



STUDENT GOVERNMENT ASSOCIATION

STUDENT GOVERNMENT ASSOCIATION BYLAWS

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ARTICLE I. MEMBERSHIP

SECTION 1. STUDENT VOTING MEMBER

- 1.1 Upon the participation of 3 consecutive campus governance meetings, any student may be considered an official voting member for that academic year. An official voting member may vote on all campus governance meetings at their campus and will be counted when verifying quorum.

SECTION 2. MEETINGS

- 1.1 All SGA branches shall hold regular meetings in order to properly conduct the business of the organization.
- 1.2 All SGA Executive Council Meetings shall be conducted in closed session, unless members outside of the Executive Council are invited to participate in the meeting.
- 1.3 All SGA Campus Governance Meetings shall be conducted in open session and publicly advertised to members of the student body.
- 1.4 All SGA Student Senate Legislative Meetings shall be conducted in open session and publicly advertised to members of the student body.
- 1.5 Unless otherwise stated in the SGA Constitution, Senate Rules, or the Bylaws, it shall be assumed that all meetings are progressing with a quorum of members, unless a vested member of the organization calls to the attention of the presiding officer the request for the verification of necessary quorum.
 - 1.5.1 Requirements for Quorum
 - 1.5.1.1 Executive Council Meetings: Two-Thirds of Vested Members of the Council.
 - 1.5.1.2 Campus Governance Meetings: Majority of Vested Members Present (51%).
 - 1.5.1.3 Senate Meetings: Majority of Vested Members Present (51%).
 - 1.5.1.4 Committee Meetings: Majority of Vested Members Present (51%).
- 1.6 All meetings conducted by SGA shall follow the procedures and policies outlined in *Robert's Rules of Order*, unless where they conflict with stated guidelines within SGA's other governing documents; not limited to the SGA Constitution, Senate Rules, and SGA Bylaws.

SECTION 3. MEETING PROCEDURES

- 1.1 All meetings conducted by SGA shall follow the following standard when creating agendas to order meetings.
 - 1.1.1 Call to Order – By the Presiding Officer
 - 1.1.2 Approval of Previous Minutes
 - 1.1.3 Approval of Agenda
 - 1.1.4 Acknowledgments



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- 1.1.4.1 Presiding officer shall acknowledge special guest, members of the student body, University Administration, as well as any other member of the UNG Community that had requested to be included on the agenda for the scheduled meeting.
- 1.1.5 Reports
 - 1.1.5.1 Reports of Executive Officers, Campus Chairs, and Committee Chairs
- 1.1.6 Old Business
- 1.1.7 New Business
- 1.1.8 SGA Advisor Reports
- 1.1.9 Open Forum
 - 1.1.9.1 Open to all members of SGA, members of the student body, and other members of the UNG community can informally address SGA.
 - 1.1.9.2 Those wishing to address SGA during Open Forum will be requested to keep their address to no longer than ten minutes.
- 1.2 The agenda should be distributed at least 24 hours before the scheduled start time of any SGA meeting.
 - 1.2.1 If the presiding officer seeks to add official business to the agenda less than 24 hours before the meeting, it must be amended at the beginning of the meeting.
- 1.3 Members of the student body that desire to address SGA at open session meetings, including SGA Campus Governance Meetings and Student Senate Legislative Meetings, shall request to be included on the agenda no less than 48 hours prior to the start of the meeting. Requests shall go through the Presiding Officer of the meeting.
 - 1.3.1 The presiding officer has the discretion to approve or not approve any agenda item requests.

SECTION 4. ATTENDANCE

- 1.1 Attendance shall be taken at all mandatory SGA meetings and functions.
- 1.2 Mandatory meetings and functions shall be defined for each branch in the following manner:
 - 1.2.1 President:
 - 1.2.1.1 Meet with Executive Council at Scheduled Weekly Meetings.
 - 1.2.1.2 Meet with SGA Advisor at scheduled Weekly Meetings.
 - 1.2.1.3 Meet with Vice President of Student Affairs at scheduled Bi-Weekly Meetings.
 - 1.2.1.4 Attend one Campus Governance meeting per month.
 - 1.2.1.5 Attend any University-Wide committees they are appointed to serve on.

