



**THE BYLAWS OF THE**  
**SOUTHEASTERN LOUISIANA UNIVERSITY**  
**STUDENT GOVERNMENT ASSOCIATION**

**AMENDED ON MONDAY, SEPTEMBER 11, 2023**

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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.

**TITLE I: EXECUTIVE BOARD**

**CLAUSE 1: PURPOSE**

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 the Student Government Association.

## **CLAUSE 2: MEMBERSHIP**

1. The Executive Board shall be composed of the following Student Government Association officials:
  - 1.1. Voting Members:
    - 1.1.1. President
    - 1.1.2. Vice President
    - 1.1.3. Chief Justice
    - 1.1.4. Chief of Staff
    - 1.1.5. Senate Pro Tempore
    - 1.1.6. Associate Chief Justice
  - 1.2. Non-Voting Members:
    - 1.2.1. Student Government Association Advisors

## **CLAUSE 3: EXECUTIVE BOARD LEADERSHIP**

1. Executive Board Chairperson must:
  - 1.1. Be the President of the Student Government Association
  - 1.2. Prepare an agenda for each meeting
  - 1.3. Have the authority to call special meetings when necessary, giving at least a twenty-four hour notice.
  
2. Executive Board Vice Chairperson must:
  - 2.1. Be the Vice President of the Student Government Association
  - 2.2. Serve as the Chairperson, at the request or in the absence of the President
  - 2.3. Take minutes at Executive Board meeting, and disperse them to members

## **CLAUSE 4: MEETING REQUIREMENTS**

1. The Executive Board shall meet at least twice a month during the Fall and Spring semesters.
  
2. Each branch must present information regarding ongoing events, meetings, activities, and any other pertinent information within their branch.

3. Meetings must be run according to Robert's Rules of Order.

## **CLAUSE 5: EXECUTIVE REPORTS**

1. Monthly Reports
  - 1.1. Student Government Association Executives will submit monthly reports documenting the goals and activities they themselves have accomplished, as well as the members of their branch. The following executives must submit monthly reports to the Executive Board, and the Internal Affairs Committee:
    - 1.1.1. President
    - 1.1.2. Vice President
    - 1.1.3. Chief Justice
  - 1.2. Monthly reports, for the previous month, must be submitted by the first business day of every month by the close of the Office for Student Engagement.
    - 1.2.1. For the President, Vice President, and Chief Justice, failure to submit a monthly report on time must result in loss of that month's stipend.
    - 1.2.2. For all Executives, failure to submit a monthly report for two or more months is grounds for impeachment.
  - 1.3. Monthly reports must be submitted via electronic mail.
2. Student Government Association Logs
  - 2.1. Only the top three Executive Officials: President, Vice President, and Chief Justice are required to individually maintain concise records. These records, to be referred to as SGA Logs, must 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 shall include all printed documents, correspondence, and personal notes.

## **CLAUSE 6: EXECUTIVE OFFICE HOURS**

1. Only the top three Executive Officials, President, Vice President, and Chief Justice are required to serve office hours as follows:
  - 1.1. President: 15 office hours per week in the Fall and Spring semesters, and 10 office hours per week in the Summer.
  - 1.2. Vice President and Chief Justice: 12 office hours per week in the Fall and Spring semesters, and 10 office hours per week in the Summer.

2. These office hours may be altered at the discretion of the Student Government Association Advisor.

## **CLAUSE 7: EXECUTIVE STIPENDS AND TUITION WAIVERS**

1. Only the top three Executive Officials: President, Vice President, and Chief Justice will receive stipends and tuition waivers.
  - 1.1. The stipends will be dispersed monthly after the submission and approval of Executive Reports by the Student Government Association Advisor.
  - 1.2. Executive stipend amounts are determined in the Student Government Association Policy Manual, as set forth by the Executive Board and University Administration.
  - 1.3. Tuition waivers are available for the Summer, Fall, and Spring semesters.

