

**Salisbury University Student Government Association
Bylaws - April 2023**



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Article I.
Executive Branch

Section 1. Composition.

The Executive Branch shall consist of the President, Vice President, Chief of Staff, Treasurer, Director of Academic Affairs, Director of Civic Engagement, Director of Campus Enhancement, Director of Diversity and Inclusion, Director of Marketing and Communications, Director of Student Organizations, and Director of Sustainability.

Section 2. Eligibility and Election of Officers.

The eligibility and election of Executive Branch officers shall be as provided in Article II of the Constitution.

Section 3. Term of Office.

The Executive Branch officers shall assume office on May first at noon and shall serve for one calendar year.

Section 4. Vacancy in Office.

If there is a vacancy in the office of the President, the Vice President shall immediately assume the office of President for the remainder of the term. Vacancies in any other office shall be filled by an application and interview process to be conducted by the President with the assistance of the Executive Board. The President shall submit their nomination to the Senate. The Senate shall then, by a majority vote, confirm the nomination. The newly elected officer shall then assume office for the remainder of the term.

Section 5. Duties of Officers.

The Executive Branch officers shall perform the duties provided in this section and such other duties that are prescribed for the office in the Bylaws, by the Executive Board, by the President, or by the adopted parliamentary authority.

A. *President.* The President shall:

1. serve as chief executive officer of the SGA;
2. represent the SGA in dealings with the students of other universities, the faculty, the administration, and the community;
3. enforce all legislation passed by the Senate;
4. have the power to veto any legislation;
5. preside over Executive Board, Full Body, and Forum sessions;
6. make appointments to fill vacancies in the Executive Branch, as authorized in the Bylaws;
7. create and fill Ad Hoc positions;
8. sit on the University Governance Consortium Committee;
9. appoint and remove SGA members to University Consortium Committees; and
10. hold a minimum of seven office hours per week.

B. *Vice President.* The Vice President shall:

1. preside over Executive Board, Full Body, and Forum sessions in the President's absence;
2. serve as an ex-officio non voting member of the Senate, except in the case of a tie vote;

3. assist the SGA President in the performance of their duties;
 4. assist and facilitate in the functioning of internal SGA matters;
 5. oversee, in collaboration with the Chief of Staff, the activities of the SGA Director positions;
 6. collaborate with the Speaker of the Senate and the Speaker Pro Tempore to support the development and implementation of Senator initiatives; and
 7. hold a minimum of six office hours per week.
- C. *Chief of Staff.*** The Chief of Staff shall:
1. take the minutes of all Forum, Executive Board, and Full Body sessions;
 2. disseminate and publish the minutes of all Forum and Full Body sessions;
 3. maintain and update the SGA master calendar;
 4. maintain the member rolls of past SGA members and update the SGA Alumni LinkedIn with any relevant information;
 5. maintain the Executive Board Handbook;
 6. oversee in collaboration with the Vice President the activities of the SGA Director positions; and
 7. hold a minimum of six office hours per week.
- D. *Treasurer.*** The Treasurer shall:
1. serve as chief financial officer of the SGA and advise on expenditures;
 2. submit to the Senate the annual SGA budget;
 3. deliver a report on the state of the SGA's finance as needed; and
 4. hold a minimum of four office hours per week.
- E. *Director of Academic Affairs.*** The Director of Academic Affairs shall:
1. preside over the Academic Affairs Senate Committee;
 2. support the academic interests of students;
 3. advocate on behalf of the students on student concerns related to academic life, services, and accessibility;
 4. communicate with faculty and relevant administration in each of Salisbury University's academic schools;
 5. meet with staff from the Office of Academic Affairs; and
 6. hold a minimum of six office hours per week.
- F. *Director of Civic Engagement.*** The Director of Civic Engagement shall:
1. preside over the Civic Engagement Senate Committee;
 2. promote active community service by the SGA and the campus population;
 3. maintain relationships with members of the Salisbury community by meeting with the relevant local leadership;
 4. research and report on relevant community issues as well as local, state, and national issues or legislation that affect students; and
 5. hold a minimum of six office hours per week.

