

Kennesaw State University
Student Government Association
Bylaws

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Article I: General Use

- 1 The following clauses will serve to establish and elucidate the fundamental purposes of the Student Government Association (SGA) and its organs. Clauses 1.1.1 through 1.1.5. are non-binding and serve to provide general guidance in the event of review of the overall Bylaws.
 - 1.1.1 The SGA of Kennesaw State University (KSU) exists as the student-led governing body that represents and advocates on behalf of the totality of the university's student body within KSU's overall Shared Governance structure.
 - 1.1.2 The Executive Board exists to manage the overall functioning, organizational structure, and direction of the KSU SGA.
 - 1.1.3 The Senate exists to represent and advocate on behalf of their respective constituencies, to vote upon appointments in instances where enumerated and necessary, to propose and ratify amendments to the SGA Constitution and Bylaws, and to propose and vote upon Resolutions when brought before the General Body of the SGA.
 - 1.1.4 The Judicial Branch exists to serve as an impartial appeals process within the organization, to interpret the Constitution and Bylaws within the bounds of the appeals process, and to ensure that Elections are ran in a manner adherent to the Bylaws and Constitution.
 - 1.1.5 The staff program exists to provide students throughout the university with an opportunity for working with the KSU SGA as we seek to carry out our mission of serving the students of KSU.
- 1.2 KSU SGA Members consist of all enrolled students at Kennesaw State University.
- 1.3 The Active Members of the KSU SGA consist of the Officers of the Executive Board, Senators, Justices of the Judicial Branch, Staff and SGA Advisors
- 1.4 Voting Members of the KSU SGA consist of all the Officers of the Executive Board and Senators.
- 1.5 The outgoing Chief of Staff shall distribute the Bylaws and Constitution at the Inauguration of all incoming Active SGA members via email
- 1.6 Active SGA members shall read the Constitution and Bylaws and agree to abide by said documents upon taking their Oath of Office.
- 1.7 All SGA officers, whether elected or appointed to the SGA, shall take the following Oath of Office:
 - 1.7.1 *"I, (state your full name), do solemnly promise to uphold the Constitution of the Student Government of Kennesaw State University and to faithfully execute the office of (state the office). I pledge to represent the interests of the students over my own self-interests in matters concerning the organization. I will make every effort to be available to listen to concerns of students and to respond to those concerns as I seek to carry out my duties."*
- 1.8 The SGA President shall administer this oath. If the SGA president is not in attendance; the highest-ranking SGA officer present shall administer the oath. If the President or the highest-ranking officer present is taking the oath, the next highest-ranking SGA officer who is not taking the oath shall administer the oath of office.

Article II: Meetings

- 2 To ensure continuity and rationality in the conduct of its affairs, SGA shall hold regular General Body Meetings in specific locations on both the Marietta and Kennesaw Campuses in order to maximize visibility of the KSU SGA, as well as to permit coherence in operating procedures. General Body Meeting scheduling shall be decided upon by the President in consultation with the Vice President and Chief of Staff and announced to the student body via all forms of publication. It is the purpose of SGA General Body Meetings to reflect SGA's main purpose of representing

student concerns, issuing policy recommendations, and encouraging student involvement with KSU decision-making.

- 2.1.1 General Body Meeting locations must be reserved by the incoming President and Vice President in consultation with the outgoing President, Vice President, and Chief of Staff at minimum two weeks prior to the beginning of the former's terms.
- 2.1.2 Meetings will be held bi-weekly, on Wednesdays, at 7:00 PM.
- 2.1.3 Meetings shall be held on both campuses, with 50% being held on the Marietta Campus and 50% being held on the Kennesaw Campus.
- 2.1.4 The President of the KSU SGA will serve as Chair of KSU SGA General Body Meetings and Special Meetings. In the event that the President is absent, the Vice President will chair these Meetings. In the event that the President and Vice President are absent, the officer that will chair the meeting will follow the officer order listed in Article VIII.
- 2.1.5 At any time, a Special Meeting of the Student Government may be called by the President, three members of the Executive Board, or 4/5ths of Voting SGA Members of the KSU SGA. In such situations, the Chief of Staff must reserve a room and contact all Active Members of the KSU SGA informing them of the Special Meeting's purpose, location, date, and time.
- 2.1.6 A simple majority (50% + 1) of Voting Members of the KSU SGA constitutes Quorum.
- 2.1.7 General Body Meetings and Special Meetings shall be governed by Robert's Rules of Order, except when inconsistent with either the Constitution of SGA or these Bylaws. Where Robert's Rules of Order are not conducive to the conducting of the General Body Meeting or Special Meeting, the Chair of the Meeting – in consultation with the Attorney General, shall make a procedural decision to allow for a vote to suspend Robert's Rules. In the event that the Attorney General is not present, the Chair of the Meeting will consult with the KSU SGA advisors.
- 2.1.8 The dress code for the General Body Meeting will be announced by the President through the meeting minutes distributed by the Chief of Staff at least 48 hours before the meeting.
- 2.1.9 The dress code for executive board, committee, one-on-one, or any other meeting is casual unless otherwise specified at least 48 hours in advance.
- 2.1.10 The dress code for trials or hearings by the Judicial Branch shall be professional or business casual, unless otherwise stated by the Chief Justice at least 48 hours in advance.
- 2.2 To ensure continuity and rationality in the conduct of its affairs, SGA shall hold regular Committee Meetings for all SGA Committees. These meetings shall be held on alternate Wednesdays, on weeks there is not a General Body Meeting, at 7:00 PM.

Article III: General Session Agenda

- 3 The Order of Business shall be conducted and defined in the following order and manner:
 - 3.1 Call to Order:
 - 3.1.1 At the decided upon start time, the Chair of the Meeting shall call the General Body Meeting to order.
 - 3.2 Roll Call:
 - 3.2.1 The Chief of Staff shall be responsible for calling Roll.
 - 3.2.2 If a Quorum consisting of a simple majority (50% +1) has been met, then the meeting may proceed.
 - 3.3 Guest Speakers
 - 3.3.1 University Officials and/or Guest Speakers:
 - 3.3.2 University Officials and Guest Speakers that wish to present before the General Body must receive written permission from the President in order to present before the General Body.
 - 3.3.3 University Officials and Guest Speakers must state the purpose(s) of their presentation and send any presentation materials in a letter to the President and Chief of Staff at most one day prior to the distribution of the Meeting Agenda.

- 3.3.4** University Officials and Guest Speakers will be allowed up to fifteen minutes to present, unless granted an extension by the General Body following a motion.
- 3.4** Directors
 - 3.4.1** Directors will be allowed up to five minutes to present.
 - 3.4.2** Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from Committee meetings, and other business pertaining to SGA.
 - 3.4.3** Directors will provide a List of Senators under their purview who will speak in especial detail about their Committee business during the Elective Forum portion of the General Body Meeting to the Vice President two days prior to the distribution of the Meeting Agenda.
 - 3.4.4** The Vice President will produce this list for the President during the Agenda Setting Meeting between the President, Vice President, and Chief of Staff.
 - 3.4.5** The President will approve or disapprove the addition of the Senators on these Lists to the Elective Forum portion of the General Body Meeting Agenda.
 - 3.4.6** Senators will speak in order as they appear on the Elective Forum portion of the General Body Meeting Agenda.
- 3.5** Attorney General
 - 3.5.1** The Attorney General will be allowed up to five minutes to present.
 - 3.5.2** Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from ` meetings, and other business pertaining to SGA.
- 3.6** Treasurer:
 - 3.6.1** The Treasurer will be allowed up to five minutes to present.
 - 3.6.2** Spoken reports will include but may not be limited to: current balance of SGA funds, any spending since the last meeting, and any upcoming spending.
- 3.7** Chief of Staff:
 - 3.7.1** The Chief of Staff will be allowed up to five minutes to present.
 - 3.7.2** Spoken reports will include but may not be limited to: business pertaining to the Intern Program, updates on organizational logistics, and any other updates relating to the performance of their enumerated duties.
- 3.8** Chief Justice:
 - 3.8.1** The Chief Justice will be allowed up to five minutes to present during the General Body Meeting that they are mandated to speak before.
 - 3.8.2** Spoken reports will include but may not be limited to: business pertaining to the Judicial Branch, updates on procedural changes within the Judicial Branch, and any other updates relating to the performance of their duties.
- 3.9** Vice President:
 - 3.9.1** The Vice President will be allowed up to ten minutes to present.
 - 3.9.2** Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from campus administration meetings, and other business pertaining to SGA.
- 3.10** President:
 - 3.10.1** The President will be allowed up to ten minutes to present.
 - 3.10.2** Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from campus administration meetings, and other business pertaining to SGA.
- 3.11** Advisors
 - 3.11.1** The advisors will be allowed up to twenty minutes to present.
 - 3.11.2** Spoken reports will include but may not be limited to: status of any ongoing projects, any new projects being implemented, updates from campus administration meetings, and other business

pertaining to SGA.

3.12 Unfinished Business

3.12.1 Any unfinished business from the previous General Body Meeting, including any tabled items, shall be automatically placed under Unfinished Business for the current meeting.

3.13 Elective Forum:

3.13.1 Elective Forum will last a maximum of 30 minutes, unless an extension is granted following a motion.

3.13.2 Refer to Clauses 3.5.3. through 3.5.6.

3.13.3 Active Members of the KSU SGA placed on the Elective Forum portion of the Meeting

3.13.4 Agenda will be allowed two minutes to speak.

3.13.5 The chair of the meeting has the discretion to allow for Active Members of the KSU SGA not placed on the Elective Forum Agenda to speak during the Elective Forum in order to facilitate discussion

3.13.6 Active Members of the KSU SGA not on the Elective Forum portion of the General Body

3.13.7 Meeting Agenda will be allowed one minute to speak.

3.13.8 Active Members of the KSU SGA who have spoken once during the Elective Forum portion of the General Body Meeting will be allowed to speak for 30 seconds.

3.14 New Business:

3.14.1 New Business that is not on the agenda may be placed on the agenda during the General Body Meeting under New Business if approved by a two-thirds majority of Voting Members of the KSU SGA present at the General Body Meeting.

3.15 Announcements:

3.15.1 Active KSU SGA Members may speak for up to two minutes on topics pertaining to KSU and the surrounding community.

3.15.2 Audience members may speak for up to five minutes on topics pertaining to Kennesaw State University and the surrounding community.

3.16 Adjournment

3.17 The General Body Meeting Agenda will be finalized by the President, Vice President, and Chief of Staff no later than 6:00 PM on the Monday the week of a General Body Meeting.

3.18 The General Body Meeting Agenda, along with any supplementary materials relevant to the General Body Meeting Agenda, must be distributed to the Active KSU SGA Members no later 7:00 PM on the Monday the week of a General Body Meeting.

3.19 Any item to be placed on the General Body Meeting Agenda must be presented to the President no later than the Friday the week before a General Body Meeting.

3.2 The President reserves the right to approve or disapprove additions to the General Body Meeting Agenda prior to its distribution to the Active KSU SGA Members.

3.20.1 Should the President disapprove an items addition to the agenda it can be added with a vote of 2/3 of the Executive Board.

3.21 The Meeting Minutes of the General Body Meeting shall be uploaded to the shared Teams for KSU SGA Members no later than 48 hours of the conclusion of the respective General Body Meeting.

Article IV: Attendance

4 Attendance shall be taken at all General Body Meetings and Executive Board Meetings by the Chief of Staff.

4.1.1 If the Chief of Staff is absent or tardy, attendance will be taken at the given General Body Meeting and/or Executive Board Meeting by the Attorney General.

4.1.2 If both the Chief of Staff and Attorney General are absent or tardy, attendance will be taken at the given General Body Meeting and/or Executive Board Meeting by the President's designee.

4.2 Attendance shall be taken at all Senatorial Committee Meetings by the Chair of the Senatorial Committee Meeting.

- 4.6** It is at the discretion of the Attorney General to deem whether the documented proof provided by the Active KSU SGA Member that was absent or tardy to a General Body Meeting, Executive Board Meeting, and/or Senatorial Committee Meeting is sufficient in order to excuse the tardy or absence.
- 4.6.1** In the instance that the Attorney General does not deem the documented proof to be sufficient, they reserve the right to impose a **Strike or Demerit**.
- 4.7** In the instance that the Attorney General and/or Chief of Staff are tardy or absent to a General Body Meeting and/or Executive Board Meeting, it is at the discretion of the President whether the documented proof provided by the Attorney General and/or Chief of Staff is sufficient in order to excuse the tardy or absence.
- 4.7.1** In the instances that the Attorney General and/or Chief of Staff do not follow the Advance Notice process, the President will refer to and follow the processes outlined in Clauses 4.3.4. and 4.3.5.
- 4.7.2** In the instances that the Attorney General and/or Chief of Staff do not follow the Document Proof process, the President will follow the same processes followed by the enumerated individual(s) in the Documented Proof process.
- 4.8** Any SGA officer arriving after the meeting is called to order is considered tardy.
- 4.9** One unexcused tardy is equal to one Demerit.
- 4.10** One unexcused absence is equal to one Strike.
- 4.11** No Strike or Demerit can be imposed in the instance that a tardy and/or absence is excused.
- 4.12** Absences and tardies for work and school are not excusable.
- 4.13** Active SGA Members are expected to meet with the Chief of Staff in the beginning of their Senate term to discuss what accommodations can be implemented, related to a disability.
- 4.14** If the Active SGA Member will be absent for emergency hospitalization or illness, the SGA member must communicate with the Chief of Staff to let the situation be known with as much confidentiality as needed.
- 4.15** The Active SGA Member that will be absent for emergency hospitalizations or illness is exempt from the timeline stipulations outlined in Clauses 4.5.1. and 4.6.1. only if documented proof is sent to the necessitated individual(s) when best available.
- 4.16** The guidelines for excused and unexcused absences and tardies may be changed according to disability needs.
- 4.17** A SGA member cannot have punitive measures taken against them for documented disability related absences. In cases where students self-manage their disorder condition and do not see a doctor for every absence, the Active SGA member, President, Vice President should decide, in coordination with the SGA Advisors, whether Clause 4.22. will be invoked the case and Clause 4.22. will be followed according to University System of Georgia and KSU policy along with federal and state law.
- 4.18** Mandatory events will require attendance by all members and shall be determined mandatory based on how the event would benefit the student body.
- 4.19** These events shall be confirmed as mandatory and communicated as such to all Active SGA Members at least 2 weeks prior by the President or their designee.
- 4.20** If a member cannot attend the mandatory event, documentation shall be required at least 48 hours prior to the event and shall be given to the Chief of Staff and the Attorney General to be considered for an excusable absence.
- 4.20.1** In the instance that Chief of Staff and/or Attorney General cannot attend the mandatory event, they will follow the Document Proof process as enumerated for their positions in this Article.
- 4.21** Members must be physically present at all mandatory events and meetings. Attendance via video conferencing will not be deemed as a valid form of attendance, unless with special permission from the SGA Advisors.
- 4.22** Members cannot be required to attend meetings or events during any break from classes. The only exception is a training meeting may be held no more than one week before the first day of classes in the Fall semester.

