



**Auburn Montgomery**  
**Student Government Association**  
**Code of Laws**

*Last Revision: 4/27/2017*

**Title I: Format for the Code of Laws**

**Chapter 1** The following shall be the system of the Student Government Association Code of Laws, to be observed in the official codifications of the said laws.

1.1 There shall be titles, each dealing with related and similar topics, composed of numerically designated chapters. The titles are as follows:

TITLE	Chapters 1-99: Format for the Code of Laws
TITLE II	Chapters 100-199: Executive Branch
TITLE III	Chapters 200-299: Legislative Branch
TITLE IV	Chapters 300-399: Judicial Branch
TITLE V	Chapters 400-499: Elections
TITLE VI	Chapters 500-599: Budget and Finance
TITLE VII	Chapters 600-699: Committees
TITLE VIII	Chapters 700-799: Cabinet
TITLE IX	Chapters 800-899: Ethics

Each chapter may be subdivided by means of a decimal arrangement. For example, Chapter 100 may be divided into sections as 100.1, 100.2, etc. and each section may in turn be subdivided by means of further decimal places so that as many subsections are obtained as necessary.

1.2 The acronyms “SGA” and “AUM” can be used throughout the Code of Laws, in the place of “Student Government Association” and “Auburn University Montgomery,” respectively.

## Chapter 2 *Changes to the Code of Laws*

- 2.1 Any AUM student shall be allowed to author, sponsor, and/or introduce any piece and form of legislation to the AUM SGA Student Senate. However, every piece of legislation shall have at least one (1) current AUM SGA Student Senator as a sponsor.
- 2.2 Any changes in the Code of Laws must be passed by two-thirds (2/3) vote of the senate. The Constitution/Code of Laws Committee of SGA is responsible for maintaining an up to-date Code of Laws.
- 2.3 The numerical code assigned to all legislation shall begin with the last two (2) digits of the calendar year in which the legislation was introduced. A hyphen and the numerical representation of the order that the legislation was introduced shall follow. Senate Bills and Resolutions shall be numbered together. For example, a bill was introduced in the Student Senate during the 1996 calendar year, and the piece of legislation was the fourth of that calendar year. The proposed bill would be numbered Senate Bill 96-4. If a resolution was introduced, and it was the first resolution of that calendar year, it would be called Senate Resolution 96-1.
- 2.4 All legislation passed by the Senate shall be attached to a statement containing the following information: numerical designation, Senate sponsor(s) and cosponsor(s), date of passage, the total vote count, and each individual senator's vote if known (optional).
- 2.5 The President and Secretary of the Senate shall keep one (1) file of all proposed legislation, regardless of passing or failing, in numerical order.
- 2.6 All bills and resolutions for amendments to the SGA Constitution, passed by the Senate shall then be sent to the SGA President for their signature of approval.
- 2.7 Any legislation introduced by any SGA committees shall follow the same procedures as outlined in the SGA Constitution and Chapter 200 of the Code of Laws, and all proposed legislation cannot be enacted without Student Senate approval.
- 2.8 All proposed legislation, excluding resolutions (except for those resolutions that propose amendments to the SGA Constitution), shall be made available to the student body through AUM mediums at least one (1) week prior to becoming law.

Mediums include but are not limited to: the campus newspaper, the campus Internet site/Web Page, and bulletin boards.

- 2.9 Senate Legislation should be labeled with the current academic year first and the number of legislation following. For Example: Senate Bill 96-1 would be entered is Chapter 96-1 and each section would be as follows: 96-1.1 and so on. Only Senate Bills may be entered in Title XX.
- 2.10 The President of the SGA shall submit with all vetoed Senate Bills, his or her reasons for such action(s) and/or recommendations for amendment.

## **Title II: Executive Branch**

**The Executive Branch, consisting of the SGA President, Vice President, Treasurer, and Secretary shall be responsible for directing and executing the will of the SGA.**

**The Executive Council will consist of the President, Vice President, Treasurer, Secretary, Chief Justice, and Chief of Staff.**

### ***Chapter 100: Additional Executive Duties***

- 100.1 The President of the SGA shall serve as an ex officio member of the Auburn University Board of Trustees.
- 100.2 The President of the SGA shall have the power to assign additional duties, of which affect only the day-to-day operations of the SGA office to the other elected executive officers of the SGA.
- 100.3 All elected SGA executive officers shall maintain a 2.75 cumulative grade point average (GPA) during their term of office. If an executive officer's cumulative GPA shall fall below a 2.75, he or she shall be put on probation and his or her duties, responsibilities, and as an executive officer shall be suspended until he or she attains a 2.75 GPA by the end of the next university academic term. If the executive officer still fails to attain a 2.75 GPA by that time, he or she shall be removed from office per the provisions of the SGA Constitution and Code of Laws.
- 100.4 Within fifteen (15) days of inauguration, the SGA President shall appoint, with the approval of two-thirds (2/3) of the current Student Senate membership, a full slate of appointees to each and every Cabinet position(s) and Committee(s) where a student representative is requested. The President of the SGA shall have fifteen (15) days from the time any vacancy occurs in any Cabinet position or Committee

to appoint a replacement, with the approval of two-thirds (2/3) of the current Student Senate membership. Failure by the President of the SGA to comply with the provisions of this section shall allow the Student Senate to appoint and confirm student representatives to University Boards and Committees not occupied, with the approval of two-thirds (2/3) of the current Student Senate membership. No student representative shall serve on more than one (1) Cabinet or Committee.

