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, the Board of Governors, official guests, visitors of the University and with students from other schools. He or she shall create an executive cabinet and committees or other offices as deemed beneficial to the student interests. 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 Student Congress. He or she will enact and enforce laws of the Student Government Association within his jurisdiction. Shall approve the appointment of the Chief Justice in conjunction with the Undergraduate Senate. He or she will attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and
appoint one delegate to the organization. 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 will serve as an outreach to student organizations and campus committees. He or she will serve as the Speaker of the Undergraduate Senate. He or she will attend meetings of the University of North Carolina Association of Student Governments (UNCASG) and appoint one delegate to the organization. The Vice President should attend all East Carolina University Board of Trustee Meetings.

(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, contributes and edits the Student Government Association Funding Manual as well as creating financial policies for the Student Government Association. He or she will give advice and consent on matters going to the Appropriations Committee of the Student Congress as needed. He and she will aid student organizations through the funding processes. He and she will correspond with appropriate University financial officials on matters of the Student Government Association budget. The Treasurer should attend all meetings of the East Carolina University Board of Trustees.

(d) **The Secretary of the Student Body** corresponds with executive council and other branches on matters of Student Government Association 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 of the Undergraduate Student Senate by taking minutes for all meetings and keeping attendance for all Senators.

(e) **The Chief of Staff** will be appointed by the Executive Council. He or she will oversee the executive cabinet. He or she appoints a Deputy Chief of Staff to assist with logistics within cabinet. He or she will plan all executive council events for the year.

**Section 2.2: Cabinet**

(a) **The executive cabinet** shall consist of no more than 15 members as outlined in Article IV section F of the constitution. The following positions must be included in the executive cabinet structure:

i) **Deputy Chief**

ii) **Director of Student Affairs**
(b) **Cabinet members** must remain in constant communication with Faculty, Staff and Administration as defined by the SGA President.

### Section 2.3: Meetings

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

(b) **The Executive Cabinet** shall meet at least twice a month bi-weekly to carry out the executive council platform initiatives.

(c) The Executive Council and Executive Cabinet shall submit their weekly 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 President 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 Student Organization Center.

(c) All executive Officers must maintain a minimum of ten (10) hours per week.

(d) All cabinet members must maintain a minimum of two (2) 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) Co-Sponsorship packets shall be given to the SGA Office Administrative Assistant. The Administrative Assistant will give the packet to the SGA Treasurer.

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

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

(e) 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.

(f) The SGA President, SGA Treasurer and SGA Advisor must sign the document to verify the allotment of funds.

(g) 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.

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

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

ARTICLE III
Legislative Branch

Section 3.1: Legislative Sessions

(a) The Undergraduate Student Senate shall be in session from the instillation 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 is 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 Undergraduate Student Senate shall be composed of undergraduate students according to the following guidelines:

i. One representative per one-thousand students in each college
ii. One representative per one-thousand undergraduate undecided students
iii. One representative from each class
iv. One representative per organizational discretionary seat with a maximum of eleven (11) seats.

(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 s/he is unsuccessful in matriculating to the class that was filed, the officer must step down from the position. The Rules and Judiciary committee will begin the senator replacement process to fill the vacancy.

(c) The freshman class seat shall be appointed by the Chief Justice from the Shipmates program. A name shall be recommended to the Speaker during the first meeting of the Undergraduate Student Senate and will be confirmed by a two-thirds vote by the second meeting.

(d) 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.

(e) Candidates for undecided student seats must not be registered within any major at the time of filing.