- G. Director of Campus Enhancement.** The Director of Campus Enhancement shall:
1. preside over the Campus Enhancement Senate Committee;
 2. advocate for the improvement of campus facilities and areas relevant to aspects of student life;
 3. meet with the Campus administration when needed; and
 4. hold a minimum of six office hours per week.
- H. Director of Diversity and Inclusion.** The Director of Diversity and Inclusion shall:
1. preside over the Diversity and Inclusion Senate Committee;
 2. work to ensure an equitable, diverse, and inclusive campus community;
 3. promote awareness of diversity matters by informing students about diverse cultures, issues, and ideals;
 4. collaborate with all relevant diversity related offices, administration, and student organizations; and
 5. hold a minimum of six office hours per week.
- I. Director of Marketing and Communications.** The Director of Marketing and Communications shall:
1. preside over the Marketing and Communication Senate Committee;
 2. coordinate on campus communications and productions with relevant media outlets;
 3. develop SGA physical and digital marketing through management of the SGA website, social media platforms, and marketing materials.
 4. act as resource to all SGA members to help coordinate, draft, and review official correspondence and communication on behalf of SGA; and
 5. hold a minimum of six office hours per week.
- J. Director of Student Organizations.** The Director of Student Organizations shall:
1. preside over the Student Organizations Senate Committee;
 2. facilitate communication between the SGA and all Registered Student Organizations (hereafter referred to as RSOs); and
 3. hold a minimum of six office hours per week.
- K. Director of Sustainability.** The Director of Sustainability shall:
1. preside over the Sustainability Senate committee;
 2. act as a student representative for the Green Fund Committee;
 3. implement sustainability initiatives around campus;
 4. meet with the Director of Campus Sustainability and campus recycling coordinator;
 5. plan and host sustainability-focused events on campus; and
 6. hold a minimum of six office hours per week.

Article II. Legislative Branch

Section 1. Composition.

The Legislative Branch shall consist of the Speaker of the Senate, the Speaker Pro Tempore, Deputy Directors, and Senators.

Section 2. Speaker of the Senate.

- A. Eligibility.** Any current Senator or Speaker of the Senate is eligible to run for the Speaker of the Senate.
- B. Election.** The Speaker of the Senate shall be elected by the Senate on the final Senate Session of the month of April by a majority vote.
- C. Term of Office.** The Speaker of the Senate shall assume office May first at noon and shall serve for one calendar year.
- D. Vacancy in Office.** If there is a vacancy in the office of the Speaker of the Senate, the Speaker Pro Tempore shall immediately assume the office of the Speaker of the Senate for the remainder of the term. If a vacancy in the office of the Speaker of the Senate occurs while the Senate is not in session, the Executive Board shall perform the duties necessary to form the Senate. Once the Senate is formed, the Vice President shall preside over the Senate for the election of the Speaker of the Senate.
- E. Powers and Duties.** The Speaker of the Senate shall:
 - 1. serve as the liaison between the Executive Board and the Senate;
 - 2. preside over all Senate sessions;
 - 3. oversee the Senator appointment process;
 - 4. assign each Senator to one Senate Committee;
 - 5. nominate a Senator to serve as Speaker Pro Tempore within one month of the start of the fall semester or as vacancies occur; and
 - 6. hold a minimum of six office hours per week.

Section 3. Speaker Pro Tempore.

- A. Eligibility and Nomination.** Any current Senator nominated by the Speaker of the Senate is eligible for the Speaker Pro Tempore position. The Speaker of the Senate shall present their nomination for the position of Speaker Pro Tempore to the Senate within one month of the first Senate Session of the fall semester.
- B. Election.** The Speaker of the Senate's nomination for Speaker Pro Tempore shall be confirmed by the Senate by a majority vote.
- C. Term of Office.** The Speaker Pro Tempore shall assume office immediately upon election and shall serve until the final Senate session of the spring semester.
- D. Vacancy in Office.** If there is a vacancy in the office of the Speaker Pro Tempore, the Speaker of the Senate shall nominate a new Speaker Pro Tempore.
- E. Powers and Duties.** In addition to the duties of a Senator, the Speaker Pro Tempore shall:
 - 1. preside over all Senate sessions in the Speaker of the Senate's absence;
 - 2. assist the Speaker of the Senate with the performance of their duties;
 - 3. be exempt from serving on a Senate committee.
 - 4. take and publish the minutes of all senate sessions; and
 - 5. record attendance at all Senate sessions.