## **CLAUSE 8: EXECUTIVE COMMITTEES**

1. Purpose
  - 1.1. Executive Committees are overseen by members of the Executive Board, and work to serve and protect the rights of all students.
2. Capital Outlay Advisory Committee:
  - 2.1. Purpose
    - 2.1.1. The Capital Outlay Advisory Committee will initiate and develop projects for the use of the Capital Outlay Fund.
  - 2.2. Voting Members:
    - 2.2.1. Chairperson: Student Government Association Vice President
    - 2.2.2. Vice Chairperson: Director of Financial Affairs
    - 2.2.3. Two Cabinet Members
    - 2.2.4. Two Senators
    - 2.2.5. One Justice
  - 2.3. Non-voting Members:
    - 2.3.1. Student Government Association President
    - 2.3.2. Student Government Association Advisor
    - 2.3.3. Representatives from the Physical Plant
    - 2.3.4. Representatives from Facility Planning
  - 2.4. Committee Guidelines:
    - 2.4.1. The Capital Outlay Committee must meet at least three times in both the fall and spring semesters.

- 2.4.2. The chairperson will be responsible for organizing all meetings and for preparing a meeting agenda.
- 2.4.3. Project proposals will only be accepted during the fall and spring semesters, and must be submitted no later than the drop date of each semester to guarantee consideration.
- 2.4.4. All submitted proposals must have an itemized budget breakdown.
- 2.4.5. For all accepted projects, the committee must research, develop, and oversee them through completion.
- 2.4.6. All accepted projects must be available to and benefit the student body.
- 2.4.7. Bids are required upon the demand of the committee.
- 2.4.8. Quorum is fifty percent plus one of the voting members.

### 3. Election Board

#### 3.1. Purpose

- 3.1.1. The Election Board will oversee all elections of the Student Government Association.

#### 3.2. Voting Members:

- 3.2.1. Chairperson: Student Government Association Chief Justice
- 3.2.2. Vice Chairperson: Associate Chief Justice
- 3.2.3. Student Government Association President
- 3.2.4. Two Cabinet Members
- 3.2.5. Two Senators
- 3.2.6. One Justice

#### 3.3. Non-Voting Members:

- 3.3.1. Student Government Association Advisors

#### 3.4. Board Guidelines:

- 3.4.1. If any of the aforementioned members of the Election Board are unable to attend an Election Board meeting or are ineligible to hold membership, the chairperson may appoint a member of the board member's branch to attend the meeting in their place or become a member.

- 3.4.1.1. If no members of the specific branch are eligible, a Student Government Association member from another branch may be chosen.

- 3.4.2. In the event that the Chairperson is ineligible to hold office, the powers and duties will fall upon the line of succession:

- 3.4.2.1. Associate Chief Justice
  - 3.4.2.2. Justice in order of tenure
  - 3.4.2.3. Student Government Association President
  - 3.4.2.4. Student Life Chairperson

- 3.4.2.5. Student Life Vice Chairperson
  - 3.4.2.6. Student Government Association Advisor will appoint a Chairperson
  - 3.4.3. The Election Board's committee membership will run concurrent with the Student Government Association Chief Justice's term.
  - 3.4.4. Upon the start of the SGA Chief Justice's term each branch shall appoint members to the Election Board no later than the second week of the Fall Academic Semester.
    - 3.4.4.1. Potential members of the Election Board who will be running for SGA Office or Homecoming during Fall or Spring Elections must be disqualified from holding an Election Board office.
4. Budget Oversight Committee
- 4.1. Purpose
    - 4.1.1. The Budget Oversight Committee must oversee student self-assessed fees and ensure that fees are used appropriately.
  - 4.2. Voting Members
    - 4.2.1. Director of Financial Affairs
    - 4.2.2. Senate Appropriations Chairperson
    - 4.2.3. Three student members of groups funded by student self-assessed fees, not in SGA
    - 4.2.4. One Cabinet Member
    - 4.2.5. One Senator
    - 4.2.6. One Justice
  - 4.3. Non-Voting Members
    - 4.3.1. Student Government Association President
    - 4.3.2. Student Government Association Vice President
    - 4.3.3. Student Government Association Chief Justice
    - 4.3.4. Student Government Association Advisor
    - 4.3.5. Representative from the Division of Administration and Finance
    - 4.3.6. Representative from the Division for Student Affairs
  - 4.4. Committee Guidelines
    - 4.4.1. The committee must meet at least four times per year (twice in both the fall and spring semesters). One of the meetings must 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 deadlines. (i.e. final report, referendum, etc.).
      - 4.4.1.1. Special meetings may be called by the committee chairperson when necessary.