(f) Organizational discretionary seats shall be reviewed annually by the procedure prescribed as follows:

i. Upon initiation of the reappointment process, all organizational discretionary seats shall be declared open for review by the Speaker, who shall arrange appropriate publicity.
ii. Each organization currently holding an organizational discretionary seat shall submit to the Chief Justice a written notice of the organization’s intent to retain or decline its seat in the Undergraduate Student Senate. If a letter is not received the seat is vacant.
iii. Any undergraduate student organization seeking to obtain an organizational discretionary seat shall submit to the Chief Justice written notice of the organization’s intent to obtain a Seat in the Senate.
iv. Any undergraduate student organization wishing to obtain a seat in the Senate must be registered and in good standing with the Student Organization Center.
v. All organizations shall be reviewed by the Judicial Branch at a date determined by the Chief Justice
vi. At the conclusion of the review, the Judicial Branch shall issue to the Senate an advisory opinion with its recommendation of the organization(s) either granted or rejected a seat in the Senate.
vii. The Speaker of the Senate shall draft the appropriate amendment(s) on the organizations recommended and rejected by the Judicial Branch for a seat in the Undergraduate Student Senate.

viii. A two thirds vote by the Undergraduate Student Senate is required to amend the list of organizations receiving seats in the Senate.

ix. All organizational discretionary seats shall be filled by the end of the Spring elections.

x. Any undergraduate student organization relieved of an existing seat by a vote of the senate shall not be allowed to reapply for one (1) academic year.

xi. Any undergraduate student organization rejected in its effort to obtain a seat either by a vote of the senate or recommendation against it by the Judicial Branch shall be allowed to reapply the next academic year.

xii. All organizational discretionary seats must be filled by the last day of elections.

xiii. The organization would lose the seat if the person does not meet the requirements.

Section 3.3: Legislative Committees

(a) **Appropriations**: The Appropriations Committee is given a budget of student fee money from the SGA Treasurer, with that money the committee interviews and allocates funds to various registered student groups who apply for funding. Funding is distributed during the Fall and Spring semesters of each fiscal year. Meetings are held only when funding packets are received by the SGA Treasurer or whenever the chair sees fit.

(b) **The Rules & Judiciary**: considers all Bills and Resolutions before they are presented to the Undergraduate Student Senate. They make suggestions and recommendations for each bill or resolution to the originating committee. They provide recommendations for all appointments that require vote of the Undergraduate Student Senate. Recommendations are based solely on due process, which is defined by the designated branch requesting the appointment. They interview potential candidates during the Senator Replacement Process and recommend candidates to the Senate for vote.

(c) **Student Welfare**: The student welfare committee focuses on the student experiences as a whole with the university. They examine all university policies, procedures and projects that affect the student body as a whole. Recommendations of university plans are submitted to the Undergraduate Student Senate in the form of a bill or resolution for review.

(d) **Communications and Public Relations**: This Committee is responsible for public relations and communication within the senate and corresponding with the SGA Secretary on public relations and communication outside of the senate. They will promote the senate to the student body as well as promotion within the senate to be self aware and active.
Section 3.4: Meetings

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

(b) The Undergraduate Student Senate shall meet a minimum of twice monthly with all meetings being held on Monday’s at 5pm.

(c) The Speaker of the Senate may call a special senate meeting at any time. He or she will notify all senators within 48 hours of this special meeting.

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

Section 3.5: Office Hours/Attendance

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

(b) Three unexcused absences are allowed before senators are removed from the Undergraduate Student Senate; with an unexcused absence being defined as an absence in which the senator has not provided the Speaker of the Senate with a doctor’s note, university excused absence, or written notification 48 hours prior to being. The approval of all written notifications is at the discretion of the Speaker.

(c) Unexcused absence from senate meetings will count as one (1) absence and unexcused absence from committee meetings will count as a half (1/2) absence.

Section 3.6: Senator Replacement Process

(a) In the event of vacancies in the Undergraduate Student Senate, the Speaker of the Senate shall contact the Communications and Public Relations Chairman to publicize the vacancies to the student body.

(b) Candidates may only fill vacancies to which the candidate is in the college or class.

(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 vote.
(e) A two thirds majority vote by the Senate is needed before a candidate can become a member of the Undergraduate Student Senate.

(f) If vacancies within the Undergraduate Student Senate exceed 60% of the available seats, then a university wide election must be held to fill vacancies.

Section 3.7: Legislation Procedures

(a) All legislation shall be submitted to the Chief Clerk of the Undergraduate Student Senate in quadruplet to be distributed to SGA President, SGA Vice President, Chief Justice and SGA Advisor no later than 5:00pm on the Wednesday prior to the meeting in which the legislation will be introduced.

