

THE COLUMBUS STATE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION BYLAWS



Preamble

We, the students of Columbus State University, desiring a more representative and efficient student government, wanting better communication between students and the University's administration and faculty, seeking to cultivate and preserve the ideals of good citizenship, and to maintain a more complete and fruitful atmosphere of learning, do hereby establish this Bylaws for Student Government. Nothing that follows should or is intended to replace or supersede the Columbus State University, Student Government Association Constitution. In the event of a conflict, the Judicial Council will review and render a decision, as is provided for by the Constitution. Upon their findings, it is expected that the President should appoint a subcommittee to edit these by-laws and submit those edits to the Forum for their approval.

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Article I: The Forum

These meeting rules shall govern the conduct of business in regular and special meetings of the Student Government Association of Columbus State University. The Chair of the meetings shall be the President or President Elect in the absence of the President. The Judicial Council shall act as the Parliamentarian, keeping time and informing the Chair of any point “out of order”. The following order of business shall be followed in all regular meetings. The order of business for special meetings will be the same as for regular meetings except that there will be no committee reports, old business, or proposals from the floor. The parliamentary procedure of Forum meetings is to be aligned with Robert's Rules of Order.

Section 1: Name

The meeting that the SGA hosts will be known as the Student Body Forum.

Section 2: Membership

Forum shall consist of the following three elements: The Executive Branch, the Legislative Branch, and The Judicial Branch, which may serve as an advisor on constitutional matters during the Forum sessions at the presiding executive officer's request.

Section 3: Powers & Duties

1. The Forum shall have the power to recommend policies governing student life at Columbus State University and bylaws governing the Forum. The Forum shall require a majority (51%), quorum. Without a majority within the house, the recommendation or bylaw will fail.
2. All members of the Legislative Branch will have one (1) vote, and all votes will carry equal weight.
3. The President may have a tie breaking vote.
4. The President Elect, Treasurer and any members of the Executive and Judicial Branches or the Cabinet may not be a voting member.

Section 4: Procedures

1. The most recent edition of Robert's Rules of Order shall be the parliamentary authority.
2. Forum shall be established by 51% quorum of voting members present at that meeting: Any faculty members, administration officials, or students may introduce a proposal.
3. Attendance will be recorded at each Forum meeting by the Press Secretary.
4. The minutes shall be recorded and published onto the SGA website and CSUinvolve page.
5. The Forum shall meet a minimum of six (6) sessions per academic term.
6. The next academic term meeting dates shall be established by the Executive Branch and made public no later than two (2) weeks prior to the end of each academic term.

Section 5: Order of Business

The following order of business shall be followed in all regular meetings. The order of business for special meetings will be the same as for regular meetings except that there will be no committee reports, old business, or proposals from the floor.

1. Motion to begin
 - a. If a quorum is present, the Chair will call the meeting to order. The President (or presiding officer) officially begins the forum with a gavel strike.
2. Agenda
 - a. Welcome statement and brief overview of the meeting's purpose.
3. Announcements
 - a. Guest speakers from university administration, faculty, or student organizations may present relevant topics.
4. Executive Updates
 - a. Updates from Student Government Association President, President Elect, Treasurer, Speaker, Speaker of the Reps, and Chief Justice with updates of recent meetings, financial updates, and upcoming events.
5. Senate Updates
 - a. Updates from Senate members with updates of recent meetings, resolution updates, and upcoming events.
6. Representative Updates
 - a. Registered Student Organizations are encouraged to voice concerns, suggestions, and feedback regarding campus life, academic policies, and university initiatives.
7. Urgent Matter/New Business (Funding Requests and Resolutions)
 - a. Introduction of new proposals, resolutions, or initiatives by Student Government Association members or Registered Student Organizations. If required, voting will be conducted digitally, with a QR-code displayed on-screen or with written ballots. Results will be announced before the conclusion of the meeting.
8. Motion to end
 - a. Motion to adjourn the meeting with an official adjournment signaled by the gavel.

Section 6: Quorum

Promptly at the scheduled time, the Chief Justice will ascertain whether a quorum of Senators and Registered Student Organization representatives are present by an attendance sign in method. A quorum consists of 51% or more voting members, including the Chief Justice. The President can still call the meeting to order, regardless of a quorum. However, no voting can take place unless quorum is present.