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- 1.2.1.6 Must serve a minimum of eight office hours per academic month.
- 1.2.2 Senate Chair:
 - 1.2.2.1 Meet with Executive Council at Scheduled Weekly Meetings.
 - 1.2.2.2 Preside over Student Senate at Scheduled Legislative Meetings.
 - 1.2.2.3 Meet with SGA Advisor at Scheduled Bi-Weekly Meetings.
 - 1.2.2.4 Attend any University-Wide committees they are appointed to serve on.
 - 1.2.2.5 Must serve a minimum of eight office hours per academic month.
- 1.2.3 Campus VPs:
 - 1.2.3.1 Meet with Executive Council at Scheduled Weekly Meetings.
 - 1.2.3.2 Preside over Campus Governance Weekly Meetings.
 - 1.2.3.3 Meet with Campus Executive at Scheduled Bi-Weekly Meetings.
 - 1.2.3.4 Attend any University committees they are appointed to serve on.
 - 1.2.3.5 Must serve a minimum of eight office hours per academic month.
- 1.2.4 Directors:
 - 1.2.4.1 Meet with Executive Council at Scheduled Weekly Meetings.
 - 1.2.4.2 Preside over Scheduled Bi-Weekly Committee Meetings.
 - 1.2.4.3 Director of Diversity & Inclusion: Preside over monthly Meetings with or reports from Commission Senators
 - 1.2.4.4 Must serve a minimum of eight office hours per academic month.
- 1.2.5 Campus Chairs:
 - 1.2.5.1 Attend Scheduled Weekly Campus Governance Meetings.
 - 1.2.5.2 Attend Scheduled Bi-Weekly Committee Meetings.
 - 1.2.5.3 Must serve a minimum of eight office hours per academic month.
- 1.2.6 Senators:
 - 1.2.6.1 Attend All Scheduled Legislative Meetings.
 - 1.2.6.2 Attend All Scheduled Committee Meetings to Which the Senator is assigned.
 - 1.2.6.3 For Campus Senators: attend Campus Governance Meetings min. once per month.

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1.2.6.4 For Commission Senators: attend monthly meeting with Director of Diversity & Inclusion or provide monthly report if unable to attend.

1.2.7 Clarifications:

1.2.7.1 Any other Duties and Responsibilities as listed in the SGA Constitution, but not necessarily listed above, shall also be defined as mandatory.

1.3 Lack of attendance:

1.3.1 All members of SGA are guaranteed three (3) absences of mandatory meetings and functions per semester. These absences do not require documentation, but all members should make an effort to provide ample notice for an expected absence.

1.3.2 After three (3) absences from mandatory SGA meetings and functions, a further absence totaling four (4) in one semester will result in the loss of the member's SGA Scholarship.

1.3.3 On the fifth (5) absence the member shall be subject to immediate dismissal from SGA and all the rights and privileges that accompany their position.

1.4 In extreme cases the SGA President under advice from SGA advisors shall have the authority to provide extensions of additional absences to members that have been absent for more than the guaranteed three (3) absences.

ARTICLE II. ORGANIZATIONAL STRUCTURE

SECTION 1. SGA POSITIONS

PARAGRAPH 1. EXECUTIVE BRANCH

1.1 All Executive Branch positions are laid out in the Constitution.

PARAGRAPH 2. LEGISLATIVE BRANCH

1.1 College Senators:

1.1.1 SGA will hold one senator position per college.

1.2 Campus Senators:

1.2.1 SGA will hold min. one senator position per campus including an Online Student Senator, with an additional senator added for every 2000 students at each campus.

1.2.2 Each semester one Campus Student Senator shall be charged with each of the following roles as appointed by the Senate Chair. Students should be a member of the population they represent.

2.2.1 Commuter Student Representative

2.2.2 Residential Student Representative

1.3 Commission Senators:

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- 1.3.1 Corps of Cadets
- 1.3.2 Dual Enrolled Students Senator
- 1.3.3 Transfer Students Senator
- 1.3.4 International Students Senator
- 1.3.5 LGBTQIA+ Students Senator
- 1.3.6 First Generation Student Senator
- 1.3.7 Multicultural Students Senator
- 1.3.8 Students w/Disabilities Senator
- 1.3.9 Student Athletes Senator
- 1.3.10 Fraternity/Sorority Life Senator
- 1.3.11 Veteran Student Senator
- 1.3.12 Adult Learners Senator

PARAGRAPH 3. CAMPUS GOVERNANCE

- 1.1 All Campus Governance positions are laid out in the Constitution.

