Through the Authority of the Student Government Association (SGA) Constitution, the SGA of East Carolina University hereby establishes its statutory policies and procedures.

ARTICLE I
Organizational Structure of SGA

Section 1.1: Organizational Chart

ARTICLE II
Executive Branch

Section 2.1: Leadership

(a) The President of the Student Body shall represent the Student Body in dealings with faculty, the administration, the Board of Trustees, and the Board of Governors. He or she shall execute any platform initiatives not covered by the standing Executive Cabinet members via the Executive Director of Special Projects under the Student Body Chief of Staff’s direction. He or she shall delegate the appointment of student members to University committees by request of the Chancellor and other administrative personnel and require reports from these students. He or she will make appearances at University functions and events as the representative of the Student Body. He or she will give monthly reports to the Undergraduate Student Senate, as well as, ratify or veto acts of the SGA Undergraduate Senate. He or she will enact and enforce laws of the Student
Government Association within his or her jurisdiction. The President shall approve the appointment of the Attorney General in conjunction with the SGA Undergraduate Senate. The President shall appoint the Student Body Chief of Staff. He or she will attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and appoint one delegate to the association. In accordance with the North Carolina general statutes, he or she will attend and serve as a voting member at all East Carolina University Board of Trustee Meetings.

(b) **The Vice President of the Student Body** will serve in the absence of the President and assume all duties and responsibilities (i.e. meetings, public functions) of the office. He or she shall work with the Standing Committees of the Undergraduate Senate to ensure constant communications between the ECU Student Body and the branches of the ECU Student Government Association. He or she shall update the Senate at all meetings of the Undergraduate Senate on the actions and progress of the Executive Branch. He or she shall serve as a liaison between the Executive Council and the SGA Senate and serve as a non-voting ex-officio member of the SGA Senate. He or she shall represent SGA in dealing with official guests, visitors of the university, and with students of other schools. He or she shall be the primary contact for campus outreach so as to inform the student body of all actions taken by SGA. He or she shall act as the primary facilitator, in conjunction with the SGA Chief Information Officer, of all ECU SGA social media outlets, including but not limited to: Facebook, Twitter, and Instagram. He or she shall attend meetings of the Greenville City Council.

(c) **The Treasurer of the Student Body** serves as the Chief Financial Officer for the Student Government Association. He or she oversees Appropriations for student organizations, and contributes to the Funding Guidelines through formal recommendations to the Appropriations committee. He or she will give advice and consent on matters going before the Appropriations Committee of the SGA Undergraduate Senate as needed. He or she shall present a monthly SGA budget report to the Undergraduate Senate. This report should include details regarding the Legislative, Executive, and Operations budgets. He or she will aid student organizations through the funding processes. He or she will correspond with appropriate University financial officials on matters of the Student Government Association budget, including: Legislative, Executive, Operations, and Reserves. The Student Body Treasurer should attend all meetings of the East Carolina University Board of Trustees.

(d) **The Secretary of the Student Body** corresponds with the Executive Council and other branches on matters of SGA business. He or she will serve as the chief communications liaison between the SGA and the student body. He or she will serve as Chief Clerk Pro Tempore of the SGA Undergraduate Senate by taking minutes for all meetings and keeping attendance for all Senators, as well as keeping a record of all SGA Senate Committee meeting minutes. He or she shall maintain minutes for the Executive Council. He or she shall maintain all actions, events, projects or any other initiative the SGA participates in throughout the year in an orderly fashion. He or she shall ensure that transitional binders are composed in a logical and useful manner. He or she shall compile the contact information of all contributing SGA members and maintain past SGA executives contact information in a database for future use. He or she shall work...
in conjunction with the Chief Information Officer and Chief Clerk Pro Tempore of the legislative branch in maintaining the SGA website.

(e) **The Chief of Staff** will appoint his Executive Cabinet via an application process. He or she will oversee the Executive Cabinet. He or she will plan all Executive Council events for the year.

**Section 2.2: Cabinet**

(a) **The Executive Cabinet** shall consist of the following positions, which are standing in the executive cabinet structure:
   i. Executive Director of Academic Affairs
   ii. Executive Director of Student Affairs
   iii. Internal Executive Director of Diversity and Inclusivity
   iv. External Executive Director of Diversity and Inclusivity
   v. Executive Director of Student Activities and Organizations
   vi. Internal Executive Director of Campus Health
   vii. External Executive Director of Campus Health
   viii. Executive Director of Local and State Affairs
   ix. Executive Director of Shipmates and First Year Programs
   x. Executive Director of Financial Affairs
   xi. Chief Operating Officer
   xii. Chief Information Officer
   xiii. Chief Correspondent

(b) **Cabinet members** must remain in constant communication with faculty, staff and administration as defined by the Student Body President. Cabinet members are also required to serve as a liaison to the committees of the SGA Undergraduate Senate, as outlined in the Constitution, and must attend one committee meeting each month. Further, Cabinet Members must hold weekly meetings with their respective appointed committees.

**Section 2.3: Meetings**

(a) **The Executive Council** shall meet weekly to discuss the business of the Executive Branch with the Student Government Association Advisor being present.

(b) **The Executive Cabinet** shall meet weekly to carry out the Executive Council platform and other new initiatives.

(c) **The Executive Council and Executive Cabinet** shall submit their meeting reports to the SGA Advisor and SGA Administrative Assistant.

**Section 2.4: Office Hours**

(a) Class schedules and office hours for Executive Officers should be submitted to the Attorney General by the end of the first full week of classes each semester.
(b) Office hours are defined as being physically in the SGA suite or the Mendenhall Student Center.

(c) The President, Vice-President, Secretary, and Treasurer are required to maintain a minimum of ten (10) officer hours per week, including at least one (1) hour at the Health Sciences Campus bi-weekly. The Chief of Staff, Attorney General, and Undergraduate Senate Speaker shall be required to maintain a minimum of eight (8) officer hours per week, including one (1) hour at the Health Sciences Campus bi-weekly.

(d) All cabinet members must maintain a minimum of two (2) office hours per week.

(e) The Executive Director of Health shall maintain a minimum of two (2) office hours per week at the Health Sciences office.

(f) The Undergraduate Speaker of the Senate must maintain a minimum of eight (8) office hours per week.

(g) Undergraduate Senators shall hold at least two (2) office hours per week.