- 4.4.2. At the first meeting of the Fall Semester the Chairperson of the committee shall be elected by the voting members of the committee.
    - 4.4.2.1. The Chairperson shall only vote in the event of a tie.
  - 4.4.3. At the beginning of the Fall Semester the committee members will be required to undergo an orientation on appropriate fee use and an overview of budgetary reporting.
    - 4.4.3.1. This orientation will be coordinated by a representative from the Division of Administration and Finance and/or a representative from the Division for Student Affairs.
  - 4.4.4. 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 Budget 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).
  - 4.4.5. 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.
- 4.5. Fee Referendum/Recall
- 4.5.1. A referendum may be placed on the ballot by:
    - 4.5.1.1. A two-thirds vote of the Senate with the authorized signature of the Student Government Association President.
    - 4.5.1.2. Petition of a number of signatures not less than five percent of the total number of students enrolled during the semester of the last Spring election. All signatures must include Southeastern Louisiana University W#, email 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.
  - 4.5.2. The Student Government Association Legislative 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.
  - 4.5.3. The Student Government Association 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 \_\_\_\_\_

- 4.5.4. 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.
- 4.5.5. Fee recalls shall be placed only on a fall ballot.

5. Student Technology Fee Oversight Committee

- 5.1. Committee membership and rules shall be governed by the current Student Technology Fee Agreement.

**TITLE II: EXECUTIVE BRANCH**

**CLAUSE 1: EXECUTIVE BRANCH COMPOSITION**

- 1. Executive Branch Leadership
  - 1.1. President
  - 1.2. Chief of Staff
  - 1.3. Director of Financial Affairs
  - 1.4. Cabinet Positions deemed necessary by the current Student Government Association President
    - 1.4.1. Cabinet Directors may appoint other members to their offices as approved by the Student Government Association President.
- 2. Appointment Process
  - 2.1. Directors of these Cabinet positions will be appointed by the Student Government Association President, and voted upon by a simple majority vote of the Senate.
  - 2.2. All Cabinet positions must be appointed before the end of the spring semester in which the President is elected.
  - 2.3. The Student Government Association President will have the authority to remove members of the Executive Branch as he/she deems necessary.

**CLAUSE 2: OFFICE OF THE PRESIDENT**

1. The President must:
  - 1.1. Call Cabinet meetings no less than twice per month.
  - 1.2. Attend all meetings and represent Southeastern Louisiana University's Student Government Association at the Council of Student Body Presidents.
  - 1.3. Have the authority to make emergency expenditures with the approval of the Student Government Association Advisor and must 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 per fiscal year.
  - 1.4. Establish such policies for the Executive Branch as needed.
  - 1.5. Serve on all Student Government Association Executive Committees.
  - 1.6. Be limited to serve only two Presidential terms in his/her Southeastern Louisiana University academic career.
  - 1.7. Have the authority to issue executive orders on Student Government Association policies and procedures.
    - 1.7.1. Executive orders must not:
      - 1.7.1.1. Directly appropriate funds from accounts which require Senate approval.
      - 1.7.1.2. Directly remove a member or members from office.
      - 1.7.1.3. Directly contradict the Constitution, Bylaws, and Standing Rules.
      - 1.7.1.4. Be unethical in nature.
    - 1.7.2. Executive orders are subject to appeal to the Supreme Court, where a majority vote of the court must be required to overturn an executive order.
    - 1.7.3. Executive orders will remain in effect until the end of his/her Presidential term.

### **CLAUSE 3: OFFICE OF THE CHIEF OF STAFF**

1. Purpose
  - 1.1. To assist with all matters of the Cabinet of the Student Government Association.
2. The Chief of Staff must:
  - 2.1. Oversee all aspects of the Cabinet as directed by the President.
  - 2.2. Serve as a liaison between the President and the Cabinet.
  - 2.3. Coordinate Cabinet meetings.
  - 2.4. Be in contact with Cabinet members during each week to review goals and assign tasks.
  - 2.5. Coordinate the Student Government Association Awards Banquet, which shall be held towards the end of the Spring semester.

- 2.6. Accept and complete all duties assigned by the Student Government Association President.
- 2.7. Serve office hours at the discretion of the Student Government Association President.