100.5 The SGA President's appointee shall also meet all the requirements established by the University Committee or Board of which he or she is appointed to.

100.6 All student representatives to University committees or boards or any SGA executive or other SGA committees, appointed by the President of the SGA or by the SGA, shall publish a summary of each meeting no later than two (2) weeks after the said meeting has occurred. The summary shall be printed in the official school newspaper and any other medium. The student representatives assigned to the Disciplinary Board and the Traffic Appeals Committee are excluded from his rule due to University regulations.

### **Title III: Legislative Branch**

#### ***Chapter 200: Organization of the Student Senate***

200.1 All members of the Student Government Association Senate shall maintain a 2.50 cumulative grade point average (GPA) during their term of office. If a senator's cumulative GPA should fall below a 2.50, he or she shall be put on probation and his or her duties and responsibilities as senator shall be suspended until he or she attains a 2.50 GPA by the end of the semester. If the senator fails to attain a 2.50 GPA by the end of the next semester, he or she shall automatically be dismissed from office. While on probation, the senator shall be included for quorum purposes, but shall not be included towards the number needed for any kind or type of majority vote.

200.2 The Vice President shall devise and administer at least two (2) annual workshops to be held after the Fall General Elections, after the Spring General elections, and/or after appointments of Senators, on the drafting and procedures of Student Government legislation. All first term Student Senators shall be required to attend at least one (1) of the workshops. Failure of attendance by the said Senators to one of the workshops shall result to the equivalent of one (1) Senate meeting absence.

## *Chapter 201: Student Senate Officers*

- 201.1 A President Pro Tempore of the Senate shall be elected from within the current membership of the Senate, who shall assist the President of the Student Senate in his or her duties, preside in the absence of the President of the Student Senate, and assist in supervising the operations of Student Senate committees. The President Pro Tempore of the Student Senate shall assume the power and duties of the Senate President, in case of the SGA Vice-President's removal from office, until a permanent replacement is confirmed to fill the vacancy of the office of the SGA Vice President.
- 201.2 Any other Senate offices can be created and the powers of any Senate officer may be amended, both by a two-thirds ( $\frac{2}{3}$ ) majority of the current membership of the Student Senate.

## *Chapter 202: Student Senate Procedures and Rules*

- 202.1 The Senate General Rules of Order and Procedure (as proscribed in AUM SGA Senate Resolution 97-25 and any subsequent amendments) shall be the official and only parliamentary guideline for the conduct of the AUM SGA Student Senate, except when in conflict with the AUM SGA Constitution and/or Code of Laws, or during informal caucuses. Robert's Rules of Order and any other parliamentary guidelines shall not be utilized in the conduct of the AUM SGA Senate's business and meetings, except and only for training purposes or when the AUM SGA Senate's presiding officer may deem it necessary and proper to refer to these unofficial guidelines.
- 202.2 All meetings and sessions of the Senate shall be open to non-senate members except when the business being conducted is that of debating the confirmation of appointments to offices. Any confirmation vote on appointments shall be conducted via secret ballots.
- 202.3 No Senator shall serve as the chairperson of more than one (1) Senate committee or board, and each senator shall be appointed to serve on no less than one (1) Senate standing committee or board.
- 202.4 Additional Senate procedures or rules may be created by a majority of the current Senate membership.

- 202.5 The Senate shall have no more than twenty-one (21) calendar days, saved that the time between academic terms not be counted, to confirm or deny presidential appointments after the Senate has been notified in writing by the President of the SGA who the appointee is. Failure by the Senate to comply with the provisions of this section shall result in the automatic confirmation of the appointee.
- 202.6 The Senate shall hold at least one (1) meeting before a confirmation vote is made in order to discuss and investigate any problems that any appointment may have.
- 202.7 For every two tardies a senator receives from an SGA Senate meeting, one absence shall be recorded. A senator is considered tardy if he/she is not present to answer SGA Senate Roll Call and is present when the meeting is adjourned.
- 202.8 Any member, whose attendance of senate meetings is required, reserves the right to appeal an absence or tardy to the Judicial branch.
- 202.9 Senators are to serve one hour each week with validation from the President of the Senate. In the event of a discrepancy, appeals can be made to the Judicial Branch.