(h) The Undergraduate Senator for the College of Nursing shall maintain a minimum of two (2) office hours per week at the Health Sciences office.

(i) The Attorney General shall maintain a minimum of eight (8) office hours per week.

Section 2.5: Executive Funds/Co-Sponsorship Process

(a) Co-Sponsorship forms shall be picked up and completed by the organization or department requesting co-sponsorship. Supporting documents, such as price quotes and invoices, should be attached to the co-sponsorship form.

(b) A co-sponsorship shall be defined as follows for each group:

i. For a student not affiliated with a University approved student organization, he or she may apply to seek funding for any event to be held on campus or any educational or career oriented conference.

ii. For University approved student organizations, they may seek funding through a co-sponsorship for any event strictly affiliated with the Student Government Association

iii. For University departments and colleges, co-sponsorships should be requested by a student affiliated with the department or college. He or she may apply to seek funding for any event to be held on campus or any educational or career oriented conference.
(c) Co-Sponsorship packets shall be given to the SGA Administrative Assistant. The Administrative Assistant will give the packet to the Student Body Treasurer.

(d) Co-Sponsorship packets are reviewed by the Student Body Treasurer and shared with the SGA Executive Officers. The Student Body Treasurer can contact the organization to discuss the packet or ask questions as needed.

(e) The SGA Treasurer shall contact the organization to arrange a meeting with a representative from said organization and the SGA Executive Council. This meeting will be the forum to gather information from the organization, discuss the requested funds, and answer any questions.

(f) Once the representative departs at the completion of the meeting, the SGA Executive Officers will discuss the packet to determine if funds will be awarded and/or the award amount.

(g) The Student Body President and the Student Body Treasurer must co-sign the document to verify the allotment of funds.

(h) Once all signatures are obtained on the form, the packet shall be given to the SGA Administrative Assistant who will notify the organization to disclose the awarded amount.

(i) The SGA Administrative Assistant completes the transfer of funds process, signs and dates the form indicating the transaction is complete.

(j) All co-sponsorship files are maintained by the SGA Administrative Assistant.

ARTICLE III
Legislative Branch

Section 3.1: Legislative Sessions

(a) The SGA Undergraduate Senate shall be in session from the installation of Senators in the spring semester to the installation of Senators the following year.

(b) Summer sessions may occur only when quorum is met but are not required.

(c) If quorum is not met, the body shall meet as a committee. The committee can submit a recommendation at the start of the semester to the body once quorum is reached.
Section 3.2: Representation

(a) The SGA Undergraduate Senate shall be composed of undergraduate students according to the following guidelines:
   i. One senator per one-thousand students in each college, with a minimum of one senator per college
   ii. One senator per one-thousand undergraduate undecided students
   iii. One senator from each class

(b) Candidates for class seats must be anticipated to be a member of the appropriate class by the time they take office. In the event that an officer is elected, but he or she is unsuccessful in matriculating to the class that was filed, the officer must step down from the position.

(c) The Rules and Judiciary committee will begin the senator replacement process to fill the vacancy.

(d) The freshman class seat shall be elected from within the Shipmates program. A name shall be recommended to the Speaker of the Undergraduate Senate during the next meeting of the SGA Undergraduate Senate following their election and will be confirmed by a two-thirds vote by the Senate.

(e) Candidates for a college seat must be registered within a major of that college at the time of filing. In the event that a candidate has multiple majors, the candidate’s primary major must be used to determine the college seat that the candidate can file for.

(f) Candidates for undecided student seats may be registered within any major or undeclared at the time of filing.

Section 3.3: Legislative Committees

(a) Appropriations: The Appropriations committee is given a budget of student fee money from the Student Body Treasurer, with that money the committee interviews and allocates funds to various registered student groups who apply for funding. Taking into consideration any formal recommendations on the part of the Student Body Treasurer, the Appropriations committee will develop and present to the Senate in the form of a bill a set of funding guidelines by which to allocate funding during that fiscal year. These guidelines should be developed at the first official meeting of the academic year and presented at the subsequent Senate meeting. Funding is distributed during the fall and spring semesters of each fiscal year. The Student Body Treasurer shall serve as the Co-Chair and a non-voting ex-officio member of the Appropriations committee.

(b) The Executive Director of Financial Affairs shall also attend but shall have no vote as an ex-officio member. All resolutions regarding tuition and fee recommendations shall be assigned to the Appropriations committee. Meetings are held only when funding packets are received by the Student Body Treasurer or whenever the Chair sees fit.
(c) **The Rules & Judiciary:** The Rules and Judiciary committee provides recommendations for all appointments that require a vote of the SGA Undergraduate Senate. Recommendations are based solely on due process, which is defined by the designated branch requesting the appointment. They conduct interviews of potential candidates during the Senator Replacement Process and recommend candidates to the Senate for a vote. They shall consider any legislation dealing with amendments to the ECU SGA Constitution, By-Laws, and Standing Rules of the Senate when proposed in the Undergraduate Senate. The Attorney General or his/her designee Justice shall serve as a non-voting ex-officio member, may offer no amendments to legislation, and may not participate in the Senator Replacement Process nor the Appointment Approval Recommendation Process.

(d) **Student Welfare:** The Student Welfare committee focuses on student experience in the areas of academic affairs, diversity and equality, health issues, and safety concerns. They examine all university policies, procedures and under these areas of interest. They shall meet with the Executive Director of Student Affairs for a report of business and to receive the Director’s report. The Executive Director of Student Affairs shall serve as a non-voting ex-officio member.

(e) **University Affairs:** The University Affairs committee focuses on the student experience in the areas of campus housing, campus dining, student activities and organizations, university athletics, and student affairs. They examine all university policies, procedures, and projects under these areas of interest that affect the student body as a whole. Recommendations of university plans that are submitted to the SGA Undergraduate Senate in the form of a bill or resolution ought to be referred to this committee. They shall meet with the Executive Director of Student Affairs for a report of business and to receive the Director’s report. The Executive Director of Student Activities and Organizations shall serve as a non-voting ex-officio member.

(f) **Community Affairs:** The Community Affairs committee shall focus on the student experience in the City of Greenville, including both on and off campus residents. From student voice and feedback, they shall monitor and judge the efficacy of past, present and pending legislation at the City level and advocate for the student interest. They shall ensure that student and City relations are bolstered and continue to thrive. They shall facilitate City Council’s introduction and participation with the students of the SGA Undergraduate Senate. This committee shall meet with the Executive Director of Local and State Affairs for a report of business and to receive the Director’s report. The Executive Director of Local and State Affairs shall serve as an ex-officio member but will have no vote.

