

LOUISIANA TECH UNIVERSITY

# STUDENT GOVERNMENT ASSOCIATION

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## BYLAWS

**Adopted by the Student Senate on**

**2/??/2009**

We, the student body of Louisiana Tech University, in order to best promote the interests and opinions of the student body on all matters that affect our lives, academically and socially, to promote such projects beneficial to the students, and to consider matters of policy and their implementation, do hereby ordain and establish these Bylaws for the Student Government Association of Louisiana Tech University.

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## Article I: Executive Departments

### *Section 1.1: Composition*

The executive departments of the SGA shall be listed from Section 1.4 through the end of Article I.

### *Section 1.2: Purposes*

The purposes of the executive departments are to formulate and maintain projects of the SGA and to advise the Executive Council (President, Vice President, Secretary, and Treasurer).

### *Section 1.3: Responsibilities of Department Heads*

- A. The department heads shall organize and administer the programs within their departments.
- B. Committees within each department (except for standing committees) shall be established by the President upon the recommendation of the department heads.
- C. Department heads shall attend Cabinet and Senate meetings each week.
- D. Department heads shall work two hours per week in the SGA office.

### *Section 1.4: Department of Academic Affairs*

- A. The Department of Academic Affairs shall be concerned with the academic aspects of student life at Louisiana Tech University.
- B. This department head and his/her committee shall be in charge of all aspects of Louisiana Tech's Who's Who recognition program. This includes the selection of recipients, and the banquet. The Who's Who Selection Process is as follows:
  1. Application screening by Academic Affairs Committee.
  2. Interview Process of top applicants by Faculty/Staff Committee made up of one representative from each of the five colleges.
  3. Top 20 are chosen by Faculty/Staff committee, and top 10% (two) are chosen by committee as Tech Elite.
- C. This department head and his/her committee shall be in charge of all aspects of the SGA Memorial Service and the SGA Memorial Scholarships as well as fundraising for the Memorial Scholarships.

### *Section 1.5: Department of Campus Activities*

- A. This department head shall secure campus speakers who will be of interest to the student body.
- B. This department head shall oversee the Dawg Haul and Welcome Week activities and Deck the Toll (Holiday Decorations).
- C. This department head shall promote unity among recognized student organizations through programmed activities on campus.
- D. This department head shall coordinate with the Public Relations department head to promote all campus activities.

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*Section 1.6: Department of Commissioner of Elections*

- A. The Commissioner of Elections shall be responsible for the conducting, staffing, and policing of all SGA elections.
- B. The Commissioner of Elections is not eligible to run for office while holding this position.
  - 1. It shall also be encouraged that preference be given to a Senior applicant that would be in their graduating year while holding the position.
- C. The Commissioner of Elections shall be responsible for all student opinion surveys deemed necessary by the Senate and/or the Executive staff.
- D. The Election Committee shall be a standing committee within this department.

*Section 1.7: Department of Community Service*

- A. This department head shall coordinate activities or projects which tie the SGA to the community (both at Louisiana Tech and in Ruston).
- B. This department head shall coordinate the Big Event to be held in the Spring Quarter of each year.
- C. This department head shall coordinate with the environmental action department for a Fall Quarter Campus Beautification Day.
- D. This department head shall notify the student body of any community service opportunities on campus and in the surrounding community.

*Section 1.8: Department of Environmental Action*

- A. In charge of promoting and maintaining recycling on campus
- B. Promote student awareness of Hide-a-Way Park
- C. Organize a student clean-up day for Hide-a-Way Park once in the Fall and once in the Spring.
- D. Overall maintaining and awareness of cleanliness of Tech campus

*Section 1.9: Department of the Freshman Leadership Team*

- A. The department is program dedicated to the development of freshman student leaders enrolled in the University.
- B. No more than twenty students will be granted admittance to the FLT.
- C. Students will be required to complete an application and all relevant interviews for evaluation to become a member.
- D. All Students that become members of the FLT are considered members of the SGA.
  - 1. Freshman Senators are to be given priority consideration if they complete the application and interview process.
- E. This department head shall coordinate the R-U-Ready campaign each year.
- F. Freshman Leaders will be encouraged to develop or continue projects they see as beneficial to the freshman class and the greater University.