### ***Chapter 203: Student Senate Standing Committees and Boards***

- 203.1 Voting members of standing committees or boards shall be chosen at the discretion of the President of the Senate with the expressed approval of two-thirds ( $\frac{2}{3}$ ) of the current membership of the Senate. The voting members shall be chosen from the Senate membership.
- 203.2 Each standing committee or board shall have the power to: consider any amendments to the SGA Code of Laws that are relevant to the purpose of the committee or board; hear any issue, matter, problem, etc., which is relevant to the committee or board; and present all recommendations for changes, Senate Bills or Senate Resolutions, to the Senate for action. The Committees, via the committee chairs, or their representatives, shall give the Senate a progress report, except between academic terms, at least every two (2) weeks. The committee chairs shall decide and set rules regarding the meeting procedures of his or her committee.

- 203.3 Any new standing committee or boards may be created by a two-thirds (2/3) majority of the current membership of the Student Senate. The powers and duties of any standing committees or boards may be amended by a two-thirds (2/3) majority of the current membership of the Student Senate.
- 203.4 The Vice President may: create any ad hoc committees of the Senate, determine and choose the ad hoc committee's membership, and establish the purpose and goals of the ad hoc committee. All of the preceding shall have two-thirds ( $\frac{2}{3}$ ) majority approval of the Senate.

#### *Chapter 204: Student Senate Standing Committees and Boards*

- 204.1 Voting members of standing committees or boards shall be chosen at the discretion of the Vice President with the expressed approval of two-thirds ( $\frac{2}{3}$ ) of the current membership of the Student Senate. The voting members shall be chosen from the Senate membership.
- 204.2 Each standing committee or board shall have the power to: consider any amendments to the SGA Code of Laws that are relevant to the purpose of the committee or board; hear any issue, matter, problem, etc., which is relevant to the committee or board; and present all recommendations for changes, Senate Bills or Senate Resolutions, to the Student Senate for action. The Committees, via the committee chairs, or their representatives, shall give the Student Senate a progress report, except between academic terms, at least every two (2) weeks. The committee chairs shall decide and set rules regarding the meeting procedures of his or her committee.
- 204.3 Any new standing committee or boards may be created by a two-thirds (2/3) majority of the current membership of the Student Senate. The powers and duties of any standing committees or boards may be amended by a two-thirds (2/3) majority of the current membership of the Senate.
- 204.4 The Executive Council may: create any ad hoc committees of the Student Senate, determine and choose the ad hoc committee's membership, and establish the purpose and goals of the ad hoc committee. All of the preceding shall have two-thirds ( $\frac{2}{3}$ ) majority approval of the Senate.

**Chapter 205: Apportionment of the Student Senate Seats Guaranteed to the Academic Schools of AUM**

205.1 Per the provisions contained within Section 2, Article IV of the AUM SGA Constitution, the twenty-one (21) Student Senate seats guaranteed for the academic schools of AUM shall be apportioned as follows:

Freshman Senator	1
Graduate Senator	1
Wellness Senator	1
Dining Senator	1
Library Senator	1
Housing Senator	1
College of Business	3
College of Education	3
College of Arts and Sciences	3
College of Nursing and Health Sciences	3
College Public Policy and Justice	3

**Chapter 206: SGA Senate Oversight of Cabinet**

206.1 The SGA Senate shall have the power to request, or require by a simple majority vote of a quorum of the SGA Student Senate, to hear testimony from any Cabinet member before the full SGA Student Senate regarding current SGA business.

206.2 Any SGA Senate Committee whose assignment coincides in any way with that of a Cabinet member shall have the power to request, or require by a simple majority vote of a quorum of the said SGA Senate Committee, to hear testimony from a said Cabinet member before that full SGA Senate Committee regarding current SGA business.

**Title IV: Judicial Branch**

**Chapter 300: Judicial Duties**

300.1 A Parliamentarian is to be elected during the general election by the student body. In the absence of the Parliamentarian, a Parliamentarian shall be appointed by the Chief Justice, to be confirmed by the Student Senate.

- 300.2 A Sergeant-at-Arms is to be elected during the general election by the student body. In the absence of the Sergeant-at-Arms, a Sergeant-at-Arms shall be appointed by the Chief Justice, to be confirmed by the Student Senate.
- 300.3 The Chief Justice of the SGA Supreme Court shall serve as a student representative/member to the AUM Disciplinary Board.

## **Title V: Elections**

### ***Chapter 400: Board of Elections***

- 400.1 There shall be a permanent board of the SGA to be known as the Board of Elections, which shall be composed of the following:
- Nine (9) members
  - Appointed by the President
  - Facilitated by the SGA Advisor

### ***Chapter 401: Duties of the Board of Elections***

- 401.1 The Board of Elections shall have the following powers and duties:
- To arrange for all necessary polling places and ballots, and other items necessary for the proper, efficient, and legal execution of elections
  - To rule on the qualifications, expressed in the SGA Code of Laws, of any and all candidates by at least five (5) members
  - The contents of this line item were deleted by Section 2 of Senate Bill 97-10
  - To determine the method of balloting and make rules and regulations regarding said method of balloting
  - To design the official ballots and applications for candidacy
  - To make rules and regulation concerning elections on constitutional amendments
  - To issue, rescind, or amend suitable rules and regulations necessary to carry out the provisions of Title V of the SGA Code of Laws
  - To devise and administer an annual workshop(s), at the discretion of the Board of Elections, on the SGA Constitution, the SGA Code of Laws, and parliamentary rules and procedures. To qualify for election, each candidate for SGA elected office must attend one (1) workshop

- To disbar any Board member, by a majority vote of the remaining members, who shows bias to any candidate. If any Board member is unable to fulfill his or her duties or is disbarred, an alternate shall be installed in accordance with Chapter 500.1
- To notify the student body at large of all the positions open for elections and appointments, at least three (3) weeks prior to the election.