- 4.22.1 Should an emergency arise, a meeting can be called following the procedure in Article II. Members cannot be given strikes or demerits for not attending. In addition to this, a virtual option must be provided.

Article V: Office Hours

5 The following members of SGA are required to hold office hours:

Treasurer, Attorney General, Chief of Staff, all Directors, all Senators.

- 5.1 One hour per week is required in the fall and spring semesters.
- 5.1.1 The requirement starts the first week of classes and ends the last full week of classes.
- 5.1.2 Office hours can be held in either the Kennesaw or Marietta SGA office from 8am- 8pm.
- 5.2 Office hours are excused the week the member attends an event as an official SGA representative.
- 5.2.1 Senators are required to get approval to miss office hours from their director at least two business days before the event.
- 5.2.2 The following positions need to get approval from the President at least two business days before the event: Vice President, Treasurer, Chief of Staff, Director of Information Technology, and the Director of Public Relations.
- 5.2.3 The following positions need to get approval from the Vice President at least two business days before the event: Attorney General, and all Directors.
- 5.3 It is at the President's discretion to excuse office hours for reasons they deem fit.

Article VI: SGA Duties and Responsibilities

6 The SGA Executive Board shall consist of the of the positions of the President, Vice President, and Treasurer, Chief of Staff, Attorney General, Director of Student Life, Director of Academic Affairs, Director of Diversity and Inclusion, Director of Public Relations, Director of Information Technology, and Director of Sustainability.

- 6.1 All officers of the Executive Board must be in good academic standing within their college.
- 6.2 The President shall:
- 6.2.1 Chair meetings of the SGA Executive Board.
- 6.2.2 Chair General Body Meetings.
- 6.2.3 Serve as the official spokesperson for the SGA.
- 6.2.4 Serve as the official delegate to the Student Advisory Council to the Board of Regents of the University System of Georgia (SAC).
- 6.2.5 Appoints SGA Members to all External Committees.
- 6.5.6 Appoints all Executive Board positions to be confirmed by a 2/3rds vote by the Voting Members of SGA.
- 6.2.6.1 Upon appointment of a student for any position in which the Voting Members of SGA are expected to vote on their confirmation, the student in question must submit to the Chief of Staff the following information within 48 hours of the General Body Meeting where they will be voted into office:
- 6.2.6.2 The applicant's name and classification.
- 6.2.6.3 A short write-up describing why they want the position.
- 6.2.6.4 An addendum to this statement as to why they are qualified for the position
- 6.2.6.5 A list of all RSO's where they hold official, registered membership on Owl Life
- 6.2.6.6 A list of achievements and/or awards they believe positively contribute to the argument as to why they should be appointed
- 6.2.6.7 Their current classification (freshman, sophomore etc..) and expected graduation date
- 6.2.6.8 The presumptive nominee is responsible for submitting this information to the President, Vice President, and Chief of Staff within 48 hours of the General Body Meeting

- they are expected to be confirmed.
- 6.2.6.9** Upon receiving this information, the Chief of Staff must make this information available to the Senate at least 48 hours before that General Body Meeting.
 - 6.2.6.10** Failure to submit the information to the Chief of Staff within 48 hours of the General Body Meeting will result in the candidate being ineligible for appointment confirmation until the following General Body Meeting, in which there will be another opportunity to submit the information in a timely manner as outlined above.
 - 6.2.6.11** These procedures are not required to be followed during the final General Body Meeting of the Spring Semester.
 - 6.2.7** Meet at least four times a semester, excluding summer semester, with the Vice President for Student Affairs and Assistant Dean of Students for Student Life.
 - 6.2.8** Maintain open communication with the President of Kennesaw State University.
 - 6.2.9** Create and appoint chairs to SGA Senate Ad-Hoc Committees as deemed necessary.
 - 6.2.10** Coordinate and handle the passage of all SGA legislation, Bylaw, and Constitutional Amendments through all proper channels.
 - 6.2.11** Serve as a student representative on the University Council.
 - 6.2.12** Set and approve the agenda for all SGA meetings; the President must meet with the Chief of Staff and Vice President according to the timeline set in Clauses
 - 6.2.12.1** Should the President disapprove an items addition to the agenda it can be added with a vote of 2/3 of the Executive Board.
 - 6.2.13** Appoint Senators who shall be confirmed by a 2/3rds vote of the Voting Members of the KSU SGA.
 - 6.2.14** Assign duties to and manage the Vice President, Treasurer, Director of Public Relations, Treasurer, Chief of Staff, Director of Information Technology, and Attorney General.
 - 6.2.14.1** Have a monthly one-on-one meeting with each Executive Board member they manage.
 - 6.2.15** Appoint the Chief Justice of the Judicial Branch to be confirmed by a 2/3rds vote by all Voting SGA Members.
 - 6.2.16** Finalize the appointment of Associate Justices through the process outlined in the SGA Constitution.
 - 6.2.17** Meet monthly with the Chief Justice of the Judicial Branch.
 - 6.2.18** Meet twice a semester with the Vice President for External Affairs, Vice President of Governmental Affairs, and Chief of Staff.
 - 6.2.19** Appoint student members to SABAC.
 - 6.2.20** Attend all Executive Board and Senate meetings, except for excused absences, as outlined Article IV.
 - 6.2.21** All powers not addressed in the Constitution or Bylaws shall be assumed by the SGA Prresident.
 - 6.2.22** Must update his or her position's respective transition manual at the end of the term.
 - 6.2.23** Presnt an officeer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.3** The Vice President shall:
- 6.3.1** Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President.
 - 6.3.2** Fulfill the role of President when the President is unavailable.
 - 6.3.3** Assist the President in their duties.
 - 6.3.4** Serve as a student representative on the University Council.
 - 6.3.5** Assign duties and manage the Director of Academic Affairs Kennesaw, Director of Academic Affairs Marietta, Director of Diversity and Inclusion, Director of Student Life,

and Director of Sustainability.

- 6.3.5.1** Have a monthly one-on-one meeting with each Executive Board member they manage.
 - 6.3.6** Assist KSU SGA members if they need support reaching an Advisor or other KSU official.
 - 6.3.7** Ensure completion of SGA mission and goals.
 - 6.3.8** Organize and execute a single service, volunteer, or mutual aid effort twice in the Fall Semester and twice in the Spring Semester.
 - 6.3.9** Oversee and/or assist all Voting SGA Members in the completion of any legislation.
 - 6.3.10** Meet as needed with the Vice President for Student Affairs.
 - 6.3.11** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.3.12** Assists the President as they seek to carry out their duties as outlined in Clauses 6.1.6., 6.1.9., 6.1.11., and 6.1.12.
 - 6.3.13** Serve as the coordinator of events that are internal to SGA including, but not limited to: Director and Senate Training.
 - 6.3.14** Must serve for two consecutive semesters.
 - 6.3.15** Must update his or her position's respective transition manual at the end of the term.
 - 6.3.16** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.4** The Chief of Staff shall:
- 6.4.1** Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President and Vice President.
 - 6.4.2** Keep minutes of all SGA General Session and Executive Board meetings.
 - 6.4.3** Serve as the chief room reservationist for SGA.
 - 6.4.4** Distribute the SGA General Body Meeting Agenda following the process outlined in Clauses 3.15., 3.16., 3.17., and 3.19.
 - 6.4.5** Following each meeting, provide copies of the minutes and any legislation via email within 48 hours directly to the President of Kennesaw State University, the Vice President for Student Affairs, and University Archives.
 - 6.4.6** Serve as the office manager for the Executive Board and Senate offices.
 - 6.4.7** The Chief of Staff shall record, preserve, and keep available to the SGA officers and student body, all minutes, bylaws, resolutions, attendance, and other records of SGA.
 - 6.4.8** The Chief of Staff shall notify officers and committee members of their election or appointments, furnish committees with whatever documents are required for the performance of their duties, and maintain an accurate list of all existing committees and their members.
 - 6.4.9** Compile the meeting minutes of the Senatorial Committee Meetings, Executive Board Meetings, and General Body Meetings into a virtual and physical record.
 - 6.4.10** Assist the President and Vice President in all scheduling matters that pertain to their positions.
 - 6.4.11** Assist the Director of Information Technology in publishing Senatorial Committee Meeting and General Body Meeting attendance to OwlLife.
 - 6.4.12** Keep accurate records of all SGA business and keep filing system and calendars updated, including Senate office hour time sheets, committee reports, and stipend forms.
 - 6.4.13** Be responsible for ordering and maintaining the inventory of office supplies.
 - 6.4.14** Perform or oversee other duties as assigned by the President as outlined in the Constitution and Bylaws.
 - 6.4.15** Must serve for two consecutive semesters.
 - 6.4.16** Must update their position's respective transition manual at the end of the term.
 - 6.4.17** Will manage the Staff Program and the assigning of Interns to work under the Officers of the Executive Board; the Chief of Staff will work in consultation with the Vice President in these

- endeavors.
- 6.4.18** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
 - 6.4.19** Shall have a 15-minute one-on-one meeting with the President monthly.
- 6.5** The Treasurer shall:
- 6.5.1** Chair General Session meetings and meetings of the SGA Executive Board upon the absence of the President, Vice President, and Chief of Staff.
 - 6.5.2** Keep accurate record of SGA expenditures, and prepare 2 financial statements per semester: one at mid-term, and one at the end of the semester to be presented to SGA.
 - 6.5.3** Update SGA weekly on the status of the budget; must report on weekly on expenditures.
 - 6.5.4** Meet monthly, or more frequently as needed, with Student Affairs Business Operations Manager
 - 6.5.6** Prepare with the Executive Board members the budget request to be submitted to SABAC.
 - 6.5.7** Report to SGA on the status of the SABAC budget.
 - 6.5.8** Perform or oversee other duties as assigned by the President.
 - 6.5.9** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.5.11** Must serve for two consecutive semesters.
 - 6.5.12** Must update his or her position's respective transition manual at the end of the term.
 - 6.5.13** Manage their assigned team and delegate tasks to them when necessary.
 - 6.5.14** Have a 15 minute one-on-one meeting with the President monthly.
- 6.6** Director of Academic Affairs for Kennesaw shall:
- 6.6.1** Run the Committee Meetings following Robert's Rules of Order.
 - Committee.
 - 6.6.1.1** As Chair of the Senatorial Kennesaw Academic Committee the Director of Academic affairs shall:
 - 6.6.1.1.1** Run the Committee Meetings following Robert's Rules of Order.
 - 6.6.1.1.2** Ensure that the Senators under their purview are performing their duties as enumerated in the SGA Constitution and Bylaws.
 - 6.6.1.1.3** Provide guidance and assistance as the Senators under their purview seek to carry out their duties as enumerated in the Constitution and Bylaws.
 - 6.6.1.1.4** Inform the Senators under their purview of the Executive Board's expectations and administrative goals.
 - 6.6.1.1.5** Steer the Committees' discussion and ensure that the Senators are discussing the substantive issues affecting their Constituencies.
 - 6.6.1.1.6** Schedule monthly meetings for the Committees.
 - 6.6.1.1.7** Follow the process outlined in Clauses 3.5.3. through 3.5.6.
 - 6.6.2** Meet with the Provost and Vice President for Academic Affairs of KSU or designee to ensure completion of SGA goals and legislation at least once per semester.
 - 6.6.3** Assign the Ranking Member of the Senatorial Committees under their purview the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Academic Affairs.
 - 6.6.4** Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
 - 6.6.5** Identify and investigate University-wide academic issues and propose related legislation to the Senate; ensure legislation passed by the Senate pertaining to academic affairs reaches the appropriate University officials. Serve as one SGA representative on the Undergraduate Policies and Curriculum Committee (UPCC).
 - 6.6.6** Serve as the official SGA representative on the Policy Process Committee (PPC).
 - 6.6.7** Plan and execute the "Fuel for Midterms" and "Fuel for Finals" events.
 - 6.6.8** Prepare with the Executive Board the budget request to be submitted to SABAC.

- 6.6.9** Perform or oversee the fulfillment of other duties as assigned by the Vice President.
 - 6.6.10** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.6.11** Must update his or her position’s respective transition manual at the end of the term.
 - 6.6.12** Manage their assigned team and delegate task to them necessary.
 - 6.6.13** Have a 15 minute one-on-one meeting with the Vice President monthly.
 - 6.6.14** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.7** Director of Academic Affairs for Marietta shall:
- 6.7.1** Run the Committee Meetings following Robert’s Rules of Order. Committee.
 - 6.7.1.1** As Chair of the Senatorial Marietta Academic Committee, the Director of Academic affairs shall:
 - 6.7.1.1.1** Run the Committee Meetings following Robert’s Rules of Order.
 - 6.7.1.1.2** Ensure that the Senators under their purview are performing their duties as enumerated in the SGA Constitution and Bylaws.
 - 6.7.1.1.3** Provide guidance and assistance as the Senators under their purview seek to carry out their duties as enumerated in the Constitution and Bylaws.
 - 6.7.1.1.4** Inform the Senators under their purview of the Executive Board’s expectations and administrative goals.
 - 6.7.1.1.5** Steer the Committees’ discussion and ensure that the Senators are discussing the substantive issues affecting their Constituencies.
 - 6.7.1.1.6** Schedule monthly meetings for the Committees.
 - 6.7.1.1.7** Follow the process outlined in Clauses 3.5.3. through 3.5.6.
 - 6.7.2** Meet with the Provost and Vice President for Academic Affairs of KSU or designee to ensure completion of SGA goals and legislation at least once per semester.
 - 6.7.3** Assign the Ranking Member of the Senatorial Committees under their purview the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Academic Affairs.
 - 6.7.4** Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
 - 6.7.5** Identify and investigate University-wide academic issues and propose related legislation to the Senate; ensure legislation passed by the Senate pertaining to academic affairs reaches the appropriate University officials. Serve as one SGA representative on the Undergraduate Policies and Curriculum Committee (UPCC).
 - 6.7.6** Serve as the official SGA representative on the Policy Process Committee (PPC).
 - 6.7.7** Plan and execute the “Fuel for Midterms” and “Fuel for Finals” events.
 - 6.7.8** Prepare with the Executive Board the budget request to be submitted to SABAC.
 - 6.7.9** Perform or oversee the fulfillment of other duties as assigned by the Vice President.
 - 6.7.10** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.7.11** Must update his or her position’s respective transition manual at the end of the term.
 - 6.7.12** Manage their assigned team and delegate task to them necessary.
 - 6.7.13** Have a 15 minute one-on-one meeting with the Vice President monthly.
 - 6.7.14** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.8** The Director of Student Life shall:
- 6.8.1** Serve as liaison with the Division of Student Affairs.
 - 6.8.2** Chair the Senatorial Student Life Committee.

