



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 Vice President 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 are to be aligned with Robert's Rules of Order.

Section 1: 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. Call to Order
 - 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. Ice Breaker/Agenda
 - Welcome statement and brief overview of the meeting's purpose.
3. Announcements
 - Guest speakers from university administration, faculty, or student organizations may present relevant topics.
4. Executive Updates
 - Updates from Student Government Association President, Vice President, Treasurer, Speaker, Chief of Staff, and Chief Justice with updates of recent meetings, financial updates, and upcoming events.
5. Senate Updates
 - Updates from Senate members with updates of recent meetings, resolution updates, and upcoming events.
6. Representative Updates
 - 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)
 - 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. Adjournment
 - Motion to adjourn the meeting with an official adjournment signaled by the gavel.

Section 2: Quorum

Promptly at the scheduled time, the Chair will ascertain whether a quorum of Senators and Registered Student Organization representatives present by a attendance sign in method. A quorum consists of 51% or more voting members, including the Chair. If a quorum is not present, the Chair will announce that no business may be conducted and adjourn the meeting. If a quorum is present, the Chair will call the meeting to order.

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

Section 3: 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 executive branch shall be tasked to assign a member of the cabinet to record minutes of each forum
2. The official Minutes of forum meetings shall be published and made accessible on CSUInvolve and all other official Student Government Association communication platforms.

Article II: The Senate

As elected 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 Meeting

This meeting functions 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.

1. Upon the beginning of each semester, the Speaker of the Senate has the immediate duty to schedule Senate meetings in coordination with the Senate.
2. 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.
3. 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.
4. The Speaker shall be responsible for maintaining the attendance records of all Senate members, as their attendance is mandated by the Constitution
5. 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: Office Hours

These hours provide an opportunity for direct engagement between students and their elected representatives. As volunteer service is a fundamental principle of senatorship, the fulfillment of office hours shall be considered a direct reflection of a senator's commitment and dedication to Student Government Association and the advancement of its objectives, in accordance with the provisions set forth in the Student Government Association Constitution.

1. Upon the beginning of each semester, the Speaker of the Senate has the immediate duty to coordinate office hours in coordination with each Senate member.
2. The Speaker shall be responsible for maintaining records of the Senate body's office hours and shall provide such records to the advisor upon request, given reasonable notice.
3. Failure to notify the Speaker of an absence or non-compliance with the office hours requirement shall be deemed a failure to fulfill one's duties, in accordance with the provisions of the Constitution.

Section 3: 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 student body, which shall be scheduled in accordance with the academic calendar.
3. 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.
4. Failure to plan and execute a town hall within each academic semester shall be deemed a failure to fulfill their duties, in accordance with the provisions of the Constitution.

Section 4: Resignation & Passing of the Gavel Duties

As Senate 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.

1. This document shall be submitted to the Speaker of the Senate, who shall be responsible for ensuring its transfer to their successor.

Article III: Registered Student Organization Representative

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 Chief of Staff 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 Chief of Staff 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 Chief of Staff 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. The Chief of Staff 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.

4. Failure to maintain an accurate record of Registered Student Organizations' attendance shall be deemed a failure to fulfill their duties, in accordance with the provisions of the Constitution.
5. RSO representatives shall be responsible for being present at designated meetings and must complete the sign-in process using the prescribed official methods.
6. 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 formally announcing the event at an Student Government Association Forum prior to its occurrence via their appointed representative.
4. The Chief of Staff shall be responsible for documenting compliance with these requirements to ensure proper event promotion to the student body.

Article IX: 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 Chief of Staff shall be responsible for maintaining and updating the Registered Student Organization contact list to ensure accuracy and effective communication.
2. The Chief of Staff shall verify the accuracy of this list with the Office of Student Life and Development.