Section 4. Senator.

- A. Eligibility.* The eligibility of Senators shall be as provided in Article I of the Constitution.
- B. Appointments.* Senators shall be selected by an application and interview process to be conducted by the Speaker of the Senate with the assistance of the Executive Board. Applications for Senators shall be opened at the beginning of the fall and spring semesters. The Speaker of the Senate may reopen applications during the semester as needed.
- C. Term of Office.* Senators shall assume office on the first Senate or Full Body Session of the fall semester or upon notification of their selection. Senators shall serve until the final Senate or Full Body session of the spring semester.
- D. Powers and Duties.* Senators shall:
 - 1. research, draft, and adopt legislation necessary to promote the general welfare of the student body in accordance with the Constitution and Bylaws;
 - 2. serve on one standing Senate committee; and
 - 3. hold a minimum of two office hours per week.

Section 5. Deputy Director.

- A. Eligibility.* Any current Senator is eligible for the Deputy Director position of the committee in which the Senator has been assigned.
- B. Appointments.* Each Director shall appoint one Senator to serve as a Deputy Director within one month of the Senate committee assignments or as vacancies occur.
- C. Term of Office.* Deputy Directors shall assume office immediately upon their appointment and shall serve for the remainder of the semester or until their successor is appointed.
- D. Powers and Duties.* In addition to the duties of a Senator, Deputy Directors shall:
 - 1. assist the Director with the performance of their duties; and
 - 2. preside over Senate committee meetings in the Director's absence.

**Article III.
Judicial Branch**

Section 1. Composition.

The Judicial Branch shall consist of the Chief Justice and no fewer than two Associate Justices.

Section 2. Chief Justice.

- A. *Eligibility and Election.*** The eligibility and election of Chief Justice shall be as provided in Article II of the Constitution.
- B. *Term of Office.*** The Chief Justice shall assume office on May first at noon and shall serve for one calendar year.
- C. *Vacancy in Office.*** Vacancies in the Office of the Chief Justice shall be filled by an application and interview process to be conducted by the President with the assistance of the Executive Board. The President shall submit their nomination for Chief Justice to the Senate. The Senate shall then, by a majority vote, confirm the nomination. The elected Chief Justice shall then assume office for the remainder of the term.
- D. *Powers and Duties.*** The Chief Justice shall:
 - 1. uphold and maintain the Constitution and Bylaws of the SGA;
 - 2. ensure the proper functioning of the SGA by addressing student concerns;
 - 3. ensure the SGA is upholding their duties, responsibilities, and ethical obligations in the execution of their functions;
 - 4. mediate disputes arising between members of the SGA; and
 - 5. hold a minimum of two office hours per week.

Section 3. Associate Justice.

- A. *Eligibility.*** The eligibility for Associate Justices shall be as provided in Article I of the Constitution.
- B. *Appointments.*** Associate Justices shall be selected by an application and interview process to be conducted by the Chief Justice with the assistance of the Executive Board. Applications for Associate Justices shall be opened at the beginning of the fall semester. The Chief Justice may reopen applications during the semester as needed.
- C. *Term of Office.*** Associate Justices shall assume office on the first Senate or Full Body Session of the fall semester or upon notification of their selection. Associate Justices shall serve until the final Senate or Full Body session of the spring semester.
- D. *Powers and Duties.*** Associate Justices shall:
 - 1. serve as a juror along with the Chief Justice in any case brought upon any member of the SGA;
 - 2. serve as an ex-officio non voting member of the Senate;
 - 3. provide counsel to the Legislative Branch in regards to parliamentary or constitutional inquiries;
 - 4. assist the Chief Justice in the performance of their duties; and
 - 5. hold a minimum of two office hour per week.

Section 4. Powers and Duties of the Judicial Branch at Large.