1. Quorum shall be recalculated and updated following each Forum meeting to reflect the current number of standing members of the Forum body.
2. The Speaker of the Senate shall be responsible for providing the appropriate information concerning senate membership that contributes to meeting Quorum.
3. The Speaker of the Representatives shall be responsible for providing the appropriate information concerning Registered Student Organization membership that contributes to meeting Quorum.

Section 7: Minutes

Minutes shall be recorded for all Forum meetings, accurately documenting attendance, motions, discussions, and actions taken. These minutes shall be reviewed for accuracy, approved by the Forum body at the subsequent meeting, and made publicly accessible through official Student Government Association communication platforms to ensure transparency and institutional

record-keeping.

1. The Press Secretary shall be tasked with recording the minutes of each forum. If the Press Secretary is not present, the SGA President shall be tasked to assign a member of the cabinet to record minutes.
2. The official minutes of forum meetings shall be published and made accessible on CSUInvolve and all other official Student Government Association communication platforms.
3. The Speaker of the Representatives shall be responsible for sending out the minutes following each forum meeting to RSOs.

Article II: Finances

Section 1: Allocations

1. The money allocated by the CSU Student Activity Fee committee for the SGA to use shall be budgeted and prepared by the Treasurer.
 - a. The budget will be submitted to the SGA President for approval before the first Student Body Forum of the Fall semester.
 - b. The Executive Branch is authorized to approve amendments to the SGA's budget, as deemed necessary.

Section 2: Student Government Association Expenditures

1. All expenditures for the SGA will be made according to university procedures and the Board of Regents policies and will be approved by the Treasurer and the President of the Student Government Association.
2. The Student Government Association reserves the right to make any purchase that is necessary, if University procedures are followed, and the Board of Regents' policies are heeded.
3. The purchase will be approved by the Treasurer, President, and SGA Advisor.

Section 3: Registered Student Organization (RSO) Funding

In order to receive funding from SGA, RSOs must complete the following:

1. Be an Active Student Organization recognized by the Office of Student Life & Development.
2. Complete involvement form at the start of the Fall and/or Spring semester.
3. Attend 4 out of 6 Forum meetings and performing duties as voting members.
4. Requests for funding must be appropriate for expenditure of Student Activity fees according to university procedures and the Board of Regents policies.
5. Must adhere to allocation protocols.

Section 4: Student Government Association Funding Procedures

1. Must submit a funding request on Quali using the SGA funding request form.
2. All requests receive final review from the SGA Advisor, ensuring they comply with all Board of Regents and CSU purchasing policies.
3. Amounts below \$250 are approved by the Treasurer & President.

4. Amounts above \$250 and up to \$499 are approved by the Cougar Allocation Committee.
5. Amounts of \$500 and above must be approved by the majority vote at Forum.
6. All requests must be submitted by a minimum of 30 days prior to Forum.

Section 5: Treasurers' Veto and Appeals

The Treasurer of the student body shall have veto power equal to that of the President concerning the Student Government Association in all matters concerning budget approval and revisions to said budget.

Article III: The Senate

As representatives of their respective colleges, senators are obligated to actively participate in the cultural and communal activities and events organized by their colleges, to the fullest extent of their abilities. This participation is essential in maintaining and enhancing their visibility as student advocates within the campus community. Furthermore, senators are expected to foster and maintain constructive relationships with deans, faculty, and other key stakeholders within their respective colleges.

Section 1: Senate Meetings

These meetings function as a forum for drafting resolutions, organizing town halls, and planning student engagement events. It provides an opportunity for the Senate to collaborate outside of the Forum to address student interests and enhance campus life through legislative and programmatic initiatives. In accordance with the Student Government Association Constitution, all meetings shall be open to the student body. Therefore, all Senate meetings must be publicly accessible, with proper notice provided to ensure transparency and student participation.