#### **CLAUSE 4: OFFICE OF FINANCIAL AFFAIRS**

1. Purpose
  - 1.1. To assist with all financial matters and financial projects of the Student Government Association.
2. The Director of Financial Affairs must:
  - 2.1. Keep accurate and up-to-date balances of all Student Government Association funds and accounts.
  - 2.2. Serve on the Budget Oversight Committee
  - 2.3. Serve as the Vice Chairperson of the Capital Outlay Committee.
  - 2.4. Keep an ongoing report, documenting the balances and transactions of all Student Government Association funds and accounts, and submit it to:
    - 2.4.1. The Senate at the first and third meetings of each month.
    - 2.4.2. The Executive Board on the first meeting of each month.
  - 2.5. Serve as a financial advisor to the Student Government Association President on all SGA financial matters.
  - 2.6. Keep all financial records and upkeep previous financial records.
  - 2.7. Issue a detailed report of all Student Government Association funds and accounts as well as any financial projects at the end of his/her term.

### **TITLE III: LEGISLATIVE BRANCH**

#### **CLAUSE 1: LEGISLATIVE BRANCH LEADERSHIP**

1. The Vice President must:
  - 1.1. Prepare an agenda and any necessary legislation for each Senate meeting and see that it is presented to the Student Government Association prior to each senate meeting.
  - 1.2. Coordinate an orientation program for newly elected Senators.
  - 1.3. Sign and then present all adopted measures to the Student Government Association President for signature of approval within three days of adoption.
2. The Senate Pro Tempore must:

- 2.1. Be elected at the first Senate meeting of the semester.
- 2.2. Assume the duties of the Vice President upon his/her absence.
- 2.3. Take accurate minutes of the Senate meeting and see that each Senator receives a copy of these minutes.
- 2.4. Maintain a roster of all active Senators within their respective colleges.

## **CLAUSE 2: SENATORIAL DUTIES**

1. Senators must:
  - 1.1. Attend Senate meetings and adhere to the attendance policy.
    - 1.1.1. Any Senator absent for more than three meetings per semester, shall be subject to impeachment and referred to the Internal Affairs Committee.
  - 1.2. Reside on at least one Senate standing committee.
  - 1.3. Author and sponsor at least one piece of legislation per semester, and work to see adopted or sponsored legislation through to fulfillment.
  - 1.4. Be considered a voting member of the Senate upon completion of a Senator training session established by the Vice President.
  - 1.5. Complete at least one organizational/SE 101 visit over the course of each semester.
    - 1.5.1. An organizational visit consists of the Senator attending a meeting of an organization to uncover specific issues the organization deals with, and to inform the organization of the resources available through the Student Government Association.
    - 1.5.2. The Internal Affairs Committee is responsible for approving all points and organizational visits.
      - 1.5.2.1. The Internal Affairs Committee must keep a record of all points and organizational visits.
    - 1.5.3. Not accumulating the required amount of points or organizational visits in a semester can be grounds for impeachment at the discretion of the Vice President and the Internal Affairs Committee.

## **CLAUSE 3: SENATE MEETINGS**

1. The regular meetings of the Senate will be divided into two sessions, the Fall Session and the Spring Session.
2. Quorum for regular and special session meetings must be fifty percent plus one of the total Senators that have been both elected/appointed and sworn in.

3. Every Senate meeting and Senate committee meeting shall be open to the public, with the following exceptions:
  - 3.1. Executive sessions are called.
    - 3.1.1. A simple majority vote is required to go into executive session.
    - 3.1.2. During an executive session no final or binding action may be taken.
  - 3.2. 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.
  
4. Senate and committee meeting agendas and minutes will be published weekly, by the Webmaster, under the supervision of the Vice President and Committee Chairperson, to be viewed by the student body, faculty, and administration.

#### **CLAUSE 4: LEGISLATION**

1. Legislation must only be adopted by the Senate:
  - 1.1. During the session in which they are introduced in the Senate.
  - 1.2. During a special session held between the first and last meeting of a regular session if the legislation was introduced during that regular session.
  - 1.3. 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.
  - 1.4. 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.)
  