401.2 Any person who is serving on the Board of Elections shall not be eligible for candidacy in any election over which the Board presides over while that person is serving on the Board of Elections. If a Board member desires to run for any of the elected offices of which the Board presides over, he or she shall first resign from his or her position on the Board of Elections.

### *Chapter 402: Director of Elections*

402.1 The Director of Elections shall have the following powers and duties:

- The Board of Elections should be opened to the study body.  
The director of elections shall be elected by the nine members on board from a majority vote. If majority is not reached on the first ballot there shall be a revote until a majority vote is reached.
- To supervise and direct the arrangements of the Board of Elections
  - To appoint, with unanimous consent of the Board of Elections, all authorized poll workers
  - To make known to the public the rules and regulations of the Board of Elections
  - To provide adequate information concerning all elections to AUM campus newspaper, or any other form of campus media such as those mentioned in Chapter 201.7, at least two (2) weeks prior to each election. This information shall include: a listing of the location(s) of the polling stations, who is eligible to vote for each of the candidates, and other information which may be necessary.
  - To provide all information on election procedures to each candidate at the time of application
  - To provide, prior to each election, for the training of all poll workers in their duties and responsibilities in the operation of the polling stations
  - To maintain, as a permanent public record, the final results of all elections, and for two (2) months following each and every election, the official tally sheets from the election
  - To serve as presiding officer of the Board of Elections

- To appoint a recording secretary, from within the Board of Elections' membership, who shall be responsible for keeping an accurate record of the minutes of all Board meetings.

### *Chapter 403: Schedule of Elections*

- 403.1 In conjunction with the Office of Student Involvement and Leadership Programs, dates for the Spring General Elections shall be set by the Board of Elections, and shall be authoritative only upon the approval by the majority vote of the Senate. No elections shall occur after April 1st of each year.
- 403.2 All executive officers shall be elected by a plurality, provided they receive at least forty percent (40%) of the votes cast. A run-off election shall be held if no candidate in a particular race for an SGA elected office acquires more than forty percent (40%) of the votes in the race. Only the two (2) candidates who receive the most votes in a particular race shall proceed to the run-off election for the respective SGA elected office for which the candidates are running.
- 403.3 If no run-off elections occur, then the candidate will be automatically elected by default.
- 403.4 Any necessary run-off election shall be held within seven (7) calendar days following the election.
- 403.5 Senators and two (2) elected associate justices shall be elected by a plurality of the student body.

### *Chapter 404: SGA Offices to be elected in the General Elections*

- 404.1 SGA executive officers shall be elected in the spring as provided for in the SGA Constitution.
- 404.2 The Senate shall be elected as follows:
- The six (5) Senators-at-large shall be elected from and by the student body at large in the Spring
  - The eighteen (18) college senators shall be elected by the student bodies of their respective colleges in the spring
  - The one (1) Freshmen Senator will be elected in fall semester. The selection is made by a vote of their peers within Freshmen Forum

- 404.3 The Senator-at-large and college senator seats not filled in the spring general elections shall be available for a fall general elections if needed.
- 404.4 The two (2) SGA Associate Justices shall be elected in the spring.

### *Chapter 405: Candidacy*

- 405.1 A person desiring to run for and SGA elected office shall file an application to the Director of Elections as a step in becoming eligible for candidacy. After meeting all the requirements stated in the SGA Constitution and Code of Laws, attending the workshop described in Chapter 501.1, Part 8 and being approved through the Office of the Registrar for good standing academically while also being approved from the Office of Accountability and Advocacy for good standing with the student code of conduct, the person shall officially become eligible for candidacy.
- 405.2 Applications shall be filed at a time and place designated by the Director of Elections. In no event shall this time be any earlier than twenty-one (21) days prior and no later than seven (7) days prior to the date of any given SGA election. Any person failing to apply by the deadline for applications set by the Director of Elections shall not be eligible for candidacy.
- 405.3 After becoming eligible for candidacy per Chapter 505.1, a candidate shall be responsible for obtaining a thorough knowledge of all election regulations. Ignorance of such regulations shall be no excuse for any breach or violation thereof.

### *Chapter 406: Campaigns*

- 406.1 Formal campaigning for the Spring and Fall General Elections shall begin no earlier than seven (7) days prior to the date of any given Spring or Fall General Election. Formal campaigning for AUM Homecoming King and Queen, Freshmen and Sophomore Representatives shall begin no earlier than seven (7) days prior to the date of any given Homecoming election. Formal campaigning shall be permitted through the end of elections, to include runoff elections, as applicable. There shall be no formal campaigning except within the specified time period. On the day(s) of elections, formal campaigning of any form shall not be permitted within twenty-five (25) feet of the building(s) where the computer labs and/or voting booth(s) are located.