- 6.8.2.1** As Chair of the Senatorial Student Life Committee:
 - 6.8.2.1.1** Run the Committee Meetings following Robert’s Rules of Order.
 - 6.8.2.2** Ensure that the Senators under their purview are performing their duties as enumerated in the SGA Constitution and Bylaws.
 - 6.8.2.1.3** Provide guidance and assistance as the Senators under their purview seek to carry out their duties as enumerated in the Constitution and Bylaws.
 - 6.8.2.1.4** Inform the Senators under their purview of the Executive Board’s expectations and administrative goals.
 - 6.8.2.1.5** Steer the Committee’s discussion and ensure that the Senators are discussing the substantive issues affecting their Constituencies.
 - 6.8.2.1.6** Schedule monthly meetings for the Committee.
 - 6.8.2.1.7** Follow the process outlined in Clauses 3.5.3. through 3.5.6.
- 6.8.3** Assign the Ranking Member of the Senatorial Committee on Student Life the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Student Life.
- 6.8.4** Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
- 6.8.5** Assist in supporting Registered Student Organizations (RSOs).
- 6.8.6** Meet monthly with the Dean of Student Affairs.
- 6.8.7** Keep SGA updated on any Kennesaw and Marietta City Council work related to Kennesaw State University or affecting students.
- 6.8.8** Meet monthly with the Executive Director of Student Involvement.
- 6.8.9** Update SGA on any major federal, state, and local legislation affecting higher education.
- 6.8.10** Assist in the planning of Homecoming and serve as the official SGA representative on University Homecoming committee.
- 6.8.11** Organize SGA representation at new student orientations in collaboration with the Director of Public Relations and Chief of Staff.
- 6.8.12** Prepare with the Treasurer the budget request to be submitted to SABAC.
- 6.8.13** Perform or oversee other duties as assigned by the Vice President.
- 6.8.14** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
- 6.8.15** Must update his or her position’s respective transition manual at the end of the term.
- 6.8.16** Manage their assigned team and delegate tasks to them when necessary.
- 6.8.17** Have a 15 minute one-on-one meeting with the Vice President monthly.
- 6.8.18** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.9** The Director of Public Relations shall:
 - 6.9.1** The Director of Public Relations shall:
 - 6.9.1** Coordinate publicity and public relations.
 - 6.9.2** Manages the SGA social media account(s) as a way to update the public about events and meetings pertaining to SGA and or Kennesaw State University
 - 6.9.3** Send out public releases with approval of the President and Vice President.
 - 6.9.4** Organize SGA representation at new student orientations in collaboration with the Director of Student Life.
 - 6.9.5** Maintain SGA bulletin boards and promotion items.
 - 6.9.6** Act as the point of contact for The Sentinel and other media outlets.
 - 6.9.7** Perform or oversee the fulfillment of other duties as assigned by the President.
 - 6.9.8** Manage their assigned team and delegate tasks to them when necessary.
 - 6.9.9** Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.

- 6.9.10 Must update his or her position's respective transition manual at the end of the term.
- 6.9.11 Have a 15 minute one-on-one meeting with the President monthly.
- 6.9.2 Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.10 The Director of Sustainability shall:
 - 6.10.1 Serve as the official SGA representative on the University's Sustainability Committee
 - 6.10.1.1 As Chair of the Sustainability Committee.
 - 6.10.1.1.1 Run the Committee Meetings following Robert's Rules of Order.
 - 6.10.1.1.2 Ensure that the Senators under their purview are performing their duties as enumerated in the SGA Constitution and Bylaws.
 - 6.10.1.1.3 Provide guidance and assistance as the Senators under their purview seek to carry out their duties as enumerated in the Constitution and Bylaws.
 - 6.10.1.1.4 Inform the Senators under their purview of the Executive Board's expectations and administrative goals.
 - 6.10.1.1.5 Steer the Committee's discussion and ensure that the Senators are discussing the substantive issues affecting their Constituencies.
 - 6.10.1.1.6 Schedule bi-weekly and/or monthly meetings for the Committee.
 - 6.10.1.1.7 Follow the process outlined in Clauses 3.5.3. through 3.5.6.
 - 6.10.2 Assign the Ranking Member the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Sustainability
 - 6.10.3 Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
 - 6.10.4 Serve as liaison with the Office of Sustainability and meet with them monthly.
 - 6.10.5 Perform or oversee other duties as assigned by the Vice President.
 - 6.10.6 Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.10.10 Must update his or her position's respective transition manual at the end of the term.
 - 6.10.11 Manage their assigned team and delegate tasks to them when necessary.
 - 6.10.12 Have a 15 minute one-on-one meeting with the Vice President monthly.
 - 6.10.13 Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.11 The Director of Diversity and Inclusion shall:
 - 6.11.1 Chair the Senatorial Diversity and Inclusion Committee.
 - 6.11.1.1 As Chair of the Senatorial Diversity and Inclusion Committee.
 - 6.11.1.1.1 Run the Committee Meetings following Robert's Rules of Order.
 - 6.11.1.1.2 Ensure that the Senators under their purview are performing their duties as enumerated in the SGA Constitution and Bylaws.
 - 6.11.1.1.3 Provide guidance and assistance as the Senators under their purview seek to carry out their duties as enumerated in the Constitution and Bylaws.
 - 6.11.1.1.4 Inform the Senators under their purview of the Executive Board's expectations and administrative goals.
 - 6.11.1.1.5 Steer the Committee's discussion and ensure that the Senators are discussing the substantive issues affecting their Constituencies.
 - 6.11.1.1.6 Schedule bi-weekly and/or monthly meetings for the Committee.
 - 6.11.1.1.7 Follow the process outlined in Clauses 3.5.3. through 3.5.6.
 - 6.11.2 Assign the Ranking Member of the Senatorial Diversity and Inclusion Committee the duty of keeping the meeting minutes of their committee sessions and any other duties assigned by the Director of Diversity and Inclusion.
 - 6.11.3 Send the meeting minutes to the Chief of Staff within 24 hours of the committee session.
 - 6.11.4 Serve as liaison with the Office of Diversity and Inclusion.
 - 6.11.5 Meet monthly with the Chief Diversity Officer.

- 6.11.6 Assist in the annual planning of Diversity Week and any other diversity holidays.
 - 6.11.7 Perform or oversee other duties as assigned by the Vice President.
 - 6.11.8 Attend all Executive Board and Senate meetings, except for excused absences as outlined in Article IV.
 - 6.11.9 Must update his or her position's respective transition manual at the end of the term.
 - 6.11.10 Manage their assigned team and delegate tasks to them when necessary.
 - 6.11.11 Have a 15 minute one-on-one meeting with the Vice President monthly.
 - 6.11.12 Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.12** The Attorney General shall:
- 6.12.1 Serve as Chair of the Procedural Operations Committee.
 - 6.12.2 Serve as official Parliamentarian of the General Body Meetings and Special Meetings.
 - 6.12.3 Maintain order in meetings.
 - 6.12.4 Serve as official preserver of the Constitution and Bylaws. of SGA .
 - 6.12.5 Maintain up-to-date knowledge of Robert's Rules of Order.
 - 6.12.6 Enforce the dress code of SGA in all meetings.
 - 6.12.7 Perform or oversee other duties as assigned by the President.
 - 6.12.8 Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.
 - 6.12.9 Assume the authority to make editorial changes not affecting substantive requirements, and to re-arrange, re-title and re-number the various Articles, Sections, and Clauses of the Constitution, as may become necessary because of amendments thereto or for ease of reference, provided that no substantial objection is made to any such change by any member and as approved by the Senate.
 - 6.12.10 Assist the President in ensuring that speakers do not go over their allotted time as enumerated in Article III.
 - 6.12.11 Must update his or her position's respective transition manual at the end of the term.
 - 6.12.12 Have a 15 minute one-on-one meeting with the President monthly.
 - 6.12.13 Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
- 6.13** The Director of Information Technology shall:
- 6.13.1 Serve as the official SGA representative on the Information Technology Advisory Committee (ITAC).
 - 6.13.2 Serve as the official SGA liaison to the University Information Technology Services team (UITS).
 - 6.13.3 Have monthly meetings with the KSU Chief Information Officer.
 - 6.13.4 Lead a team to create technology initiatives that benefit the function of SGA as well as benefit the student body and/or the University at large.
 - 6.13.4.1 These projects can include but are not limited to individual applications (mobile, desktop etc..) webpages, web applications and broad technology initiatives and events
 - 6.13.4.2 Projects are subject to explicit, written approval by the President.
 - 6.13.4.3 This team may only focus on one project at a time.
 - 6.13.4.4 Upon approval of a project, the Director of Information Technology must prepare a project plan to present to the Senate at the next General Body Meeting following approval by the President
 - 6.13.5 Assist the President in ensuring that speakers do not go over their allotted time as enumerated in Article III.
 - 6.13.6 Advise the organization on matters relating to technology and lead any technology related

- initiatives.
- 6.13.7** Maintain ownership of digital and communication workspaces utilized by SGA, except for social media.
 - 6.13.8** Responsible for all technical operations related to conducting SGA meetings
 - 6.13.9** Coordinate with the University administration as necessary to ensure publishing of documents and updates to OwlLife.
 - 6.13.10** Coordinate with the Chief of Staff to ensure attendance from every General Body Meeting and Senatorial Committee Meeting is also published.
 - 6.13.11** Must update their transition manual at the end of their term.
 - 6.13.12** Perform other duties as assigned by the President and/or the Vice President.
 - 6.13.13** Attend all Executive Board and Senate meetings, except for excused absences as outlined in the Constitution and Bylaws.
 - 6.13.14** Present an officer report at least twice a month at executive board meetings and once a month at General Body Meetings. These reports are to include the activities of your committee and Individual duties.
 - 6.13.15** Have a 15 minute one-on-one meeting with the President monthly.
- 6.14** College Senators shall:
- 6.14.1** Be in good academic standing within their college.
 - 6.14.2** Attend all General Body Meetings and other mandatory meetings and events as they arise.
 - 6.14.3** Serve a minimum of one office hour per week in Fall and Spring Semesters while classes are in session. Office hours are to be served in the SGA Office, Monday through Friday between the hours of 8 AM and 8 PM, except for special cases as approved by the Chief of Staff.
 - 6.14.4** Be delineated by whether they serve Constituencies on the Kennesaw Campus, Marietta Campus, or both Campuses according to Article III, Clause ii. of the SGA Constitution.
 - 6.14.4.1** College Senators that serve the Kennesaw Campus will serve on the Senatorial Kennesaw Academic Committee.
 - 6.14.4.2** College Senators that serve the Marietta Campus will serve on the Senatorial Marietta Academic Committee.
 - 6.14.4.3** One Honors College Senator will serve on the Senatorial Kennesaw Academic Committee; one Honors College Senator will serve on the Senatorial Marietta Academic Committee.
 - 6.14.5** Attend a monthly fifteen minute one on one with the Director of Academic Affairs.
 - 6.14.6** Compile an officer report to be completed monthly covering the following, but may not be limited to: issues of their constituency, efforts to address the said issues, demonstrated outreach to their constituency, and recommendations for SGA for the future.
 - 6.14.7** These officer reports must be presented at the monthly Senatorial Committee Meetings.
 - 6.14.8** Provide documented proof that a substantive effort was made to serve and advocate on behalf of their Constituency to the Director of Academic Affairs and Ranking Member of their respective Senatorial Academic Committee 24 hours to the start of their respective scheduled Senatorial Academic Committee Meeting. College Senators are expected to consult with the Director of Academic Affairs and/or the SGA Advisor if they are unsure as to how best advocate on behalf of their constituency.
 - 6.14.8.1** Failure to provide documented proof to the necessitated individuals by the deadline will result in the imposition of a Demerit on the College Senator by the Director of Academic Affairs.
 - 6.14.8.2** It is at the discretion of the Director of Academic Affairs as to what constitutes document proof.
 - 6.14.8.3** Failure to provide these documents to the necessitated individuals whatsoever will result in the imposition of a Strike and the scheduling of a meeting with the Director of Academic Affairs and the Attorney General to review the College Senator's enumerated

duties

- 6.14.8.4** Falsification of these documents will result in the removal of the College Senator from the KSU SGA.
- 6.14.9** Meet at least twice per semester with the Dean of their College and/or other appropriate university administrators and/or other officials as to be determined when necessary by the Director of Academic Affairs in consultation with the Ranking Member of the College Senator's respective Senatorial Academic Committee.
 - 6.14.9.1** Provide documented proof to the Director of Academic Affairs that these meetings were scheduled and attended prior to Finals Week during the Fall Semester and by the Friday of the third week of March during the Spring Semester.
 - 6.14.9.1.1** The documents required are email exchanges or a photograph taken with the respective College Dean and/or appropriate university administrators and/or other officials as to be determined by the Director of Academic Affairs in consultation with the Ranking Member of the College Senator's respective Senatorial Academic Committee, and a brief written summary of what was discussed.
 - 6.14.9.1.2** Falsification of these documents will result in the immediate removal of the College Senator from the KSU SGA. They will be ineligible to run for any SC
 - 6.14.9.1.3** Failure to provide these documents to the Director of Academic Affairs and Ranking Member of the Senator's respective Senatorial Academic Committee to Fall Semester's Finals Week will result in the removal of the College Senator from the KSU SGA at the conclusion of the Fall Semester.
 - 6.14.9.1.4** Failure to provide these documents to the Director of Academic Affairs and Ranking Member of the Senator's respective Senatorial Academic Committee Friday of the third week of March will result in the removal of the College Senator from the KSU SGA the following Monday.