Members of the Judicial Branch shall;

1. serve on committees for the trials of SGA members;
2. deliberate on the appropriate disciplinary sanctions for any member found guilty during a trial;
3. provide counsel to SGA members wishing to write legislation or amend the Constitution or the Bylaws;
4. provide official interpretations of the Constitution and Bylaws; and
5. document, organize, and maintain records of all SGA activities.

Article IV. Executive Board

Section 1. Composition

The Executive Board shall consist of all current members of the Executive Branch, the Chief Justice, and the Speaker of the Senate.

Section 2. Powers and Duties

The Executive Board shall:

1. have general supervision of the affairs of the SGA;
2. schedule the day, hour, and place of meetings;
3. oversee the selection process of appointed SGA positions; and
4. perform such other duties as are prescribed in the Bylaws or by the President.

Article V. Meetings

Section 1. Forum Sessions.

Forum sessions shall meet on the first Sunday of the month unless that date is also a holiday. In this case, Forum sessions shall be held on the next Sunday. The President shall preside over Forum sessions. Forum sessions consists of the announcements of any actions taken be the SGA, upcoming events, and any other announcements relevant to the student body. Forum sessions are open to the public. The voting body of any Forum session shall be comprised of all Salisbury University Undergraduate students present. The quorum of any Forum session shall be a majority of current SGA members plus 15 additional undergraduate students representing an RSO.

Section 2. Full Body Sessions.

Full Body sessions shall meet weekly except for weeks where a Senate session is held. The President shall preside over Full Body sessions. Full Body sessions shall consist of all members of the SGA. Full Body sessions are open to the public unless a motion to close the meeting is made requiring a majority vote for its adoption. The voting body of any Full Body session shall be comprised of all SGA members present. The quorum of any Full Body session shall be a majority of all current SGA members.

Section 3. Senate Sessions.

Senate sessions shall meet weekly except for weeks where a Full Body session is held. The Speaker of the Senate shall preside over Senate sessions. Senate sessions shall consist of the Senators, the Speaker of the Senate, the Associate Justices, and the Vice President. In the event of particularly sensitive business, the Senate may enter into executive session by a majority vote. Senate sessions are closed to the public unless a motion to open the meeting is made requiring a majority vote for its adoption. The voting body of all Senate sessions shall be comprised of all Senators present. The quorum of any Senate session shall be a majority of current SGA Senators.

Section 4. Executive Board Sessions

Executive Boards sessions shall meet weekly. The President shall preside over Executive Board sessions. Executive Board sessions shall consist of all members of the Executive Board. Executive Board sessions are closed to the public. The voting body of all Executive Board sessions shall be comprised of all Executive Board members present. The quorum of any Executive Board sessions shall be a majority of Executive Board members.

**Article VI.
Legislation**

Section 1. Classification.

All legislation shall have the following classifications:

- A. Resolutions.** A Resolution is a document expressing an opinion or a recommendation that the administration of Salisbury University adopt a certain policy. Resolutions require a majority vote to be adopted except in the case of a presidential veto.
- B. Bills.** Bills seek to modify the rules and procedures related to the administration of the SGA. Bills require a majority vote to be adopted except in the case of a presidential veto.

Section 2. Procedures

All legislation shall be considered in the following order:

- A. Drafting.** Anyone may propose legislation to be considered by the Senate; however, a current member of the Senate must sponsor it. All legislation must be delivered in written form to the Speaker of the Senate. Upon receipt of any legislation, the Speaker of the Senate shall maintain custody of the document and ensure that no unauthorized alterations are made.
- B. Senate Deliberations.** All legislation shall be reviewed by the Senate during at least two consecutive Senate Sessions. The first session in which the legislation is introduced shall be referred to as the first reading. Any subsequent sessions in which the legislation is considered shall be referred to as the second reading. During a Full Body Session, the Senate may, by a majority vote, enter into a special Senate Session, so that the legislation may be considered. During Senate Deliberations, any Senator is permitted to propose any amendments to any legislation provided that they are in writing. All amendments require a majority vote for their adoption. All legislation must be considered and debated at separate Senate sessions at least twice unless the Senate, by a two-thirds vote, orders the previous

question. When the previous question is ordered, the legislation shall come to an immediate vote.