- Upon the beginning of each semester, the Speaker of the Senate has the immediate duty to schedule Senate meetings in coordination with the Senate.
- In establishing the schedule for such meetings, the Speaker shall take into consideration the class schedules of Senate members, as well as the university's academic calendar, including but not limited to midterms, final examinations, holidays, and other major events that may affect student participation.
- Failure to properly plan and provide notice of scheduled Senate meetings to both the Senate and the student body shall constitute a failure to fulfill one's duties, as outlined in the provisions of the Student Government Association Constitution.
- The Speaker shall be responsible for maintaining the attendance records of all Senate members, as their attendance is mandated by the Constitution
- Failure to notify the Speaker of an absence or non-compliance with the attendance requirements for Senate meetings shall be deemed a failure to fulfill one's duties, in accordance with the provisions of the Constitution.

Section 2: Town Halls

The purpose of the town hall is to facilitate open dialogue between students, faculty, administration, and other key stakeholders within the university community. It is an essential platform for addressing student concerns, sharing information on campus initiatives, and

fostering transparency in university governance. In accordance with the Student Government Association Constitution, all meetings shall be open to the student body. Therefore, all Town halls must be publicly accessible, with proper notice provided to ensure transparency and student participation.

1. Senators shall be responsible for planning and executing town halls for their respective colleges, which shall be scheduled in accordance with the academic calendar.
2. The Speaker shall be responsible for planning and executing town halls for the entire
3. student body, which shall be scheduled in accordance with the academic calendar.
4. In scheduling such events, senators must take into consideration the university's academic schedule, including but not limited to midterms, finals, holidays, and other major events that may impact student participation.
5. Failure to do so within each academic semester shall be deemed a
6. Failure to fulfill their duties or grounds for removal, in accordance with the provisions of the Constitution.

Section 3: Resolutions

All resolutions introduced by members of the Student Government Association Senate shall follow the process outlined below:

1. Any Senator wishing to propose a resolution must submit the written resolution to the Speaker of the Senate within two weeks of a scheduled Forum meeting.
 - a. All resolutions must include data from research, surveys and supportive information.
 - b. Must follow the outline of the Resolutions Example document. This document can be found within the Student Government Association CSUinvolve page under Documents.
2. The President-Elect shall review the submitted resolution for clarity, formatting, and alignment with SGA policies and institutional guidelines. The President-Elect may provide feedback or request revisions before the resolution is sent to the Resolutions Committee.
3. Once approved for consideration by the President-Elect, the resolution will be reviewed and approved by the Resolutions Committee.
4. If approved, the resolution will be added to the official Forum meeting agenda for presentation and discussion.
5. The sponsoring Senator will formally present the resolution during the Forum meeting. Members of the Forum will have the opportunity to ask questions and propose amendments in accordance with established parliamentary procedures.
6. Following discussion, the resolution will be brought to a vote. Passage of the resolution shall require a 51% majority vote of the Forum.
7. Upon passage, the SGA President shall formally communicate the approved resolution to the Vice President of Student Affairs (VPSA) for review and consideration. At the guidance of the VPSA, the SGA President may meet with the President of Columbus State University for awareness and any appropriate institutional consideration.

Article IV: Registered Student Organizations

As representatives of registered student organizations, such representatives shall be required to engage with the Student Government Association through active participation in scheduled Forum meetings and the promotion of their respective events utilizing funds allocated by Student Government Association through the Student Activity Fee. Such participation is essential to ensuring that registered student

organizations remain informed of institutional and university initiatives that may impact their constituents and the broader student body.

Section 1: Representative Duties

Registered Student Organizations shall be required to designate a representative who is an officially registered member of their organization. The appointed representative shall be responsible for conveying information, advocating on behalf of their organization, and fulfilling any obligations as outlined by Student Government Association constitution.

1. The appointed representative shall be enrolled CSU student.
2. Each Registered Student Organization reserves the right to replace its appointed representative at any time. The Registered Student Organization shall be responsible for providing the Speaker of the Representatives with timely notification of any changes and ensuring the submission of updated communication information.

Section 2: Attendance Management

Attendance at forum meetings is a constitutional obligation of Registered Student Organization representatives and a prerequisite for Registered Student Organizations seeking funding. Accordingly, the Student Government Association shall be responsible for conducting an official attendance count and maintaining accurate records of each Registered Student Organization's standing as an active member.