6.15 Year Classification Senators Shall:

- 6.15.1** Be in good academic standing within their college.
- 6.15.2** Attend all General Body Meetings and other mandatory meetings and events as they arise.
- 6.15.3** Attend a monthly fifteen minute one on one with the Director of the Committee they serve.
- 6.15.4** Compile an officer report to be completed monthly covering the following, but may not be limited to: issues of their constituency, efforts to address the said issues, demonstrated outreach to their constituency, and recommendations for SGA for the future.
- 6.15.7** These officer reports must be presented at a Committee Meeting.
- 6.15.8** Provide documented proof that a substantive effort was made to serve and advocate on behalf of their Constituency to the Director of their respective Committee 24 hours to the start of their respective scheduled meeting.
 - Senators are expected to consult with their Director and/or the SGA Advisor if they are unsure as to how best advocate on behalf of their constituency.
 - 6.15.8.1** Failure to provide documented proof to the necessitated individuals by the deadline will result in the imposition of a Demerit on the College Senator by their Director
 - 6.15.8.2** It is at the discretion of their Director as to what constitutes document proof.
 - 6.15.8.3** Failure to provide these documents to the necessitated individuals whatsoever will result in the imposition of a Strike and the scheduling of a meeting with their Director and the Attorney General to review the College Senator's enumerated duties.
 - 6.15.8.1** In the case the Senator is on the Procedural Operations Committee the meeting will take place with the Attorney General and the Vice-President.
 - 6.15.8.4** Falsification of these documents will result in the removal of the Senator from the KSU SGA.

6.16 Commission and Identity Senators shall:

- 6.16.1** Be in a good academic standing within their college.
- 6.16.2** Attend all General Body Meetings and other mandatory meetings and events as they arise.

- 6.16.3** Serve a minimum of one office hour per week in Fall and Spring Semesters while classes are in session. Officer hours are to be served in the SGA Office, Monday through Friday between the hours of 8 AM and 8 PM, except for special cases approved by the Chief of Staff.
- 6.16.4** The Senator for Religious Minorities, Senator for Non-Traditional Students, Senator for Military and Veteran Students, Senator for Students with Disabilities, Senator for LGBTQ+ Affairs, Senator for International Students, Senator for Sustainability, Senator for Women and Gender Issues, and Senator for Racial and Ethnic Minorities will serve on the Senatorial Diversity and Inclusion Committee.
- 6.16.5** The Senators for First-Year Students, Senators for Fraternity and Sorority Life, Senators for Registered Student Organizations, Senator for Residence Life, Senator for Student Athletics, and Senator for Student Workers will serve on the Senatorial Student Life Committee.
- 6.16.6** The Senators for First-Year, Sophomore, Juniors, and Seniors will be assigned to one committee at the discretion of the Vice-President. The possible committees they can be assigned to are the Information Technology Committee, the Procedural Operations Committee, the Public Relations Committee, or the Sustainability Committee.
- 6.16.7** Attend a monthly fifteen minute one on one with their respective Senatorial Committee Chair.
- 6.16.8** Compile an officer report to be completed monthly covering the following, but may not be limited to: issues of their constituency, efforts to address the said issues, demonstrated outreach to their constituency, and recommendations for SGA for the future.
- 6.16.9** These officer reports must be presented at their respective monthly Senatorial Committee Meetings.
- 6.16.10** Provide documented proof that a substantive effort was made to serve and advocate on behalf of their Constituency to their respective Senatorial Committee Chair and Ranking Member of their respective Senatorial Committee 24 hours prior to the start of their respective scheduled Senatorial Committee Meeting. Commission and Identity Senators are expected to consult with their respective Senatorial Committee Chair and/or the SGA Advisor if they are unsure as to how best advocate on behalf of their constituency.
 - 6.16.10.1** Failure to provide documented proof to the necessitated individuals by the deadline will result in the imposition of a Demerit on the Commission and Identity Senator by their respective Senatorial Committee Chair.
 - 6.16.10.2** It is at the discretion of Commission and Identity Senator's respective Senatorial Committee Chair as to what constitutes documented proof.
 - 6.16.10.3** Failure to provide these documents to the necessitated individuals whatsoever will result in the imposition of a Strike and the scheduling of a meeting with the Commission and Identity Senator's respective Senatorial Committee Chair and the Attorney General to review the Senator's enumerated duties.
 - 6.16.10.4** Falsification of these documents will result in the removal of the Commission and Identity Senator from the KSU SGA. They will be ineligible to run for any SGA office again.
- 6.16.11** Commission and Identity Senators must meet at least twice per semester with the appropriate campus administrator related to the issues of their Constituency.
 - 6.16.11.1** Provide documented proof to their respective Senatorial Committee Chair that these meetings were scheduled and attended prior to Finals Week during the Fall Semester and by the Friday of the third week of March during the Spring Semester.
 - 6.16.11.2** The documents required are email exchanges, a photograph taken with the appropriate university administrators, and a brief written summary of what was discussed.
 - 6.16.11.3** Falsification of these documents will result in the immediate removal of the College Senator from the KSU SGA.
 - 6.16.11.4** Failure to provide these documents to their respective Senatorial Committee Chair and Ranking Member of the Senator's respective Senatorial Committee prior to Fall Semester's Finals Week will result in the removal of the Senator from the KSU SGA at the conclusion

- of the Fall Semester.
- 6.16.11.5** Failure to provide these documents to their respective Senatorial Committee Chair and Ranking Member of the Senator’s respective Senatorial Committee by the Friday of the third week of March will result in the removal of the Senator from the KSU SGA the following Monday.
- 6.16.12** Must represent their commissions in all meetings with administration.
- 6.16.13** Must attend appropriate meetings and organizations that fall under that constituency as determined by their respective Senatorial Committee Chairs.
- 6.17** The Staff Program will consist of the Student Government Staff who serve as Non-Voting Members of the KSU SGA.
 - 6.17.1** Student Government Interns shall:
 - 6.17.1.1** Attend an introductory meeting to learn about the committees and SGA.
 - 6.17.1.2** Staff will be assigned a committee by the Chief of Staff after consulting with the Vice President.
 - 6.17.1.3** Attend at least two General Body Meetings over the term of the semester.
 - 6.17.1.4** Attend a meeting once a semester with the Chief of Staff.
 - 6.17.1.5** Meet with their assigned director for a 15 minutes one-on-one meeting monthly.
 - 6.17.1.6** Assist their assigned Executive Board Officer as they seek to carry out their enumerated duties in the KSU SGA Bylaws and Constitution.
 - 6.17.3.7** Be subject to the penalty system of KSU SGA.

Article VII: Penalty System

7 Voting Members of the KSU SGA are subject to the Penalty System.

- 7.1** The Attorney General is responsible for enforcing the Penalty System on Senators and the Officers of the Executive Board unless otherwise enumerated in the KSU SGA Bylaws and Constitution.
- 7.2** The Vice President is responsible for enforcing the Penalty System on the Attorney General unless otherwise enumerated in the KSU SGA Bylaws and Constitution.
- 7.3** The Demerit System:
 - 7.3.1** The demerit system shall be used for smaller infractions, including but not limited to:
 - 7.3.1.1** Dress code violations,
 - 7.3.1.2** Arriving tardy to Mandatory Meetings,
 - 7.3.1.3** Failure to follow Article IV of the KSU SGA Bylaws,
 - 7.3.1.4** Missing one week of office hours,
 - 7.3.1.5** Minor failure to fulfill enumerated duties in the KSU SGA Bylaws and Constitution the severity of which is determined by the individual imposing the Demerit in consultation with the KSU SGA Advisors unless the severity is specifically enumerated in the Bylaws and Constitution.
 - 7.3.2** Three demerits are immediately equivalent to one strike.
 - 7.3.2.1** The Active Member receiving a Demerit from the Attorney General must be emailed with a notification of their Demerit, the specific reasons as to why, the relevant Bylaw and Constitutional Clauses, and a current count of how many Strikes and Demerits they have received
 - 7.3.2.2** The SGA Advisor, President, and Chief Justice must be included on these email notifications
 - 6.3.2.2.1** In the instance that the Chief Justice is the Active Member receiving a demerit, the Deputy Chief Justice will be included on the email notification in stead
 - 7.3.2.3** Upon their second demerit, it must be noted to that individual that upon receiving a third demerit, all three demerits will be instantly converted to a strike.
- 7.4** Strike System:
 - 7.4.1** Strike 1

- 7.4.1.1 The Active Member receiving a Strike from the Attorney General must be emailed with a notification of their Strike, the specific reasons as to why, the relevant Bylaw and Constitutional Clauses, and a current count of how many Strikes and Demerits they have received
 - 7.4.1.1.1 The SGA Advisor, President, and Chief Justice must be included on these email notifications.
 - 7.4.1.1.2 In the instance that the Chief Justice is the Active Member receiving a demerit, the Deputy Chief Justice will be included on the email notification in stead.
- 7.4.1.2 The Member is required to send an email to the Attorney General confirming that they have received the notification within 48 hours.
- 7.4.1.3 If the Member fails to respond to the email within 48 hours, the Member is immediately given a second Strike.
- 7.4.1.4 A Strike can be immediately issued (bypassing demerits) for actions such as the following (including but not limited to):
 - 7.4.1.4.1 Missing a Mandatory Meeting,
 - 7.4.1.4.2 Failing to submit an Officer Report,
 - 7.4.1.4.3 Failing to schedule a monthly 1:1,
 - 7.4.1.4.4 Failing to appear for scheduled monthly 1:1
 - 7.4.1.4.5 Failing to attend a Mandatory Meeting or Event without approved excuse,
 - 7.4.1.4.6 Failing to schedule a meeting with an administrator,
 - 7.4.1.4.7 Major failure to fulfill enumerated duties in the KSU SGA Bylaws and Constitution, the severity of which is determined by the individual imposing the Strike in consultation with the KSU SGA Advisors, unless the severity of the failure is specifically enumerated in the Bylaws and Constitution.
- 7.4.2 Strike 2:
 - 7.4.2.1 The Active Member receiving a Strike from the Attorney General must be emailed with a notification of their Demerit, the specific reasons as to why, the relevant Bylaw and Constitutional Clauses, and a current count of how many Strikes and Demerits they have **received.**
 - 7.4.2.1.1 The SGA Advisor, President, and Chief Justice must be included on these email notifications.
 - 7.4.2.1.2 In the instance that the Chief Justice is the Active Member receiving a demerit, the Deputy Chief Justice will be included on the email notification in stead
 - 7.4.2.2 The Member is required to send an email to the Attorney General confirming that they have received the notification within 48 hours.
 - 7.4.2.3 If the Member fails to respond to the email within 48 hours, the Member immediately proceeds to Strike 3.
- 7.4.3 Strike 3:
 - 7.4.3.1 After receiving Strike 3, said SGA Member is immediately removed from the organization.
- 7.4.4 Additional Information:
- 7.4.5 Strikes and demerits restart every semester.
- 7.4.6 Contracts and impeachment proceedings can be continued into the following semester at the discretion of the Attorney General in consultation with the SGA Advisors.
- 7.5 Procedure to issue a demerit or strike:
 - 7.5.1 All Executive Board Officers can email the Attorney General seeking to issue a Strike or Demerit to the Active SGA Members under their purview.
 - 7.5.2 The Demerit and/or Strike must be approved by the Attorney General unless otherwise

enumerated in the KSU SGA Bylaws and Constitution.

- 7.5.3 The Attorney General must have a living document containing all Demerits and/or Strikes, and the reason they were given.
 - 7.5.3.1 This document, and the contents there in, can only be shared with the President, Chief Justice, and Advisor.
 - 7.5.3.1.1 If a KSU SGA member is removed for cause, the reason cannot be shared with the exception of allegations of breaching local, state, federal, or university laws or policy.
- 7.5.4 Any Active Member of the KSU SGA can file a complaint about another Active KSU SGA Member to the Attorney General at any time.
- 7.5.5 All strikes are at the discretion of the Attorney General, unless enumerated otherwise in the KSU SGA Bylaws and Constitution.
- 7.5.6 All Active SGA Members reserve the right to appeal issued Strikes and Demerits to the Judicial Branch.
 - 7.5.6.1 The appeal shall be submitted no more than one week after the member has received the email notifying them of the strike or demerit.
- 7.5.7 Active SGA Members that were subject to removal from the KSU SGA reserve the right to appeal their removal to the Judicial Branch.
 - 7.5.7.1 Following removal, the Active SGA Member vacates their position and forfeits their status as an Active SGA Member.
 - 7.5.7.2 In the instance that the SGA Member appeals their removal to the Judicial Branch, their formerly held position will stay vacant until the Judicial Branch has heard and decided upon the Removal Appeal.

Article VIII: Line of Succession

8 In case of temporary absence or a position opening, the Line of Succession for the Executive Board is as follows:

- 8.1.1 The President
 - 8.1.2 The Vice President
 - 8.1.3 The Treasurer
 - 8.1.4 Attorney General
 - 8.1.5 Chief of Staff
 - 8.1.6 Director of Student Life
 - 8.1.7 Director of Academic Affairs
 - 8.1.8 Director of Public Relations
 - 8.1.9 Director of Diversity and Inclusion
 - 8.1.10 Director of Information Technology
 - 8.1.11 Director of Sustainability
- 8.2 If the above Officers are absent, the Senate shall vote on a temporary Chair from the remaining Executive Board Officers that will reside within the position in question until a Special Election can be held to fill said Seat.
- 8.3 If all the Executive Board Officers are absent, the Senate shall vote on a Chair from the Senate that will reside within the position in question until a special election can be held to fill said seat.
- 8.4 Executive Board Officers reserve the right to maintain their position and pass the opportunity for the open position off to the next Officer in the Line of the Succession.
- 8.5 Upon vacancy of the Treasurer position, there must be a Special Election containing Candidates who applied through OwlLife.

Article IX: The Faculty/Staff Advisor

9 The Advisors shall be the Dean of the Students, Associate Dean of Students for Student Life, or their

designee.

- 9.1 The Advisors shall attend all Executive Board and Senate meetings.
- 9.2 The Advisor shall advise the SGA Executive Board of all functions, policies, and rules of KSU and the Board of Regents.
- 9.3 The Advisors shall be available to assist all members of the KSU SGA.