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 CSUInvolve no later than the Friday preceding the event.
3. All events hosted by Student Government Association shall be submitted to Cougar Connection no later than the Friday preceding the event.
4. All events hosted by Student Government Association shall be formally announce as the Forum prior to their occurrence.
5. 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 Protocol

At the commencement of each academic semester, the Executive branch 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

In the event that an Executive member resign from their position or complete 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 X: 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, 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. Upon the beginning of each semester, the Chief Justice has the immediate duty to schedule Judicial Council meetings in coordination with the Judicial Council.
2. In establishing the schedule for such meetings, the Chief Justice shall take into consideration the class schedules of Judicial Council 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.
3. 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.
4. The Chief Justice shall be responsible for maintaining the attendance records of all Judicial Council members, as their attendance is mandated by the Constitution
5. Failure to notify the Chief Justice of an absence or non-compliance with the attendance requirements for Judicial Council meetings shall be deemed a failure to fulfill one's duties, in accordance with the provisions of the Constitution.
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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 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.

1. The Justice shall promptly notify their presiding authority and formally recuse themselves from the proceedings no later than 48 hours before the scheduled meeting.
2. The Justice shall notify the Chief Justice, who shall be responsible for appointing a suitable replacement.
3. 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.

1. This document shall be submitted to the Chief Justice, who shall be responsible for ensuring its transfer to their successor.

Article XI: Election

The Student Government Association of Columbus State University shall host its annual election for the next administration during spring semester. During the 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: The Elections Commission

1. The Elections Commission shall be composed of all non-candidate members of the Executive branch, along with the Chief Justice.
2. In the instance that non-candidate members of the executive branch are not available to serve on the election commissions, members of the judicial council may be allowed to serve.
3. The list of members of election commission shall be public available
4. The Election commission shall be responsible for ensuring that all activities and actions taken during the election cycle are fair and equitable to all student of Columbus state University.

Section 2: Election Procedures

1. The Elections Commission 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 First Forum of the Spring semester.
2. The Elections Commission 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 opened to all students for at least one month.
5. All applicants shall receive notification of approval for candidacy no later than three days after their submission.
6. All applications are to be reviewed by the election commission and on campus advisor.
6. The Elections Commission 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.

7. 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.
8. All events hosted by the Elections Commission shall be submitted to CSUInvolve no later than the Friday preceding the event.
9. All events hosted by Elections Commission shall be submitted to Cougar Connection no later than the Friday preceding the event.
10. All events hosted by Elections Commission shall be formally announce as the Forum prior to their occurrence.

Section 3: Campaign

1. The Elections Commission 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 candidate is appropriate and fair.
4. Candidate shall follow general code of conduct:
 - A. Candidates shall not use University funds or resources for campaign purposes.
 - B. Candidates shall not provide gifts or giveaways to constituents while campaigning.
 - C. Candidates shall not tamper with or electronically manipulate the voting process.
 - D. Candidates cannot be within 10 feet of any student while they are in the process of voting.
 - E. Campaign materials must be removed no later than 48 hours after the election results are posted on the SGA website.
 - F. Candidates must follow all campus posting policies.
5. The Elections Commission 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.
6. All candidates have a right to a hearing in the event that they are accused of violating an election rule. Any such 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 3: Results

1. The Election Commission shall be responsible for publishing the results of the election no later than 24 hours after voting has ended. The results shall only reflect the votes received for each candidate from the the student body.
2. Positions elected by ballot shall be inducted into the next administration, once they receive the required majority (51%) votes casted. In the case that candidates did not reach the necessary threshold of votes needed for a candidate to win, a runoff will hold the following week.
3. The election commission shall be responsible for notifying the student body and the general 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. Appointed positions shall be notified of the elect president's selection no later than 24 hours once the president notifies the Election Commission.
6. The election commission shall be responsible for notifying all candidates of the results of the Election and appointments made by the president elect.

Article XII: Amendments

Section 1: Proposal of Amendments

An amendment may be proposed by a petition of 10 percent (10%) of the student body or a vote of two-thirds (2/3) of the Forum.

- All petitions must be presented to the President of the Student Government Association. A proposed amendment must be posted two weeks before it is voted upon by the Forum.

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 XIII: Ratification

This Bylaws shall take effect upon the winning vote of the Forum and approved by the President of Columbus State University.