chairman of the Senate.

   c. Shall be responsible for maintaining records for the committee which shall include all agendas and minutes for the current sessions as well as any other information which is necessary for the committee.

   d. Shall be in charge of communicating all information to the Chairman of the Senate and the committee members.

   e. Shall contact all individuals or organizations whose presence at the committee meeting is requested and inform them of the date, time, and location of the meeting.

Section 7
Impeachments

A. All matters regarding impeachment shall originate in the Internal Affairs Committee.

B. After charges are brought before the Internal Affairs Committee, hearings shall begin at the following meeting.

C. The Chairman of the Internal Affairs Committee shall contact the official being investigated to inform him/her of the charges and the meeting at which these charges will be discussed.

D. It shall take a two-thirds (2/3) majority vote of the Internal Affairs Committee members to proceed with an impeachment trial of an SGA official.

Section 8
Legislative Impeachment Trials

A. The vote to impeach originates in the Internal Affairs Committee.

1. The intent of the vote to impeach is only to call to question whether a trial is warranted to explore further potential violations of the conditions of an official's office.

   a. The intent of the impeachment trial is to call to question whether an SGA official has, in fact, violated some condition of his/her office for which his/her removal from that office may be warranted.

      1. Impeachment trials are conducted by the Student Supreme Court in all instances except those in which a Student Supreme Court justice is the object of impeachment.

      2. Proper impeachment procedure is a two-step process, including both the vote to impeach and the impeachment trial.

B. Legislative Branch Impeachment Process

1. The Internal Affairs Committee shall vote to impeach a member of the legislative branch.

2. The Internal Affairs Committee shall be the authority in writing any legislation to impeach a member of the legislative branch, and shall author any impeachment legislation at the discretion of the Chairman of the Senate.

3. If the individual is impeached by the Internal Affairs Committee, they will then be sent to the Judicial Branch for hearings and trial at the discretion of the Chief Justice.

4. After hearing and trial, the Judicial Branch will determine the final decision to impeach the charged Legislative Branch Member.

Section 9
Establishment of Standing Rules
Bylaws

A. The Student Senate shall establish such Standing Rules, as it deems necessary.

B. Individual Standing Rules shall be suspendable only as specified within the Senate Standing Rules.

C. The Senate Standing Rules shall not be suspendable as a whole unit at any meeting.

Article III
Judicial Branch

Section 1
The Student Supreme Court

A. Composition

1. There shall be seven (7) justices.

B. Meetings and Hearings

1. The Student Supreme Court shall meet at the discretion of the Chief Justice.

2. All meetings and hearings shall be opened to the general public.

   a. Only impeachment hearings may be heard in judicial executive session.

   b. All hearing dates and times shall be submitted in writing to members of the Student Supreme Court, the Chairman of the Senate, and the SGA President at least one week prior to the scheduled hearing.

C. Authorities and Duties

1. The authorities and duties of the Student Supreme Court are enumerated under Article V, Section 3 of the Southeastern Louisiana University Student Government Association Constitution.

Section 2
Student Supreme Court Justices shall:
A. Familiarize themselves with:

1. The Southeastern Louisiana University Student Government Association Constitution and Bylaws.

2. The Southeastern Louisiana University Student Code of Conduct.


B. Deliver informal advice on potential questions of interpretation and/or impact of Legislative or Executive acts.

C. Attend all meetings and hearings of the Student Supreme Court.

1. Any justice absent for three (3) or more meetings/hearings, or two (2) consecutive regular meetings/hearings, whether these absences are excused or unexcused, shall be subject to impeachment.