*Section 1.10: Department of Internal Affairs*

- A. Responsible for documentation of all SGA activities by taking pictures of members, events, and other activities

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- B. Put together a presentation for the Installation Banquet showing all the activities of the past year.
- C. Maintain and preserve the SGA Handbook.
- D. Coordinate social gatherings for SGA members and organize sports events within SGA.
- E. Maintain SGA presentation board for all promotional activities.
- F. Create and maintain teams to promote SGA for Time Out for Tech and Orientation Sessions.

*Section 1.11: Department of Members at Large*

- A. This department head shall coordinate the efforts of and utilize SGA Members at Large.
- B. This department head shall hold regular meetings with the Members at Large and shall keep them informed of SGA events.
- C. This department head shall work with other department heads to determine committee assignment needs for each quarter.

*Section 1.12: Department of Public Relations*

- A. This department head shall maintain the digital signage network.
- B. This department head shall be responsible for promoting and organizing all activities associated with the Student Government Association.
- C. This department shall organize cabinet and senator reports and update ongoing projects on the website.
- D. This department head shall work with the Academic Affairs Department Head on fundraising for the Memorial Scholarship.

*Section 1.13: Department of Sports Promotion*

- A. This department head shall work in conjunction with the Louisiana Tech Athletic Department to publicize university sponsored sporting events.
- B. This department head shall promote student participation in university-sponsored sporting events.
- C. This department head shall maintain the sports promotion magnetic sign in the Student Center.
- D. This department head shall be responsible for coordinating appearances of the Louisiana Tech Live Mascot.
- E. This department head shall oversee the Bulldawg Corps and Spirit of '88 Programs.

*Section 1.14: Department of Student Affairs*

- A. This department head shall help plan Homecoming Week and all of its activities.
- B. This department head shall coordinate Homecoming Court Selection and Elections.
- C. This department head shall coordinate the Installation Banquet at the end of the school year.

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*Section 1.15: Department of Student Services*

- A. This department head shall maintain and administer the following service programs of the SGA:
  - 1. SGA pencil sharpeners
  - 2. SGA suggestion boxes
  - 3. Free Scantron<sup>®</sup> disbursement
  - 4. Police escort service (funding for maintenance of golf carts)
- B. This department head shall coordinate the SGA presentations in University Seminar classes.

*Section 1.16: Department of Technology*

- A. This department head shall set-up and maintain, on a weekly basis, a Website for the SGA that includes member rosters, university e-mail addresses, current budget information, a calendar of events, and meeting agendas and minutes.

*Section 1.17: Department of The Treasury*

- A. The Department of The Treasury shall be concerned with the financial aspects of the SGA of Louisiana Tech University.
- B. The Department of The Treasury shall entail all duties of the Executive Treasurer listed in the Constitution of the Student Government Association.
- C. The Finance Committee shall be a joint committee of the Department of The Treasury and the Student Senate. It shall have a voting majority of members representing the Student Senate.
- D. Composition of the Finance Committee shall consist of at least:
  - 1. The Executive Treasurer shall serve as the Chairman of the Finance Committee (non-voting).
  - 2. The Treasurer shall serve as the financial liaison to the Executive Cabinet. Expected duties are:
    - a) Work to convey the position of the Executive Treasurer in the financial planning of executive programming. They will be expected to report relevant discussion and inquiries of the Executive Cabinet to the Finance Committee.
    - b) Collect quarterly budget proposals from the Executive Cabinet members before the quarterly budget planning period.
    - c) Present weekly financials prepared by the Treasury to the Executive Cabinet.
  - 3. The Speaker Pro Tempore shall serve as the financial liaison to the Student Senate. Expected Duties are:
    - a) Work to convey the position of the Treasury in the financial planning of Senate legislation. They will be expected to report relevant discussion and inquiries of the Senate to the Finance Committee.
    - b) Collect the proposals for Matching Funds Grants and work with the Executive Treasurer to examine the proposals for