1. The Speaker of the Representatives shall be responsible for communicating all necessary information to Registered Student Organizations regarding their standing as active members of the Student Government Association and the official procedures for recording attendance at forum meetings.
2. The Speaker of the Representatives shall be responsible for maintaining records of the Registered Student Organization's Attendance and shall provide such records to Representatives or their on-campus advisor upon request, given reasonable notice.
3. RSO representatives shall be responsible for being present at designated meetings and must complete the sign-in process using the prescribed official methods.
4. The Speaker of the Representatives shall notify the RSO representative and their on-campus advisor upon the representative's failure to attend at least 65% of the scheduled forum meetings for the semester.
5. Failure to attend at least 65% of the scheduled forum meetings for the semester shall constitute a failure to fulfill official duties, resulting in the loss of standing as an active member and the forfeiture of eligibility to seek funding.

Section 3: Event Promotion

All events funded by the Student Government Association through the Student Activity Fee must be publicly promoted to the entire student body. Noncompliance with this requirement shall constitute a violation of funding obligations and may result in appropriate corrective action as determined by the Student Government Association.

1. The Registered Student Organizations shall be responsible for adding their event to

- CSUInvolve no later than the Friday preceding the event.
2. The Registered Student Organizations shall be responsible for submitting the event to Cougar Connection no later than the Friday preceding the event.
 3. The Registered Student Organizations shall be responsible for submitting and announcing the event at a Student Government Association Forum prior to its occurrence via their appointed representative.
 4. The Speaker of the Representatives shall be responsible for documenting compliance with these requirements to ensure proper event promotion to the student body.

Article V: The Executive Branch

As the leadership of the Student Government Association, members of the Executive Branch are obligated to actively engage in campus-wide initiatives, cultural events, and student programs to the fullest extent of their abilities. This participation is essential in maintaining their visibility as student leaders and advocates. Furthermore, Executive Branch members are expected to foster and maintain constructive relationships with university administration, faculty, and key stakeholders to advance the mission of SGA and effectively represent the student body.

Section 1: Registered Student Organization Registration

In coordination with the Office of Student Life and Development, the Student Government Association shall be responsible for maintaining and updating the Registered Student Organization list, including leadership information and the organization's appointed representative.

1. The Speaker of the Representatives shall be responsible for maintaining and updating the Registered Student Organization contact list to ensure accuracy and effective communication.
2. The Speaker of Representatives shall verify the accuracy of this list with the Office of Student Life and Development before the first forum occurs.

Section 2: SGA Calendar & Forum Dates

At the beginning of each academic semester, the Executive branch shall be responsible for formally announcing and publishing the official schedule of forum meetings. Additionally, the Executive Team shall be responsible for publishing the Student Government Association calendar, which shall include all planned events for the semester.

1. The official schedule of forum meetings shall be published and made accessible on CSUInvolve and all other official Student Government Association communication platforms.
2. All events hosted by the Student Government Association shall be submitted to
3. CSUInvolve no later than seven days preceding the event.
4. All events hosted by Student Government Association shall be submitted to Cougar Connection no later than the Friday preceding the event.
5. All events hosted by Student Government Association shall be formally announced at the Forum prior to their occurrence.
6. The official Student Government Association calendar shall be continuously updated throughout the year and shall remain publicly accessible to all members of the student body.

Section 3: Allocation Protocols

At the beginning of each academic semester, the Treasurer shall be responsible for organizing and conducting a mandatory presentation on the allocation protocols governing Student Government Association Funds. Attendance at this meeting shall be required for the Student Government Association President, Treasurer, and the designated on-campus advisor. This meeting shall serve to ensure that all Registered Student Organizations are duly informed of the applicable allocation procedures and compliance requirements.

1. The Student Government Association President, Treasurer, and the designated on-campus advisor shall be responsible for planning and conducting a presentation on the allocation protocols governing Student Government Association funds at the start of each semester.
2. This meeting shall be scheduled and executed prior to the first forum meeting of the semester.

Section 4: Resignation & Passing of the Gavel Duties

If an Executive member resigns from their position or completes their term of office, they shall be required to prepare and submit a comprehensive transition document. This document shall contain all pertinent information related to the responsibilities of the role, ongoing projects, and any relevant institutional knowledge necessary to ensure a smooth transition of duties. The Executive Team shall be responsible for organizing a Passing of the Gavel ceremony, which shall recognize and award members for their contributions to the Student Government Association and formally swear in the incoming administration.