**Section 3.4: Meetings**

(a) All SGA Undergraduate Senate meetings shall be run according to the most recent edition of Robert’s Rule of Order.

(b) The SGA Undergraduate Senate shall meet weekly at minimum with all regularly scheduled meetings being held on Mondays after 5:00pm.
(e) The Speaker of the Senate may call a special senate meeting at any time. He or she will notify all senators at least 48 hours in advance of this special meeting.

(d) A committee chair may call a special meeting at any time. He or she will notify all committee members at least 48 hours in advance of this special meeting.

(e) Committees shall meet weekly after 5:00 pm.

(f) Gentleman shall wear dress pants with a collared shirt and closed toed shoes. Shirts should remain tucked in throughout the duration of the meeting. Ladies shall wear a dress, dress pants, or skirts with appropriate shirt and professional shoes. All professional attire should not be more than four fingers width to the knee. Hats, shorts, and flip-flops shall not be worn to Senate Meetings.

Section 3.5: Office Hours/Attendance

(a) The Speaker of the Undergraduate Senate must maintain a minimum of eight (8) office hours per week.

(b) Senators are required to be in attendance at all Senate meetings and their respective committee meetings.

(c) Two (2) unexcused absences shall be allowed before senators shall be considered to have resigned their position within the Undergraduate Senate.

(d) An excused absence shall be defined as any absence, in which the senator provides the Speaker of the Senate with a doctor’s note or university excused absence (such as a death in the family, personal emergency etc.) within forty-eight (48) hours after the meeting. An excused absence is also defined as any absence where a senator provides the Speaker of the Senate with written notification and explanation of their absence at least seventy-two (72) hours before the meeting and the Speaker of the Senate approves the written notification. The approval of all written notification is at the discretion of the Speaker of the Senate.

i. Exception: For absences from a special meeting called by the Speaker of the Undergraduate Senate, senators shall be allowed to provide the Speaker of the Senate with written notification up to twenty-four (24) hours before the meeting. The approval of this written notification shall be at the discretion of the Speaker of the Senate.
(e) An unexcused absence from a Senate meeting shall be defined as one (1) unexcused absence and an unexcused absence from standing committee meetings shall be defined as one-half (.5) an absence.

(f) Each Senator shall hold at least two (2) office hours per week. Of the two required hours one must take place in the SGA office. The other is up to the discretion of each senator. Office hours shall be held during regular operating hours of Mendenhall Student Center while the Senate is in Session.

i. The Chief Clerk of the Senate shall post a sign-in sheet in the SGA office every Monday following the Senate meeting for the purpose of allowing each Senator to record the time spent in the office for the following week. The Chief Clerk shall maintain the sign-in sheets in the same manner as the minutes.

ii. The Chief Clerk shall maintain a list of each Senator’s office hours. Senators who choose to hold office hours outside of the SGA Office are required to post the time and location in the SGA office and/or on the SGA website at least 24 before said event. If office hours are held outside of the SGA office, senators must indicate so on the sign-in sheet and record them within 24 hours of holding them.

iii. Each Senator shall sign in and out when holding office hours.

iv. If a Senator accumulates 6 hours’ worth of absences from his or her office hours, it shall be counted as one Senate absence and the Chief Clerk shall report it to the Speaker of the Senate.

v. Missed office hours may be excused upon the petition of the Speaker of the Senate. Senators may petition the Speaker of the Senate by e-mail to excuse missed office hours within one week of the missed office hours. The Speaker shall review all petitions on a case-by-case basis.

vi. In the case of holidays, emergencies or actions that result in facility closures, the Speaker of the Senate may decrease the number of office hours needed within a given week; and be it further

Section 3.6: Senator Replacement Process

(a) In the event of vacancies in the SGA Undergraduate Senate, the Speaker of the Undergraduate Senate shall contact the Chief Clerk and Elections Chairman to publicize the vacancies to the student body.

(b) Candidates may only fill vacancies if the candidate is in the respective college or class where the vacancy exists.

(c) The Rules and Judiciary Committee shall be responsible for interviewing potential candidates.

(d) A majority vote by the Rules and Judiciary Committee shall be required to recommend the candidate to the Senate for a vote.
(e) A two thirds majority vote by the Senate is needed before a replacement senator can become a member of the SGA Undergraduate Senate.

(f) If vacancies within the SGA Undergraduate Senate exceed a majority of the available seats, then a university wide election must be held to fill vacancies.

Section 3.7: Legislative Procedures:

(a) All legislation to be considered by the SGA Undergraduate Student Senate shall be submitted to the Chief Clerk at a meeting of the SGA Undergraduate Senate by the Primary Sponsor of the legislation.

(b) The Chief Clerk shall assign legislative numbering as follows:

   i. Senate Bill: SB-XX
   ii. Senate Resolution: SR-XX

(c) The Chief Clerk shall then report the legislation to the Senate by reading the text of the legislation aloud on the floor of the Senate; First Reading.

(d) All legislation shall be referred to a committee of the SGA Undergraduate Senate.

   i. The Senate shall have the authority to suspend the rules by a two-thirds (2/3) vote in order to entertain a motion to adopt the legislation without being referred to a committee.

(e) The Speaker of the SGA Undergraduate Senate shall distribute a copy of legislation to all members of the SGA Undergraduate Senate, all members of the Executive Council, the Attorney General, and all Judicial Justices within forty-eight (48) hours of submission of the legislation. This copy may be distributed via email or hard copy.

(f) The committee to which the legislation was referred to shall review legislation and report their evaluation to the SGA Undergraduate Senate following the Second Reading of the legislation.

(g) The Second Reading of the legislation shall occur no later than two (2) regularly scheduled meetings following the First Reading.

(h) The Third Reading will take place after all debate has concluded on legislation and directly before a vote on final passage; the legislation shall be read as amended.

(i) If the legislation is adopted by the Senate, the original copy of the legislation shall be sent to the Office of the Student Body President for signature or veto.

