

Concord University
Student Government Association Constitutional Bylaws

Preamble

The Student Government Association of Concord University (SGA), seeing the need for further explanation of duties for the officers, committees, and representatives of SGA, do hereby set down the following bylaws for operation of this body.

Article I: Qualification for Membership

Section I. Before elections or appointment, each office below must meet the following requirements and be in good standing with Concord University.

A. Executive Officers:

- i. 2.50 GPA.
- ii. One full semester of experience in any of the three branches of the SGA.
- iii. Have had no greater sanction than 1 week probation.
- iv. Must be able to complete a full term.

B. The Concord University Board of Governor's Member, Student Advocate, and the Faculty Senate Representative:

- i. 2.50 GPA.
- ii. One full semester of experience in any of the three branches of the SGA.
- iii. Have had no greater sanction than 1 week probation.
- iv. Must be able to complete a full term.

C. Chief and Liaison of the Student Conduct Board:

- i. 2.50 GPA.
- ii. One full semester of experience in the Student Conduct Branch of the SGA.
- iii. Must be able to complete a full term.

D. Arbiters of the Student Conduct Board:

- i. 2.0 GPA.
- ii. Have had no greater sanction than 1 week probation.

E. Delegates:

- i. 2.0 GPA (excluding Freshmen Delegates).
- ii. The Beckley Delegate shall earn the majority of his/her hours per semester at the Beckley campus for their term in office.

- iii. The Commuter Delegate may not live on Campus.
- iv. The Freshmen Delegate must have below 30 hours.

Article II: Legislative Branch

Section I. Elected Delegates and Appointed Delegates:

- A. All elected and appointed Delegates shall be known as Delegates, and shall:
 - i. Represent the best interest of the Concord University Student Body for which they represent.
 - ii. Attend all regular and special meetings of the Student Senate.
 - iii. Be informed on issues pertaining to student affairs at large and the SGA.
 - iv. Offer constructive criticism concerning the SGA and its activities.
 - v. Serve on at least one (1) committee of the Student Senate.
 - vi. Fill the committee head position until a permanent replacement can be found, if requested by the Vice-President.
- B. May file a Senatorial Sponsorship form to endorse something for the betterment of the student body at large.
- C. Any Delegate not meeting their duties shall be subject to removal from office.
- D. Replacements of appointed or elected Delegates shall occur by a Presidential appointment within two weeks of resignation or removal when classes are in session.

Section II. Organizational Representatives:

- A. Organizational Representatives must be a member of the constituency they are representing at the time of taking office, as determined by the Student Center Office.
- B. Duties:
 - i. Represent the best interest of the members of the organization for which they are representatives.
 - ii. Attend all regular and special meetings of the Student Senate.
 - iii. Be informed on issues pertaining to student affairs and SGA.
 - iv. Offer constructive criticism concerning the SGA and its activities.
 - v. Act as a liaison between their organization and the SGA.
 - vi. Serve on at least one (1) committee of the Student Senate.
 - vii. To notify the Secretary of the SGA of any changes in representative or alternate within two (2) weeks of the change occurring.
- C. Replacements of Organizational Representatives are at the sole discretion of their respective organization.

Section III. Concord University Board of Governors Representative and Representative to the

HEPC Advisory Council of Students.

- A. Duties:
 - i. To attend all Board of Governors Meetings.
 - ii. To attend all Student Senate meetings and Executive board meetings.
 - iii. To make weekly written and oral reports to the Student Senate on the activities of the Board of Governors.
 - iv. To relay policy between the Student Senate and Board of Governors.
 - v. Act impartial to their own opinions and act on behalf of the student body.
 - vi. Maintain posted office hours of no less than one (1) hour a week.
- B. If the Board of Governors' representative is not meeting his/her duties, he/she shall be subject to removal from office.
- C. In the event of a vacancy of this position during a meeting of the Board of Governors, the SGA President shall be responsible for fulfilling this role or designating someone to do so until a permanent replacement is found.
- D. Serve as representative to the HEPC Advisory Council of Students.