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- eligibility with Student Government Association and University policies.
- c) Present the eligible proposals to the Finance Committee in weekly Committee meetings.
  - d) Submit copies of eligible proposals to the Attaché of the Executive Treasurer after each Finance Committee meeting proposals were reviewed. Keep original proposals on file.
4. A Senator shall serve as The Transaction Manager. Expected duties are:
- a) Aid the Executive Treasurer in recording all submitted transactions of the Student Government Association in electronic register.
  - b) Assist in preparing copies and file all transaction evidence.
  - c) Assist in generating weekly reports for the Finance Committee to review all transactions.
5. A Senator or shall serve as The Attaché to the Executive Treasurer. Expected duties are:
- a) Assist in managing and coordinating the personnel and activities of the Finance Committee.
  - b) Meet with the Executive Treasurer weekly in order to be aware of all matters involving the Treasury.
  - c) Aid the Executive Treasurer in the performance of his or her duties.
6. A Senator shall serve as The Loan Manager. Expected duties are:
- a) Assist in the organization of information relevant to the processing of loans.
  - b) Assist the Treasurer in maintaining a physical and digital register (up-to-date quarterly report) of loans.
  - c) Assist the Treasurer with reconciling loan transactions reported by the Comptroller with the records of the Treasury.
- E. Applicants must interview with the Executive Treasurer and/or be approved by the Executive Treasurer before assuming duties of a committee member.
- F. Members would report to the Executive Treasurer for office hour assignments. However, hours shall be recorded by the Executive Secretary or Member-at-Large Cabinet member respectively. Freshman Leadership Team hours would still need to be performed in addition to commitments made to the Finance Committee.
- G. Finance Committee Members are required to work one office hour per week (excluding regular Senate and Committee meetings), to attend Senate meetings, Committee meetings, as well as any correlating meetings within SGA deemed necessary by their position.

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## Article II: Student Body Senate

### *Section 2.1: Ex-officio Members*

Ex-officio positions must be applied for by organizations at the beginning of spring quarter and approved by a two-thirds vote of the Senate present. The following organizations have been represented by an ex-officio senator:

- A. Association of Women Students
- B. Residence Hall Association
- C. Inter-Fraternity Council
- D. International Student Association
- E. KLPI Radio Station
- F. Minority Student Organization
- G. National Pan-Hellenic Council
- H. Panhellenic Council
- I. Student Athlete Advisory Council
- J. Union Board
- K. Honors Program

### *Section 2.2: Speaker of the Senate*

The Vice President of the Student Government Association shall preside over the Student Senate as the Speaker of the Senate. Duties of the Vice President in this capacity are defined in the Duties of the Vice President in the Constitution.

### *Section 2.3: Speaker Pro Tempore*

The selection and duties of the Speaker Pro Tempore shall be conducted in accordance with the Constitution of the Student Government Association

### *Section 2.4: Standing Committees*

There shall be two standing committees of the Student Senate whose duties respectively shall be to take into consideration all matters that properly pertain to the subjects assigned to them. These matters may be referred to them by the Senate. The two standing committees of the Senate shall be the following:

- A. Elections
- B. Finance

### *Section 2.5: Officers and memberships of Standing Committees*

The Student Senate as a whole shall make up the officers and membership of the Standing Committees.

- A. All officers and members of Standing Committees of the Senate must be members of the Student Senate.
- B. Unless otherwise provided in these Articles, no member of the Student Senate shall serve on more than one standing committee.

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- C. The Vice President shall appoint no less than seven and no more than nine members to each standing committee including the appointment of the Committee Chairman and Vice-Chairman.

*Section 2.6: Summer Senate*

- A. The Summer Senate shall be composed of up to 50 percent of the senators in the spring quarter immediately proceeding the summer quarter of the said term.
- B. The Summer Senate is elected at the final Student Senate meeting of the regular academic year by nomination and two-thirds approval of the regular Student Senate.
- C. The Summer Senate shall meet on Tuesdays at 6 p.m. during the summer quarter as deemed necessary by the Executive officers.
- D. The Summer Senate will hold the same qualifications, powers, and responsibilities as the Student Senate.
- E. Any legislation deemed to have more than a temporary (effecting the current summer quarter) effect by the Executive officers, requires an electronic mail vote of the regular Student Senate or postponement until the Student Senate conducts business the following Fall Quarter.