(j) If the legislation fails, the original copy is returned to the Primary Sponsor of the legislation.
(k) If legislation is signed by the Student Body President the original copy of the legislation shall be given to the Chief Clerk Pro Tempore. Copies of the signed legislation shall be distributed to the Senate Rules and Judiciary Committee, Attorney General, Speaker of the SGA Undergraduate Senate, Student Body President, and the Primary Sponsor of the legislation for their records.

(l) If the legislation is vetoed, the Student Body President shall return the legislation to the Senate with a written explanation of the reasoning for the veto.

(m) If the Student Body President fails to act on legislation within ten (10) university calendar days (excluding holidays, reading days, or official university closings), it shall be returned to the Chief Clerk and considered law.

(n) After legislation fails or is tabled, the contents of that legislation or the principle provisions of its subject matter shall not be embodied into any other legislation during the current half of the legislative session where, “half,” is defined as a semester.

Section 3.8: Appropriations Legislation Process

(a) All funding requests from student organizations are submitted through OrgSync to the Student Body Treasurer;

(b) Once the funding request has been received, the Student Body Treasurer will call a meeting of the Appropriations committee with the Executive Director of Financial Affairs and financial administrator to review all funding requests and to make a recommendation.

(c) After initial review of the packets, the Appropriations Committee contacts the requesting student organization to schedule a meeting if there are any questions or concerns regarding the information submitted. In order to receive funding, the student organization must send a representative to the Appropriations committee to answer any questions or provide additional clarification.

(d) The Appropriations Committee presents the funding request and their recommendations to the SGA Undergraduate Senate only in the event that the organization agrees to the amount allotted by the Appropriations committee;

(e) The requesting student organization is invited to the Senate meeting to answer any questions that the body might have about the request and to present the organization’s case.

(f) A two-thirds majority vote is necessary to amend the funding amount;

(g) Approval must be received from the financial administrator before funds can be disbursed.
(h) All requests received before 12:00pm on Friday shall be heard at the Appropriations meeting in the following week. All requests received after 12:00pm on Friday shall be heard at the Appropriations meeting the week after the next scheduled meeting.

Section 3.9: Speaker of the SGA Undergraduate Senate

(a) The Speaker of the SGA Undergraduate Senate shall coordinate the day to day operations of the Senate, including but not limited to: communicating with Senators, serving as the SGA Undergraduate Senate representative to the Executive Council, and enforcing all Senate Rules. He or she shall work with all Standing Committees of the SGA Undergraduate Senate and the Senate Leadership Committee to ensure that all bills presented on the floor are constitutional, and are presented in a timely manner.

ARTICLE IV
Judicial Branch

Section 4.1: Judiciary

(a) The Judicial Branch of the SGA will be composed of the following: Attorney General (1), Justices (4), and the Elections Committee.

(b) The Attorney General serves as the chief officer of this judicial system. He or she must interpret any provision of the constitution, bylaws and/or any law upon written request. He or she shall appoint all justices as vacancies arise, with the approval of the Senate. He or she must preside over all judicial meetings. He or she shall serve as a non-voting member unless a tie vote amongst Justices arises. He or she shall work alongside the SGA Advisor to ensure the academic success of the Association’s contributing members. He or she shall provide bi-weekly reports at minimum to the Rules and Judiciary Committee, Student Body President as well as the SGA Advisor. In times of elections, he or she shall impose regulations and sanctions as defined by the Elections Committee.

(c) The Justices (4) must assist the Attorney General in the interpretation of any provision of the constitution, bylaws, election rules, and/or any law.

(d) The Elections Committee Chair serves as the chief officer for the Elections Committee. He or she appoints the Elections Committee Vice Chairman. He or she selects the members of the Elections Committee and serves as the first point of contact for all SGA elections. He or she presides over all meetings of the Elections Committee. He or she presides over the compulsory meeting before the election alongside the Attorney General. He or she monitors the online and on campus voting sites (polls). He or she shall ensure that all students have equal access to the polls in all manners determined adequate to be used for the election.
Section 4.2: Meetings

(a) The Attorney General and Justices shall meet weekly to discuss the business of the Judicial Branch.

(b) The Elections Committee shall meet to discuss any elections as needed with the SGA Advisor.

(c) Members of the Judicial Branch may miss no more than two meetings unexcused. The result of missing more than two meetings unexcused shall be immediate removal from one’s position.

Section 4.3: Office Hours

(a) Class schedules and office hours shall be submitted to the Attorney General by the end of the first full week of classes each semester.

(b) Office hours are defined as being physically in the SGA suite or in Mendenhall Student Center.

(c) The Attorney General must maintain a minimum of eight (8) hours per week.

Section 4.4: Judicia Selection Process

(a) Applications for the Justice positions will be available no later than February 15th of the designated year;

(b) Candidates will be interviewed by the current Executive Council;

(c) The Executive Council shall select five (5) Justices from the candidate pool;

(d) The Justices shall select the Attorney General by majority vote;

(e) Once the President approves the candidates and the Justices approve the Attorney General, the names are sent to the Senate for approval;

(f) Once approval is gained from the Senate, the candidates are the Attorney General Appoint and Judicial Justices Appoint;

(g) The Attorney General Appoint and Judicial Justices Appoint do not become the acting Attorney General and Judicial Justices until being sworn in at the SGA Banquet.

Section 4.5: Judicial Hearing Process

(a) In order for a case to be brought before the Judicial Council a complaint form must be filed with the Judicial Council.
(b) The Attorney General will review the complaint and notify both parties involved that the Judicial Council is taking up the case.

(e) Involved parties will be given no less than one week’s notice of the hearing and will be advised to gather information and evidence to be presented at the hearing.

(d) A hearing may take place only if three of the four justices and the Attorney General are present.

(e) During a hearing the Council will allow the complaining party to present its case. This party may submit any amount of documentation and will be allowed either to testify or have one witness to give testimony. The defendant will then be allowed to present their case. This party may submit any amount of documentation and will be allowed to testify and have one witness to give testimony.

(f) The Judicial Council will then ask the parties to leave the room and inform them that they will be notified by email the ruling of the case. The Council will then deliberate and come to a decision. This decision will be given in the form of a ruling.

(g) If either party disagrees with this ruling they will have the right to appeal. An appeal must be filed within two weeks of the ruling being given. The Judicial Council will follow the same process as the initial hearing. The Council can either overturn or uphold their initial decision. This decision will be final.