Article X: Constitution and Bylaws

- 10 All Active Members of the KSU SGA shall abide by the SGA Constitution and Bylaws.

Article XI: Budget Request to SABAC

- 11 The Treasurer, in consultation with the President, shall submit and present the SGA Budget to SABAC during the Spring Semester.
 - 11.1 The proposed budget must have input from all Executive Board Officers.
 - 11.2 The proposed budget must be presented to and approved by a majority vote (50% + 1) of Voting Members of SGA before it is submitted and presented to SABAC.

Article XII: Committees:

- 12 The KSU SGA has the following internal Committees:
 - 12.1 The Senatorial Kennesaw Academic Committee
 - 12.1.1 The Senatorial Kennesaw Academic Committee shall address, but is not limited to, all issues pertaining to academic experience on the Kennesaw Campus.
 - 12.1.2 The Committee further serves the purpose for its Members to structure and expand upon their efforts to serve their respective Constituencies.
 - 12.1.3 This Committee is Chaired by the Kennesaw Director of Academic Affairs.
 - 12.1.3.1 The enumerated duties of the Chair are listed in Clause 6.6.
 - 12.1.3.2 When creating the List of Senators who will speak on issues discussed during the Committee Meeting at the General Body Meeting, the Director of Academic Affairs is mandated to select the Ranking Member first before other Senators.
 - 12.1.4 This Committee will utilize Robert's Rules of Order in its proceedings.
 - 12.1.5 The Senators that serve on this Committee are as follows: the Senator for the College of the Arts, the Senators for the Bagwell College of Education, the Senators for the Coles College of Business, the Kennesaw Senator for the Honors College, the Senators for the Radow College of Humanities and Social Sciences, the Senators for the College of Science and Mathematics, the Senators for the WellStar College of Health and Human Services.
 - 12.1.6 Meetings of this Committee will be scheduled by the Director of Academic Affairs to occur monthly and are mandatory for the above Senators to attend.
 - 12.1.7 The first Committee Meeting of the Fall Semester will see the Senators on this Committee choose to elect a Ranking Member from among their number.
 - 12.1.8 The Ranking Member will simultaneously hold their Senator Position and Ranking Member position on the Committee and in the KSU SGA.
 - 12.1.9 The Ranking Member is responsible for taking Meeting Minutes, assisting the Director of Academic Affairs in chairing the Meeting, assisting their fellow Senators as they seek to represent and advocate on behalf of their constituencies, plan and manage the course of Committee projects adopted by a simple majority (50% +1) of the Voting Members on the Committee, setting the Agenda of the Committee Meeting in consultation with the Director of Academic Affairs, and speaking on behalf of the Committee during General Body Meetings.
 - 12.2 The Senatorial Marietta Academic Committee
 - 12.2.1 The Senatorial Marietta Academic Committee shall address, but is not limited to, all issues pertaining to the academic experience on the Marietta Campus.

- 12.2.2 The Committee further serves the purpose for its Members to structure and expand upon their efforts to serve their respective Constituencies.
 - 12.2.3 This Committee is Chaired by the Marietta Director of Academic Affairs.
 - 12.2.3.1 The enumerated duties of the Chair are listed in Clause 6.6.
 - 12.2.3.2 When creating the List of Senators who will speak on issues discussed during the Committee Meeting at the General Body Meeting, the Director of Academic Affairs is mandated to select the Ranking Member first before other Senators.
 - 12.2.4 This Committee will utilize Robert's Rules of Order in its proceedings.
 - 12.2.5 The Senators that serve on this Committee are as follows: the Senator for the College of Architecture and Construction Management, the Senators for the College of Computing and Software Engineering, the Senator for the Southern Polytechnic College of Engineering and Engineering Technology, the Marietta Senator for the Honors College.
 - 12.2.6 Meetings of this Committee will be scheduled by the Director of Academic Affairs to occur monthly and are mandatory for the above Senators to attend.
 - 12.2.7 The first Committee Meeting of the Fall Semester will see the Senators on this Committee choose to elect a Ranking Member from among their number.
 - 12.2.8 The Ranking Member will simultaneously hold their Senator Position and Ranking Member position on the Committee and in the KSU SGA.
 - 12.2.9 The Ranking Member is responsible for taking Meeting Minutes, assisting the Director of Academic Affairs in chairing the Meeting, assisting their fellow Senators as they seek to represent and advocate on behalf of their constituencies, plan and manage the course of Committee projects adopted by a simple majority (50% +1) of the Voting Members on the Committee, setting the Agenda of the Committee Meeting in consultation with the Director of Academic Affairs, and speaking on behalf of the Committee during General Body Meetings.
- 12.3 The Senatorial Diversity and Inclusion Committee
- 12.3.1 The Senatorial Diversity and Inclusion Committee shall address, but is not limited to, issues relating to diversity, inclusion, and equity at Kennesaw State University.
 - 12.3.2 The Committee further serves the purpose for its Members to structure and expand upon their efforts to serve their respective Constituencies.
 - 12.3.3 The Committee is Chaired by the Director of Diversity and Inclusion.
 - 12.3.3.1 The duties enumerated duties of the Chair are listed in Clause 6.10.
 - 12.3.3.2 When creating the List of Senators who will speak on issues discussed during the Committee Meeting at the General Body Meeting, the Director of Academic Affairs is mandated to select the Ranking Member first before other Senators.
 - 12.3.4 This Committee will utilize Robert's Rules of Order in its proceedings.
 - 12.3.5 The Senators that serve on this Committee are as follows: the Senator for Students with Disabilities, the Senator for Non-Traditional Students, the Senator for LGBTQ+ Affairs, the Senator for Racial and Ethnic Minorities, the Senator for Religious Minorities, the Senator for Sustainability, the Senator for International Students, the Senator for Military and Veteran Students.
 - 12.3.6 Meetings of this Committee will be scheduled by the Director of Diversity and Inclusion to occur monthly and are mandatory for the above Senators to attend.
 - 12.3.7 The first Committee Meeting of the Fall Semester will see the Senators on this Committee choose to elect a Ranking Member from among their number.
 - 12.3.8 The Ranking Member will simultaneously hold their Senator Position and Ranking Member position on the Committee and in the KSU SGA.
 - 12.3.9 The Ranking Member is responsible for taking Meeting Minutes, assisting the Director of Diversity and Inclusion in chairing the Meeting, assisting their fellow Senators as they seek to represent and advocate on behalf of their constituencies, plan and manage the course of Committee projects adopted by a simple majority (50% +1) of the Voting Members on the

Committee, setting the Agenda of the Committee Meeting in consultation with the Director of Diversity and Inclusion, and speaking on behalf of the Committee during General Body Meetings.

12.4 The Senatorial Student Life Committee

- 12.4.1** The Senatorial Student Life Committee shall address, but is not limited to, issues relating to the student experience at Kennesaw State University.
- 12.4.2** The Committee further serves the purpose for its Members to structure and expand upon their efforts to serve their respective Constituencies.
- 12.4.3** The Committee is Chaired by the Director of Student Life.
 - 12.4.3.1** The duties enumerated duties of the Chair are listed in Clause 6.7.
 - 12.4.3.2** When creating the List of Senators who will speak on issues discussed during the Committee Meeting at the General Body Meeting, the Director of Student Life is mandated to select the Ranking Member first before other Senators.
- 12.4.4** This Committee will utilize Robert's Rules of Order in its proceedings.
- 12.4.5** The Senators that serve on this Committee are as follows: the First-Year Senators, the Senators for Fraternity and Sorority Life, the Senators for Registered Student Organizations, the Senator for Residence Life, the Senator for Student Athletics, and the Senator for Student Workers.
- 12.4.6** Meetings of this Committee will be scheduled by the Director of Student Life to occur monthly and are mandatory for the above Senators to attend.
- 12.4.7** The first Committee Meeting of the Fall Semester will see the Senators on this committee choose to elect a Ranking Member from among their number.
- 12.4.8** The Ranking Member is responsible for taking Meeting Minutes, assisting the Director of Student Life in chairing the meeting, assisting their fellow Senators as they seek to represent and advocate on behalf of their constituencies, plan and manage the course of committee projects adopted by a simple majority (50% +1) of the Voting Members on the Committee, setting the Agenda of the Committee Meeting in consultation with the Director of Student Life, and speaking on behalf of the Committee during General Body Meetings.

12.5 The Procedural Operations Committee:

- 12.5.1** The Committee is chaired by the Attorney General.
- 12.5.3** The Vice President will appoint at least two Senators, two staff members, and two Executive Board officer to serve on the Procedural Operations Committee
- 12.5.4** The committee is responsible for conducting the yearly review of the Constitution and Bylaws and will conclude its work no later than the third week of March.
- 12.5.5** The members of the Procedural Operations Committee will present their amendments to the Constitution and Bylaws no later than the second to last SGA General Body Meeting.
- 12.5.6** All Voting Members of SGA should consult with the Procedural Operations Committee when seeking to amend the Bylaws or Constitution.
- 12.5.7** The Procedural Operations Committee will accept amendment proposals from Voting Members of SGA no later than the third week of March.
- 12.5.8** All amendment proposals from Voting Members of SGA will be added to the Procedural Operations Committee's working review documents.
 - 12.5.8.1** The members of the Procedural Operations Committee may only alter a proposed amendment from a Voting SGA Member only with said SGA Member's assent.

12.6 Campus Committees:

- 12.6.1** The SGA President, in consultation with the Treasurer, shall appoint SGA members as representatives to the Student Fee Committee, Student Activities and Budget Advisory Committee, and to other University committees.
- 12.6.2** All SGA appointed representatives shall abide by the SGA Constitution and Bylaws.
- 12.6.3** Committee representatives may be removed by the SGA President and the Attorney General

when they can no longer fulfill their responsibility.

- 12.6.4** Committee representatives serving on behalf of SGA shall report on the current status of said committee to the President.

Article XIII: Judicial Branch

13 The Preamble:

- 13.1** The Judicial Branch of the Kennesaw State University Student Government Association, is hereby established with the purpose to better uphold the integrity and stability of our institutions. Thereby, The Judicial Branch, entitled as The Supreme Court, strives to coexist with the Legislative and Executive branches of the Student Government Association to hold the entirety of this organization to a higher standard. It is expected, by passing down judicial precedent, to erase errors made in our history and to ensure the equity of our posterity. The Supreme Court, having been entrusted with the power and responsibility of original jurisdiction concerning questions of constitutionality, appeals of membership infractions, and appeals of election violations, sets forth to ensure a fair and just due process for all members of the Kennesaw State University Student Government Association.
- 13.2** The Structure of the Judicial Branch shall consist of the following:
- 13.2.1** The Supreme Court shall consist of a maximum of seven total Justices.
- 13.2.2** The Justices of the Supreme Court are Non-Voting Members of the KSU SGA.
- 13.3** The Court shall consist of one Chief Justice, one Deputy Chief Justice, and five Associate Justices per Article XVI(b) of the SGA Constitution.
- 13.4** The term of office will be one calendar year beginning in December and ending the following December with no term limit per Article XVI(c) of the SGA Constitution.
- 13.5** There is to be a Clerk to the Court.
- 13.5.1** The Clerk is appointed to the Court by the Chief of Staff from the Staff Program, in consultation with the Chief Justice.
- 13.6** The Clerk's term of office will be one calendar year beginning at the time of their appointment with no term limits.
- 13.7** The following shall be the General Responsibilities on the Court:
- 13.7.1** It shall be the responsibility of all Justices to oversee the Appeals Process of the KSU SGA and to ensure that the Elections Process is run in a fair and ethical manner.
- 13.7.2** The Justices will interpret and enforce the KSU SGA Bylaws and Constitution within the bounds of their enumerated Appeals Process.
- 13.8** The Chief Justice shall be primarily responsible for organizing and maintaining the day-to-day operations of this Branch, directing hearings, and ruling with Associate Justices.
- 13.9** Associate Justices shall be responsible for adjudicating hearings and assisting the Chief Justice in the day-to-day operations of the Branch.
- 13.10** The following shall be functions of the Judicial Branch concerning the Chief Justice:
- 13.10.1** The Chief Justice is to be nominated by the President per Article XVI(c) of the SGA Constitution.
- 13.10.2** Chief Justice appointments are approved by a two-thirds supermajority of the Senate voting in the affirmative.
- 13.10.3** The Chief Justice will nominate vacant Associate Justice positions following the process outlined in Article XVI(c) of the SGA Constitution.
- 13.10.4** All Associate Justices who are nominated by the Chief Justice should be added to the General Body Meeting Agenda by the President under New Business.
- 13.10.5** The Associate Justices must be approved by a two-thirds majority of the Senate voting in the affirmative.
- 13.10.6** The Chief Justice shall be a voting member of the court.
- 13.10.7** The Chief Justice is permitted to call special hearings, when necessary, at their

- discretion.
- 13.10.8** The Chief Justice must be well-versed in the SGA Constitution, Bylaws, Judicial Procedure, and Robert’s Rules of Order.
 - 13.10.9** The Chief Justice is responsible for ensuring that all new Associate Justices are aware of necessary information relating to the SGA Supreme Court.
 - 13.10.10** This information includes but is not limited to the following:
 - 13.10.10.1** The SGA Constitution, the SGA Bylaws, SGA Judicial Procedure, Robert’s Rules of Order, Case Law, Judicial Opinion Procedure, and the informal operations of SGA.
 - 13.10.11** All approved Chief Justices must go through a training procedure.
 - 13.10.12** The Chief Justice shall be the sole decider on which Justice authors the majority opinions published by the court.
 - 13.10.13** The Chief Justice shall represent the Judicial Branch, or appoint the Deputy Chief Justice in their absence, in all business in accordance with the overall KSU SGA.
 - 13.10.14** The Chief Justice holds primary administrative responsibility and power within the Judicial Branch, including but not limited to:
 - 13.10.14.1** Reserving rooms.
 - 13.10.14.2** Chairing Judicial Branch Meetings
 - 13.10.14.3** Affirming the appointment of a Clerk to the Court by the Chief of Staff.
 - 13.10.15** The Chief Justice is mandated to recuse themselves in a conflict of interest.
 - 13.10.15.1** In the instance that the Chief Justice chooses not to recuse themselves in a conflict of interest, the concerned parties reserve the right to consult directly with the SGA Advisors in order to find an amicable solution.
 - 13.10.16** If the Chief Justice were to resign before the end of their term, the Deputy Chief Justice is to fill the Chief Justice position for the remainder of their term.
 - 13.11** The following pertains to the roles of the Associate Justices on the Court:
 - 13.11.1** Associate Justices are to be nominated by the Chief Justice per Article XVI(c) of the SGA Constitution.
 - 13.11.2** One Associate Justice shall be chosen by the Chief Justice to be the Deputy Chief Justice. In any circumstance where the Chief Justice cannot serve, the Deputy Chief Justice will assume the responsibilities of the Chief Justice.
 - 13.11.3** The Deputy Chief Justice will be appointed by the Chief Justice and approved by a simple majority vote (50% +1) of the Justices.
 - 13.11.4** All Justices on the Judicial Branch must decide and vote on granting a Writ of Certiorari to all Cases appealed to the Court.
 - 13.11.5** All Justices are to hear and deliberate on all eligible cases brought before the court.
 - 13.11.6** All Associate Justices must be familiar with all Appeals regarding the SGA Supreme Court’s Original Jurisdiction, requests for interpretation, SGA Removal Appeal, and Election Violation Appeals.
 - 13.11.7** All Associate Justices must attend all Mandatory Court Proceedings and SGA Meetings as delegated by the Chief Justice.
 - 13.11.8** All approved Associate Justices shall be Voting Members of the Court.
 - 13.11.9** Each Justice is mandated to recuse themselves in a conflict of interest.
 - 13.12** The following are the functions of the Clerk of the Court:
 - 13.12.1** The Clerk of the Supreme Court is to be appointed from the Intern Program by the Chief of Staff in consultation with the Chief Justice.
 - 13.12.2** There is no Senate approval of the Clerk required.
 - 13.12.3** The Clerk’s term of office will be one calendar year beginning at the time of their appointment with no term limit.