2. Types of Legislation
  - 2.1. Governing Document Amendments
    - 2.1.1. This legislation must follow the amendment guidelines for each document.
    - 2.1.2. Amendments to the Constitution must be introduced no later than ten class days prior to an election in order to be considered by the Senate. All amendments submitted later than ten class days prior to an election and proposed by the Senate must be withheld from the ballot until the next election.
    - 2.1.3. All suggested amendments must go through the Internal Affairs Committee for review.
  - 2.2. Presidential Appointments
    - 2.2.1. Presidential Appointment legislation must go through the Internal Affairs Committee for review.
  - 2.3. Resolutions

- 2.3.1. Resolutions will be brought before the University's Administration as a formal suggestion with the Student Government Association's approval.
- 2.3.2. All resolutions require a minimum of 500 signatures with Southeastern Louisiana University issued W-numbers in order to be introduced to the Senate.
- 2.3.3. All resolutions must go through the Student Life Committee for review.
- 2.4. Appropriations
  - 2.4.1. All appropriations must be submitted to the Director of Financial Affairs at least two full class days prior to the Senate meeting at which it will be introduced, so that he/she can prepare a budget impact statement to be presented at the first and third Senate Meetings of each month.
  - 2.4.2. All appropriations must adhere to the Policy Manual as established by the Student Government Association Executive Board and University Administration.
  - 2.4.3. All monetary appropriations passed by the Senate shall be spent within the time allotted by the appropriations policy of the Student Government Association.
  - 2.4.4. A three-quarter (3/4) vote of senators present shall be required to repeal any appropriations legislation.
  - 2.4.5. All appropriation legislation must go through the Appropriations Committee for review.
  - 2.4.6. Types of Grants:
    - 2.4.6.1. Travel Grants
      - 2.4.6.1.1. Purpose: To provide an opportunity for Southeastern Louisiana University students to enhance both their academic and leadership skills. The Travel Grant Program is designed to defer the costs associated with the travel.
      - 2.4.6.1.2. For all requirements and policies regarding travel grants, refer to the Policy Manual as established by the Student Government Association Executive Board and University Administration.
    - 2.4.6.2. Departmental Grants
      - 2.4.6.2.1. Purpose: Departmental Grants are awarded to provide opportunities for Southeastern departments to host educational events on campus. The Departmental Grant Program is designed to defer the costs associated with these educational events.
      - 2.4.6.2.2. For all requirements and policies regarding departmental grants, refer to the Policy Manual as established by the

Student Government Association Executive Board and University Administration.

2.4.6.3. Organizational Grants

2.4.6.3.1. Purpose: Organization grants are awarded to provide opportunities for Southeastern student organizations to host educational events on campus. The Organization Grant Program is designed to defer the costs associated with these educational events.

2.4.6.3.2. For all requirements and policies regarding Organizational Grants, refer to the Policy Manual as established by the Student Government Association Executive Board and University Administration.

**CLAUSE 5: SENATE COMMITTEES**

1. The following must be the permanent standing committees of the Student Senate:
  - 1.1. Appropriations Committee
    - 1.1.1. Must review all financial matters that come before the Student Senate.
  - 1.2. Internal Affairs Committee
    - 1.2.1. Must review nominations of any appointments in the Student Government Association, which require Senate approval.
    - 1.2.2. Must review and may propose changes to the SGA Constitution, SGA Bylaws, and the Senate Standing Rules.
    - 1.2.3. Must assure that all SGA members are abiding by their Oath of Office and performing the duties they have been assigned.
      - 1.2.3.1. Must review all Executive monthly reports.
      - 1.2.3.2. Members of the Student Government Association who are not performing up to their specified duties must appear in front of the Internal Affairs Committee. If discovered that their specified duties were not being done, the committee shall have the authority to vote for an impeachment trial.
    - 1.2.4. If necessary, shall author impeachment legislation concerning members of any branch of the Student Government Association.
  - 1.3. Student Life Committee
    - 1.3.1. Must review and assess all grievances and pertinent issues of the student body.
    - 1.3.2. Must survey and develop new programs and events for the student body.
    - 1.3.3. Must review all resolutions brought before the Senate.



2. Senate committee statutes:
  - 2.1. No Senator can be the chairperson of more than one committee at the same time.
  - 2.2. Special committees of the Student Senate shall be authorized upon a majority vote of the Senate.
  - 2.3. Each standing committee shall determine all committee bylaws which are not expressed within the Student Government Association Bylaws.
  - 2.4. Each standing committee shall hold elections for the offices of Vice Chairperson of each committee after the first Senate meeting of the semester.
  - 2.5. Quorum for each standing committee shall consist of at least five senators.
  - 2.6. Committee membership shall be comprised of Senators from at least three different colleges.
  