**Section 4.6: Judicial Review Process**

(a) The Judicial Branch shall have the power to review and interpret legislation or provisions of the Constitution and By-Laws as granted in the Constitution.

(b) In order to review a provision of the Constitution or the By-Laws for interpretation or to review a piece of passed legislation for constitutional review, the Judicial Branch must receive a written request from a student at East Carolina University to take this action.
   i. Justices and the Attorney General shall not be allowed to submit these written requests as this would be a conflict of interest.

(c) Upon receiving a written request for review, the Judicial Branch shall review the legislation or provision in question no earlier than one week from the date the request was received and not later than three weeks from that date.

(d) The Judicial Branch shall notify the party making the request, upon the submission of the request, that they may submit a maximum of a two (2) page argument in support of their opinion on the legislation or provision.
(e) The Judicial Branch shall notify the President of the Student Body and the Speaker of the Senate, upon the submission of the request, that they may submit a maximum of a two (2) page argument each in support of their opinion on the legislation or provision.

(f) The Judicial Branch shall read all arguments at their meeting during which the review is being conducted and shall take these into consideration in the forming of their decision.

(g) The four (4) Associate Justices shall decide the opinion of the Judicial Branch by vote with the Attorney General voting only in the case of a tie.

Section 4.7: Elections Committee

(a) All Elections Committee members must be voted on and approved by the Undergraduate Senate, at least one (1) month prior to any election events.

(b) Elections Committee Chairman and Vice Chairman may serve more than one term in consecutive years. Election Committee Members may also serve more than one term.

(c) If the Chairman becomes unable to serve a full term for any reason, the Vice Chairman shall assume the Chairman position, for the duration of the term. The new Chairman will appoint a Vice Chair from within the Elections Committee.

(d) In the event that both the Elections Chairman and Vice Chairman are unable to serve the duration of the election, the Attorney General will appoint replacements for both positions.

(e) If the performance or conduct of the Chairman or Vice Chairman is deemed unacceptable by the SGA President, Attorney General or Speaker of the Senate, they reserve the right to ask that member to step down, or begin the censure and removal process as defined in the SGA Constitution, Article VII.

(f) If the performance or conduct of an Elections Committee member is deemed unacceptable by the Elections Chairman, he or she reserves the right to ask that member to step down or begin the censure and removal process as defined in the SGA Constitution, Article VII.

(g) The Elections Chairman, Vice Chairman and Members of the Elections Committee must remain unbiased toward all candidates and cannot participate in any actions directed toward gaining support for a particular candidate. Failure to remain unbiased or failure to remain absent from the elections ballot can result in immediate removal from his or her position.

(h) All candidates will be assigned a new ticket number for the duration of the elections period; a ticket may be comprised of one to four members.

(i) Ticket numbers will be determined by the submission of the first number of the ticket in
the order in which applications are received via the OrgSync filing process.

(j) Candidates will be listed by position in chronologically descending order of ticket number beginning with Ticket 1.

(k) Official action cannot be taken without two-thirds of the Elections Committee present and a majority voting for such action to be taken.

(l) The SGA adviser tasked with overseeing the elections process shall act only in an advisory role.

Section 4.8: Candidacy and Filing Procedures

(a) All students seeking to hold an elected SGA position must complete the filing process;

(b) All candidates must file for offices during the designated filing times and dates advertised by the Elections Committee;

(c) All tickets shall file together and shall have agreed upon spending amounts for each member. This agreement shall be viewed by the Elections Committee on the date of filing;

(d) All candidates must meet the necessary requirements listed in the SGA Constitution and By-Laws for the position that is being filed prior to filing;

(e) Candidates must file a grade release form; those with inappropriate grade point averages or that do not meet the necessary requirements at time of filing will automatically be disqualified;

(f) The filing process will be done via OrgSync, administered by the Elections Advisor, Elections Chair, Elections Vice Chair, and Attorney General;

(g) All OrgSync applications shall be time stamped as verification of submission;

(h) The Elections Chair is responsible for sending a confirmation email to all who file within 24 hours of application submission. The email shall include election rules and Delivery and Read Receipt request;

(i) Upon acceptance of confirmation email, the candidate must confirm the receipt of election rules by clicking “yes” on the Read Receipt;

Section 4.9: Compulsory Meeting

(a) There shall be a compulsory meeting at the conclusion of the filing period which shall convene according to the following guidelines:
i. All candidates must attend the compulsory meeting for the purpose of explaining the rules, providing a clear understanding of the election process and the guidelines for the elections process.

ii. The date of this compulsory meeting shall be determined prior to filing times for purposes of the candidates being informed of the meeting at their filing time;

iii. Any candidate who is unable to attend the compulsory meeting must have a representative, other than another candidate or an individual currently holding a position, in attendance on their behalf.

iv. All candidates must attend the compulsory meeting for the purpose of explaining the rule, providing a clear understanding of the election process and the guidelines for the elections process. From this point forward, any election rule clarifications, remaining consistent with the Elections By-Laws, deemed appropriate or necessary by a two-thirds majority of the Elections Committee, shall be dispensed to all candidates without hesitation immediately after the decision is made.

v. A current updated list of the candidates and the positions for which they are running shall be presented at the compulsory meeting.

vi. Attendance shall be taken for all candidates.

(b) Unexcused absence by any candidate or ticket member from the Compulsory Meeting will result in disqualification.

Section 4.10: Conduct of the Campaign

(a) Campaigning in residence halls and campus buildings is prohibited.

(b) Defacing or destroying campaign literature of another candidate, as well as any slander or libel remarks towards another candidate is prohibited, and subject to judicial review and sanctioning. After such review the Judicial Council may declare a punishment.

(c) Door-to-Door campaigning, mail stuffers, mass email, or use of university Listservs for campaigning is prohibited.

(d) Campaigning in or around the SGA office is prohibited.

(e) Prior to speaking to a student organization or academic class, candidates must notify the Elections Chairman, or it can result in sanctioning.
Organization members utilized for campaign purposes during the elections process, regardless of actual campaign coordination, as part of a requirement for the organization is strictly prohibited. This includes, but is not limited to, having to go door to door with laptops and being explicitly or implicitly instructed to partake on behalf of any candidate(s) or ticket(s) involved with the SGA election process as part of a requirement for the organization(s).

Section 4.11: Campaigning Materials

(a) No campaign materials are to be printed from any university office or department printer.