- 13.12.4 The Clerk does not vote on any Hearings, Appeals, Writs of Certiorari, petitions, or any other matter voted on by the Chief Justice and the Associate Justices
- 13.12.5 The Clerk shall coordinate with the Petitioner and the Respondent to discuss the availability of meeting times for Hearings.
- 13.12.6 The Clerk shall take roll call for every hearing and meeting.
- 13.12.7 The Clerk shall take Meeting Minutes for every Hearing and Meeting.
- 13.12.8 The Clerk shall keep and update administrative records, such as official Hearing and Meeting Minutes, absences of Justices from Hearings and Meetings, and beginning and end dates for all Justices' terms.
 - 13.12.8.1 The Clerk shall provide these administrative records to the Chief of Staff in a timely manner throughout the course of the Clerk's term.
- 13.12.9 The Clerk shall announce any and all Cases on the Docket during Proceedings.
- 13.12.10 The Clerk shall determine the authenticity of evidence prior to its exhibition in a Trial. See Article XXII, Section thirty-nine, subsection twelve for more information
- 13.13 The following addresses vacancies in the Judicial Branch:
 - 13.13.1 In the event of a vacancy of an Associate Justice or Deputy Chief Justice, the Chief Justice is permitted to nominate an Associate Justice in their absence.
 - 13.13.2 The nomination must be brought before the President for addition to the General Body Meeting Agenda under New Business.
 - 13.13.3 The nomination must be confirmed in the Senate by a 2/3rds majority.
 - 13.13.4 The appointed Justice shall serve only the remaining vacant position starting on the day they were confirmed by the Senate.
 - 13.13.5 In the event of a vacancy of a Chief Justice, the Deputy Chief Justice is to fill the Chief Justice position for the remainder of the term.
 - 13.13.6 The Deputy Chief Justice will act as the Interim Chief Justice.
 - 13.13.7 The President is ultimately responsible for appointing a Chief Justice per Article XVI(c) of the SGA Constitution.
 - 13.13.8 The Interim Chief Justice would be permitted to appoint an Associate Justice to act as the new Deputy Chief Justice to fill their previous position.
 - 13.13.9 Until a new Chief Justice is appointed by the President and confirmed by the Senate in a 2/3rds majority vote, no new Justices will be permitted to be nominated to the Court.
 - 13.13.10 In the event of a vacancy of a Deputy Chief Justice and the Chief Justice, the President is permitted to appoint a Chief Justice to the Court upon Senate approval.
- 13.14 Justices on the SGA Supreme Court may have Articles of Impeachment drafted against them for the following reasons:
 - 13.14.1 No Justice is permitted to discuss hypothetical court cases.
 - 13.14.1.1 Justices are only eligible to give their opinion on a case once all the evidence is presented in court.
 - 13.14.1.2 No Justice is eligible to give their opinion on a case that has not been presented yet.
 - 13.14.2 No Member of the Judicial Branch shall be on scholastic or conduct probation with the University.
 - 13.14.3 No Member of the Judicial Branch may seek to propose amendments to the Bylaws and Constitution at a General Body Meeting or a Special Meeting.
 - 13.14.4 No Member of the Judicial Branch may seek to propose a Resolution before the General Body Meeting.
 - 13.14.5 If a Justice refuses to recuse themselves in the case of a conflict of interest and following the relevant concerned parties' consultation with the SGA Advisors in which an amicable solution was not found, the Justice can have Articles of Impeachment

- drafted against them.
- 13.1.4.5.1** Requests for a Justice's recusal from the SGA Advisors within the enumerated amicable solution process are binding.
- 13.14.6** Justices may not be an active member in any other branch of the Student Government Association during their term in the Judicial Branch.
- 13.14.7** Justices may not be affiliated with nor publicly support or degrade any SGA political campaign or potential campaigns.
- 13.14.8** Justices may not run for or be elected to an Executive or Senatorial position during their term in the Judicial Branch.
- 13.14.8.1** If a Justice wants to run for any elected position, they must resign from the court before beginning the application process.
- 13.14.9** In the instance that a Justice is subject to an Impeachment Trial before the Senate, the President or their designee will Chair said meeting.
- 13.15** Justices of the Supreme Court are subject to the KSU SGA's Penalty System.
- 13.15.1** The Attorney General is responsible for issuing Strikes and Demerits on Justices according to the processes and enumerated duties outlined the KSU SGA Bylaws and Constitution.
- 13.15.2** Justices reserve the right to appeal Strikes and Demerits to the SGA Advisor.
- 13.16** No Justice is eligible to file an appeal to the Judicial Branch while they are serving on the Supreme Court.
- 13.17** The following discusses the mandatory attendance for the Judicial Branch:
- 13.17.1** The Chief Justice determines whether attendance at all meetings is mandatory.
- 13.17.2** All Justices of the Supreme Court are required to attend General Body Meetings once a month.
- 13.17.3** The Chief Justice must give a report on the business of the Judicial Branch during the Officer Report portion of the General Body Meeting once a month.
- 13.17.4** The Chief Justice must request to be added to the General Body Meeting Agenda under the Officer Report portion no later than the Friday before the week of the General Body Meeting.
- 13.17.5** The Supreme Court is compelled to meet once every two weeks at the discretion of the Chief Justice.
- 13.18** The following procedures outline the general guidelines for any hearing convened by the Judicial Branch of the KSU SGA:
- 13.18.1** The Judicial Branch of the KSU SGA shall convene at the discretion of the Chief Justice to conduct normal operations.
- 13.19** All absences must be reported to the Clerk and Chief Justice 24 hours before the meeting.
- 13.19.1** These reports must be provided to the Chief of Staff and Attorney General within the following business day.
- 13.19.2** In the instance of a documented unexcused absence, the Attorney General, in consultation with the Chief Justice, may issue a Strike to the unexcused Justice.
- 13.20** Any disruptions in the Supreme Court during a hearing will not count towards any parties' time limit during Trial Procedure.
- 13.21** All decisions made by the Judicial Branch are Binding.
- 13.21.1** They also should be accompanied by an original copy of the Complaint and posted to the SGA website if possible.
- 13.22** Within the Judicial Branch, per Article XVII(b) of the SGA Constitution, a simple majority will constitute the Quorum necessary to conduct Official Business.
- 13.23** If a Quorum is lost during the session, no official business may be conducted until a Quorum is re-established.

- 13.24** The Petitioner and the Respondent are eligible to motion for an Executive Session.
- 13.25** All Court Hearings are open to all Members of the KSU SGA and Faculty unless either party motions for an Executive Session and the Court approves the Motion
- 13.25.1** Executive Session is defined as members of a party attempting to make a Judicial Hearing confidential and not open to the public for the purpose of discussing sensitive information.
- 13.25.2** Either party may make a motion for the Judicial Branch to enter into an Executive Session if they provide valid cause related to the preceding.
- 13.25.3** Executive Session is only permissible under party request.
- 13.25.4** During the Executive Session, all audience members who are not witnesses must leave the Courtroom.
- 13.25.5** All information presented during the Executive Session must be submitted to the KSU SGA Advisors.
- 13.25.6** During Executive Session, the Judicial Branch may request, but may not require, a party to present any information that is deemed confidential by FERPA, HIPPA, or any other educational confidentiality law and/or policy of Kennesaw State University.
- 13.25.6.1** All confidential disclosures must be presented only with the written permission of the respective party.
- 13.25.6.2** The written permission must be submitted to the Clerk of the Court and the Chief Justice.
- 13.25.7** Information discussed in the Executive Session is to be treated with the highest level of confidentiality by all persons involved with said Session.
- 13.25.8** This applies during and after the Executive Session.
- 13.25.9** Any KSU SGA Member who breaks this confidentiality will be subject to immediate removal from the KSU SGA.
- 13.25.10** The Chief Justice is permitted to conduct actions necessary to ensure the confidentiality of Executive Sessions.
- 13.25.11** Unless the Executive Session was a request for judicial interpretation, all Executive Sessions are subject to Trial Procedure.
- 13.26** The following describes the preliminary stages of the Judicial Branch's Appeals Process.
- 13.27** With the exception of Justices serving on the Court, all Members of the KSU SGA have a right to file an appeal to the Supreme Court.
- 13.28** With the exception of Justices serving on the Court, all Members of the KSU SGA are permitted to be Petitioners and Respondents.
- 13.28.1** In the KSU SGA Supreme Court, the only two Parties are the Petitioner and Respondent.
- 13.28.2** The Petitioner is defined as a person who pleads with the KSU SGA for a legal remedy or a redress of grievances through the use of a petition.
- 13.28.3** The Respondent is defined as the party against whom a Petition is filed specifically one on Appeal.
- 13.28.4** All Complaints will be initiated by the Petitioner and shall be filed to the Judicial Branch by using the appropriate form on the SGA website.
- 13.28.4.1** When filing, the Petitioner needs to display the basis of the Petition.
- 13.28.4.2** The Complaint should include the Case-in-Chief, any possible Constitutional
- 13.28.5** All filings to the Court must be certified upon submission.
- 13.28.6** All pleadings submitted to the Court must be signed by the Party or that Party's representation on the form.
- 13.28.6.1** By signing, the party or the representation certifies that they have read the

information provided.

- 13.29** All Petitioners must be granted a writ of certiorari by the Judicial Branch in order to have a hearing on the case.
- 13.29.1** The writ of certiorari is defined as a court process to seek judicial review of a decision of a lower court or government agency.
 - 13.29.2** If a writ of certiorari is granted, both the Petitioner and Respondent are notified.
 - 13.29.3** Not all Members of the KSU SGA are entitled to have their case decided by the Judicial Branch.
 - 13.29.4** All Appeals to the Supreme Court must be carefully inspected by the Justices of the Court.
 - 13.29.5** For a writ of certiorari to be granted to a Petitioner, a simple majority (50% +1) of the Justices of the Court must agree to hear the Case.
 - 13.29.6** If a simple majority of the Justices on the Supreme Court agree to have a Hearing after reading the proposed appeal, then a writ of certiorari is mandated to be granted to the Petitioner.
 - 13.29.7** The Chief Justice is not permitted to block or grant writs of certiorari under their own volition.
- 13.30** There are four types of Appeals that are eligible to be made to the Judicial Branch of the KSU SGA and they are as follows:
- 13.30.1** Request for Judicial Interpretation,
 - 13.30.2** Request for Original Jurisdiction,
 - 13.30.3** Infraction Appeals, and
 - 13.30.4** Election Violation Appeals.
- 13.31** The following describes the appeal process for Judicial Interpretatio
- 13.31.1** Justices are not eligible to give their opinion on cases that have not yet been brought to the Judicial Branch.
 - 13.31.2** However, an official opinion is eligible to be given when a request for Judicial Interpretation has been filed.
 - 13.31.3** The appeal for a Request for Judicial Interpretation is defined as an appeal process by which the petitioner is officially requesting the Justices' interpretation of the KSU SGA's Bylaws and/or Constitution.
 - 13.31.4** All Justices are permitted to answer questions from the Petitioner regarding any legal questions being brought to the Court.
 - 13.31.5** Unless it is an excused absence, all Justices must be present during a Request for a Judicial Interpretation Hearing.
 - 13.31.6** The minutes must be documented by the Clerk of the Court.
 - 13.31.7** These meetings are open to the public.
 - 13.31.8** Requests for Judicial Interpretation are not subject to Trial Procedure
 - 13.31.9** All Appeals for Judicial Interpretation must be made using the appropriate form on the SGA website
- 13.32** The following describes the appeal process for Original Jurisdiction
- 13.32.1** Original Jurisdiction is defined as a complaint submitted to the Supreme Court for the first time questioning Constitutionality.
 - 13.32.2** Judicial complaints of Original Jurisdiction may be filed when an alleged violation of KSU SGA Bylaws and/or Constitution has occurred.
 - 13.32.3** This form of appeal is when a Petitioner accuses a Respondent of Constitutional violations, SGA violations, Bylaw violations, University policy violations, University System of Georgia policy violations, or any violation of State or Federal law.