- C. *Voting.*** Voting shall take place by secret ballot. When the final vote is taken on legislation, only members of the Legislative Branch and the Vice President are permitted to be present. All Bills and Resolutions require a majority vote to be adopted. In the case of a tie, the Vice President shall cast the tiebreaking vote. If the Vice President is not present when the legislation is put to a vote, the Vice President shall submit their vote in writing to the Speaker of the Senate within twenty-four hours of the vote. If no vote is submitted, the Vice President is assumed to have voted in the negative and the legislation will not pass.
- D. *Presidential Review.*** Upon successful passage of any legislation, the Speaker of the Senate shall deliver the legislation to the President within twenty-four hours of its passage. The President shall have seventy-two hours from the receipt of the legislation to either sign or veto the legislation. In the case of a veto, the President shall notify all SGA members of their decision and provide a written explanation of the veto. In the absence of a veto or a signature, the President is assumed to have signed the legislation.
- E. *Presidential Veto.*** In the event of a presidential veto, the legislation shall be returned to the Senate for further deliberation using the same rules as prescribed in part B of this section. The legislation shall be considered by the Senate as if it were in the second reading. After the Senate is satisfied with the legislation, the Senate may, by a two-thirds vote, override the presidential veto.

Article VII. Disciplinary Actions

Section 1. Attendance

The attendance policy as provided in the Senate and Executive Board handbooks shall be used in the determination of disciplinary action. Any member found in violation of the attendance policy shall be subject to trial.

Section 2. Infractions

Any member whose conduct injures the good name of the SGA, disturbs its well-being, or hampers its work shall be subject to a write-up as described in the Senate and Executive Board handbooks.

Section 3. Trials

- A. *Trials Related to Attendance.*** In all trials relating to violations of the attendance policy, the Judicial Branch shall conduct the trial. In the case where a Judicial Branch member is in violation, the President shall appoint a committee of three, excluding members who have a conflict of interest, to conduct the trial. During trial proceedings, the Judicial Branch or the committee shall review each of the SGA members' absences and determine whether the absences warrant removal from the SGA.

- B. *Trials Related to Impeachments.*** In all cases relating to the impeachment of an Executive Board member, the Senate shall by a majority vote order an investigation. Members of the Judicial Branch shall investigate the charges. In the case of an investigation against the Chief Justice, the Chief of Staff (or the Vice President in the case of a vacancy) will oversee the investigation. At the conclusion of the investigation, the Judicial Branch shall determine whether or not to proceed with a trial. If the Judicial Branch elects to conduct a trial, the Senate and the Executive Branch shall each elect three members to serve as jurors along with the Judicial Branch members in the trial of the Executive Board member. A two-thirds vote of the trial committee is required to remove the Executive Board member from office.
- C. *Trials Related to Senator Misconduct.*** In all cases of Senator misconduct, the Speaker of the Senate shall order that a trial be conducted by members of the Judicial Branch. Alternatively, the Senate, by a majority vote, may initiate the trial. During the trial, the Speaker of the Senate shall present relevant evidence of misconduct to the Judicial Branch. The Judicial Branch shall then determine whether the Senator's conduct warrants removal from the SGA. A two-thirds majority of the Judicial Branch is required to remove the Senator from the SGA.
- D. *Trials Related to Associate Justice Misconduct.*** In all cases relating to alleged misconduct by an Associate Justice, the President shall appoint a committee of three to conduct a trial. This committee shall consist of one Executive Branch member, excluding the President, and two Senators with the Executive Branch member presiding. The trial procedure shall otherwise be the same as trials relating to Senator misconduct.
- E. *Exception.*** In cases of gross misconduct by any elected or appointed SGA member, such as allegations of criminal activity or active Title IX investigations, the SGA Advisors may order the immediate removal or suspension of the SGA member.

Article VIII.

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws or any bill that the SGA may adopt.

Article IX.

Amendment of Bylaws

The Bylaws may be amended at any Full Body session by the majority of the entire membership or a two-thirds vote, provided that the amendment has been presented in writing at the previous Full Body session and that the Judicial Branch has been notified of the amendment.

Amended 4/5/2023