1. Throughout their term of office, each member of the Executive branch shall be required to maintain a comprehensive transition document detailing the responsibilities of their role, ongoing projects, and any relevant institutional knowledge necessary for the effective fulfillment of their duties.
2. This document shall be submitted to their on-campus advisor, who shall be responsible for ensuring its transfer to their successor.
3. The Executive Team shall also be responsible for conducting in-service training for the newly elected officers, during which they shall present them with their official transition binders
4. In scheduling the Passing of the Gavel ceremony, the Executive branch must take into consideration the university's academic schedule, including but not limited to midterms, finals, holidays, and other major events that may impact student participation.

Article VI: The Judicial Council

As elected members of the Judicial Council, Justices are obligated to actively engage with the student body and remain informed about issues impacting student rights and governance.

This engagement is essential in maintaining their visibility as impartial and knowledgeable adjudicators within the campus community. Furthermore, the justices are expected to foster and maintain professional relationships with university administration, faculty, and other key stakeholders to ensure the fair and consistent application of SGA policies and procedures.

Section 1: Judicial Council Meetings

These meetings provide an opportunity for the Council to deliberate on cases, issue advisory

opinions, and uphold the integrity of Student Government Association judicial processes. The Judicial Council convenes to interpret the Student Government Association Constitution and Bylaws, review disciplinary matters, and ensure the fair application of student governance policies. In accordance with the Student Government Association Constitution, all meetings shall be open to the student body. Therefore, all Judicial Council Meetings must be publicly accessible, with proper notice provided to ensure transparency and student participation.

1. At the beginning of each semester, the Chief Justice shall promptly schedule Judicial Council meetings in coordination with the Judicial Council, taking into consideration the class schedules of its members as well as the university's academic calendar, including but not limited to midterms, final examinations, holidays, and other major events that may affect student participation.
2. Failure to properly plan and provide notice of scheduled Judicial Council meetings to both the Judicial Council and the student body shall constitute a failure to fulfill one's duties, as outlined in the provisions of the SGA Constitution.
3. The Chief Justice shall be responsible for keeping attendance records for all Judicial Council members, as attendance is required by the Constitution. Failure to notify the Chief Justice of absence or to meet the attendance requirements for Judicial Council meetings will be considered a failure to fulfill one's duties under the Constitution.

Section 2: Conflict of Interests

If a Justice encounters a meeting or situation in which their impartiality may be compromised due to personal interests, they shall promptly notify their Chief Justice and formally recuse themselves from the proceedings. A suitable replacement shall be appointed in accordance with established protocols to ensure the integrity and fairness of the judicial process.

1. The Justice shall promptly notify their presiding, 48 hours before the scheduled meeting.
2. If no suitable replacement is available, the Chief Justice shall assume the responsibilities of the recused Justice to ensure the continuity and integrity of the proceedings.

Section 3: Resignation & Passing of the Gavel Duties

As Judicial Council members resign from their position or complete their term of office, they will be task to prepare transition document. The transition document shall contain all information related to the responsibilities of the role, ongoing projects, and any relevant knowledge necessary to ensure a smooth transition of duties. If a Justice encounters a meeting or situation in which their impartiality may be compromised due to personal interests, they shall promptly notify their presiding authority and formally recuse themselves from the proceedings. A suitable replacement shall be appointed in accordance with established protocols to ensure the integrity and fairness of the judicial process. This document shall be submitted to the Chief Justice, who shall be responsible for ensuring its transfer to their successor.

Article VII: Vacancies

Section 1: Elected Offices

Vacancies in elected offices within the Student Government Association (SGA) after the elections

have been held shall be addressed according to the following procedures:

1. Should the office of President become vacant, the President-Elect shall assume the position of President in accordance with the established order of succession.
2. If a vacancy arises in offices of President-Elect, Speaker of the Representatives, or Treasurer, the President of SGA shall appoint a replacement from among current SGA members.
3. In the event of a vacancy in the Speaker of the Senate position, the office shall be filled by following the Election procedures applicable to the existing Senators.
4. Senator and Justice positions shall be filled by students who express interest and have submitted an application through CSUInvolve. The President will review the applicant and consult with the Executive Board. The SGA President (or designee) and at least one additional member of the Executive Board will interview the applicant prior to nomination. After the President nominates the applicant, the nomination will be presented to the Forum for confirmation, which requires a 51% vote.

