STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION BYLAWS

Section I: Officers and Senators Expectations

1. Attend all SGA meetings unless prior arrangements have been made.

2. Attend/work at the SGA sponsored forums and service projects.

3. Attend/work the required SGA sponsored community service projects; Meet and greets; and class visits.

4. Attend all campus-wide committee meetings (when appointed) during the semester.

5. Attend leadership training and planning workshops during the appointed times during the school year.

Section II: Job Expectations of SGA Executive Officers

A. President

1. Serves as a liaison with administration

2. Serve as Chief Executive Officer

3. Serve as spokesperson for SGA

4. The presiding officer at all SGA meetings

5. Represents Students at dedications, receptions, and other college events.

6. Approves Bills and Resolutions

7. Makes vetoes and line-item vetoes

8. Approves agenda

9. Presides over Executive Officer meeting

10. Approves prepared payment requests forms

11. Plans awards and induction ceremonies

12. Appoints students to University-wide committees

13. Advises committees on procedures

14. Determines Executive Officer’s office hours

15. Attends SAC or delegates another Student Government Representative

16. Expected to be responsive to the student body

17. Makes sure that the SGA representation is at an optimal level
B. Vice-President
1. Presides over Senate
2. Approves agenda
3. Directs Parliamentary Procedure
4. Declares results of elections
5. Advises all committees
6. Resolves Constitutional inquiries
7. Aids with budget preparation
8. Schedules visitors into the agenda and reports to the Secretary
9. Presides over Executive Officer meeting in President’s absence
10. Serves in a Public relations capacity to see that the student body is informed of all actions taken by SGA.
11. Follows up implementation of resolution
12. Appoints Senators to standing committees

C. Secretary
1. Rewrites bills and resolutions before sending through process
2. Directs Bill and Resolution process:
   a. Make copies of Bills and Resolutions for Senate, President, and Vice President of Student Affairs
   b. Get President’s and Vice-President’s signatures on bills and resolutions after they are passed and approved by the Senate.
   c. Files Bills and Resolutions sequentially in separate folders
   d. Maintains office filing and organizational systems
3. Ensures all Senators receive mail in SGA office
4. Informs Senate of passed legislation
5. Prepares copies of minutes and agenda.
6. Reserves room and equipment when necessary
7. Records meeting attendance and corresponds with Vice-President every meeting
8. Serves on Committees
9. Calls Senators when meeting dates, times, and locations change
10. Handles Excused absences
11. Records minutes and creates the agenda
H. Senators
1. Attends all Senate meetings
2. Serves on SGA Committees and ad hoc Committees
3. Attends all committee meetings
4. Serves one office hour a week
5. Acts as liaison between students and SGA
6. Represents Students at University events
7. Informs officer of conflicts
8. Assists in fundraising and publicity activities
9. Attends organizational fairs
10. Prepares Bills and Resolutions for the Senate
11. Gives excuse forms to Secretary
12. Gives Bills and Resolutions to Secretary

I. Camden Senators
1. Attends Senate meetings bi-weekly, unless he or she resides in Brunswick, in which case he or she will be expected to attend meetings weekly.
2. Serves on SGA Committees and ad hoc Committees
3. Attends all committee meetings
4. Serves one office hour a week
5. Acts as liaison between students and SGA
6. Represents Students at University events
7. Informs officer of conflicts
8. Assists in fundraising and publicity activities
9. Attends organizational fairs, on the Camden Campus
10. Prepares Bills and Resolutions for the Senate
11. Gives excuse forms to Secretary
12. Gives Bills and Resolutions to Secretary

G. SGA Event Chairs/Co-Chairs
1. Plan/directs meetings
2. Attends event meetings
3. Informs Executive Board and Senate of progress
4. Plans at least one activity per semester
5. Reports to Vice-President regarding progress, conflicts, and concerns of Senate
6. Advises Vice-President of Senator attendance at meetings

Section III: Oath of Office.

The President and Officers of SGA, before entering into the duties of their respective office, (Executive or Legislative) shall take and subscribe to the following oath of affirmation: “I do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Government Association of the College of Coastal Georgia and that I will faithfully discharge the duties of (office) to the best of my ability.”

The President of the College of Coastal Georgia or his/her designated representative shall administer the Oath of Office to the incoming President of SGA. The newly confirmed SGA President will then administer the Oath to the Executive Officers and the newly confirmed Student Government Association Vice President will administer the Oath to the Senators of the College of Coastal Georgia.

Section IV: Stipends.

Executive officers will be awarded annual stipends for a set number of office hours each week. These stipends are awarded at the completion of office hours as determined by the SGA advisor.

A. Amounts
   1. President- $1,200/semester
   2. Vice-President- $800/semester
   3. Secretary – $800/semester
      a. No Stipend shall increase or decrease with a two-thirds (2/3) vote by the Senate twice.
      b. If an officer fails to complete a semester, then the officer is compensated for the time he has served on a prorated basis.

