

UNIVERSITY OF NORTH ALABAMA
STUDENT GOVERNMENT ASSOCIATION
CODE OF LAWS

TITLE I. Construction, Definition, and Interpretation of and Compliance with the Laws

Chapter 1 System of Student Government Association (SGA) Code of Laws to be observed in the official codifications of said laws as established by law

1.1 There shall be titles, each dealing with related and similar topics, and each composed of a number designated chapters, as follows:

TITLE I.

- 100.5 Candidates for President, Vice President, Secretary and Treasurer must attend SGA debates. Candidates may be excused from debates for the following reasons: class, special emergency approved by the Elections and Recruitment Chair, or a mandatory university sponsored event (i.e. athletic competition). Failure to attend the debate or failure to receive an approved excuse through the Elections Committee will result in disqualification from running for the respective position.

Chapter 101 Qualifications for the Student Senate

- 101.1 To have and maintain throughout the entire term of office a cumulative grade point average of 2.5 or higher.
- 101.2 To have completed a previous semester at The University of North Alabama at the time of election with the exception of first time students appointed by the president.
- 101.3 To present a statement of purpose to the Elections and Recruitment Committee within the designated time period.
- 101.4 To take an oath to uphold the SGA Constitution of UNA.
- 101.5 To score a 75% or better on a general knowledge written test concerning the SGA Constitution, Code of Laws, and Parliamentary Procedure within one month of announcement by the Judicial Branch. Failure to meet this requirement shall result in immediate dismissal from the SGA Senate. Any Senator who does not pass the test on the first attempt may appeal to the SGA Senate and shall be allowed to attempt the test again upon 2/3 approval of the SGA Senate present.
- 101.6 Senators may not serve on any other branch of SGA as outlined in Article I of the SGA Constitution.
- 101.7 Vacancies may be filled by recommendations from the Elections and Recruitment Committee to the President for appointment and by two-thirds (2/3) vote of the members present of Senate.

Chapter 102 Qualifications for the Freshman Forum

- 102.1 Refer to Article IV Section III of the SGA Constitution.
- 102.2 Vacancies may be filled by appointments made by the Freshman Forum advisors.

Chapter 103 Senate Pro-Tempore Qualifications

- 103.1 The Senate shall each elect a pro-tempore at the first regular meeting of the new Senate held at the end of the spring semester.
- 103.2 Vacancies in the Pro-tempore position shall be filled by a two-thirds (2/3) vote of the members present in Senate.

Chapter 104 Freshman Forum Advisors

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respective branch. Three (3) tardies shall equal one (1) absence. Tardy shall be defined as entering the chambers after the last name is called during the Roll Call portion of the Agenda.

200.9

Chapter 201 Absenteeism Appeal Process

201.1

A dismissed member may appeal their removal to the Judicial Branch, which will then schedule a hearing over the matter. This procedure is not subjective to executive session.

201.2

Reasons for reinstatement are as follows: family emergencies which consist of but are not limited to a death in the family or a family member that is hospitalized, health reasons which consist of but are not limited to a sickness that prevents one from going to an SGA branch meeting such as the common cold, the flu, or any other serious illness with the proper documentation from that of a trained professional in the medical field; or official University of North Alabama events, including any event sponsored by the University of North Alabama, any event sponsored by a Recognized Student Organization that the appealing SGA member is associated with, or any University Athletic event where the SGA member is required to participate.

Chapter 202 Dress Code

202.1

SGA members are required to wear appropriate attire that shall be deemed and regulated by the Vice President of the branch with the ratification by two-thirds (2/3) of the SGA Senate. Senate shall input on the attire for what Senators should and should not wear.

TITLE IV. Ethics

Chapter 300 Code of Ethics

300.1

Any person in service to the SGA should:

- < Put loyalty to the highest moral principles and the betterment of the entire campus above loyalty to persons, organizations, and departments of this university.
- < Uphold the Constitution, by-laws, and legal regulations of the SGA and never be a party to their evasion.
- < Seek to find and employ more efficient and economical ways of getting tasks accomplished without compromising the representation or power of the individual student.
- < Never discriminate unfairly by the dispensing of special favors to anyone, and never accept

scheduling of appointments, meeting preparation, communication assistance with university and community, and other duties as requested by the President.

400.12 The President has the right to appoint an SGA Communications Director to serve in improving communications from SGA on campus and in the community and also providing marketing services for all branches of SGA as seen fit. These duties include, but are not limited to, photography of

meetings.

- 402.3 To receive all SGA committee reports, important correspondence, copies of all SGA contracts, and elections statistics and to be retain in the SGA permanent files.
- 402.4 To record each message of disapproval accompanying a SGA presidential veto in the minutes of the Senate meetings.
- 402.5 To make available any SGA records to any qualified University of North Alabama student, faculty, administration, or staff member.
- 402.6 To ensure SGA Senate agendas, minutes, budget, and passed legislation, and Executive Branch office hours are posted to the UNA SGA web page.
- 402.7 To ensure the names, photos, title, and email of the Executive Branch, Legislative Branch, and Judicial Branch are posted on the UNA SGA web page.
- 402.8 To ensure the names of the Freshman Forum members are posted on the UNA SGA web page.
- 402.9 To contact the SGA Senators in the event of a called meeting of the SGA Senate.
- 402.10 To prepare proposed bills and resolutions submitted for presentation in the SGA Senate and either provide an adequate number of copies provide a display of the respective bill or resolution for every SGA advisor, and Permanent file.
- 402.11 To transmit the University of North Alabama President and SGA Advisors copies of all legislation passed by the SGA.
- 402.12 To prepare and distribute, prior to each Senate meeting, a copy of the previous meeting's minutes to each member of the SGA.