D. Individually contribute office hours, at the discretion of the Chief Justice, to the SGA each week through any combination of the following:

1. SGA Senate meetings

2. Meetings of SGA committees

3. SGA-sponsored events

4. University-sponsored events for which the SGA’s presence has been requested.

5. Processing of appeals

6. Attendance at traffic court.

E. Assume any other duties assigned by the Chief Justice.

F. Must maintain a minimum grade point average of 2.5

Section 3
A. The Chief Justice shall:

1. Attend all meetings of the Senate specifically to
   a. Deliver reports to document the Court’s activities during the preceding week.
      i. If Chief Justice is unable to deliver reports, then Associate Chief Justice shall do so.
   b. Swear in elected or appointed officials with the following oath:

      I (state your name)
      do solemnly swear
      that I will faithfully execute the office
      of (state your office)
      of the Student Government Association,
      and will to the best of my ability,
      preserve, protect, and defend
      the Constitution of the Student Government Association,
      and the rights of the students
      of Southeastern Louisiana University,
      so help me God.

2. Serve on at least one (1) university standing committee.

3. Submit a written report, due on the first of each month, to the SGA Coordinator and the Internal Affairs Committee documenting the goals and activities the Justice has accomplished.

4. Assist the Associate Chief Justice in the coordination of Free Speech Alley.

5. Call and preside over all meetings and hearing of the Student Supreme Court.

6. Assume final responsibility for such paperwork as goes through the Student Supreme Court and, at their request, be responsible that potential complainants and/or respondents receive copies of *The Judiciary Manual of the Southeastern Louisiana University Student Government Association*. 
B. The Associate Chief Justice shall:

1. Be elected at the first meeting of the Judicial Branch.
   a. This election shall be overseen by the Chief Justice.

2. Coordinate Free Speech Alley (FSA) in accordance with speakers’ First and Fourteenth Amendment rights under the Constitution of the United States of America.
   a. Those rights and privileges granted to individual speakers and participants by the *Southeastern Louisiana University Student Handbook*.
   b. The Southeastern Louisiana University Student Government Association’s *FSA Guidelines*.

3. Observe and record the minutes for all meetings and/or hearings of the Student Supreme Court.
   a. Video and/or audio-taped testimony may be substituted in lieu of writing for Court hearings.
      i. In such instances, the individual opinions filed by the justices present shall contribute to the attendance record.

4. Assist the Chief Justice and serve office hours at the discretion of the Chief Justice.

5. Submit a written report, due on the first of each month, to the SGA Coordinator, Chief Justice, and the Internal Affairs Committee.

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**Section 4**

**FSA Guidelines**

A. Free Speech Alley (FSA) shall:

1. Be moderated by the Southeastern Louisiana University Student Government Association Student Supreme Court in accordance with the following guidelines:
   a. In those instances in which its actions do not violate speakers' rights within the context of a limited public forum, the Student Supreme Court reserves the authority to:
Bylaws

i. Limit forum discussion to topics of concern suggested by the student body at large.

ii. Require that all persons, students and non-students alike, who wish to address the Southeastern Louisiana University community be formally registered as speakers with the Student Supreme Court.

iii. Limit each speaker to five (5) minutes.

iv. Limit speaker content so as to exclude language and/or behavior considered inappropriate for a general audience (i.e. vulgarity, profanity, obscenity, and etcetera).

v. Peaceably remove disruptive participants with the assistance of the University Police Department

b. Under no circumstances shall the Student Supreme Court attempt to censor speaker viewpoint.

2. Be held at least once during the Fall and Spring academic semesters.

Section 5
Impeachments

A. All matters regarding impeachment shall originate in the Internal Affairs Committee.

B. After charges are brought before the Internal Affairs Committee, hearings shall begin at the following meeting.

C. The Chairman of the Internal Affairs Committee shall contact the official being investigated to inform him/her of the charges and the meeting at which these charges will be discussed.

D. It shall take a two-thirds (2/3) majority vote of the Internal Affairs Committee members to proceed with an impeachment trial of an SGA official.

Section 6
Judicial Impeachment Trials
A. The Senate shall conduct only those impeachment trials in which a Student Supreme Court justice stands accused of such a violation.