Section IV. Faculty Senate Representative:

- A. The faculty Senate representative will be appointed by the SGA President, with Student Senate approval, no later than the second SGA meeting of the fall semester, and will continue in that office until the following fall or their resignation.
- B. Duties:
 - i. To attend Faculty Senate Meetings.
 - ii. To make weekly written and oral reports to the Student Senate on the activities of the Faculty Senate.
 - iii. To relay policy between the Student Senate and Faculty Senate.
 - iv. To attend all Student Senate meetings and Executive board meetings.
 - v. Act impartial to their own opinions and act on behalf of the student body.
 - vi. Maintain posted office hours of no less than one (1) hour a week.
- C. If the Faculty Senate representative is not meeting his/her duties, he/she are subject to removal from office.
- D. The replacement of the Faculty Senate representative shall occur by a Presidential appointment.
- E. In the event of this position being vacant during a meeting of the Faculty Senate, the SGA President shall be responsible for filling this role or designating someone to do so until a permanent replacement is found.

Section V. Committee Chairperson:

- A. Committee chairpersons for standing committees shall be appointed by the Vice-President of the SGA.
- B. Committee chairpersons for ad hoc and temporary committees shall be appointed by the President of the SGA.
- C. All committee chairpersons shall:
 - i. Be responsible for all duties pertaining to the respective committee.
 - ii. Make weekly verbal reports and written reports on committee activity to the Student Senate.
- D. Committee chairpersons failing to meet their duties may be removed by the appointing officer in writing to both the SGA and the chairperson.

Section VI. The term of office for all officers and representatives of the Student Senate shall begin when the office-holder is sworn in and shall continue for the duration of the academic year, or the office-holder is removed from office, or his/her resignation is accepted by the SGA.

Section VII. Resignation from Office:

- A. The resignation of any of the officers or representatives of the Student Senate must be presented in writing to the President or Secretary of the Student Government Association.
- B. Any resignations and office vacancies shall be announced by the receiving official at the next regular Student Senate meeting.
- C. The acceptance of minutes by the Student Senate which record the verbal resignation of an officer and the swearing in of a replacement shall be considered written resignation by any officer or representative.

Section VIII. Organizational Recognition and Attendance:

- A. To achieve recognition, an organization must:
 - i. Submit an organizational constitution and bylaws to the Student Center Office.
 - ii. Complete an advisor form, including all necessary information and signatures.
 - iii. Inform the Secretary of the SGA of their intent to provide representation of their organization within the Student Senate.
 - iv. Not be related to any specific class, University-funded athletic team, or any group under discipline by the University administration.
- B. Initiation of Voting and Budgetary Privileges:

- i. Voting privileges shall be granted to a recognized organization upon the start of the fifth Student Senate meeting attended by its representative, within their first recognized semester.
- ii. Budgetary privileges shall be granted at the start of the organization's second recognized semester, provided they have complied with the SGA's attendance policy.

C. Attendance Policy:

- i. Attendance of all members is required at all meetings. Attendance is defined as presence for the duration of the meeting.
- ii. Absence from a committee meeting shall be counted as a half absence for the attendance record. The Vice-President may excuse committee absences at his or her discretion.
- iii. No more than two unexcused absences and three excused absences, totaling a missing of no more than five meetings in a semester, shall be permitted.
- iv. To avoid possible sanctions, any member shall be given the option of justifying their absence to the Secretary. This justification shall be submitted on the proper form within one week after the missed meeting. The Secretary shall decide on the validity of the excuse. If the excuse is in question, the Secretary shall take the excuse to the Executive Board for a final decision.
- v. To leave a meeting before its adjournment, without giving proper notice to the Secretary, shall result in an unexcused absence.
- vi. Upon a third unexcused absence, an organization's voting privileges shall be immediately frozen, and withheld for the duration of the semester in which the absences were accrued.
- vii. By a $\frac{3}{4}$ th majority vote, the Student Senate may remove any voting sanctions placed on an organization.

D. Suspension of Budgetary Privileges:

- i. Upon the third unexcused absence from a Student Senate meeting, the organization's allocations for the current semester shall be immediately frozen and budgetary privileges shall be revoked for one semester following the semester in which the absences accrued.
- ii. Budgetary privileges will be reinstated at the start of the second semester of the revoked year, provided the organization has complied with the SGA attendance policy, from date of the sanctions, to the beginning of the second semester of the revoked year.
- iii. Continued failure to comply with the SGA attendance policy shall extend the length of budget suspension, with one semester being added for each two (2) additional absences.
- iv. By a $\frac{3}{4}$ th majority vote, the Student Senate may remove any budgetary sanctions imposed on an organization.