3. Committee Leadership Duties
  - 3.1. The Chairperson of the permanent standing committees of the Senate must:
    - 3.1.1. Hold a meeting at least once a week while the Senate is in session.
    - 3.1.2. Prepare an agenda for each committee meeting.
    - 3.1.3. Report promptly to the Senate all work of the committee.
    - 3.1.4. Meet with the Vice President at the Vice President's discretion.
    - 3.1.5. 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.
    - 3.1.6. Have the authority to appoint, upon a majority vote of the committee, additional members to the committee to serve in a non-voting capacity.
    - 3.1.7. In the absence of the Vice President and Senate Pro Tempore, preside over the Senate Meeting in the order of succession as follows:
      - 3.1.7.1. Internal Affairs Committee Chairperson
      - 3.1.7.2. Appropriations Committee Chairperson
      - 3.1.7.3. Student Life Committee Chairperson
  - 3.2. The Vice Chairperson of the permanent standing committees of the Senate must:
    - 3.2.1. Succeed the Chairperson of the committee should the Chairperson be removed of his/her position.
    - 3.2.2. Record the minutes of each committee meeting and submit these minutes in writing to the committee, Webmaster, and Vice President.
    - 3.2.3. Be responsible for maintaining records for the committee which must include all agendas and minutes for the current sessions as well as any other information which is necessary for the committee.
    - 3.2.4. Be in charge of communicating all information to the chairperson of the Senate and the committee members.

- 3.2.5. 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.

## **CLAUSE 6: ESTABLISHING STANDING RULES**

1. The Student Senate shall establish Standing Rules, as it deems necessary.
2. Individual Standing Rules may be suspendable only as specified within the Senate Standing Rules.
3. The Senate Standing Rules cannot be suspendable as a whole unit at any meeting.

## **TITLE IV: JUDICIAL BRANCH**

### **CLAUSE 1: STUDENT SUPREME COURT**

1. Composition:
  - 1.1. The Student Supreme Court must be composed of one Chief Justice and six Justices.
2. Meetings and Hearings
  - 2.1. The Student Supreme Court shall meet at the discretion of the Chief Justice.
  - 2.2. All meetings and hearings shall be opened to the general public.
    - 2.2.1. Only impeachment hearings may be heard in judicial executive session.
    - 2.2.2. All hearing dates and times shall be submitted to members of the Student Supreme Court, the Executive Board at least one week prior to the scheduled hearing.

### **CLAUSE 2: JUDICIAL BRANCH LEADERSHIP**

1. The Chief Justice must:
  - 1.1. Attend all meetings of the Senate specifically to:
    - 1.1.1. Deliver reports to document the Court's activities during the preceding week.
      - 1.1.1.1. If the Chief Justice is unable to deliver reports, then the Associate Chief Justice shall do so.
  - 1.2. 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.*

- 1.3. Serve on at least one (1) university standing committee.
  - 1.4. Assist the Associate Chief Justice in the coordination of Free Speech Alley.
  - 1.5. Call and preside over all meetings and hearing of the Student Supreme Court.
  - 1.6. Assume final responsibility for such paperwork that goes through the Student Supreme Court and, at their request, be responsible that potential complainants and/or respondents receive copies of the Judiciary Manual.
2. The Associate Chief Justice must:
- 2.1. Be elected at the first meeting of the Student Supreme Court.
    - 2.1.1. This election must be overseen by the Chief Justice.
  - 2.2. Assume the duties of the Chief Justice upon his/her absence.
  - 2.3. Coordinate Free Speech Alley
  - 2.4. Observe and record the minutes for all meetings and/or hearings of the Student Supreme Court.
    - 2.4.1. Video and/or audio-taped testimony may be substituted in lieu of writing for Court hearings.
      - 2.4.1.1. In such instances, the individual opinions filed by the justices present shall contribute to the attendance record.
  - 2.5. Assist the Chief Justice and serve office hours at the discretion of the Chief Justice.

### **CLAUSE 3: JUSTICE DUTIES**

1. Justices must:
  - 1.1. Familiarize themselves with:
    - 1.1.1. The Southeastern Louisiana University Student Government Association Constitution and Bylaws.