Section V: Election Process

A. Ballots
   1. The form of the ballot shall be as follows: The candidates will be listed in alphabetical order by last name under the office they have qualified for.
   2. Incumbent candidates will be indicated with an (*) asterisk by their name.
   3. Blanks for write-in candidates shall be provided at the end of the list for each officer and class.

B. Campaigning
1. Advertising within 100 feet of the polling location shall be taken down by 7:00 a.m. on the day of the election.

2. There shall be no campaigning within 100 feet of the polling stations the day of the elections. No candidate may loiter around the place of voting other than for the express purpose of voting. No campaigning worker may wear decorations that support any candidate while within 100 feet of the polling place.

3. There shall be no malicious campaigning of any kind directed towards another opponent.

C. Elections

1. There shall be three (3) Senators from each of the following classes: Freshman, Sophomore, Junior, and Senior class on the Brunswick campus and two (2) senators from the Camden Campus. To be considered for the role of Camden Senator, these two students must take at least one class on the Camden Campus. Two At-Large Senators will also be elected. The Residence Hall will have one voting representative.

2. In the event that there are not enough candidates from each class, the President of SGA reserves the right to appoint students to fulfill quota.

3. In Succession to office see Article II, Section Succession to Executive Office of the Student Government Association Constitution. In the event the Vice-President’s office is vacant, the President can appoint a Vice-President until one can be elected in the Senate election.

D. Election Violations

1. All complaints to election violations must be filed with the SGA Advisor within 5 days of the election.

2. The Advisor shall then present the complaint to the Internal Affairs Committee of the Senate for review.

4. Any verified violation will result in immediate invalidation of the election results, with a new election to be provided and the violating candidate declared ineligible for election.

Section VI: Amendment to the By-Laws

A. Any Amendment proposed to the by-laws must be passed twice, by two-thirds (2/3) majority of quorum.

B. A roll call vote must be taken each time.
Budget Amendments
Adopted on 2/6/12; Approved by President on 2/13/12

Article I – Preamble

The allocation of Student Activity Fee (SAF) funds at the College of Coastal Georgia is administered by the Student Government Association in conjunction with the Student Fee Committee, with the recommendations of the Student Activity Finance Committee. The Student Finance Committee shall be comprised of eight student members appointed by the Student Government Association, two staff members, two faculty members, and the Vice President for Student Affairs or their designee (who serve as chair). Changes in mandatory fees are administered in accordance with the University System guidelines for student activity fees (policy 7.3.2.1).

Article II - Definitions

Section 1. Agency Accounts. Agency accounts are different from allocated funds in that these accounts are reserved primarily for organizations that are raising funds (membership dues or fundraisers). This account operates similar to a traditional checking account in that funds carry over from year to year. Organizations should contact the Business Office to set up an account or to retrieve their account balance.

Section 2. Student Activity Fee Accounts. Organizations that receive funding from student government and the Student Activity Finance Committee are required to have a College account. Since these accounts are established with student activity fees, the organizations that hold these accounts are subject to all College and Student Activity Fee guidelines. Additional, because these accounts are established with student activity fee monies, all unexpended fund balances as of June 30 of each year will be recalled to the Student Activity Unexpended Funds account.

Section 3. Student Activity Fees. Student Activity Fees are used by departments to provide recreational, entertaining and/or culturally enriching programs or services which do not solely support academic programs on campus.

Article III – Student Activity Fee

Section 1. Allocation Timeline. Budget packets will be available to student organizations at least 30 days prior to budget hearings by the Student Activity Finance Committee. Budget orientation sessions will be hosted for student organizations after budget packets are made available to assist students in completing the packet and to answer questions on budget rules.

A. Budget packets for Fall semester allocation decisions will be due by the last week in March and for Spring semester allocations will be due by the second week in November.

B. Budget hearings for Fall semester allocation decisions will take place the second week of April and for Spring semester allocation decisions by the
last week in November.

C. Decision letters will be emailed to the student organization president and advisor listed on the budget packet no later than the final day of classes of the current semester in which the organization has applied for funding.

D. Final decisions on budget allocations will be made publicly available through the SGA website.

Section 2. Allocation Process. In the spring semester, a recommendation to the Student Activity Finance Committee will be made for the lump sum of student activity fee dollars to be allocated to all student activity funded services for the following fiscal year. The Student Activity Finance Committee will then forward recommendations to the Student Fee Committee for allocations for the next fiscal year. After approval is received from the Student Fee Committee, a recommendation is made to the CCGA President for final approval.

A. A portion of student activity fee dollars is set aside for allocation to student organizations. This lump sum is allocated through the SGA Budget Committee. Student organizations will be required to meet with the SGA Budget Committee to discuss budget requests in early April for fall allocation decisions and again in late fall for spring allocations. Organizations may bring up to three student members to that meeting. Failure to attend the meeting may automatically disqualify the organization for funding.