PARAGRAPH 4. STRUCTURAL OVERVIEW

- 1.1 SGA shall have an organizational chart with an overview of the structure of SGA including all positions. This document shall be updated as positions change according to Constitution and Bylaws. The document shall be available at SGA's official website.

SECTION 2. COMMITTEES

PARAGRAPH 1. ELECTIONS COMMITTEE

- 1.1 The Elections Committee shall have the following members:
 - 1.1.1 Director of Elections Shall Serve as Chair.
 - 1.1.2 The respective Chairs of Elections from each campus shall serve as members.
 - 1.1.3 The Director of Elections shall have the discretion to extend membership in the committee to other members of SGA.

PARAGRAPH 2. BUDGET AND FINANCE COMMITTEE

- 1.1 The Budget and Finance Committee shall have the following members:
 - 1.1.1 The Director of Finance Shall Serve as Chair
 - 1.1.2 The respective Chairs of Finances from each campus shall serve as members.

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- 1.1.3 The committee chair should make all efforts to extend membership to SGA members, with at least one (1) member of the committee, excluding the Director and Campus Chairs, originating from each of the five UNG campuses.

PARAGRAPH 3. MARKETING AND COMMUNICATIONS COMMITTEE

- 1.1 The Marketing and Communications Committee shall have the following members:
 - 1.1.1 Director of Marketing and Communications Shall Serve as Chair.
 - 1.1.2 The respective Chairs of Marketing and Communication from each campus shall serve as members.
 - 1.1.3 The Director of Marketing and Communications shall have the discretion to extend membership in the committee to other members of SGA.

PARAGRAPH 4. SENATE COMMITTEES

- 1.1 Guidelines for Senate Committees and Membership of Senate Committees are established by the Senate Rules of the Student Senate.

PARAGRAPH 5. AD HOC COMMITTEES

- 1.1 The President shall have the power to establish ad hoc committees for purposes and durations at their discretion.
 - 1.1.1 Any ad hoc committee that is established by the President may be made up of any member of the student body and/or Student Government Association.
- 1.2 The Senate Chair shall have the power to establish ad hoc committees as laid out in the Senate Rules.

PARAGRAPH 6. UNIVERSITY COMMITTEES

- 1.1 SGA is responsible for appointing members and other students to university committees.
- 1.2 Annually, the Director of Diversity & Inclusion shall communicate with the vice-chair of the Faculty Senate to determine necessary appointments for the academic year for Faculty Senate Committees and with the SGA Advisors to determine other necessary appointments.
- 1.3 The Director of Diversity & Inclusion shall then make recommendations for appointments to the SGA President.
- 1.4 Members of university committees shall prepare reports of business conducted within their appointed committee each semester. These reports shall be shared with the Director of Diversity & Inclusion and the students' presiding officer if they are a member of SGA.
- 1.5 All appointed members to university committees shall serve at the discretion of the SGA President and the chair of their respective committee.

SECTION 3. SGA ADVISORS

- 7.1 The Advisor(s) shall be a faculty and/or staff member at UNG appointed by the Office of Student Involvement.

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- 7.2 The Advisor(s) shall advise SGA of all functions, policies, and rules of the University of North Georgia and the University System of Georgia Board of Regents.
- 7.3 The Advisor(s) shall be responsible for releasing SGA scholarships to eligible members.

ARTICLE III. DUTIES & POWERS

SECTION 1. ELECTIONS & APPOINTMENTS

- 1.1 Campaigning and termination dates shall be made and published by the Elections Committee.

PARAGRAPH 1. ELECTION PROCESS

- 1.1 Voting shall be by online elections as described below.