- 1.1.2. The Southeastern Louisiana University Student Code of Conduct.
- 1.1.3. The Judiciary Manual of the Southeastern Louisiana University Student Government Association.
- 1.2. Deliver informal advice on potential questions of interpretation and/or impact of Legislative or Executive acts.
- 1.3. Attend all meetings and hearings of the Student Supreme Court.
  - 1.3.1. Meetings will be weekly and at the discretion of the Chief Justice.
- 1.4. Individually contribute office hours, at the discretion of the Chief Justice, to the Student Government Association each week through any combination of the following:
  - 1.4.1. SGA Senate meetings
  - 1.4.2. Meetings of SGA committees
  - 1.4.3. SGA sponsored events
  - 1.4.4. University sponsored events for which the Student Government Association's presence has been requested
  - 1.4.5. Processing and reviewing of appeals
- 1.5. Assume any other duties assigned by the Chief Justice.

#### **CLAUSE 4: FREE SPEECH ALLEY GUIDELINES**

- 1. Free Speech Alley must:
  - 1.1. Be moderated by the Southeastern Louisiana University Student Government Association Student Supreme Court in accordance with:
    - 1.1.1. A speaker's First and Fourteenth Amendment rights under the Constitution of the United States of America
    - 1.1.2. Rights and privileges granted to individual speakers and participants by the Southeastern Louisiana University Student Handbook.
  - 1.2. Not attempt to censor speaker viewpoint.
  - 1.3. Be held at least once during the Fall and Spring academic semesters.
- 2. Reserved Authority of the Student Supreme Court
  - 2.1. In instances in which SGA's actions do not violate the speaker's rights within the context of a limited public forum, the Student Supreme Court reserves the authority to:
    - 2.1.1. Limit forum discussion to topics of concern suggested by the student body at large.
    - 2.1.2. 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.

- 2.1.3. Limit each speaker to five minutes.
- 2.1.4. Limit speaker content so as to exclude language and/or behavior considered inappropriate for a general audience (i.e. vulgarity, profanity, obscenity, and etcetera).
- 2.1.5. Peaceably remove disruptive participants with the assistance of the University Police Department.

## **TITLE V: IMPEACHMENTS**

### **CLAUSE 1: IMPEACHMENT PROCEDURES**

1. All matters regarding impeachment must originate in the Internal Affairs Committee.
2. After charges are brought before the Internal Affairs Committee, hearings must begin at the following meeting.
3. The Chairperson of the Internal Affairs Committee must contact the official being investigated to inform him/her of the charges and the meeting at which these charges will be discussed.
4. It must take a two-thirds majority vote of the Internal Affairs Committee members present at the hearing to proceed with an impeachment trial of a Student Government Association official.

### **CLAUSE 2: EXECUTIVE & LEGISLATIVE IMPEACHMENT TRIALS**

1. Proper impeachment procedure is a two-step process, including both the vote to impeach and the impeachment trial.
  - 1.1.1. 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.
  - 1.1.2. The intent of the impeachment trial is to call to question whether a Student Government Association official has, in fact, violated some condition of his/her office for which his/her removal from that office may be warranted.
2. Trials of Impeachment for members of the Executive Branch
  - 2.1. The Internal Affairs Committee shall vote to impeach a member of the Executive or Legislative Branch.

- 2.2. The Internal Affairs Committee shall be the authority in writing any legislation to impeach a member of the Executive or Legislative Branch, and shall author any impeachment legislation at the discretion of the Vice President.
- 2.3. 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.
- 2.4. After hearing and trial, the Judicial Branch will determine the final decision to impeach the charged Executive or Legislative Branch Member.

### **CLAUSE 3: JUDICIAL IMPEACHMENT TRIALS**

1. The Senate must conduct only those impeachment trials in which a Student Supreme Court justice stands accused of such a violation.
2. Trials of Impeachment for members of the Judicial Branch
  - 2.1. Following a two-thirds majority vote in the Internal Affairs Committee to impeach a Student Supreme Court justice, the Senate shall conduct an impeachment trial.
  - 2.2. The trial must be called by the Vice President, and open to the public.
  - 2.3. The trial must be presided over by the Chief Justice or by any justice free of charges of impeachment if the Chief Justice is being impeached.
    - 2.3.1. It is the responsibility of this justice to ensure that the proper judicial process is applied for the Judicial Branch member being impeached.
  - 2.4. Justices shall be removed from office by a two-thirds majority vote of Senate Quorum.

### **TITLE VI: PARLIAMENTARY AUTHORITY**

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

### **TITLE VII: AMENDMENTS**

These Bylaws may be amended by a two-thirds majority vote of the Senators present at any regularly scheduled Senate meeting only during the Fall and Spring semesters, after the appropriate notice of at least one week following introduction.