B. The Student Government Budget Committee recommendations will be based on the following criteria:
   1. Quality and completeness of the written proposal.
   2. How the fees will serve CCGA students: In general, programs which serve larger numbers of students will receive stronger consideration than those which serve smaller numbers of students. Programs or activities which serve smaller numbers of students should provide exceptional advantages to the College; it is the responsibility of the proposer to make the case for why they should receive consideration.
   3. For organizations who received student activity fees for the current year, how effectively they spent those fees to serve CCGA students: How many students were served by programs and activities? What were the benefits of the programs and activities to students? How knowledgeable is the presenter about how funds were used? Did the organizations use the funds as they were approved by last year’s SAFC?

Section 3. Use of Funds. All organizations which receive allocations must make all expenditures through the Office of Student Life and Business Services on the required institutional forms.

A. Requests for checks and purchases by an organization using student activity fee funds which have been allocated to their account must be signed by a
designated student member of the organization and the organization advisor.

B. No transfers may be made from one student organization account to another without the approval of the Vice President for Student Affairs or their designee.

C. Unexpended fund balances at the end of each semester will be returned to the general student activity fee fund account for reallocation during the next budget cycle.

Section 4. Allocation Rules. Student activity fee funds may be used to fund worthwhile programs of clubs and organizations. This does not include the ordinary operational expenses of denominational or sectarian religious activities, partisan political activities, social fraternities and sororities, nor charitable causes or contributions for events that are purely social in nature.

However, any registered organization may request program assistance funds for programs that are directed to the campus as a whole, open to any interested student, and are deemed to serve, benefit, or be of interest to a significant segment of the College community. The following guidelines apply to all student organizations receiving a student activity fee allocation:

1. Student activity fee funds are allocated only to registered clubs and organizations whose programs will directly benefit or serve a large segment of the student body. Student organizations requesting funds must be registered with the Office of Student Life and have been an active registered student organization on campus for at least one semester prior to their request.

2. Programs and activities funded in whole or in part by student activity fee allocations must be open to any interested student. No organization may charge admission to current CCGA students at any program which is in any part subsidized by these funds.

3. Organizations may request a one-time allocation to be used for the sole purpose of purchasing items that would not be a part of on-going operations money. These funds may not be used for anything other than what is approved. Funding is dependent upon availability of funds; therefore, not all requests for money may be approved.

4. Organizations requesting funds must use the funds during the semester for which they are granted approval. Organizations may not host events or activities after study days for the fall or spring semester, during break periods, or during summer terms. Travel requests for conferences which occur when the College is not in session or during the summer term are the only exceptions.

5. Food at Events. In accordance with the University System of Georgia (USG) Business Procedures Manual policy 19.8.1, food funded by institutional and student activity fee funds may only be used for sanctioned student events open to the general student body and designed to further the development and education of students. Standards established
for food purchases follow USG guidelines:

A. Food purchases should never include tax and student organizations will not be reimbursed for tax from SAF funds.
B. Per diem limits apply to all food purchases, as outlined by the University System.
C. Events where food is provided must be restricted only to students and faculty/staff who are required to participate in the event as a function of their organization advisory responsibilities for the event. All events must be advertised as open to all students.
D. Food may not be provided as part of a regular organization meeting.
E. Food may be purchased as part of a recruiting event as long as it is separate from a regular organization meeting.

6. **Student Travel.** Student activity fee funds may be used to fund student travel to conventions, conferences, and team competitive events. Guidelines may be developed by the State of Georgia and the College that organizations must follow in regards to funding limits and appropriate travel expenses.

A. All organizations may only be funded for round trip fare on a common carrier or automobile rental for up to two conferences or conventions per academic year.
B. No funds shall be allocated for food that is not part of the conference registration fee.
C. Car travel will be reimbursed at the current State rate.
D. Lodging will be reimbursed at the State rate for travel and proper receipts are required for reimbursements for all approved requests.
E. All travel documents must be completed at least four weeks prior to the departure and submitted to the Office of Student Life for processing.
F. No field trips shall be funded.
G. All students traveling must have currently paid their activity fees for the semester.
H. Maximum allowable cost for travel for the academic year, per organization is $5,000.

7. **Prohibited allocations.** No budget may include any allocation for:

A. Scholarships.
B. To support professional salaries.
C. To purchase recognition awards, gifts, and banquets sponsored by a student organization.
D. No apparel, buttons, or other recognition items that will be distributed only to a select group of individuals (executive board or select members). Apparel should be made available to all interested students or should remain with the organization at the end of each year.
E. No personal items shall be funded, including but not limited to: nametags, photo albums, scrapbooks, or business cards.
F. Any event not open to the entire campus.
G. Any event where alcohol is present.
H. Any event intended as a fundraiser for the organization or an outside party or organization.
I. Inflated requests
J. Expenses that will not be incurred during the designated semester.
K. Dues to state, regional, or national associations or organizations unless such dues are required to compete.
L. Items unrelated to the primary purpose of the organization.
M. Religious or political activities
N. Initiation fees
O. Costs in which the primary purpose is seeking, gaining, or acknowledging sponsors for the organization
P. Costs associated with professional development, licensure, or testing of individual students.
Q. Costs associated with internal organizational retreats or trips