- 406.2 Formal campaigning shall be defined as:
- The appearance or presentation of a candidate or a candidate's platform for the purpose of soliciting votes
  - The display or distribution of campaign materials as defined in Chapter 506.3 for the purpose of soliciting votes.

### *Chapter 407: Campaign Materials*

- 407.1 Campaign materials shall be limited to posters, signs, handbills, name tags/badges, painted windows, mailings, e-mailings, and door hangers with the following restrictions:
- Posters shall not exceed 8.5 x 11 inches
  - Signs shall not exceed 8 x 4 feet
  - Handbills and door hangers shall not exceed 8.5 x 5.5 inches
  - Anything not listed as a campaign material shall be approved by the Board of Elections including all gimmicks and stunts
  - No adhesive backed material or paper banners shall be allowed
  - No campaigning on chalk or dry-erase boards in classrooms
- 407.2 Distribution of campaign materials shall be subject to regulation by the Board of Elections.
- 407.3 Any and all campaign materials must be approved and recorded by the Board of Elections prior to the use of such materials in campaigning.
- 407.4 Any candidate takes as a condition that he or she shall not hold the Board of Elections, the SGA, or AUM liable for the use and/or infringement of any copyrighted material.

### *Chapter 408: Use of Campaign Materials*

- 408.1 No campaign materials other than posters, signs, and name tags/badges, shall be affixed or erected on AUM property, except in the personal rooms within the AUM residence halls.
- 408.2 Campaign posters and signs shall be restricted to placement on AUM bulletin boards or in residence hall rooms. No candidate shall be allowed more than two (2) pieces of campaign materials per bulletin board.

- 408.3 No campaign materials shall be distributed among automobiles or permitted on utility poles.
- 408.4 No candidate shall be allowed to make use of donated advertisements in any mass media. Such media shall be defined as any newspaper, radio, television, the Internet or World Wide Web, or any other publication, periodical, newsletter, or bulletin.
- 408.5 The public endorsement of any candidate shall be limited to persons eligible to vote in SGA elections.
- 408.6 Total Campaign expenditures by each candidate and their supporters shall be limited to:
- President, Vice-President, Secretary, and Treasurer of the SGA \$400
  - Supreme Court Justices \$150
  - All Senators \$100
  - Homecoming King & Queen, Prince & Princess \$250
- 408.7 Candidates may be required by the Board of Elections to submit an itemized budget along with receipts for any campaign material purchased at any time during formal campaigning. Failure to comply with Chapter 506.6 shall result in the disqualification of the candidate by a vote of at least five (5) members of the Board of Elections.
- 408.8 All candidates shall conduct their campaigns in accordance with Chapter 406 of SGA Code of Laws. If any infraction by a candidate or his or her supporters occurs the Board of Elections shall have the right to restrict the candidates campaign by a vote of at least five (5) of its members. If the candidate and his or her supporters violate the laws again, the Board of Elections may disqualify the candidate from elections by a vote of at least five (5) of its members.
- 408.9 Any candidate withdrawing from a given election shall inform the Director of the Board of Elections in writing or by 12:00 noon, applicable local time, five (5) days prior to any given election.
- 408.10 If there are two (2) or more candidates running for a particular executive office, at least one (1) debate between the opponents shall be held before the general elections for executive offices are held.

## ***Chapter 409: Election Procedures***

- 409.1 There shall be no voting by proxy.
- 409.2 There shall be no absentee voting.
- 409.3 There shall be ballot boxes or machines in use at all elections. Once the voting begins, the Director of Elections or a representative can only see the voting track from the AUM Office of Student Life.
- 409.4 Voting will be done online through Webster or MyAUM Portal, where personal username and password is required in lieu of a valid form of identification.
- 409.5 There shall be at least two (2) polling officials around or near the computer labs on campus. Such officials, to be present at all times, shall be unbiased towards candidates.
- 409.6 The Board of Elections and the AUM Office of Student Involvement and Leadership Programs shall be responsible for tabulating the results of all elections within twenty-four (24) hours after the closing of the polls.
- 409.7 There shall be no write-in candidates.
- 409.8 The Board of Elections shall notify the winners of each contest no later than twenty-four (24) hours after the tabulation of votes.

## ***Chapter 410: Contesting of Elections***

- 410.1 The reporting of alleged campaign violations shall be made to the Board of Elections within two (2) days after the elections were held. No allegations of campaign violations may be made after the aforementioned two (2) days. The contesting of election results shall be made to the Board of Elections within two (2) days after the tabulation of votes. No elections may be contested after the aforementioned two (2) days.
- 410.2 The Board of Elections shall decide whether or not the allegations of campaign violations and/or the contesting of election results is valid and what action is to be taken within three (3) days after the allegations and/or contesting was made and before the installation of the newly elected SGA. The decisions of the Board of Elections may be appealed to the SGA Supreme Court, which shall either uphold or amend the decision of the Board of Elections within three (3) calendar

days after the appeal was made and before the installation of the newly elected SGA.