(b) No in-person campaigning in common spaces of educational buildings including, but not limited to, computer labs, lobbies and lounges.

(c) No campaigning in classrooms without prior approval from the professor.

(d) Banners must comply with the University Solicitation Policy and must not contain vulgarity or slander toward any other tickets/candidates. The Election Chairman must be notified of locations of the banner(s) no later than twelve (12) hours before placement of the banner for permission to hang the banner and to verify that the banner is being placed in an appropriate location;

(e) The appropriate locations for banners on campus include: corner of mall area in front of Wright Auditorium, and the bottom of College Hill on non-parking lot side.

(f) The use and distribution of alcohol (including posted images) on behalf of, or in representation of a campaign is prohibited.

(g) The approved areas where handbills may be distributed and/or displayed shall be determined by the Elections Chair. Locations are subject to change year to year as SGA/University Guidelines are altered;

(h) Campaign literature of any type shall not be displayed within the boundaries of the polling sites during the election within 25 feet of the polling site;

(i) There shall be no distribution of alcohol during campaigning;

(j) Bribery to gain votes will lead to review by the Elections Committee and possible disqualification. Bribery is defined as the distribution of items or giveaways not included in the approved campaign materials.
Section 4.12: Campaigning Expenses

(a) Candidates for Class Officer positions or Undergraduate Senator shall not exceed the following personal campaign expenditure caps:

i. SGA Class Officer $350.00
ii. Senators $150.00

(b) A ticket for the Executive Council shall not exceed the personal campaign expenditure cap:

i. SGA Executive Officer Ticket $2,200.00

(c) Executive Council tickets at the time of filing shall sign an agreement highlighting the amounts that shall be contributed by each member of the ticket.

(d) Expense Account Report and Campaign Worker List

i. A list of campaign workers as well as a list of current expenses shall be turned into the Elections Chairman and Attorney General no later than forty-eight (48) hours prior to the opening of the polls on the first day of elections.

ii. Candidates and/or tickets will be held responsible for all individuals associated with the ticket or candidate, and listed on the campaign worker list.

iii. If a candidate has no campaign workers or expenditures, they shall be required to submit a report of “none.”

iv. Expense reports must be itemized and include original receipts of any and all materials used during the election.

v. Candidates must also include any donated materials on the expense reports. All donated materials must be marked at fair market value with supporting receipts/invoices, counting towards the total expenditure. Candidates must prove items were donated by providing contact information for all donors. Fair market value must also be validated by offering documentation stating the value of products.

vi. All expense reports are due to the Elections Chairman by 5:00pm on the final voting day of elections, who in turn will report this to the Attorney General by 5:30pm.

vii. Expense reports must be formatted according to the template distributed to candidates by the Elections Chairman.
Section 4.13: Polling Stations and Balloting

(a) Polling stations for general elections are suggested but not required, and are at the discretion of the Elections Chairman.

(b) In the event that polling stations are used polling station locations and operating hours will be left to the discretion of the Elections Committee. Polling sites will be announced and publicized throughout the main campus and the Health Sciences campus;

(c) Polling stations must be manned by at least two Elections Committee members. All poll tenders must wear colors not associated with any of the candidates’ or tickets’ colors while manning the polling locations.

(d) The following equipment and supplies shall be provided by the Elections Committee at each polling station:

   i. At least two (2) computer terminals.

   ii. At least two (2) poll tenders at all times. Poll tenders can include volunteers who are not affiliated with any ticket and/or candidates if at least one member of the Elections Committee is present.

   iii. 200-word platform summaries, provided upon submission by each candidate/ticket, will be available on the voting table in clear view of voters.

(e) A secure webpage will be provided by the ECU Information Technology and Computing Services for the purpose of providing secure election results.

(f) On the OneStop ballot, clear instructions will be available for each section. Voting instructions, the respective office, names of candidates running for the respective office, and ticket numbers for executive candidates is all that shall be displayed. No pictures of candidates shall be displayed on the ballot.

(g) In the general election for the four Executive Officers and Class Officers, the candidates receiving the plurality votes shall be elected. Voters shall vote for only one candidate from each respective office.

(h) In the general election, senators shall be voted upon by the numbers allotted each college. More than one senator within each college may be selected. The candidates receiving the plurality votes for as many seats as allotted per college will be elected.

(i) The access password will be given only to the Elections Chairman, Attorney General, and SGA Advisor. This password shall be used to monitor the election results to ensure the accuracy of the election. The vote totals shall be kept secret until the close of the polls on the final day.
(j) The access password will be given only to the Elections Chairman, Attorney General and SGA Advisor. This password shall be used to monitor the election results to ensure the accuracy of the election. The vote totals shall be kept secret until the close of the polls on the final day.

(k) Results of balloting will be certified with the signatures of the Elections Chairman, SGA Advisor, and Attorney General. These results shall be released to the campus and posted outside of the SGA office no later than twenty-four (24) hours after the conclusion of certification.

(l) Any complaints regarding the election results must be filed within forty-eight (48) hours of their certification by the Elections Chairman.

Section 4.14: Run-Offs and New Elections

(a) Class Officer Run-offs:

i. If there is a margin of twenty-five (25) votes or less for any class office, a candidate for that office may request a ballot verification of the Elections Chairman, the SGA Advisor and Attorney General.

ii. A run-off will only occur after final ballot verification for a class officer has revealed a tie. The election will take place before the conclusion of fourteen (14) days from the end of the original election.

(b) Four SGA Executive Officers:

i. If there is a three percent (3%) margin or less between the top two candidates for a respective office, a candidate for that office may request a ballot verification of the Elections Chairman, the SGA Advisor and Attorney General.

ii. A run-off will only occur after final ballot verification for an Executive Officer position reveals a tie. The election will take place one week (5 school days) after the original election. The run-off election will operate under the standing election rules, with exception to the expenditure cap which will be altered to $500.00 per candidate.

(c) Undergraduate Student Senators:

i. Ballot verification may occur by request of a candidate if there is a margin of ten (10) votes or less and the total number of seats available is less than the number of candidates running.

ii. A run-off will only occur after final ballot verification reveals a tie for Undergraduate Student Senate.
(d) Polling places for Run-Off Elections:

i. If a tie occurs for a Class Officer, Senate or Executive Officer position, the Elections Chairman will submit a Run-off precinct location to the Undergraduate Student Senate for approval.