## Article III: Finances

*Section 3.2: University of Louisiana System Financial Compensation*

Regulations governing financial compensation of SGA Officers as appear in University of Louisiana System Board of Supervisors Bylaws: SECTION XVII. STUDENT GOVERNMENT ASSOCIATION

- A. Tuition Waiver and Salaries for SGA Officers. A waiver of tuition, exclusive of student self-assessed fees, shall be granted by the institutions under the jurisdiction of the Board to selected SGA officers of those institutions not to exceed the value of four full-time equivalent values of tuition, exclusive of student self-assessed fees. The waiver of tuition shall remain in effect for the duration of the respective terms of office. (Revision approved 3/26/99)
- B. Salaries. A salary may be paid, with SGA funds, to the president, vice president, treasurer, and/or secretary. The salary shall be determined by the SGA at each institution, and must be approved by the institution's president and/or his/her designated agent.
- C. Obligation of SGA Officers. Receipt of this tuition waiver and salary by the SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA constitution.

*Section 3.2: Louisiana Tech University Financial Compensation*

- A. The President, Vice President, Secretary, and Treasurer shall receive a stipend to aid in defraying the costs of tuition by eighty-one percent .
- B. The President, Vice President, Secretary, and Treasurer shall receive a monthly salary based on the amount of hours each officer is mandated to work by the Constitution of the SGA at a pay rate no less than \$4.64 per hour.

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- C. The Financial Aid Office and the Comptroller of the University shall administer all financial compensation for the listed executives.
- D. Receipt of this tuition defrayment and salary by the SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the SGA constitution and Bylaws.

*Section 3.3: Student Worker Salaries*

- A. The President's Cabinet shall have the authority, as the need arises, to secure student secretaries for the SGA office, to be paid through the Financial Aid Office at Louisiana Tech University.
- B. The President's Cabinet shall have the authority, with two-thirds approval of the Senate and the approval of the SGA Advisor, to appoint student secretaries, selected by the executive team as the need arises. The secretaries shall be paid the minimum student wage per hour worked.

*Section 3.4: Requisitions*

Each requisition written for an SGA expenditure must be approved by the SGA Advisor, then signed by the Director of Student Development and the Assistant Dean of Student Life before the requisition shall be valid.

*Section 3.5: Financial Assistance*

- A. Funds may not be awarded to an organization that is not formally recognized by the University through the Student Activities Office.
- B. Funds donated will only be given as matching funds not to exceed \$200.
- C. Legislation for said funding must be tabled for one week prior to vote.
- D. The appropriate form (approved by the Finance Committee and the Student Senate) must be filled out by the requesting organization with all necessary documentation attached. (Form available in the SGA Office). The form must be submitted to the SGA office by the close of business on the Monday prior to the meeting at which the bill will be introduced.
- E. Consideration, to allocate funds, will be determined through debate of the student senate in order to decide if the event is one which will benefit a significant sample of the overall student body or to promote the name of the University on a national level.
- F. If funds are allocated, the SGA must be recognized on all advertisements as co-sponsor of said event or function.
- G. A maximum of \$800 per quarter may be used on matching funds with no carry over budget allowed.

*Section 3.6: Expenditures of Department Heads*

- A. Any expenditure from the department heads should not exceed their approved budget.
- B. Should a circumstance that warrants allocation of increased funding for departmental activities arise, it must be approved by the SGA Treasurer and the

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SGA Advisor, and then voted on by the senate if the cumulative increase to a line of the budget exceeds \$300.

## Article IV: Attendance Requirements

### *Section 4.1: Student Government Association Meetings*

- A. All Senators, Department Heads, Members at Large, and Executive Officers must be able to regularly attend scheduled meetings of the SGA in order to be eligible to hold an SGA position.
- B. SGA members enrolled in classes which consistently meet at the time of regularly scheduled SGA meetings must present their official schedule to the SGA Secretary for approval and exemption from meeting attendance.
- C. Any other activities which consistently conflict with SGA meetings shall not be deemed activities for which absence from any SGA meeting is excusable.
- D. Failure to carry out a committee assignment by any member shall be deemed as an unexcused absence.