- 410.3 In the event of a tie for any of the elected offices of the SGA, there shall be a runoff election.

### ***Chapter 411: Installation and Assumption of Office***

411.1 All elected officers of the SGA duly elected during the Spring General Elections shall be sworn into their respective offices during the Leadership Banquet, held at the end of April, before the completion of the semester. All officers of the SGA nominated or appointed and confirmed shall be sworn into their respective offices at the earliest possible time. After induction day, a Senator-elect shall be counted for the purposes of quorum only; and marked "absent" at each SGA Senate meeting thereafter until sworn in, a two-thirds ( $\frac{2}{3}$ ) vote of the SGA Senate Notwithstanding.

411.2 At said ceremonies, the Chancellor of AUM, or his or her representative, or the Chief Justice of the SGA Supreme Court, shall administer the following oath to the newly elected SGA:

"I, (name), do solemnly swear to uphold the office of \_\_\_\_\_ to the best of my ability, and to recognize and uphold, the Constitution of the Student Government Association, of Auburn University Montgomery, as the supreme governing law, of the student body. I do further pledge, to maintain the leadership quality, required to represent, the student interests in every action taken."

411.3 All SGA executive officers, senators, and justices shall take the oath stated in 411.2 before assuming office.

### ***Chapter 412: AUM Homecoming Court/Election***

412.1 Qualifications for AUM Homecoming Court/Election

412.2 AUM Homecoming King and Queen, Freshmen and Sophomore Representatives shall not be considered as SGA offices or positions.

412.3 The election of Homecoming King and Queen, Freshmen and Sophomore Representatives shall be held at least seven (7) calendar days prior to

Homecoming at AUM. The Homecoming King and Queen shall be elected by a plurality vote of those students voting.

- 412.4 Only current students who are currently enrolled at AUM and active in their respective organizations, departments, or schools shall be eligible to qualify.
- 412.5 To be eligible for AUM Homecoming King or Queen, Freshmen and Sophomore Representatives, one must be nominated by his or her university operated residence hall, student organization, or by the college or department in which he/she is enrolled. Only one (1) candidate for Homecoming King and only one (1) candidate for Homecoming Queen only one (1) male candidate (1) female candidate for Freshmen Representatives (1) male candidate (1) female candidate for Sophomore Representatives may be nominated per residence hall, student organization, department, or school. Once that person is nominated, he or she may not be nominated by another residence hall, student organization, department, or school.
- 412.6 Nominations for Homecoming King and Queen, Freshmen and Sophomore Representatives shall be submitted in writing to the Director of Elections no earlier than twenty-one (21) days and no later than seven (7) days prior to the date of any given Homecoming Election. Nominations are made by completing the application which can be found inside of the "Homecoming Packet" that is distributed by the Office of Student Involvement and Leadership Programs. Signature of the presiding member of the nominating body and the signature of the nominee must be submitted on the application to be considered.
- 412.7 The Homecoming Court shall be defined as those qualified student candidates that passed the interview process and are in the running for Homecoming King, Queen, Freshmen and Sophomore Representatives.
- 412.8 All candidates on Homecoming Court are required to attend and participate in the official crowning ceremony of Homecoming. Those candidates that do not attend the crowning ceremony will be automatically disqualified from Homecoming Court consideration. In the event of a disqualification of this nature, any title of Homecoming King or Queen or Freshmen and Sophomore Representatives, or any other awards or accolades that result from the reception of said titles shall be given to the respective nominee with the next highest tally of votes.

- 412.9 Homecoming Court winners are required to complete a service project that is led by the Homecoming Court winners with verification of the Board of Elections

## **Title VI: Budget and Finance**

### ***Chapter 500: Funds of the SGA Budget***

- 500.1 The SGA Budget consist of operating funds that are managed by the SGA Treasurer.
- 500.2 The funds allocated to SGA shall only be used towards the payment of office utility bills, renovations, the purchase of office supplies and equipment, and Executive Branches Scholarships.
- 500.3 The funds that are allocated to SGA are provided by the AUM General Fund. These funds are subject to change each fiscal year. Fluctuation of funds may depend upon enrollment and budget projects the AUM Chancellor and CFO determine necessary.
- 500.4 AUM fiscal year runs from October to September so new allocations are made in the first part of October each year.

### ***Chapter 501: SGA Budget Proposal and Approval***

- 501.1 The President of the SGA shall submit an itemized SGA budget proposal to the Student Senate for approval by no later than the second Senate meeting of the new academic year.
- 501.2 The Student Senate shall keep and/or amend the proposed SGA budget by a two-thirds ( $\frac{2}{3}$ ) majority vote of the current Senate membership.
- 501.3 SGA Treasurer is responsible for the accounting of the SGA Budget.