- 404.3.7 The SGA Communications Director shall receive a \$225.00 payment once in the Fall semester and once in the Spring Semester, provided by the SGA Senate Budget
- 404.3.8 The SGA Historian shall be paid \$225.00 annually, paid at the end of each semester provided by the SGA Senate budget.

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500.2.1

503.3 The Student Senate of the SGA hereby establishes a period of discussion to be a part of and included in the agenda of all regularly scheduled meetings

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members including the chairperson. The President of SGA shall serve

before applications are due.

608.4 First preference for selection will be given to Senators and Freshman Forum members. Students at large may fill a spot in the event of a vacancy.

608.5 In the event a student is unable to attend the CLEG conference for any reason, then that student shall be responsible for finding replacement to go in their place. If said student is

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majority vote of the committee.

TITLE VIII. Inter-President Council

Chapter 700 Mission of the

coordinate one (1) social event for the spring semester to include all freshmen.

801.1.4 The Student Welfare Committee, composed of three to eight (3-8) members, shall be

803.5 The Freshman Forum Executive Chair shall reserve the right to veto any legislation passed by the Freshman Forum.

803.6 The vetoed legislation shall return to the floor along with an explanation from the Freshman Forum Executive Chair at the meeting immediately following the veto.

Chapter 804 The Freshman Forum Clerk

804.1 The Freshman Forum Clerk shall be elected by a simple majority vote at the first Freshman Forum meeting following the Freshman Forum orientation.

804.2 The Freshman Forum Clerk shall maintain a permanent and complete record of all the proceedings of the Freshman Forum meeting.

804.3 The Freshman Forum Clerk shall contact the Freshman Forum members in the event of a called meeting of the Freshman Forum.

804.4 The Freshman Forum Clerk shall prepare proposed bills and resolutions submitted for presentation in the Freshman Forum and provide an adequate number of copies for every Freshman Forum member, advisor, and the permanent file.

804.5 The Freshman Forum Clerk shall prepare and distribute, prior to each Freshman Forum Forum.

804.6 It shall be the responsibility of the Freshman Forum Clerk to inform the SGA Secretary of any absences of the Freshman Forum Advisors.

804.7 The Freshman Forum Clerk shall be responsible to inform the Freshman Forum on current financial status, including total appropriations and items for which expenditures are made each month.

804.8 The Freshman Forum Clerk shall be responsible to make an oral report of approved expenditures to the Senate at the last meeting of every month.

804.9 The Freshman Forum Clerk shall keep an up-to-date journal of copies of all Freshman Forum approved requisitions and purchase requests/orders.

Chapter 805 Selection Process

805.1 An application requesting prior achievements, general information, and essay answers shall be required of all Freshman Forum applicants.

805.2 All applicants shall be judged by a selection committee appointed by the Director of Student Engagement and the President of the SGA.

805.3 The judging committee shall be composed of five (5) judges. The SGA President, the SGA Vice President, the two Freshman Forum Advisors, and a Student at Large appointed by the SGA President.

805.4 The appointed judging committee shall interview all applicants.

request who will be permitted to stay.

903.6

A documented recording of all hearings shall be made. The recording will be copied, one with the identification of all parties involved and one without. After the accused has graduated, or in the case of groups and organizations after a three-year period, the identifying records shall be destroyed. The recordings shall be sealed after the final decision is reached. The sealed record(s) shall then be held by the SGA Advisor and/or

Chapter 1002 Appointment Process

- 1002.1 Any University of North Alabama student may be appointed the position of SGA Communications Director by the SGA President and a 2/3 confirmation vote of the student senate unless they are currently serving as a Senator.
- 1002.2 Any University of North Alabama student may be selected by the Communications Director and appointed to the position of Assistant to the Communications Director by the SGA President.

Chapter 1003 Coordination with the Branches

1003

- 2002.2 If the SGA President fails to appoint anyone to the position by the second Thursday of September, the SGA Advisor shall appoint a student to serve as the SGA Historian without the approval of the Student Senate.

Chapter 2003 The Students' History of UNA

- 2003.1 cluded in the Annual SGA Report. It shall consist of the names of every member of the SGA, officers, chairs, Freshman Forum, and Justices; copies of legislation passed in Student Senate, passed bills, and passed resolutions; notable SGA Projects; names of notable award recipients; notable campus updates; and any other information deemed appropriate to include by the Historian and Executive Council.

TITLE XIII Mandatory Events

- 3000.1 SGA members are required to attend annual events such as Higher Education Day and SGA Retreat. Other events can be deemed mandatory with two-thirds (2/3) vote of the Senate. Failure to attend or participate in these events will result in an absence.