(b) The Chief Clerk of Undergraduate Student Senate will affix the Student Government Association stamp to all copies and assign legislative numbering as follows:
   i. Senate Bill: SB(meeting number-bill number);
   ii. Senate Resolution: SR (meeting number-resolution number).

(c) All copies of legislation are retained by the Chief Clerk of the Undergraduate Student Senate who will provide copies for all members of the Undergraduate Student Senate on the date the legislation will be placed on the agenda.

(d) If legislation passes, the four original copies are sent to the Office of the President for signature or veto.

(e) If legislation fails, the four original copies are returned to the Congressman who initiated the legislation.

(f) The four copies of the signed legislation are then distributed to the Chief Clerk of Undergraduate Student Senate for her files, Chief Justice, President of the Undergraduate Student Senate and the original author of the legislation.

(g) If vetoed, legislation goes back to the Chief Clerk of the Undergraduate Student Senate to be held until recalled.

(h) If the President of the Student Body fails to act on legislation within 10 university calendar days (excluding holidays, reading days, or official university closings), it is returned to the Chief Clerk of the Undergraduate Student Senate and considered enacted legislation.

(i) Effects of Defeated Bill. After a bill has been tabled or has failed to pass, the contents of said bill or the principal provisions of its subject matter shall not be embodied in any other measure in the current legislative session. Upon the point of order, such measure shall be laid upon the table and shall not be taken there from except by a two-thirds vote.
(j) First Reading. Any business, unfinished or new, will be read aloud on the floor of the Undergraduate Student Senate by the Chief Clerk of the Undergraduate Student Senate in the order on the agenda.

(k) The floor will then be opened by the President of the Undergraduate Student Senate for questions for clarification for a period of no longer than five minutes.

(l) In order that the legislation may be passed, a motion shall come from the floor so that the legislation can be adopted. This requires a second.

Section 3.8: Appropriations Legislation Process

(a) All funding requests from student organizations are submitted to the SGA Treasurer;

(b) Once request are received, the SGA Treasurer meets with the Appropriations committee and the financial administrator to review all funding request packets and to give his/her recommendations according to the budget;

(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;

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

(e) The requesting student organization is invited to be present at the Senate meeting to answer any questions that the body might have about the request;

(f) A two thirds majority vote is necessary to approve funding request;

(g) Approval must be received from the financial administrator before funds can be disbursed.

(h) All request received by 5pm on Wednesday, must be completed by the following Monday.

ARTICLE IV
Judicial Branch

Section 4.1: Judiciary

The Judicial Branch of the SGA will be composed of the following: Chief Judicial Justice(1), Judicial Justices(4), Elections Committee and Shipmates.
(f) The Chief Justice 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 President and Senate. He or she must preside over all judicial meetings. He or she must preside over all Shipmates programs and activities.

(g) The Judicial Justices (4) must assist the Chief Judicial Justice in the Interpretation of any provision of the constitution, bylaws and/or any law. He or she will assist the Chief Justice in the direction of the Shipmates program and activities.

(h) 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 ensures that all elections rules are being upheld. He or she presides over the compulsory meeting before the election. He or she monitors the online and on campus voting sites (polls).

(i) The Shipmates Program serves to introduce first year students to all branches of SGA.

Section 4.2: Meetings

(a) The Chief Judicial Justice and Judicial Justices shall meet once weekly to discuss the business of the Judicial Branch with the SGA Advisor.

(b) The Shipmates Program shall meet biweekly to participate in various activities that will expose participants to SGA, campus departments, and administrators.

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

Section 4.3: Office Hours

(a) Class schedules and Office hours should be submitted to the Chief Justice 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 Student Organization Center.

(c) The Chief Justice must maintain a minimum of ten (10) hours per week.