Section 2: Registered Student Organizations

Vacancies in these positions will be filled by the policies governing their respective organizations.

Section 3: Cabinet Positions

A vacancy in these offices shall be filled by appointment by the President.

Section 4: Post Election Vacancies

In the event that an elected SGA position is not filled during the official election process, the position shall be filled through the following process:

1. Any position not filled by the conclusion of the election cycle shall be declared officially vacant by the SGA President.
2. The vacancy will be publicly announced, and an application period will be opened for interested students, prior to the Passing of the Gavel. Applications must be submitted through CSUInvolve within a designated timeframe, set by the Chief Justice and/or President.
3. All applicants will be reviewed after Passing of the Gavel to ensure they meet the eligibility requirements for the position as outlined in the SGA governing documents.
4. The newly sworn in SGA President, in consultation with the Executive Board, will review qualified applicants and determine finalists.
5. Applicants will participate in an interview process conducted by the SGA President (or designee) and at least one additional member of the Executive Board.
6. Following the interview process, the SGA President will nominate a candidate to fill the vacancy. The nomination will be presented to the SGA Forum at the start of the Fall semester for confirmation and shall require a 51% vote for approval.
 - a. The selected candidate will assume all responsibilities until the time of voting and swearing in..
7. If there are no applicants for a position during this timeframe, applications will close at Passing of the Gavel and open two weeks from the first Forum in the Fall semester.

Article VIII: Election

The Student Government Association of Columbus State University shall host its annual election for the next administration during spring semester. Eligible candidates will be selected from the student population, and the Student Government Association will conduct a fair and equitable election cycle with informative events, candidate showcases, debate night, and open applications and ballots to student body.

Section 1: General

The President, President-Elect, Treasurer, Chief Justice, and Speaker of the Representatives shall be voted on the student body. The Speaker of the Senate will be elected by the Senators. No more than two (2) senators will be elected to represent each Academic college, including Honors College and the Graduate School, with no more than two (2) senators selected at-large.

Section 2: Qualifications

- I. Executive Branch
 - a. The President-Elect will automatically serve as the President for the next administration.
 - b. The President-Elect, Chief Justice, Speaker of the Representatives and the Treasurer must be a full-time CSU student in their sophomore, junior, senior, graduate, or post baccalaureate year (in a degree or certification program) during their entire term and must have completed two (2) semesters as a Columbus State University student within the twelve-month period immediately prior to their elected term. During those two semesters, they must have achieved at least 24 semester hours.
 - c. A candidate for President-Elect, Chief Justice, Speaker of the Representatives and the Treasurer must have at least a 2.75 GPA as calculated by the overall grade point average (as explained in the Columbus State University Catalog), and graduate students must have at least a 3.0 GPA.
- II. Senators
 - a. A candidate for Senator must have completed at least one (1) semester as a Columbus State University student prior to their elected term, completing and obtaining at least 12 credit hours.
 - b. A candidate for Senator must be a declared major in the college they represent. An undergraduate candidate must have at least a 2.0 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog); a graduate student must have at least a 3.0 GPA.
 - c. Once Senators are elected, as a group, they must elect one of their members as the Speaker of the Senate who will serve on the Executive Branch. This must be completed before the last Forum meeting of the Spring term.
- III. The Speaker of the Senate
 - a. A candidate is selected amongst the elected Senators.
 - b. A candidate must have a minimum GPA of 2.75 at the time of being elected.
 - c. If an individual wishes to run the position and does not have the minimum GPA, an exception may be made if approved by a majority (51%) vote of the Senators.

- d. If no Senator has a minimum GPA of 2.75 at the time of being elected, an exception may be granted by a majority (51%) vote of the Senators present.