- 1.1.1 For executive officer elections, the university student body shall vote for the candidates. The winner of the executive officer election is the candidate which receives 50% + 1 majority, a runoff (or runoffs) will be held between the two who receive the most votes (possible more than two) until one person obtains the required 50% + 1 majority.
- 1.1.2 For campus officer and campus senator elections, the campus student body shall vote for the candidates. The winner of the campus officer and campus senator election is the candidate which receives 50% + 1 majority, a runoff (or runoffs) will be held between the two who receive the most votes (possible more than two) until one person obtains the required 50% + 1 majority.
- 1.1.3 For college senator elections the students of that respective college will vote for the candidates. The winner of the college senator election is the candidate which receives 50% + 1 majority, a runoff (or runoffs) will be held between the two who receive the most votes (possible more than two) until one person obtains the required 50% + 1 majority.
- 1.1.4 For commission senator elections the students of that respective community/population will vote for the candidates. The winner of the commission senator election is the candidate which receives 50% + 1 majority, a runoff (or runoffs) will be held between the two who receive the most votes (possible more than two) until one person obtains the required 50% + 1 majority.
- 1.1.4.1 Commission senators that are elected include any position where it is possible to limit the voting to only the group that the commission senators represent. These may include, although they are not limited to Corps of Cadet, Dual Enrolled, Veteran, Adult Learner, Student Athlete, Fraternity/Sorority, and Transfer Student.
- 1.1.5 If at the conclusion of the application period a candidate is running unopposed for an office, elections will still be held, and the candidate is still required to receive a 50% + 1 majority.

PARAGRAPH 2. APPOINTMENT PROCESS

- 1.1 For Directors, Commission Senators, and Senate Secretary, appointments shall be made by the following structures.
- 1.1.1 Director Candidates:
- 1.1.1.1 Candidates apply for a director position.



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- 1.1.1.2 Candidates are interviewed by executive council.
- 1.1.1.3 Executive council appoints a candidate for consideration by the senate.
- 1.1.2 Commission Senator Candidates:
 - 1.1.2.1 Candidates apply for commission senator position.
 - 1.1.2.2 Candidates are interviewed by Senate Chair and Director of Diversity and Inclusion.
 - 1.1.2.3 Chair and Director appoint a candidate for consideration by the 'elected' Senate.
 - 1.1.2.4 Elected senators shall consider the appointee and hold a confirmation vote.
 - 1.1.2.5 A simple majority of the elected senators will constitute an approval of the candidate.
- 1.1.3 Senate Secretary Candidates:
 - 1.7.3.1 Candidates apply for Senate Secretary.
 - 1.7.3.2 Candidates are interviewed by Senate Chair.
 - 1.7.3.3 Senate Chair appoints a candidate for consideration by the executive council.
 - 1.7.3.4 The Executive Council, minus the Senate Chair, shall consider the candidate for Senate Secretary.
 - 1.7.3.5 A simple majority vote of the Executive Council, minus the Senate Chair will constitute an approval of the candidate.
- 1.1.4 Appointed positions shall not exceed 50% representation in their body of students from any one campus.
 - 1.1.4.1 The Senate Secretary is not calculated in this measurement.
 - 1.1.4.2 Fraternity and Sorority Senator is not calculated in this measurement.
 - 1.1.4.3 Corps of Cadets Senator is not calculated in this measurement.
 - 1.1.4.4 Student Athletes Senator is not calculated in this measurement.

PARAGRAPH 3. CONDUCTION OF INTERVIEWS

- 1.1 All appointed positions shall be interviewed according to the following guidelines.
 - 1.1.1 All applicants should be interviewed before determining the best candidate given the criteria below.
 - 1.1.1.1 If students apply past the application deadlines, they shall only be interviewed if no of the candidates who met the deadline are deemed fitting.



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- 1.1.1.2 If more than three students apply for the same position, the interviewing officer may choose out the three best applications and only interview those students.
- 1.1.2 Applicants for the same positions shall receive the exact same questions. Questions are determined by the interviewing officers, but must cover the following areas:
 - 1.1.2.1 Leadership
 - 1.1.2.2 Fit for specific position
 - 1.1.2.3 Time management skills
- 1.1.3 Interviewees shall be graded on a standardized rubric created by the Executive Board with a score for each above-mentioned area.
- 1.1.4 The applicant with the highest score shall receive the position unless the interviewing officers deem that no applicants are fitting for the position.
 - 1.1.4.1 If several applicants receive the same scores, the interviewing officers may reach out for clarifying questions and the final decision will be at the discretion of the interviewing officers.