## *Chapter 502: Financial Procedures*

- 502.1 The AUM SGA President and AUM SGA Treasurer are the only student government officers authorized to sign off on approvals to use university for all AUM SGA purchases and expenditures. However, the AUM SGA President may, grant permission to the AUM SGA Vice President to sign for purchases and expenditures.
- 502.2 No item in excess of \$100.00 can be purchased with AUM SGA funds prior to AUM SGA Senate approval except in cases of AUM SGA sponsored events/activities, which shall not be affected by this rule.
- 502.3 Information pertaining to student activities fee appropriations will take place within the first two months of the new academic year. The SGA Advisor and Treasurer will go over details on how approved AUM Student Club and Organizations may apply for funds as well as go over budget rules and regulations.
- 502.4 Appropriations requests from student organizations must be submitted to the Appropriations Committee for review seven calendar days before the committee meets. The committee will meet once an academic year in Fall semester. Requests received after the date of submission will not be accepted.
- 502.5 Upon receipt of the requests, The SGA Appropriations Committee will review the requests to make sure all requirements have been met and qualifications from the Office of Student Involvement and Leadership Programs have been approved. After the committee has heard all presentations and voted on the amount of funds that will be appropriated then the Treasurer will present the information to the senate for a vote of approval.
- 502.6 The Treasurer will be responsible for submitting monthly reports documenting funds that were distributed to university organizations.
- 502.7 Physical transactions needing to be made for those club/organizations that have been appropriated funds must use their advisor or the advisors administrative associate to purchase necessary items with the university purchasing card. NO reimbursements of personal transactions will be allowed.
- 502.8 Organizations must submit original receipts to the SGA Advisor within fifteen (15) days the event/activity took place. Organizations must submit original

receipts to the SGA Advisor by the required time. Organizations will lose the funds they have been appropriated if they fail to turn in receipts to the SGA Advisor by the required time.

- 502.9 Any and all appropriated funds allotted for a club/organization from the appropriations process must be spent prior to July 31<sup>st</sup> of the academic year they have been awarded. (e.g. Fall Semester (September funds are appropriated) – by Summer Semester (July 31<sup>st</sup>) any and all of the funds appropriated must be spent)
- 502.10 Any funds that have not been used and are left over after July 31<sup>st</sup> will remain in the Student Activities Fee Fund.

## **Title VII: Committees**

### ***Chapter 600: Constitutional and Code Laws (CCL) Committee***

- 600.1 The Constitutional and Code of Laws Committee shall be composed of at least four (4) and no more than seven (7) members of the current Senate. The SGA Chief Justice shall chair the committee. Two-thirds ( $\frac{2}{3}$ ) of the committee's voting membership shall constitute a quorum. Committee voting privilege will only be given to those members who currently hold a Senate position.
- 600.2 The CCL Committee shall have the following powers and duties:
- To study all recommended changes to the SGA Code of Laws, the SGA Constitution, or Senate Bills, made by the Chancellor of AUM, the SGA President, or a Senator;
  - To submit in writing the final recommendations to the Student Senate concerning the proposed changes to the above mentioned documents and laws;
  - To study all Senate Bills to ensure consistency with the Constitution and Code of Laws of the SGA;
  - To decide upon and recommend the apportionment of the twelve (15) college senators in accordance to the SGA Constitution.
- 600.3 The apportionment of the college senator seats shall be approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the current membership of the Senate. The apportionment shall be determined no later than two (2) weeks prior to the first day that candidates can apply for candidacy in the spring elections.

## *Chapter 601: Appropriations Committee*

- 601.1 Chaired by the Treasurer and filled by Senate the Appropriations Committee is responsible for receiving applications and hearing presentations from approved registered student club/organizations to receive funding from the Student Activities Fee Fund.
- 601.2 Once a vote and decision from the Appropriations Committee has been made then the Treasurer presents the overall committee decision and total appropriated amount to Senate to vote upon.
- 601.3 The Appropriations Committee shall consist of no fewer than six (6) and no more than nine (10) voting members, and one (1) chairperson who also holds voting power in the event of a tie. Should student leaders outside of SGA be needed to fill spots on the committee approval must be given by the Director of Student Involvement and Leadership Programs.
- 601.4 The Appropriations Committee Chair will establish a meeting time of the appropriations committee, serve as the presiding officer of the Appropriations Committee, prepare all appropriation bills, and maintain a journal of attendance for all Appropriations Committee Members.

## **Title VIII: Cabinet**

### *Chapter 700: Cabinet Positions and Duties*

- 700.1 The President of the AUM SGA shall be advised and assisted by a Cabinet. This Cabinet shall consist of the following (each post's powers and duties contained herein):
- 700.2 **Chief of Staff:** The Chief of Staff has administrative and advisory authority over the members of the Cabinet. He/she shall coordinate and assist in the preparation of programs and policies as directed by the President, serve as a check on the President in carrying out of his/her duties, assist in overseeing the Presidential Cabinet, and fulfill any duties assigned by the Executive Council. The Chief of Staff will have to serve at least three office hours per week and may have to attend special meetings designated by the President.
- 700.3 **Deputy Chief of Staff:** This position assists the AUM SGA Executive Council with administrative tasks. This person should be very organized and dependable. He/she will assist the Chief of Staff with various tasks such as compiling secretary reports,

maintaining the SGA calendar of events, and the Cabinet Directory. This position is also responsible for calling roll, taking and distributing minute's at all Cabinet meetings, and expressing the views of the Cabinet. He/she will also be required to serve at least three office hours per week. The D.C.O.S. may have to attend special meetings designated by the President.