B. Trials of Impeachment for members of the Judicial Branch

1. Following a two-thirds (2/3) majority vote to impeach a Student Supreme Court justice, the Senate shall conduct an impeachment trial.

2. The trial shall be called by the Chairman of the Senate and open to the public.

3. The trial shall be presided over by the Student Supreme Court Chief Justice or by the justice free of charges of impeachment if the Chief Justice is being impeached.

   a. It shall be the responsibility of this justice to ensure that the proper judicial process is applied for the Judicial Branch member being impeached.

4. Justices shall be removed from office by a two-thirds (2/3) majority vote of Senate Quorum.

**Article IV**

**Executive Board**

**Section 1**

**Purpose and Name**

The Executive Board shall serve as a means of communication among the leadership of each of the branches in the pursuit of unity, uniformity, and understanding of the operation and effectiveness of each branch within SGA.

**Section 2**

**Membership**
The Executive Board shall be composed of the following SGA officers:

1. President
2. Vice President
3. Chief Justice
4. Chief of Staff
5. Vice Chairman of the Senate
6. Associate Chief Justice

**Section 3**
**Meeting Guidelines**

A. Meeting Requirements

1. The Executive Board shall meet at least once a week during the fall and spring semesters.

2. The Executive Board Chair shall have the authority to call special meetings when necessary, giving at least a twenty-four hour notice.

B. Executive Board Chair

1. Shall be the President of SGA

2. Shall prepare an agenda for each meeting

3. Shall run each meeting according to Robert’s Rules of Order

C. Executive Board Vice Chair

1. Shall be the Vice President of SGA

2. Shall serve as the Chair, at the request or in the absence of the President.

3. Shall take minutes at Executive Board meetings.
D. Business for Meetings

1. Each branch shall present information regarding ongoing events, meetings, and Activities within their branch

Article V
Membership Requirements
Section 1
Monthly Reports

A. The submission procedure for monthly reports within the Executive Board shall be as follows:

1. President: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.

2. Vice President: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.
3. Chief Justice: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.

4. Chief of Staff: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.

5. Vice Chairman of the Senate: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.

6. Associate Chief Justice: Monthly report shall be submitted to the SGA Coordinator and the Internal Affairs Committee.

B. Monthly reports for members of the Executive, Judicial and Legislative Branches shall be submitted at the discretion of the respective branch head.

C. Monthly reports shall be submitted by the first of every month before the end of SGA Office Hours.

   1. Failure to submit a monthly report on time shall result in loss of that month’s stipend.
   2. Failure to submit a monthly report for two or more months shall be grounds for impeachment.

D. Monthly reports must be submitted via electronic mail.

Section 2
Executive Office Hours

1. Each Executive Board member that submits a monthly report shall be required to serve office hours as follows:
   a. President: 15 office hours per week in the fall and spring semesters, 10 office hours per week in the summer.
   b. Vice President: 12 office hours per week in the fall and spring semesters, 10 office hours per week in the summer.
   c. Chief Justice: 12 office hours per week in the fall and spring semesters, 10 office hours per week in the summer.

2. These office hours may be altered at the discretion of the SGA Coordinator.
Article VI
Parliamentary Authority

Robert's Rules of Order, Newly Revised, shall govern the Southeastern Louisiana University Student Government Association in all cases not covered by the Constitution, these Bylaws, or the Standing Rules of the Student Senate, the Executive Branch, and the Student Supreme Court.

Section 1
Bylaw Amendments

A. These Bylaws may be amended by a two-thirds (2/3) majority vote of the Senators present at any regularly scheduled Senate meeting only during the fall and spring semesters, after the appropriate notice of one week following introduction.

Article VII
Historical Documentation

The Senate, all Executive officers, and the Supreme Court shall individually maintain concise records. These records, to be referred to as SGA Logs, shall be turned in by the aforementioned officers at the end of each term. They are to be passed down to the incoming officers of the next term. These will include all printed documents, correspondence, and personal notes.

Revised as of October 8, 2014