### *Section 4.2: Absences and Tardies*

- A. Senators, Department Heads, Members at Large, and Executive Officers are expected to attend all Senate meetings.
- B. Good Standing shall be defined as having no more than two occurrences of either: an unexcused absence per quarter from a SGA Meeting or from a weeks worth of office hours per quarter. Non compliance with “good standing” shall be cause for the termination of that person’s term in the SGA.
- C. Three unexcused tardies shall constitute an unexcused absence. A tardy shall be defined as arriving after the completion of roll call or leaving before official adjournment.
- D. Excuses for missed meetings or functions must be submitted, in writing, to the SGA Secretary within 48 hours after the meeting or function.
- E. Absences that are not excusable include, but are not limited to: spectator of or participation in intramural sports, parties, or other events of similar social standing; work or meeting conflicting with the regularly scheduled meeting, general out-of-town trips for personal reasons; meetings or events of other organizations, unless those are cleared by the Secretary before the absence; major tests, lab reports, or term papers due; and lack of knowledge of an event caused by a previous absence.
- F. Three unexcused absences by an ex-officio member during one quarter will result in the loss of the organization’s voting seat for the remainder of that said quarter and the following quarter.
- G. Failure to work required office hours each week will result in impeachment eligibility. However, one office hour absence per quarter may be made up by working two office hours the following week. No unexcused absences from meetings will be made up.

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- H. The Secretary shall determine if an absence is excusable. Any SGA member may appeal a decision on an absence through a formal appeal to the Supreme Court within 48 hours of the Secretary's original decision.

*Section 4.3: President's Participation in Other Activities*

- A. The President of the Student Government Association must not hold office or participate in other campus organizations or activities which shall conflict with the fulfillment of his or her duties and responsibilities as President.
- B. Failure to comply with this bylaw without proper cause shall be grounds for removal from office.

## Article V: Election Code

*Section 5.1: Governance*

All official SGA elections shall be governed by an Election Committee. The Election Committee shall consist of the SGA Advisor, the Director of Student Development and/or the Assistant Dean of Student Life, the Commissioner of Elections, the SGA President, and five Senators chosen by the Commissioner of Elections and approved by the Senate. The Commissioner of Elections shall serve as chairperson of the Election Committee.

*Section 5.2: Dates*

All election dates shall be approved by a vote of the Student Senate.

- A. Primary elections shall be conducted by secret ballot on two consecutive days within the first six weeks of spring quarter.
- B. Freshman and graduate elections and Homecoming Court selection shall be conducted by secret ballot on two consecutive days within the first six weeks of the fall quarter.
- C. Runoff elections, if necessary, shall be conducted by secret ballot within two weeks of the end of the primary election as set by the Election Committee.

*Section 5.3: Eligibility*

Members of the Student Body will be considered eligible to run in an official SGA election if he/she:

Qualify under the appropriate regulations outlined in the SGA Constitution.

- A. File an unofficial transcript, a records release form, and a petition in the SGA office with the Commissioner of Elections containing at least 100 signatures of Louisiana Tech students by the deadline determined by the Election Committee.
- B. Place a deposit of \$50 with the SGA Treasurer as a statement of knowledge of the election code and its contents. A forfeiture in case of violation of this code will be determined by the election committee.
- C. Be able to attend SGA meetings as outlined in the SGA Bylaws.
- D. Must attend the mandatory election meeting as set by the Commissioner of Elections.

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1. Failure to attend the meeting, have all pertinent information (deposit, transcript, records release, and petition) and arrive on time (no more than five minutes past the designated start time) will result in immediate disqualification.
- E. Absence from the meeting may be excused only by a majority decision of the Commissioner of Elections, SGA Advisor, and a non-running member of the Student Senate.