(d) All Judicial Justices must maintain a minimum of two (2) hours per week.
Section 4.4: Judiciary Selection Process

(a) Applications for the Chief Justice and Judicial Justices position will be available no later than February 15th of the designated year;

(b) Applications will be due to the Chief Justice the Friday before Spring Break;

(c) Once all applications are received and reviewed, the current Chief Justice will set up interview slots for all candidates;

(d) Candidates will be interviewed by the current Chief Justice, Justices (4), and the SGA Advisor;

(e) The Chief Justice will make a recommendation to the President by March 30th of the designated year;

(f) Once the President approves the candidates, the names are sent to the Senate for approval;

(g) Once approval is gained from the Senate, the candidates are the Chief Justice Appoint and Judicial Justices Appoint;

(h) The Chief Justice Appoint and Judicial Justices Appoint do not become the Acting Chief Justice and Judicial Justices until being sworn in at the SGA Banquet.

Section 4.5: 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 term, as approved by the Undergraduate Senate.

(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 SGA President, Chief Justice and Speaker of the Senate 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, Chief Justice 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/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 can result in immediate removal from his/her position.

Section 4.6: 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 candidates must meet the necessary requirements listed in the SGA Constitution and By-Laws for the position that is being filed prior to filing;

(d) Candidates with inappropriate grade point averages or that do not meet the necessary requirements at time of filing will automatically be disqualified;

(e) All candidates shall receive a copy of the election rules at the time of filing and must initial/sign the receiving of the rules. Immediately upon receiving these packets, candidates are to uphold all election rules;

(f) Candidates cannot campaign for any office other than that filed for;

(g) Any announcement of candidacy in any formal or informal setting prior to officially filing is strictly prohibited and candidate subject to sanctioning by the Elections Committee;

(h) There must be at least one (1) representative from the Elections Committee present to collect all filing packets;

(i) Once submitted, packets must be time and date stamped by the Elections Committee representative;

(j) All packets are submitted to the SGA Administrative Assistant at the end of each filing day.

Section 4.7: Compulsory Meeting

(a) There shall be a compulsory meeting at the conclusion of the filling 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. Any candidate who cannot attend the compulsory meeting must have their absence excused by the Elections Committee through a plurality vote. The request for an excused absence must be submitted in writing before the conclusion of the filing dates, to the SGA Administrative Assistant or Elections Chairman. Any unexcused absence from the compulsory meeting will result in immediate disqualification from the election.

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

vi. Attendance shall be taken for all candidates and photographs of candidates for Class Officer Position’s and Executive Branch shall be taken for purposes to be used on voting software.

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

Section 4.8: Conduct of the Campaign

(a) There shall be NO campaigning by any student, candidate or campaign worker once a candidate has filed for a position or prior to the conclusion of the compulsory meeting. Campaigning from here on shall be defined as follows: word of mouth, displaying literature, the use of technology/media outlets or any public display of a candidate’s name for the purpose of gaining support for the position filed for.

(b) Door-to-Door campaigning, campaigning in the campus paper, campus mail stuffers, and Campaigning inside Residence Halls, and campaigning inside any campus buildings other that those stated above, are prohibited means of campaigning.

(c) Defacing or destroying campaign literature of another candidate, as well as any slander or liable remarks towards another candidate is prohibited, and subject to judicial review and sanctioning, leading to disqualification or permanent removal from all SGA sanctioned events.

Section 4.9: Campaigning Materials

(a) Sound devices are NOT allowed at any time or any place during the course of the election.
(b) Banners are printed materials larger than thirty (30) inches on any dimension. Banners must comply with the University Solicitation Policy, and must not contain vulgarity, or slander towards any other ticket/candidate. A maximum of fifteen (15) banners per ticket or individual candidate are permitted. The Elections Chairman must be notified of the location 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 banner is being placed in appropriate locations.

(c) 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.

(d) Banners may be hung on Fraternity/Sorority and/or apartment complex properties, upon obtaining written permission from Organization President or Property Manager. Written permissions must be submitted to the Elections Chairman twelve (12) hours before placement of the banner.

(e) Handbills or flyers consisting of any campaigning materials must not exceed thirty (30) inches on any dimension. Handbills may only be displayed and/or distributed in approved areas.

(f) The approved areas where handbills may be distributed and/or displayed are the outdoor areas of campus, Allied Health Building, Bate Building first floor, Brewster Building stairwells, and any other areas granted permission by the Elections Chair. Locations are subject to change year to year as SGA/University Guidelines are altered.