Section 4.15: Election Violations, Penalties and Appeal Process

(a) Violations of any election rules by a candidate, ticket, or campaign worker shall prompt an immediate investigation and subsequent hearing by the Elections Committee.

(b) Persons found in violation of the Elections By-Laws will be subject to point penalties as well as additional sanctioning deemed appropriate by the Elections Committee.

(c) A penalty system using point values will preside over violations made during campaigning; the accumulation of 10 points or more by a ticket or candidate will result in disqualification:

a. Level 1 (1-3 Points)

   i. False Start
   ii. Failure to submit expense report
   iii. Failure to receive approval for campaign by Elections Committee
   iv. Defacing school property (includes hanging things in places they are not supposed to be hung)
   v. Use of office printers and/or materials for campaign use

b. Level 2 (4-6 Points)

   i. Improper expense report
   ii. Going over budget
   iii. Campaigning in restricted areas and/or areas without permission
   iv. Speaking at events without proper approval
   v. Harmful or Malicious Behavior

c. Level 3 (7-10 Points)

   i. Falsifying expense report
   ii. Slander/Libel
   iii. Handing out electronic devices to vote including, but not limited to, laptops, cell phones, tablets, iPads, etc.
   iv. Violating sanction restrictions
Sanctions will be attributed to each level of violation. Possible sanctions include, but are not limited to:

- Suspension of social media accounts for designated period of time.
- Removal of campaign materials.
- Suspension of campaigning.
- Restricted campaign areas.
- Probation/temporary suspension

If a ticket or candidate is found using a previous year’s campaign site/social media profile or a site/social media profile previously created, a violation will be given for early campaigning.

Failure to notify the Elections Chairman before campaigning inside a university owned building will result in sanctioning.

Defacing or destroying campaign materials of another candidate or ticket will result in a meeting with the elections board who will then decide the further punishment for the opposing ticket/candidate;

- Publicly slandering or libel statements towards any candidate can be included in this violation, at the discretion of the Elections Committee.

Campaigning door to door prohibited.

Violations made by any campaign workers listed on the campaign worker sheet will result in points and/or sanctioning.

Failure to remove campaigning literature or materials from a restricted and/or approved location by the deadline for removal, as specified by the Elections Chairman, will result in sanctioning;

Elections Expense Report Violations, as listed below, result in sanctioning.

- Failure to submit an expense report by the time specified by Elections Chairman.
- Failure to adhere to expenditure caps of the Election Expenditure Rules.
- Falsifying reports given within the expense report.
- Improper Expense Reports and/or Campaign Worker Lists

Violations not specified in this section are subject to sanctioning by the Elections Committee as they see fit based upon the pre-determined violation levels.

The accused individual(s) shall appear before the Elections Committee within this forty-eight (48) hour time period.
(m) The initial hearing will be held by the Elections Committee, be facilitated by the Elections Chairman. The Attorney General shall serve as an ex-officio member of the committee, be facilitated by the Elections Chairman. All decisions ascertained by the Elections Committee shall be through simple majority vote and approved by the Elections Advisor;

i. The decision by the Elections Committee shall be handed down to the ticket or candidate in question, by the Elections Chairman within forty-eight (48) hours of the initial complaint unless third party action is required.

ii. The Forty-eight (48) hour time period is not to include weekends or Holidays. Weekends shall be defined as starting at 5:00am on Friday afternoons continuing until 8:30am Monday morning.

(n) Once a decision has been made by the Elections Committee, the affected candidate or ticket has the right to appeal the decision.

i. A written appeal request must be filed with the Attorney General within twenty-four (24) hours of the Elections Committee’s decision. The Judicial Justices shall hear the case following a proper investigation by the Attorney General.

ii. The affected candidate or ticket will have the opportunity to present an appeal. The decision of the Judicial Justices will be final.

iii. The Judicial proceedings brought against a candidate or ticket shall not extend beyond thirty (30) days of the initial complaint.

(o) In the event that the allegation/violation is against the Elections Committee, the Elections Chairman, or the Elections Vice Chairman, the complaint will be heard by the Attorney General and Judicial Justices in accordance with the process outlined in Section 3.16, (q);

(p) Any violation of the Student Code of Conduct during the campaigning period will result in sanctioning by the Elections Committee as well as a referral to the Office of Students Rights and Responsibilities;

(q) Intentionally falsifying a violation report on another ticket or individual to bring unnecessary sanctions to that ticket or individual will result in disqualification;

(r) Candidates and tickets shall have the right to request Elections Committee meeting minutes and official evidence used for possible sanctioning.
Section 4.16: Final Elections Report

(a) The Election Chairman shall submit a written and oral Elections Report to the Undergraduate Student Senate within one (1) week after the final election or run-off election results are announced.

(b) Above mentioned Election Report shall include the following:

i. A schedule of all election deadlines and events; including rallies, promotions, and other pertinent information regarding public awareness of the SGA election.

ii. An itemized list of all the Election Committee Expenses along with a copy of the approved budget.

iii. The total number of votes cast in the election or run-off election.

iv. The number of votes cast for each candidate.

v. A summary of any election problems, complaints and actions taken to resolve the matters.

vi. Recommendations to the Undergraduate Student Senate for improvements toward future elections.

vii. Written statements from each candidate/ticket willing to submit a written statement as part of the final election report to detail their personal experiences and future recommendations for posterity.

(c) The Final Elections Report shall be made available to all students on the ECU SGA website, sent out through the SGA listserv and to student media.

ARTICLE V
Budget

Section 5.1: Authority

(a) The allocation and expenditure of these funds shall be determined by the Student Government Association through the SGA Undergraduate Senate. The SGA Undergraduate Senate is responsible for allocating funds for university wide expenses.
Section 5.2: Student Fees

(a) The State of North Carolina has established a separate Student Fee. This fee shall be collected as part of the student tuition as a dollar amount per credit hour and shall be retained by the University and paid into a separate Student Fee fund.