*Section 5.4: Eligibility Verification*

- A. All current SGA members must be in good standing with the SGA to be eligible to run for office. Good standing is defined as “having no more than two occurrences of either: an unexcused absence per quarter from a SGA Meeting or from a weeks worth of office hours per quarter.” Their good standing must be signed off on by the SGA Secretary and SGA Advisor prior to the mandatory election meeting.
- B. The Election Committee and Supreme Court will meet within 48 hours of the mandatory election meeting to verify the eligibility of all candidates.
- C. If a candidate’s eligibility is in question, he/she has the right to address the Election Committee at the verification meeting.

*Section 5.5: Campaigning*

Campaigning as defined in The American Heritage Dictionary of the English Language as “an operation undertaken, as by means of propaganda, to attain some political, social, or commercial goal.” It is also defined as:

- A. Placing in public view any signs, posters, advertising handbills, etc.
- B. Speaking to any group other than the candidate’s campaign committee by a candidate or supporter with the intention of soliciting votes for the candidate.

*Section 5.6: Campaigning Limitations*

Campaigning Limitations may be set by the Election Committee with the approval of the Senate. The following apply to all candidates:

- A. No campaigning shall be allowed prior to the Verification meeting. The Election Committee will set an official date for campaigning to begin.
- B. No campaigning shall be conducted within the area of the SGA physical polls on election days. This area shall be defined by the Election Committee and communicated in writing to all candidates during the Election Meetings.
- C. No candidate may use a public address system, a loud speaker system, or radio time as any form of advertising during the campaign, unless authorized by the SGA Election Committee. The SGA sponsored debates may be held on the radio (KLPI) and broadcast over the loud speakers on campus.
- D. Candidates are prohibited from participating in any sort of negative campaigning. Negative campaigning, or mudslinging, as defined by the Oxford English Dictionary is “the exchange of insults or abuse; specifically\*,\*the use of criticisms and accusations, especially unjust ones, to damage the reputation of an opponent.” Any slanderous, libelous, or otherwise negative statements or actions

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- by one candidate regarding another candidate are considered negative campaigning. Participation in any campaigning deemed inappropriate by the Election Committee may result in disqualification and/or forfeiture of their election deposit.
- E. All advertisements, signs, posters, etc. must meet regulations governing student organizations in the “Student Handbook,” and all signs and posters must be approved by the Student Activities office.
    - 1. All posting facilities must be free-standing and self-supporting.
    - 2. Special areas within each building may be designated as open-use bulletin boards. The Election Committee shall furnish a list of these areas on campus.
    - 3. No signs shall be attached to buildings, light poles, shrubs, sidewalks, or other parts of the landscape.
    - 4. No signs shall be placed on the railroad bridge on Tech Drive.
    - 5. No signs shall be placed on any campus organization’s “A” frames.
    - 6. No table top figures shall be placed in the food court.
    - 7. No chalking is allowed on the buildings or sidewalks.
  - F. Campaigning with the use of mass E-mails is considered unsolicited propaganda and is prohibited.
  - G. No candidate or member of his/her election staff may make use of SGA resources with the intention of soliciting votes for his/her position. Furthermore, the SGA office may not be used to campaign for a position with the use of any form of propaganda except by oral communication.
  - H. Handbills may be placed under residence hall doors according to current Housing regulations.
  - I. No candidate may run for more than one office at any given election.

*Section 5.7: Expenditures*

- A. Total expenditures of any candidate for President and Vice President shall not exceed \$500.
- B. Total expenditures of any other candidate shall not exceed \$250.
- C. The total expenditure of a sponsoring group, person, etc. shall not be added to the campaign expense of each affected candidate.
- D. All candidates shall file an election expenditure statement (including relevant receipts) with the SGA Treasurer and the SGA Advisor.
- E. The expenditure statement should be signed and dated within 48 hours after the close of the polls in the deciding election.

*Section 5.8: Ballot*

- A. Names on the official SGA ballot will be listed in alphabetical order by last name.

*Section 5.9: Election Formulas*

Total votes cast (not including abstentions) in a particular election shall be divided by two times the number of offices filled. The quotient plus one is the majority required for the election.