- 13.32.4 Original Jurisdiction complaints can be filed to question the constitutionality of all newly ratified KSU SGA Bylaw and Constitutional Amendments.
- 13.32.5 Any alleged Constitutional violations will be submitted in the complaint to the Court.
- 13.32.6 All Original Jurisdiction hearings will be subject to Trial Procedure.
- 13.32.7 In cases of Original Jurisdiction, any Petitioner that is granted a writ of certiorari and intends on suing any Voting Member(s) of the KSU SGA, the Respondent will automatically be labeled as *The Kennesaw State University Student Government Association*.
- 13.32.8 The Respondent will be represented by the Attorney General and any other Active Members of the KSU SGA in question.
- 13.32.9 In the event of their absence, the Attorney General will appoint a designee.
- 13.32.10 Justices who oversee hearings for cases of Original Jurisdiction will decide the case based upon their individual judgments on constitutionality and past precedent.
- 13.32.11 All Original Jurisdiction Appeals must be made using the appropriate form on the SGA website
- 13.33 The following describes the process for Infraction Appeals:
 - 13.33.1 Any Active Member of the KSU SGA, excluding a Justice of the Supreme Court, is eligible to submit an Infraction Appeal to the Judicial Branch.
 - 13.33.2 All Petitioners who intend to use the process for Infraction Appeals are eligible to appeal all Disciplinary Demerits, Strikes, and Removals imposed upon them.
 - 13.33.3 All petitioners must appeal based on their claim that the Strike or Demerit imposed upon them was in breach of the Constitution and/or Bylaws.
 - 13.33.4 If a writ of certiorari is granted, the Respondent is automatically the KSU SGA Member who imposed the disciplinary action filed in the Complaint.
 - 13.33.5 All Infraction Appeal Hearings will be subject to Trial Procedure.
- 13.34 The following describes the process for Election Violation Appeals.
 - 13.34.1 The Judicial Branch is the sole entity that presides over Election Appeals.
 - 13.34.2 All Members of the of the KSU SGA are allowed to appeal any campaign violations to the Judicial Branch beginning during the start of the Elections Process and no later than exactly two weeks following the conclusion of the voting period.
 - 13.34.3 The Elections Chair is the entity charged with making initial substantiv decisions regarding the Elections Process.
 - 12.34.3.1 All Members of the KSU SGA are permitted to appeal decisions made by the Elections Chair.
 - 13.34.4 If a Petitioner for an Election Violation Appeal is granted a writ of certiorari, the Respondent will be the Elections Chair, or any other KSU SGA Member filed in the complaint.
 - 13.34.5 All Election Violation Appeal Hearings are subjected to Trial Procedure.
 - 13.34.6 Depending on the severity of the complaint, if the Judicial Branch rules in favor of the Petitioner during an Elections Violation Appeal Hearing, the Supreme Court is permitted to enact penalties.
 - 13.34.7 If a writ of certiorari is granted for an Election Violation Appeal, this means that the Court finds that there is enough evidence in the complaint to hold a hearing c the issue. Thus, until the case is decided, the elected position in question will remain vacant until a majority ruling has been made on the issue.
 - 13.34.8 All rulings made on Election Violation Appeals are final.
 - 13.34.9 All rulings made on Election Violation Appeals are to be enforced by the SGA Advisors.
- 13.35 The following describes the procedure for Justices recusing themselves in hearings

- 13.35.1 All Justices on the Court are mandated to recuse themselves in cases that may have a conflict of interest.
- 13.35.2 The Chief Justice only may deny requests for recusal to maintain quorum.
- 13.35.3 Should a Justice recuse themselves from a case, a document from both parties can be acquired to indicate their approval of the Justice presiding over the hearing. At that time, the Justice may choose to preside over the case.
- 13.35.4 If such a document is acquired, neither party shall be able to bring up the potential conflict of interest during their Case-in-Chief.
- 13.35.5 If a petitioner is bringing a complaint forward against a Justice on the Court, and the writ of certiorari is granted, the Justice in question is mandated to recuse themselves.
- 13.36 The following discusses the rules for presence at court proceedings:
 - 13.36.1 All parties shall be present at any proceeding before the Court.
 - 13.36.2 A party may attend in person or through a designated representative.
 - 13.36.3 A party shall notify the Court prior to the proceeding if they will be unable to attend.
 - 13.36.4 The failure of the petitioner or their representative to appear before the Judicial Branch without justifiable cause, approved by the SGA Judicial Branch, shall terminate their right to a hearing.
 - 13.36.5 In the event that the Petitioner or Respondent fails to appear at the scheduled oral arguments, the Judicial Branch reserves the right to conduct an ex parte hearing consisting of presentations by only one side.
 - 13.36.6 All petitioners and respondents are permitted to choose representation.
 - 13.36.6.1 Unless the following is a part of the opposing counsel, any members having their case heard by the Supreme Court have the option to choose the Attorney General, members of the Senate, any members of the Executive Branch, and any other Kennesaw State University students outside of SGA to represent them.
 - 13.36.6.2 If a Respondent or Petitioner chooses representation, the prospective counsel is not obligated to represent any of the parties.
 - 13.36.6.3 The prospective counsel has the right to decline representation.
 - 13.36.6.4 The prospective counsel must consent to represent one party and adhere to all procedures of the SGA Supreme Court.
 - 13.36.7 Any Justices serving on the Court are not eligible to represent any of the parties.
 - 13.36.8 At the end of the Trial Procedure, all Justices are required to cast their vote for either the Petitioner, the Respondent, or abstain.
 - 13.36.9 All Justices on the Court are eligible to abstain from voting.
 - 13.36.10 If a Justice intends on abstaining from a vote, they must request to recuse themselves from the hearing.
 - 13.36.11 Voting procedure can be done during a closed-door session after adjournment.
 - 13.36.12 If the voting procedure is conducted through a closed-door session, then it is mandated that the Court must submit a majority opinion to the Petitioner and Respondent.
- 13.37 In the event of a Supreme Court ruling becoming a tie, the Chief Justice is permitted to adjourn the hearing and deliberate with the Justices during a closed-door session.
 - 13.37.1 During the closed-door session, the Justices are to debate the reasoning behind their ruling.
 - 13.37.2 If the tie is broken, then a majority opinion is mandated to be published.
 - 13.37.3 If the tie cannot be broken, then the case must immediately be rescheduled for a retrial.
 - 13.37.4 If there is a vacancy on the court, The Judicial Branch must call an emergency

- session with the President to find a Justice to fill the Court's vacancy.
- 13.37.5** Once an Associate Justice fills the vacancy upon Senate approval, the Court will immediately rehear the case to make a ruling.
- 13.38** The following is the official Trial Procedure for the Judicial Branch of the Kennesaw State University Student Government Association
- 13.38.1** Trial Procedure is necessary for appeals being made on Original Jurisdiction, Infraction Appeals, and Election Violation Appeals.
- 13.38.2** If a writ of certiorari is granted for the necessary appeal, the petitioner and respondent will immediately be notified of the court's expectations of both parties during the Trial Procedure.
- 13.38.3** All Petitioners and Respondents are mandated to be notified if a hearing will be conducting the Trial Procedure.
- 13.38.4** Hearings conducting Trial Procedure must follow this specific order:
- 13.38.4.1** Roll call,
- 13.38.4.2** Reading the order of Cases on the Docket,
- 13.38.4.3** the Reading of the Complaint,
- 13.38.4.4** Pretrial Motions,
- 13.38.4.5** Opening Statements,
- 13.38.4.6** Oral Arguments,
- 13.38.4.7** Closing Arguments,
- 13.38.4.8** Adjournment,
- 13.38.4.9** and Deliberations.
- 13.38.5** The Clerk of the Court will begin the hearing by performing the Roll Call.
- 13.38.6** After roll call, the court will officially be in a formal session. The Clerk will read all the Cases on the Docket.
- 13.38.7** The Chief Justice shall read the Case and the official Complaint to the Court.
- 13.38.8** The Chief Justice shall conduct any Pretrial Announcements and hear any Pretrial Motions submitted by any of the two parties.
- 13.38.9** It is up to the Chief Justice whether a Pretrial Motion is subjected to vote among the Justices.
- 13.38.10** During Pretrial Announcements, the Chief Justice shall answer any questions specifically related to housekeeping matters.
- 13.38.11** During Pretrial Announcements, both parties are required to submit a witness list.
- 13.38.11.1** If the Petitioner or respondent has brought forth any witnesses to the Court, they shall all be sworn in at once.
- 13.38.12** During Pretrial Announcements, both parties must submit their evidence to the Court.
- 13.38.12.1** All evidence and exhibits must be inspected for their authenticity by the Clerk of the Court.
- 13.38.12.2** In the Clerk's absence, then the duty is left up to the Deputy Chief Justice or Chief Justice.
- 13.38.12.3** No physical evidence is allowed to be presented to the Court without the evidence being authenticated.
- 13.38.12.4** Any physical evidence or exhibits that are presented without being properly authenticated will be automatically rejected.
- 13.38.13** The Judicial Branch may accept any Pretrial Motions if requested or if deemed necessary to consider the proceeding.
- 13.38.14** Either party will be permitted to motion to disregard evidence of either party.
- 13.38.15** Either party will be permitted to motion for a dismissal of the case.

- 13.38.16** Upon approval of the Chief Justice, all Pretrial Motions can be subjected to a vote among the Justices.
- 13.38.17** A Pretrial Motion is granted if a simple majority of the Court Justices vote in the affirmative.
- 13.38.18** Once all Pretrial Motions have been exhausted, the Supreme Court must immediately proceed to opening statements.
- 13.38.19** When conducting Trial Procedure, both the Petitioner and the Respondent are allotted five minutes for uninterrupted opening statements.
- 13.38.20** The Petitioner must be the first to begin their opening statement.
- 13.38.21** After opening statements, the court must proceed with oral arguments.
- 13.38.22** The Petitioner is permitted to give a ten-minute oral argument to the court.
 - 13.38.22.1** The Petitioner is allowed to bring evidence, witnesses, and statements that may help the case-in-chief.
- 13.38.23** Once the Petitioner has concluded, the Respondent is permitted to give a ten-minute oral argument to the court.
 - 13.38.23.1** The Respondent is permitted to bring evidence, witnesses, and statements that may help the case-in-chief.
- 13.38.24** During both of the parties' oral arguments, any of the Justices are permitted to interrupt the arguments to ask questions at any time.
 - 13.38.24.1** When a Justice raises a question during oral arguments, the time will be temporarily paused.
- 13.38.25** After oral arguments have concluded, both parties must rest their case-in-chief.
- 13.38.26** After both parties have rested their case in chief, the Supreme Court will proceed to closing arguments.
- 13.38.27** When conducting Trial Procedure, both the Petitioner and the Respondent are allotted five minutes for uninterrupted closing argument:
 - 13.38.27.1** The Petitioner must be the first to begin their closing argument.
 - 13.38.27.2** Both parties are eligible to reserve time at the end of their closing arguments to readdress the court.
- 13.38.28** After closing arguments, the court will immediately proceed to publicly vote upon the case presented or will adjourn the meeting for the purpose of a closed session deliberation.
- 13.38.29** All adjournments for closed session deliberations must be motioned by the Chief Justice.
- 13.38.30** The following are the actions that can be taken during closed session deliberations of Trial Procedure:
 - 13.38.30.1** If the Court decides to adjourn for a closed session deliberation, a written opinion is mandated to be submitted to the petitioner, respondent, and published to all members of the Student Government Association. In a written opinion, if the court rules in favor of the Petitioner, the Court shall notify the Respondent to remedy the action.
 - 13.38.30.2** If the Judicial Branch finds insufficient evidence that the KSU SGA is in violation of the claim, the case will be dismissed.
 - 13.38.30.3** If the Students Government Association is found to be in violation of the petitioner and existing statute, whether it is the organization's own Bylaws, Constitution, Kennesaw State University policy, University System of Georgia policy, the Georgia Board of Regents policy, or State or Federal law, the Judicial Branch will draft a decision instructing the Senate and the Executive Board to remedy the situation within fourteen days.
 - 12.39.30.3.1** The case will immediately be added to the Supreme Court's case law.

- 13.38.30.4** Thirty days after the Student Government Association is notified of the initial decision or upon notification that the situation has been remedied, the Supreme Court will review the remedy to determine if the violation has been corrected.
- 13.38.30.5** The Court may declare that the case is officially closed if the proposed remedy brings the Student Government Association back to compliance.
- 1.38.30.6** The Supreme Court may refer the case back to the appropriate branch of government for further action if the remedy does not bring the Student Government Association into compliance.
- 13.38.30.7** Upon the second request for a just remedy, the Student Government Association member will then have fourteen days to come to compliance.
 - 13.38.30.7.1** If the court has been notified that there is a remedy, the court will again review the remedy.
- 13.38.30.8** If the Student Government Association is found not to comply again, the case will immediately be referred to the Attorney General for the appropriate disciplinary strikes and demerits, and the SGA Advisors.
- 13.38.30.9** The Supreme Court will notify the Petitioner and the Respondent upon the completion of the case.
- 13.38.30.10** All decisions decided by the Supreme Court are instituted immediately upon the announcement.
- 13.38.30.11** In closed sessions deliberations deciding an infraction appeal, a written opinion will be submitted to the Petitioner and Respondent.
- 13.38.30.12** If the Court rules in favor of the Petitioner, the Court shall notify the Respondent to remedy the action by revoking the strikes and demerits listed in the complaint.
- 13.38.31** Published opinions are permitted by the court.
 - 13.38.31.1** Published opinions serve the purpose of publicly documenting case law and the Justices' rationale behind a ruling.
 - 13.38.31.2** The author of the opinion is ultimately decided by the Chief Justice.
 - 13.38.31.3** Once a case has concluded, opinions are first distributed to the petitioner and respondent. All opinions must be published on the SGA website for the availability of all Kennesaw State University Students
 - 13.38.31.4** If a Justice dissents against the majority, they reserve the right to draft a dissenting judicial opinion
 - 1.38.31.4.1** This dissenting opinion must be published on the SGA website.
- 13.38.32** All written opinions will be submitted to the Clerk of the Court for distribution.
- 13.39** All majority rulings will be recorded and documented on the SGA website
 - 13.39.1** The Court holds the responsibility of Judicial Review.
 - 13.39.2** All majority rulings have the ability to be enforced.
 - 13.39.3** All majority opinions passed down by the Court, based on Judicial Review, are enacted as precedent unless stated otherwise by the Court.
 - 13.39.4** All precedent can be used as Justice's rationale in future cases.
 - 13.39.5** Justices are encouraged to reference past case law when formulating their judicial opinions.