(g) Candidates are permitted to use third party website, as well as personally owned and operated websites as promotional methods of rallying voters for the election.
   i. Material displayed upon said websites or group pages must be pre-approved by the Elections Committee through a plurality vote.
   ii. Elections Chairman reserves the right to force candidate to remove or take down any websites in the event that rules and conditions are not followed.

(h) Campaign literature of any type shall not be displayed or distributed within the boundaries of the polling sites during the election.
   i. The physical boundary of twenty-five (25) feet shall be clearly marked with an above ground barrier.

Section 4.10: Campaigning Expenses

(a) Candidates for Class Officer positions or Undergraduate Student Senator shall not exceed the following personal campaign expenditure caps:
   i. SGA Class Officers $ 350.00
   ii. Senators $ 150.00

(b) A ticket for the Executive Cabinet shall not exceed the personal campaign expenditure cap:
i. SGA Executive Officer Ticket $2,200.00

(c) 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 SGA Office no later than twenty-four (24) hours prior to the opening of 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 SGA Administrative Assistant by 5:00pm on the final voting day of elections.

vii. Expense reports must be formatted according to the template distributed to candidates by the Elections Chairman.

Section 4.11: 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, they will be operating the hours of 9:00am-5:00pm on the two (2) voting days, closing promptly at 5:00pm by timers set on voting software. Polling sites will be announced and publicized throughout campus.

(c) Polling stations will be clearly marked, with above ground boundaries as stated in section 3.12, h, and shall display only non-partisan literature.

(d) Polling stations are only manned by members of the Elections Committee, who must wear colors not associated with any of the candidates or tickets colors, while manning the polling location.

(e) 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.

(f) A secure webpage will be provided by the ECU information Technology and Computing Services for the purpose of providing secure election results.
(g) Any computers other than those being provided by the University will be allowed to access the internet site for voting, however may not be shared around the polling places for purposes of increasing votes.

(h) 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.

(i) 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.

(j) The following persons are allowed at the computer terminal when the election results are opened and reported:
   a. Elections Committee Chairman
   b. Chief Justice
   c. SGA Advisor

(k) The access password will be given only to the Elections Chairman, Chief Justice 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.

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

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

Section 4.12: 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 Chief Justice.
   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 Chief Justice.

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.

(e) In the event of new elections, filing will be open for a period of one (1) week in which new candidates may file for the new election of the disputed office. Candidates which were previously disqualified from the initial election are not eligible to file for the new election.

**Section 4.13: Election Violation, 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) All fines will be deducted from the candidate’s/ticket’s campaigning expenditure caps. If a candidate’s /ticket’s fines exceed the expenditure cap, that candidate or ticket will be disqualified.

(c) Failure to receive prior approval from the Elections Chairman for campaigning inside a university owned building will result in a fine of $25.00.

(d) Defacing or destroying campaign materials of another candidate or ticket will result in a minimum of $50.00 fine, leading up to disqualification.
   i. Publicly slandering or liable statements towards any candidate can be included in this violation, at the discretion of the Elections Committee.

(e) Use of sound mechanisms for the advancement of a candidate, will result in a $50.00 fine.
(f) Participating in Door-to-door campaigning, or campus mailing, for the advancement of any candidate will result in disqualification.
   i. Including but not limited to Residence Halls, Educational Buildings, and Fraternity/Sorority Houses.

(g) Violations made by any campaign workers listed on the campaign worker sheet will result in a minimum of a $5.00 fine leading up to disqualification for the candidate/ticket depending on the severity of the violation.

(h) Campaigning for positions other than those filed for, resulting in a $300.00 fine, and surrendering the positions for which wrongful campaigning has occurred.

(i) Early campaigning, defined as any campaigning for the advancement of any ticket or candidate prior to the conclusion of the compulsory meeting, resulting in the loss of a campaigning day for every day in which campaigning early occurred.
   i. During lost campaigning days, all banners, handbills and other materials with the candidate or tickets logos, names etc. must come down by midnight of that day, and must remain down until midnight the next night for a twenty-four (24) hour period.