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- A. If the number of candidates with votes in excess of the majority is greater than the available office, the top vote receivers up to the number of offices will be elected.
- B. If the number of candidates with votes in excess of the majority is less than the number of available offices, the top two candidates will run for each available office.
- C. Candidates will be decided in descending order of votes received in the primary election.
- D. The candidates with the highest number of votes in the runoff will be elected to the remaining offices.
- E. In the event of a tie in a runoff election, the candidate with the highest number of votes in the primary election shall be declared the winner.
- F. The results of any race for which an appeal has been filed will be withheld until the resolution of the appeal process.

*Section 5.10: Violations*

- A. Violations of the Election Code by a candidate may result in a disqualification and/or forfeiture of the deposit or a portion thereof.
- B. The exact penalty shall be determined by the SGA Election Committee.
- C. Election deposits will be kept for the following reasons:
  - 1. Violations of the election code during a campaign.
  - 2. Failure to take free-standing signs down on and around campus with 48 hours of the deciding race.
  - 3. Failure to take posted signs down on and around campus within one week of the deciding race.
  - 4. Failure to turn into the SGA Treasurer and SGA Advisor an election expenditure statement signed and dated with 48 hours after the close of polls in the deciding election.
  - 5. Failure to claim deposit in two weeks after the election will result in forfeiture of the deposit.

*Section 5.11: Due Process of Protests, Violations, and Appeals*

- A. All protests of elections and reports of violations shall meet all of the following:
  - 1. Shall be in written form.
  - 2. Shall be signed by eye witnesses, if any.
  - 3. Shall be received by a member of the Election Committee no later than two hours after the close of the polls.
- B. Parties involved in filing an appeal as well as any individual charged in an appeal must be notified in writing of their rights within 12 hours of the appeal's filing.
- C. Each valid report of violation shall be reviewed by the Election Committee no later than 24 hours after all parties have been informed of the appeal.
- D. The Election Committee's decision may be appealed by either party to the SGA Supreme Court within 24 hours of notification of the Election Committee's decision.
- E. The SGA Supreme Court shall meet no later than 24 hours after all parties have been informed that an appeal of the Election Committee's decision has been filed.

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- F. The Structure for appellate hearings for both the Election Committee and Supreme Court shall be as follows:
1. Both parties shall be permitted to present a case.
  2. The party appealing the decision of the Election Committee shall present his/her case first.
  3. Any attorney present may only visit with his/her client and may never address others involved, including the appellate body, as this is a student tribunal.
  4. Witnesses, if any, may be called in when needed, but must leave the tribunal upon completion of their testimony.
  5. After each party concludes his/her case, the appellate body members may ask questions of only that party.
  6. Closing remarks made by each party may last only three minutes, beginning with the party submitting the appeal. This party may use all three minutes at this time or only a portion thereof, and use the remainder of the three minutes for rebuttal after the three minute closing remarks made by the other party.
  7. After closing remarks are completed, the parties will leave the tribunal while the SGA appellate body deliberates and renders a binding decision to all parties.

*Section 5.12: Election Verification*

Results of all elections shall be verified by the Commissioner of Elections, the SGA Advisor, the Director of Student Development, and the Dean of Student Life or the Vice President for Student Affairs within two weeks of the election.

## Article VI: Transition of Power

*Section 6.1: Executive Officers*

- A. The outgoing President shall oversee the transition of the Executive Officers.
- B. The previous year's Vice President, Secretary, and Treasurer shall meet with and train their respective new officer for at least five hours during the week immediately following the induction banquet.
- C. The past president shall meet with and train the new president for at least eight hours during the week immediately following the induction banquet.
- D. The previous year's executive officers shall give the new executive officers any information, materials, binders, records, etc. that will be beneficial to the new executive officers.

*Section 6.2: Department Heads*

- A. The new president shall oversee the transition of department heads.
- B. The previous year's department heads shall meet with and train their respective new department head(s) for at least two hours during the week immediately following the appointment of the new department heads.

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- C. The previous year's department heads shall give the new department head any information, materials, binders, records, etc. that will be beneficial to the new department heads.