Section 5.3: Chronology/Timeline

(a) The process for preparing the annual fiscal budget shall begin in earnest no later than August 15th of the previous academic year. This process will include:

i. The Budget and Finance Office submits to the Student Government preliminary projected figures of enrollment as well as fee revenue for the next year. It will be understood that these figures are only projections;

ii. The Finance/Appropriations Committee will make available budget request forms for any interested parties wishing to request funds of the Student Fees Fund. These forms along with a set deadline will be published and also distributed to any existing funded entities, as well as any groups that have received funding within the past three years;

iii. The SGA Treasurer and the Appropriations Committee will prepare a budget draft once the university wide figures have been decided and the remainder of fees split according to FTE’s on campuses;

iv. The Budget and Finance Office will update FTE projects as necessary during the course of the year. To ensure a balanced budget, it is the responsibility of the SGA Treasurer, the Undergraduate Student Senate and the Finance/Appropriations Committee to make any necessary adjustments due to any discrepancy between budgeted figures and projects.

v. A budget hearing for the purpose of public opinion on the budget drafts will be held prior to the last week in January. This forum, as well as the drafts, will be advertised and publicized, and all beneficiaries of Student fees should be present.

vi. The finalized budget will be submitted to the Student Body President for his approval, or veto. This shall be co-signed by the Student Body Treasurer. If no action is taken within fifteen (15) days following presentation, the budget shall be deemed approved.
Section 5.4: Funding Process

(a) Once the budget has been finalized and the President has signed it into effect, the Appropriations Committee, and when appropriate, the SGA Undergraduate Senate, will have the duty to allocate funds to individual organizations.

(b) Organizations seeking funds will submit all funding packets to the Student Body Treasurer through OrgSync.

(c) After review of the budget, the Student Body Treasurer submits packets to the Appropriation Committee with his or her recommendations.

(d) The funding process is further outlined in Article 2, Section 2.9 of this document.

Section 5.5: Disbursements

(a) All transactions will be facilitated, monitored and reviewed by the Student Body Treasurer, the Appropriations Committee Chair, the SGA Advisor, and the Financial Administrator.

(b) All disbursements shall have the approval by signature of the Student Body Treasurer, the Appropriations Committee Chair, the SGA Advisor, and the Financial Administrator.

(c) For disbursements of $3,000 or more, four (4) signatures are required; that of the Student Body President, the Finance Administrator and the SGA Advisor, as well as a designee of the Vice Chancellor of Student Affairs.

(d) Monthly financial reports shall be made available to the funded organizations, Student Body President, SGA Advisor as well as one copy for the Senate to review, detailing any disbursements and money transfers.

Section 5.6: Employment and Remuneration

(c) All SGA officers in positions of leadership shall be entitled to compensation as follows

i. The SGA President shall receive an annual salary of $600/month, distributed biweekly.

ii. The SGA Vice President shall receive an annual salary of $450/month, distributed biweekly.

iii. The SGA Treasurer shall receive an annual salary of $450/month, distributed biweekly.
iv. The SGA Secretary shall receive an annual salary of $450/month, distributed biweekly.

v. The SGA Chief of Staff shall receive an annual salary of $300/month, distributed biweekly.

vi. The SGA Attorney General shall receive an annual salary of $300/month, distributed biweekly.

vii. The SGA Speaker of the Senate shall receive an annual salary of $300/month, distributed biweekly.

viii. The SGA Elections Committee Chair shall receive a salary of $200 for General Elections.

ix. The SGA Elections Committee Vice-Chair shall receive a salary of $125 for General elections.

tax. Remuneration will be made through a payroll method.

ARTICLE VI
University Committees

Section 6.1: Representation

(a) The Student Body President serves as an ex-officio member on all University Committees as defined by the Faculty Senate.

Section 6.2: Designees

(a) Members of the Executive Cabinet and Judicial Branch are expected to serve on university committees as deemed appropriate by the Constitution and these By-Laws. However, the Student Body President reserves the right to maintain that seat for him or herself. The Student Body President also reserves the right to remove those sitting in his or her place for a replacement from within a contributing position in the SGA if expectations are not met as outlined in the By-Laws and Constitution.

(b) He or she may decide to relieve any of the standing Executive Directors of their duty from attending Faculty Senate committees, however, replacements from within the Student Government Association must be made within the week of relief of duty.
(c) The failure of a member to fulfill this duty will result in sanctioning by the Judicial Branch.

ARTICLE VII
Summer Session

Section 7.1: Officers

(a.) The following officers are required to remain on campus during the summer:

i. Student Body President
ii. Student Body Vice-President
iii. Student Body Treasurer
iv. Student Body Secretary
v. Student Body Chief of Staff
vi. Attorney General
vii. Speaker of the SGA Senate

Section 7.2: Expectations

(a) Officers are expected to maintain the same number of hours required of them during the Academic Year;

(b) Office hours are defined as being physically in the SGA suite or the Student Organization Center;

(c) Officers are expected to enroll in at least three (3) credit hours for the summer academic term.

Section 7.3: Compensation

(a) Officers will receive their bi-weekly remuneration as outlined in the SGA By Laws, Article V, Section 5.6.

(b) Officers will be compensated for a maximum of seven (7) credit hours of in-state tuition for the entire summer.

(c) Officers will be given a declining meal balance in the amount of $250 for the entire summer.

(d) Officers shall be reimbursed only for the cost of the books for the required three (3) credit hours needed to fulfill an officer’s summer session obligation.
ARTICLE VIII
Officer Training

Section 8.1: Transition Training

(a) All SGA Officers that are elected or appointed during the Spring semester must participate in the transition training period.

(b) Transition training begins on the Monday following the closing of the SGA Spring Elections and continues until the Friday before the SGA Banquet.

(c) New officers will be given a training schedule of at least four (4) weeks which includes shadowing their current officer counterpart (i.e. newly elected senators will shadow current senators), attending meetings for the branch under which the officer was elected/appointed and transition meetings with their current officer counterpart and the SGA advisor.

(d) Any officer that does not participate in transitional training will be sanctioned by the Judicial Branch.

Section 8.2: Summer Retreat

(a) All SGA Officers that have a summer attendance requirement must attend the SGA summer retreat.

(b) Planning for the SGA retreat will be handled by the SGA Advisor and SGA Administrative Assistant.

(c) The summer retreat will not conflict with any summer session classes.

ARTICLE IX
Amendments of the By-Laws

Section 9.1: Amendments

(a) By-Laws may be amended by a two-thirds vote of the Undergraduate Student Senate or by Executive Order. The amendments shall become effective upon being filed to the SGA advisor, SGA President, Speaker of the Senate, Attorney General and Chief Clerk.

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