(j) Campaigning inside the twenty-five (25) foot boundary at polling locations will result in a fee of $15.00 per occurrence.

(k) Failure to remove campaigning literature or materials from a restricted and/or approved location by the deadline for removal specified by the Elections Chairman will result in a fine of $2.00 per handbill, and $15.00 per banner.

(l) Elections Expense Reports Violations as listed below result in a minimum of a $50.00 fine.
    i. Failure to submit an expense report by time specified by Elections Chairman.
    ii. Failure to adhere to expenditure caps of the Election Expenditure Rules.
    iii. Falsifying reports given within the expense report.
    iv. Improper Expense Reports and/or Campaign Worker Lists

(m) Violations not specified in this section are subject to sanctioning by the Elections Committee.

(n) Any reports of alleged violations to the election rules must be made in triplicate copies and submitted to the Elections Chairman, Chief Justice, and SGA Administrative Assistant for documentation purposes.

(o) Any alleged violation which has properly been documented, shall undergo investigation by the Elections Committee within forty-eight (48) hours of being submitted.
   i. The individual(s) of which the accusations have been brought upon, shall appear before the Elections Committee within this forth-eight (48) hour time period.
The initial hearing will be held by the Elections Committee, being facilitated by the Elections Chairman. The Chief Justice shall serve as an ex-officio member of the committee during the hearing. All decisions ascertained by the Elections Committee shall be through simple plurality vote.

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

Once a decision has been made by the Elections Committee, the effected candidate/ticket has the right to appeal the decision.

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

ii. The effected candidate/ticket will have the opportunity to present his/her appeal. The decision ascertained by the Judicial Justices will be final.

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

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 Chief Justice and Judicial Justices in accordance with the process outlined in Section 3.16, q.

Section 4.14: Final Elections Report

(a) The Election Chairman shall submit a written and oral Elections Report to the Undergraduate Student Senate within two (2) weeks 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. Total number of votes cast in the election or run-off election

iv. Number of votes cast for each candidate

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

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

(c) This report shall be filed with the following, unless they are a candidate in the subsequent election:
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 Undergraduate Student Senate. The Undergraduate Student 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 SGA President for his approval, or veto. 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 Undergraduate Student Senate, will have the duty to allocate funds to individual organizations.

(b) Organizations seeking funds will submit all funding packets to the SGA Treasurer.

(c) After review of the budget, the SGA Treasurer submits packets to the Appropriation Committee with his/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 SGA Treasurer, the Appropriations Committee Chair, the SGA Advisor and the Financial Administrator.

(b) All disbursements shall have the approval by signature of the SGA 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 SGA 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, SGA President, SGA Advisor as well as one copy for the Senate to review, detailing any disbursements and money transfers.

ARTICLE VI
University Committees

Section 6.1: Representation

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

(b) He or she may appoint a designee to any committee as necessary to ensure student representation.
**Section 6.2: Designees**

(a) Members of the Executive Cabinet are expected to serve on university committees as deemed appropriate by the SGA President.

(b) This expectation is expressed in the application as a member duty, which is signed by newly appointed Cabinet members.

(c) The failure of a member to fulfill this duty will result in sanctioning by the Judicial Branch.

(d) In the event that the SGA President is unable to secure a cabinet member to serve in this capacity, he/she will communicate with the Chief Justice and the Speaker of the Senate to choose another representative.

**ARTICLE VII**

**Summer Session**

**Section 7.1: Officers**

(a) The following officers are required to remain on campus during the summer
   i. SGA President
   ii. SGA Vice-President
   iii. SGA Treasurer
   iv. SGA Secretary
   v. SGA Senate Pro Tempore
   vi. SGA Chief Justice

**Section 7.2: Expectations**

(a) Officers are expected to maintain ten (10) office hours per week;

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

(c) Officers are expected to enroll for seven (7) credit hours for the summer academic term.

**Section 7.3: Compensation**

(a) Officers will receive their bi-weekly remuneration as outlined in the SGA Constitution, Article XIV.
(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 will be given a book stipend in the amount of $150 for the entire summer.

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 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, Chief Justice and Chief Clerk.

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