## Article VII: Student Emergency Loan Fund

### *Section 7.1: Purpose*

The purpose of the Student Loan Fund of the Student Association shall be to provide a fund from which students may obtain short term loans for emergency purposes.

- A. Loans are to be limited to a maximum of \$125 per student per quarter.
- B. An emergency loan of \$250 may be given if valid proof has been submitted verifying that the student will be receiving a refund check in that amount or more from the Comptroller's Office.
- C. Loans shall not be given after one month before the last day of the quarter.

### *Section 7.2: Administration*

The Student Loan Fund shall be administered by the SGA Treasurer with the guidance of the Director of Student Development.

### *Section 7.3: Policy*

The policy of the Student Loan Fund shall be established by the Executive council and the Finance Committee of the SGA as funds dictate.

## Article VIII: Impeachment and Removal Proceedings

### *Section 8.1: Impeachment Proceedings*

- B. Impeachment proceedings must be initiated by a formal appeal to the Supreme Court, which must be filed by any member of the student body, excluding Supreme Court Justices. The student body secretary shall file appeals for excess absences of SGA members.
- C. A simple majority of the voting members of the Student Senate present shall approve the impeachment recommendation by the Supreme Court to impeach a member of the SGA when it deems that member unfit for membership.
  - 1. In the case of a Supreme Court impeachment, the member being impeached will not count toward a majority vote or have a voice at the meeting.
- D. The impeached member of the SGA shall be tried by the Senate with the President Serving as Chairman during the removal hearing (or Vice President if the President is implicated in the charges or is absent).
- E. The impeached member of the SGA may be removed by a two-thirds vote of the voting members of the Student Senate present.

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*Section 8.2: Notification*

Following the Senate's decision regarding impeachment, the removed member shall be notified by the Secretary of the student body of his or her removal within 24 hours of the Senate's decision.

*Section 8.3: Replacement*

A member to replace the removed member shall be appointed according to the articles of the SGA Constitution.

**Article IX: Standing Rules for the Louisiana Tech University SGA**

*Section 9.1: Debates and Discussion*

- A. Any debate by a Senate member is limited to two minutes per floor recognition.
- B. The discussion on any bill or item of business shall be limited to 10 minutes.

*Section 9.2: Meeting Times*

- A. The SGA Senate meetings will be held on Tuesday evenings at 6 p.m. during the fall, winter, and spring quarters.
- B. Meetings will not be held on the Tuesday of final exam week.

*Section 9.3: Order of Business*

The order of business for Senate meetings is as follows:

- A. Formal Opening
  - 1. Call meeting to order by the chairman
  - 2. Invocation
  - 3. Pledge of Allegiance
  - 4. Roll call by the secretary
  - 5. Approval of the minutes from the previous meeting
- B. Office and departmental reports
  - 1. President's reports: (Guest Speakers shall give reports at this time. They should have a 10 minute limit. This rule does not include any executive administrators of the university. The Speaker shall inform the guest speaker of the limit prior to the meeting).
  - 2. Vice President's report
  - 3. Secretary's report
  - 4. Treasurer's report
  - 5. Advisor's report
  - 6. Cabinet reports
- C. Special reports
  - 1. Committee reports
  - 2. Senator reports
- D. Old business
- E. Discussion
  - 1. Discussion shall be limited to 30 minutes, split into two minute periods.

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2. Discussion can be extended in 10 minute increments by a majority vote of the senate members present.
3. Discussion shall end when no one chooses to speak, or by a majority vote of senate members present.

- F. New business
- G. Announcements
- H. Formal Closing

*Section 9.4: Bills*

All bills which involve an expenditure of more than \$1,000 must be presented to the Senate a week in advance before a vote may be taken on the bill.

**Article X: Amendments**

These Bylaws submitted herewith may be amended by a two-thirds favorable vote of at least two-thirds of the voting members of the Student Senate present of the SGA at a duly constituted meeting, provided that the amendment is proposed at least one regular meeting prior to the meeting at which the amendment is voted upon. The Louisiana Tech Student Organization Committee must approve these bylaws before they can go into effect.