IV. Justices

- a. A candidate for Justice must have completed at least one (1) semester as a Columbus State University student prior to their elected term, completing and obtaining at least 12 credit hours.
- b. An undergraduate candidate must have at least a 2.0 GPA as calculated by the institutional grade point average (as explained in the Columbus State University Catalog); a graduate student must have at least a 3.0 GPA.

Section 3: Election Procedures

1. The Executive Board and/or Chief Justice shall be responsible for the publication of all relevant dates and deadlines for election cycle. These dates and deadlines are to be published no later than the Second Forum of the Spring semester.
2. The Chief Justice shall be responsible for the publication of the Official Election Packet. The Election Packet shall contain all pertinent information of the election cycle such as election timeline, candidate summaries, voting procedures, and application forms.
3. The election packet shall be accessible to all students on the University website and the Student Government Association's CSUInvolve page.
4. The application window for the election cycle shall be open to all students for at least
5. one month.
6. All applicants shall receive notification of approval for candidacy no later than three days after their submission.
7. All applications are to be reviewed by the Chief Justice and on campus advisor.
8. The Executive Board and/or Chief Justice shall be responsible for planning and executing information sessions and the Election Debate Night for the entire student body, which shall be scheduled in accordance with the academic calendar.
9. If the Chief Justice is to re-run for their position, the responsibilities shall fall upon the SGA President and the SGA Advisor.

Section 4: Campaign

1. The Executive Board and/or Chief Justice shall be responsible for notifying each candidate of all pertinent information concerning their campaign.
2. Each candidate shall be allowed to publicly present their platform through appropriate materials and means that align within the confines of a fair election.
3. The election commission will be tasked with determining whether any action taken by a
4. candidate is appropriate and fair.
5. Candidate shall follow general code of conduct:
6. Candidates shall not use University funds or resources for campaign purposes.
7. Candidates shall not provide gifts or giveaways to constituents while campaigning.
8. Candidates shall not tamper with or electronically manipulate the voting process.
9. Candidates cannot be within 10 feet of any student while they are in the process of voting.
10. Campaign materials must be removed no later than 48 hours after the election results are posted on the SGA website.
11. Candidates must follow all campus posting policies.

12. The Executive Board and/or Chief Justice may choose to publicly warn and/or disqualify a candidate who violates the Election Rules and/or they may cancel and reschedule an election in which a candidate has committed a violation.
13. All candidates have a right to a hearing in the event that they are accused of violating an election rule. Any hearing will be conducted by the SGA Judicial Council. The Dean of Students will observe the hearing and consult the Judicial Council, as needed. The decision of the Judicial Council is final.

Section 5: Results

1. The Executive Board and/or Chief Justice shall be responsible for publishing the results of the election no later than 24 hours after voting has ended. The results only reflect the votes received for each candidate from the student body.
2. Positions elected by ballot shall be inducted into the next administration, once they receive the required majority (51%) votes cast. In the case that candidates did not reach the necessary threshold of votes needed for a candidate to win, a runoff will be held the following week.
 - a. If more than 3 senators are on the ballot for the same College, then the two (2) candidates with the most votes will be elected for that College. If there are candidates that did not get elected for their respective College, then those candidates will be considered for the member-at-large seats.
3. The Executive Board and/or Chief Justice shall be responsible for notifying the student body and the public if a runoff election is conducted.
4. The Senate and Judicial council candidates shall be elected in accordance with the provisions of the Constitution.
5. The Executive Board and/or Chief Justice shall be responsible for notifying all candidates of the results of the Election and appointments made by the president elect.

Section 6: Terms of Office

1. The terms of office shall be one (1) year,.
2. Swearing in should be at the last Forum meeting of the spring semester.

Article IX: Amendments

Section 1: Proposal of Amendments

An amendment may be proposed at any time. All petitions must be presented to the President of the Student Government Association. The proposed amendment must be posted within two weeks to the Forum before it is voted upon.

Section 2: Adoption of Amendments

Such amendments shall be adopted if passed by a 51% majority vote of the Forum and approved by the President of Columbus State University.

Article X: Ratification

This Bylaws shall take effect upon the winning vote of the Forum and approved by the President of

Columbus State University.

Date of Signing

President, Undrell Walker Jr
Columbus State University Student Government
Association

President, Dr. Stuart Rayfield
Columbus State University