- 700.4 **Director for Alumni Affairs:** This position will be instrumental in establishing and strengthening the relationship between Alumni and the AUM SGA. He/she will work closely with the AUM Office of Advancement which houses Alumni Relations by corresponding with Alumni members to ensure needs and concerns are addressed.
- 700.5 **Director for Athletic Affairs:** This secretary will serve as the liaison between student athletes and the SGA and is responsible for providing the SGA President with information and program options on athletic and intramural issues that affect student athletes. He/she may be the president of Student Athlete Advisory Council, however if not, then this person filling this position must attend SAAC meetings. He/she will work closely with the Intramurals Coordinator to ensure that all students are properly served through a variety of intramural sports. He/she will be instrumental in collaborating/working with the Senator at Large for the Wellness Center.
- 700.6 **Director for Communications and Media Relations:** This position acts as a correspondent between the SGA and all media outlets, including, but not limited to, the Aumnibus, the Byte, and AUM University Relations. This position shall be responsible for creating news bulletins to be sent to the above stated media outlets. He/she will be responsible for press releases, public service announcements, and other forms of communication. This position requires good communication and writing skills. He/she will also assist the SGA Public Relations Committee.
- 700.7 **Director for Community Outreach:** This position is responsible for organizing SGA charitable functions at AUM for the SGA. He/she shall be responsible for coordinating dates and times for the projects. This position requires a person who is eager to promote community service projects of the SGA. He/she must work closely with all members of University Outreach to ensure the SGA plans community events that foster a strong sense of commitment to community involvement and provide a link between AUM and the Montgomery community.
- 700.8 **Director for Diversity and Multicultural Affairs:** This individual shall be a member of the AUM multicultural student population, and shall represent this student population. He/she is responsible for entertaining concerns and collecting opinions of the AUM multicultural student population. This position shall be responsible for representing

those commonly recognized demographic groups that are not represented proportionally within the organizational leadership of the AUM student body. He/she is encouraged to work closely with the AUM Office of Diversity and Multicultural Affairs.

**700.9 Director for Governmental Relations:** This position oversees any and all relations of the AUM SGA and Alabama State Government. This position is also responsible for being the official STARS (Student Teams Advocating Realistic Solutions) representative, who will represent the AUM SGA and the AUM student body. He/she will coordinate Higher Ed Day. He/she will be responsible for providing the SGA President with information and program options that will promote better student government and work to ensure that students understand governmental policies and procedures. This position will require extensive knowledge of the SGA Constitution and Code of Laws.

**700.10 Director for Greek Affairs:** This person shall be a member of the Auburn Montgomery Greek student population and shall represent the Greek population. He/she shall be responsible for entertaining concerns and collecting opinions of the AUM Greek population. He/she will work to establish and maintain a strong working relationship between the Greek organizations and the Student Government.

**700.11 Director for Retention & Recruitment:** This person is responsible for generating interest in SGA and recruiting students into applying for the various positions within SGA as well as creating methods to retain the current students. He/she will be responsible for planning and implementing recruitment activities to increase SGA membership. He/she will also make recommendations to the President to fill in vacancies. Additional responsibilities include setting up SGA tables at all student related events, submit new applications to the Executive Council for review, update SGA brochures and paraphernalia, and assist in organizing workshops and orientation sessions.

**700.12 Director of Spirits and Traditions:** This position will handle all matters related to school spirit and campus traditions.

**700.13 Director for Student Relations:** The Secretary for Student Relations is responsible for establishing and maintaining strong relationships with non-Greek student clubs and organizations. This position requires a large time commitment, must work well with business professionals, and have good communication skills. This position shall maintain a schedule of organizational meeting times and contact numbers of the presidents of those organizations. He/she will explore options on how to create a better quality student life for students.

700.14      **Director of Sustainability:** The Sustainability Committee will work to improve the environmental efforts of the SGA and the University. This committee will develop strategic plans to reduce paper and energy consumption as well as any other sustainability measures.

*Chapter 701: Cabinet Procedures and Rules*

701.1      All official meetings of the Cabinet shall be open to the AUM student body.

701.2      The Cabinet will meet the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday's during the academic year (Fall and Spring Semesters).

701.3      Additional duties for each Cabinet position may be assigned by the SGA President, or Chief of Staff, at his or her discretion.

**Title IX      Ethics**

*Chapter 800: Conflict of Interest*

800.1      Restrictions on SGA Offices

800.2      No person shall hold more than one of the following offices at any one time:

- President
- Vice President
- Secretary
- Treasurer
- Senator
- Chief Justice
- Associate Justice
- Chief of Staff
- Deputy Chief of Staff