PARAGRAPH 4. INAUGURATION PROCESS

- 1.1 The outgoing Director of Communications shall distribute via email, the Constitution and Bylaws at the inauguration to all incoming Student Government Association (SGA) officers; including those serving on Campus Governance, Senate, and Executive.
- 1.2 SGA Officers shall read the Constitution and Bylaws and agree to abide by said documents upon taking their oath of office.
- 1.3 All SGA officers, whether elected or appointed to the SGA, shall take the Oath of Office:

“I (State Your Name),

Pledge to uphold the Student Government Association Constitution and Bylaws.

And abide by the regulations and policies as prescribed by the administration of the university.

I pledge to be fair in all of my endeavors and promote goodwill for the university.

I pledge to carry out the responsibilities of my office to the best of my ability and to be a voice among all segments of the student body.”
- 1.4 The SGA President shall administer this oath. If the SGA president is not in attendance, the highest-ranking SGA officer present shall administer the oath. If the President or the highest-ranking officer present is taking the oath, the next highest-ranking SGA officer who is not taking the oath shall administer the oath of office.

SECTION 2. FINANCE

PARAGRAPH 1. STUDENT ACTIVITY FUNDS



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- 1.1 The Student Government Association shall be the body through which student activity funds allocation shall be recommended for distribution for recognized campus organizations and university departments with the approval of the Student Life Committee.
 - 1.1.1 Student activity fees and all other funds controlled by the Student Government Association shall be recommended for allocation by procedures determined by the Budget & Finance Committee with majority vote of the Student Government Association. The proposed allocation of student activity fees shall be submitted at least one (1) week prior to voting by the Student Government Association.
- 1.2 The Student Government Association shall have the power to recommend the impounding of student activity funds of any organization which has misused them by dispensing funds in areas not designated in the approval budget proposal. For funds to be impounded, the Director of Budget & Finance must request from the Executive Board a petition for the suspension of student activity funding. Upon approval of the Executive Board of SGA, the Assistant Dean of Student Life will temporarily suspend withdrawals by the accused organization.
 - 1.2.1 A hearing will be held by the Student Government Association Director of Finance, the Student Government Association President, and the Faculty Advisor(s). The Student Government Association Director of Finance will present charges and evidence in the presence of the representative of the accused organization. The accused organization will then present its defense.

PARAGRAPH 2. RESERVE FUNDS

- 1.1 Reserve funds can be requested through three procedures:
 - 1.1.1 Reserve funds request that require the use of one campus's reserves can originate from the campus governance structure via a simple majority vote of its members.
 - 1.1.2 Reserve funds requests that require the use of multiple campuses reserves can originate from the Executive Council via a simple majority vote of its members.
 - 1.1.3 Reserve funds requests that require the use of multiple campuses reserves can also originate from the Student Senate via the passage of a Senate Finance Bill with a simple majority vote of its members. The Senate Finance Bill must pass through the Executive Council via a simply majority confirmative vote to be passed.

PARAGRAPH 3. SENATE FINANCE

- 1.1 The Senate can request Student Activity Fees (SAF) to conduct necessary business through the official mini-grant process.
- 1.2 Senate Committee Chairs shall present requests for SAF access to the Senate Chair for approval, and if approved by the Senate Chair will be allowed to submit a mini-grant request under SGA, which will be transmitted to the campus governing bodies for a vote.
- 1.3 All requests for SAF by the Senate shall be proportional according to enrollment as determined by the funding formula provided by the Budget and Finance Committee.

SECTION 3. COMMUNICATION

PARAGRAPH 1. PUBLICATION

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- 1.1 All agendas and approved minutes will be made available to the student body electronically through online media.
- 1.2 All approved Senate legislation shall be made available to the student body electronically through online media.