Article XIV: Elections Policy

- 14** All SGA members must abide by the Elections Policy.
 - 14.1** Failure to abide by the Elections Policy shall result in the removal of said member from a campaign and potentially the organization.
 - 14.2** All elected SGA members can be subject to a Recall Election.
 - 14.2.1** All students who are eligible to vote in an SGA Election may call a Recall Election fi

- ny elected SGA member.
- 14.2.2 Students seeking to call a Recall Election of an elected SGA member must collaborate with the SGA Advisor to create a form on Owl Life that is adherent to FERPA rules to serve as a Recall Petition; the Recall Petition, following the collection of the necessary number of signatures, must be issued to the SGA Judicial Branch at judicialbranch.sga@kennesaw.edu.
 - 14.2.3 The petition issued by the students seeking to call a Recall Election for the positions of President, Vice President, Treasurer, and any Commission Seat must have signatures totaling 2.5% of the total number of students eligible to vote in SGA elections.
 - 14.2.4 The petition issued by students seeking to call a Recall Election for any College Seat must have signatures totaling 1% of the total number of students eligible to vote for the respective College Seat in SGA elections
 - 14.2.5 Following the issuance of a petition that includes the adequate number of eligible signatures, the Judicial Branch and Executive Board will meet as soon as all members are best available to formulate the process for having a Recall Election.
 - 14.2.6 To prevent undue bias in this process, especially in the instance that an elected officer of the Executive Board is the subject of a Recall Election, the SGA Advisor will be present in this meeting to ensure that the process is orchestrated in a fair and just manner.
- 14.3 Candidates may be disqualified for violating the Elections Policy.
- 14.3.1 Disqualification will result in the elimination of the candidate from the election cycle.
 - 14.3.2 Any individual who believes that the Elections Policy has been violated by any candidate should immediately contact the Chief Justice of the Judicial Branch at judicialbranch.sga@kennesaw.edu.
 - 14.3.2.1 Any KSU SGA Member that believes the Elections Policy has been violated reserves the right to appeal to the Judicial Branch no later than exactly one week following the conclusion of the voting period.
- 14.4 The SGA President shall appoint the Elections Chair with confirmation by two-thirds vote of voting KSU SGA members.
- 14.4.1 The Elections Chair must not be running for office.
 - 14.4.2 It is the responsibility of the Elections Chair to:
 - 14.4.2.1 Select an Elections Committee that consists of at least the SGA Advisor, the Elections Chair, and at least one SGA member who is not running for office.
 - 14.4.2.2 Work with the Elections Committee to uphold the rules and regulations for campaigning and the elections process.
 - 14.4.2.3 Ensure that they, along with the Members of the Elections Committee remain impartial throughout the Elections Process.
 - 14.4.2.4 Communicate with the Chief Justice any violations regarding campaigning and election matters.
 - 14.4.2.5 Coordinate with the Director of Public Relations for publicity for the elections.
 - 14.4.2.6 The Elections Chair will coordinate with the Office of Student Life when necessary, so that said office might provide support and direction throughout the Elections process.
- 14.5 The Election Policy must be reviewed and presented to the Senate by at least the President and Vice President no later than the first November meeting of the Fall semester.
- 14.5.1 The Elections Policy must be approved by a two-thirds vote of all voting SGA members.
- 14.6 The Judicial Branch, in consultation with the Elections Committee, shall disqualify any candidate who does not abide by the Elections Policy.
- 14.7 Any candidate that is disqualified reserves the right to appeal that decision through the

Judicial Branch.

- 14.8 Announcements of candidacies and campaigning shall begin one week prior to the start of the week of voting.
- 14.9 The timeline for elections will be decided upon by the President and presented to the Senate for ratification in a separate document no later than the first December meeting.
- 14.10 Voting shall occur online through Owl Life.
- 14.11 The elected officers of SGA shall be as follows: President, Vice President, Treasurer, and Senators.
 - 14.11.1 President and Vice President should have least one semester of experience in SGA in order to be eligible to run for these positions.
 - 14.11.2 The President and the Vice President are the only elected SGA members allowed to run together on a Ticket.
- 14.12 Individuals may run for a position in SGA on their own or they may be anonymously nominated through the SGA Elections Anonymous Nomination Form found on Owl Life.
- 14.13 All candidates, whether nominated or otherwise, must complete the Application Form on Owl Life.
- 14.14 The Elections Chair will send a link to the Application Form to all individuals nominated through the SGA Elections Anonymous Nomination Form no later than 72 hours following the closure of the Anonymous Nomination Form.
- 14.15 Upon submission of the SGA Election Application Forms, the Elections Chair and SGA Advisor will review the eligibility of candidates and approve candidates to participate in the election prior to beginning the campaign period.
 - 14.15.1 Any candidate running for any Senate position must be in good academic standing.
 - 14.15.2 Any candidate running for President, Vice President, or Treasurer must be in good academic standing.
- 14.16 Candidates will be notified via email correspondence regarding their eligibility status prior to the campaigning period.
- 14.17 All methods of campaigning including electronic, social media, banners, advertisements, flyers, giveaways, novelties, etc.
- 14.18 Each Presidential and Vice-Presidential candidate will have their name, photograph, office sought, and platform essay posted online to the SGA Instagram by the Director of Public Relations
- 14.19 During the open campaign period, all individual postings must follow the Kennesaw State University Approved Campus Posting Policy.
- 14.20 Postings include fliers, posters, buttons, paraphernalia, or any other type of solicitation of information about the candidate.
- 14.21 All candidates are able to endorse another candidate.
 - 14.21.1 Endorse means publicly supporting a candidate by word of mouth or on social media.
 - 14.21.2 Endorsers are not serving in an official capacity for a campaign.
 - 14.21.3 Candidates cannot endorse another candidate before the first day of campaigning.
- 14.22 Should any candidate engage in unethical campaigning tactics, that candidate may be subject to penalties including, but not limited to, disqualification.
- 14.23 All campaigns should be run in an ethical manner with mutual respect always shown towards all candidates.
 - 14.23.1 Candidates will be responsible for members of their campaign staff.
 - 14.23.1.1 Campaign staff means anyone helping your campaign in an official capacity.
 - 14.23.1.2 Candidates are required to submit a list of all campaign staff to the elections chair no later than the first day of voting.
 - 14.23.2 Candidates are responsible for notifying the Chief Justice of any violations or

possible violations that occurred by contacting the Chief Justice by email at judicialbranch.sga@kennesaw.edu.

- 14.23.3** Candidates are expected to be truthful in all claims regarding their accomplishments, credentials, and campaign promises.
- 14.23.4** At minimum, any false statements will result in a public apology and retraction of statements but may result in further consequences that will be decided upon by the Judicial Branch.
- 14.24** Slander and libel will not be tolerated in any campaigning by Active SGA Members.
 - 14.24.1** Slander is defined as utterance of a falsehood that may damage another's reputation unjustly.
 - 14.24.2** Libel is defined as any written or printed matter intending to injure a person's reputation unjustly or the act of publishing such a thing.
- 14.25** All students will receive the official campaign schedule and those who are nominated and/or apply will sign a statement of understanding regarding the SGA election rules and regulations
- 14.26** Candidates may spend up to \$500 on their campaign efforts.
 - 14.26.1** Candidates who receive "in-kind" donations must declare the value of those donations as part of the \$500.
 - 14.26.2** Original receipts are required.
 - 14.26.3** If someone is donating items to a candidate, a value must be declared as determined by the candidate or the donor.
 - 14.26.4** T-shirts are valued at \$5.00 each for the purpose of this election, even if they are received by the candidate at no expense, unless printed through a business where candidate is provided with a receipt documenting transactions.
 - 14.26.5** A donor must provide an original signed letter complete with the donor's name and telephone number when donating an item to the candidate.
 - 14.26.6** The candidate receiving a donation must turn over the original signed letter complete with the donor's information to the Elections Committee no later than the w prior to voting.
 - 14.26.7** Any printed materials should be documented as \$0.10 per sheet, unless printed through a business where a candidate is provided with a receipt documenting transactions.
 - 14.26.8** Financial disclosure statements must be maintained and submitted to the Elections Chair prior to the voting period.

Article XV: Vacancies in SGA

15 Formation of Vacancies Committee

- 15.1** Between elections, students interested in filling a vacant Senate or Executive Board position on SGA must fill out the pertinent form on SGA's Owl Life page.
- 15.2** The President will review and discuss the applicant with the Executive Board.
- 15.3** New Officers must participate in a two-week training process as follows:
 - 15.3.1** New Officers must work with the Attorney General and Vice President to understand all required duties.
 - 15.3.2** New officers will be presented with a packet containing the SGA Constitution, Bylaws, and other information deemed appropriate.
 - 15.3.3** The SGA President or designee and at least one additional member of the Executive Board will interview the applicant prior to nomination.
- 15.4** Upon the President's nomination, the applicant will be presented before the Senate for confirmation by a two-thirds vote.
- 15.5** Are in good academic standing.

- 15.6 Have earned and received credit at KSU for a minimum of 12 semester hours for an undergraduate seat or a minimum of 9 semester hours for a graduate seat
- 15.7 Enrolled in enough hours so that candidate meets the above earned hour requirements
- 15.8 This excludes transfer students and dual-enrollment students. Transfer students must have completed 12 credit hours from KSU before they apply.
- 15.9 After being sworn in, the new member must meet with the Attorney General to confirm their knowledge of their duties.
- 15.10 This should be done by the new member reading a document explicitly stating all of their duties as presented by the Attorney General.

Article XVI: Impeachment Proceedings

16 Impeachable offenses will include but are not limited to:

- 16.1 Instances where Active SGA Members are in breach of the KSU SGA Bylaws and Constitution but the Penalty System and larger Bylaws do not enumerate what procedure should be followed.
- 16.2 The Attorney General shall be responsible for sending the SGA Member to be impeached a letter by email. The letter shall outline the subsequent impeachment process and charges of impeachment. The letter shall be sent to the SGA Advisor and President.
- 16.3 Accused Active SGA Members shall be afforded the following due process:
- 16.4 Written notice, including complete reasoning of proposed action.
- 16.5 Opportunity to submit written rebuttal.
- 16.6 The right to a hearing and cross-examination of accusers before the Senate.
- 16.7 Robert's Rules of Order shall govern the impeachment process.
- 16.8 The right to present witnesses on his/her behalf.
- 16.9 The right to remain silent with no inference of guilt.
- 16.1 Failure to appear at the time of the trial shall result in the waiving of rights 16.3.1 through 16.3.5 as listed above. A 2/3 vote of the SGA Senate (excluding the accused member) shall be required to remove the accused person. Said person shall have no vote.
- 16.11 Impeachment hearings are chaired by the Chief Justice of the Judicial Branch.
- 16.12 The Senator who has Articles of Impeachment drawn up against them shall, if they are present, have the opportunity to make his or her case to the Senate why he or she should not be impeached. Following the Senator, the Attorney General shall present reasons for the Senator's impeachment. Once the Senator and Attorney General have presented their cases to the Senate, the Senate shall vote. Should the Senator not be present, the Attorney General shall present the reasons for the Senator's Impeachment, and then the Senate shall vote on the Article(s) of impeachment.
- 16.13 If there is not a General Body Meeting within 5 days of the issuance of the notice of impeachment, the impeachment proceedings will occur after the next General Body Meeting.
- 16.14 Any official who has been removed from office by impeachment will not be permitted to hold any office or serve in any other capacity within the Student Government Association for the remainder of their attendance at Kennesaw State University.

Article XVII: Rights of Members

17 KSU SGA Members are considered as anyone enrolled as a student at Kennesaw State University.

- 17.1 Active Members of the KSU SGA consist of the Senators, officers of the Executive Board, Justices of the Judicial Branch, and Interns.
 - 17.1.1 Voting Members consist of the officers of the Executive Board and the Senators.
 - 17.1.1.1 Voting Members of the KSU SGA reserve the exclusive right to vote during General Body Meetings and Special Meetings, to propose legislation, and to

suggest and to propose amendments to the KSU SGA Bylaws and Constitution.

- 17.1.2 Non-Voting Members consist of the Interns and the Justices of the Judicial Branch.
- 17.2 All Active Members of SGA shall use reasonable and good faith efforts to ensure that the SGA and its members conduct themselves in a manner befitting effective advocacy on behalf of the student body within the University's Shared Governance structure.
- 17.3 In accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community.
- 17.4 All Members of the KSU SGA are afforded speaking privileges at the discretion of the Chair of the General Body Meeting.
- 17.5 All Members of the KSU SGA shall follow the same procedures as outlined previously to have an item placed on the agenda.
- 17.6 Visitors are considered to be anyone not enrolled as a student of Kennesaw State University.
- 17.7 All SGA visitors have speaking privileges at the chair's discretion after all Active SGA Members have had the chance to discuss said topic.
- 17.8 Non-SGA members shall follow the same procedures to have an item placed on the agenda.

Article XVIII: Legislation Procedures

- 18 All Legislation shall be introduced by an Voting Member to the President for addition to the Constitution.
 - 18.1 Legislation includes Resolutions and Amendments to the KSU SGA Bylaws and Constitution.
 - 18.2 If the Legislation is to be added to the General Body Meeting Agenda of an upcoming General Body Meeting, it is to be presented to the President no later than the Friday the week prior to the upcoming General Body Meeting.
 - 18.3 Voting Members of the KSU SGA reserve the right to propose Legislation to be deliberated upon at a General Body Meeting.
 - 18.4 The Attorney General shall be responsible for continuous maintenance of the Bylaws such that any given time they reflect all enacted as of that time.
 - 18.4.1 Resolutions and amendments shall be considered enacted when all SGA action on it is completed.
 - 18.5 When Legislation is passed, the SGA President will forward the written legislation to the appropriate administrator within two weeks of the passage of said legislation.

Article XIX: Office Policies

- 19 The Office Policy created by the Chief of Staff shall be posted in the offices and made visible to all members. It shall also be distributed to new Active SGA Members before they are approved for key card access. Each member and guest must follow the Office Policy when in the Student Government Offices
 - 19.1 If any violation occurs, the Chief of Staff shall file a written reprimand and report said violation to the President or Vice President, based on the rank of the Active SGA Member.
 - 19.2 After the second violation of the Office Policy, the Attorney General reserves the right to impose a Strike or Demerit on the offender at their discretion.

Article XX: Amendments

20 Amendments to these Bylaws shall follow the procedures outlined in the Constitution and in these Bylaws.

Article XXI: Effective Date

21 Upon passage by the SGA, any Amendments to the KSU SGA Bylaws will go into effect one week following ratification.

21.1.1 Upon passage any change to SGA seats will go into effect the following election cycle or school year, whichever comes first.