PARAGRAPH 2. UNIVERSITY-WIDE SURVEYS

- 1.1 The Student Government Association shall have the authority to conduct university-wide student surveys as a tool to communicate with, learn from, and address student body concerns.
- 1.2 Any SGA member may petition for a university-wide survey on a specific topic to the Executive Board. The petition must receive a simple majority for the following process to be initiated.
 - 1.2.1 The President and/or Senate Chair will appoint SGA members to write a survey draft, which will be presented to both the Executive Board and Senate. The survey draft must be approved by both bodies with a simple majority vote to be accepted for publication.
 - 1.2.2 If a majority vote is achieved in both bodies, the survey may be distributed through the official SGA email and other social media.

SECTION 4. STUDENT CONCERNS & SAFETY

- 1.1 The Student Government Association shall have the authority to petition faculty committees, administrators, chairpersons, or if necessary, the President of the college, to convene Faculty and Staff to resolve student concerns and/or recommend improvements for consideration.
- 1.2 The Student Government Association shall have the responsibility to aid in the securing of justice for all students.

ARTICLE IV. VACANCIES

SECTION 1. FILLING VACANCIES

- 1.1 Filling vacancies are conducted following the guidelines set forth in the SGA Constitution.
- 1.2 Vacancies in all offices must follow the established line of succession, for cases where the line of succession cannot be fulfilled, and a special election is deemed to be unwarranted, the Student Senate shall have the authority to fill vacancies by a simple majority (50% +1) vote of the present members of the Senate once quorum has been established.

SECTION 2. LINE OF SUCCESSION

- 1.1 In case of temporary absence or vacancy of the Office of the SGA President, the line of succession is as follows:
 - 1.1.1 Senate Chair
 - 1.1.2 Director of Diversity and Inclusion
 - 1.1.3 Director of Marketing and Communications
 - 1.1.4 Director of Elections

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1.1.5 Director of Finance

1.1.6 In the event that no member listed above can fulfill the position of President, a nominee shall be put forward from the remaining Executive Council members which shall be transmitted to the Senate for confirmation as acting President, until a special election can be held to fill the vacancy.

1.2 In case of temporary absence or vacancy of the Office of the Senate Chair, the Directory of Diversity and Inclusion shall serve as acting Senate Chair in addition to their title until the vacancy can be filled.

1.3 In case of temporary absence or vacancy of a Campus Vice President, the position may temporarily be filled until a special election or appointment can be made. The Chair of Marketing and Communications shall fill the vacancy as acting Vice President followed by the Chair of Elections, and then the Chair of Finance.

1.4 In the event that none of the aforementioned officers can serve as acting Campus Vice President, the Executive Council may make a selection of acting Vice President until the vacancy can be filled.

SECTION 3. IRREGULAR OPERATION OF BUSINESS

1.1 In the event that a campus is without membership in SGA, governing authority of the campus shall be vested temporarily in the Executive Council, until a time when membership can be reestablished.

1.2 Anything not addressed in this section of the Bylaws can be decided upon by the Executive Council under advice by the SGA advisors.

ARTICLE V. COMPENSATION

SECTION 1. STIPENDS

1.1 Officers of the University of North Georgia Student Government Association shall be compensated by the following stipends allocated from the Student Government Association Annual Budget:

1.1.1 President - \$750 per semester

1.1.2 Senate Chair - \$500 per semester

1.1.3 Vice Presidents - \$500 per semester

1.1.4 Directors - \$375 per semester

1.1.5 Chairs - \$250 per semester

1.1.6 Senate Secretary - \$250 per semester

SECTION 2. SGA STOLES

1.1 Students who have successfully served min. one full year as an SGA representative may be allowed to order an SGA Stole with their official position, year and logo on it.

1.2 If the student is not part of SGA the last year of their schooling, they may reach out to the official SGA email to be added to the combined SGA Stole order if interested.



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ARTICLE VI. SENATE RULES

- 1.1 In addition to the Constitution and Bylaws of the Student Government Association, the Student Senate is bound to rules and procedures as listed in the Standing Rules of the Senate.
- 1.2 The Standing Rules of the Senate are maintained by the Senate Chair, Senate Secretary, and members of the Senate Rules Committee.

ARTICLE VII. AMENDMENTS TO THE BYLAWS

- 1.1 Amendments to these bylaws shall follow the procedures as listed in the SGA Constitution.