Section IX. Special Rules of Order for the Student Senate:

- A. First priority for seating at the Student Senate tables shall be for Executive members, and Student Senate officers.
- B. Members of the Student Body who are not members of the Student Senate shall have the right to discuss any motion with permission of the Chair.
- C. Representatives of the press, after proper recognition by the Chair, have the privilege to put a direct question to the Chair or any person who has participated in the debate of the current motion through the Chair. Representatives of the press shall not have the right to debate any motion unless they are also a member of the Student Body.
- D. Guest speakers may be invited by the President or by any member with the prior consent of the President. Invited speakers shall, as a portion of the President's report, be granted as much time as they require to present the information they were invited to introduce. Following their presentation, invited speakers shall, through the Chair, answer direct questions put by any member or privileged guest.
- E. Guests and invited speakers shall have the right to present information or debate any motion only when requested by the Chair or any member with the consent of the Chair.
- F. By a 2/3^{rds} majority vote, or in special cases as defined in the SGA Constitution, the Student Senate may move into closed session, which will follow the following guidelines:
 - i. Only organizational representatives, Delegates, student senate officers, executives, SGA advisors, the President of the University, or members of the Board of Governors members may be present during such a session.
 - ii. All other officials, including those of the judicial branch, and any guests shall exit the meeting until the closed session ends.
 - iii. No discussion from the closed session shall be recorded in the minutes. Only business that has occurred shall appear in the minutes.
 - iv. By a 2/3^{rds} majority vote, Student Senate may exit closed session.

Article III: Executive Branch

Section I. The President, Vice-President, Business Manager, Commissioner and Student Conduct Officer shall be Elected Officers of the Executive Branch.

Section II. The President of the SGA shall:

- A. Call special meetings of the Student Senate, with no less than 24 hours and publicly posted notice of time and place.
- B. Form an executive council of subordinates as generally needed and as needed to conduct interviews for positional vacancies. During an interview, the council must weigh the following factors: a respectful and accountable record of service, potential conflicts of interest, and vision. The Committee may not discriminate an applicant based on his or her race, religion, ethnicity, political affiliation,

disability, or sexual orientation. After interviewing the applicant, the committee will then deliberate and offer a nonbinding recommendation to the President.

- C. Serve as ex-officio member of all committees and commissions of the SGA.
- D. Maintain posted office hours of at least two hours per week.

Section III. The Vice-President shall:

- A. Act as Secretary in the absence of the Secretary or in the case that the Secretary is unable to serve. This duty shall be subordinate to the duty of acting as President.
- B. Perform the duties of the Chief of the Student Conduct Board, Student Conduct Officer, or Liaison of the Student Conduct Board throughout impeachment process, in the event that any of the aforementioned officers are under investigation.
- C. Be the coordinator of all standing committees and commissions of the SGA, including overseeing Homecoming and the Spring event.
- D. Attend, or the Vice-President's designee attend, all University Homecoming Committee meetings hosted by the Alumni Association leading up to and during Homecoming week.
- E. Provide a weekly report for committee attendance and absences.
- F. Appoint the Committee Chairperson of each standing committee of the SGA. In the event of a vacancy that exceeds three (3) weeks in a Committee Chairperson position, the Vice President may require a Senator temporarily to fill the Committee head position until a permanent replacement is found.
- G. Sever as ex-officio member of all committees and commissions of the Student Senate.
- H. Have voting rights.
- I. Shall maintain office hours of no less than two hours per week.

Section IV. The Business Manager shall:

- A. Prepare an annual budget for the ensuing semester and present it to the Student Senate for approval by the first meeting of the Fall semester.
- B. Chair the Budgetary Committee and coordinate it under Article VI.
- C. Select two members of the Student Senate to serve on the Budgetary Committee.
- D. Have no vote on the Budgetary Committee except in the event of a tie.
- E. Have a vote in the Student Senate on all issues involving finance.
- F. Keep record of expenditures and income, and supervise the management of all financial transactions.
- G. Keep a positive balance for SGA.
- H. Make reports at Student Senate meetings of major expenditures, income, and balances at the first meeting of each month.
- I. Oversee the financial records of the SGA in conjunction with the Concord University Director of Business and Finance.
- J. Keep financial records available for public inspection at all times.
- K. Act as President in the absence of the President, Vice-President, Parliamentarian, and Secretary, or in the event they are temporarily unable to serve.

- L. Maintain posted office hours of no less than two hours per week.

Section V. The Commissioner

- A. Investigate any reported regularities in SGA activity and report findings in a timely manner.
- B. Maintain posted office hours of no less than two hours per week.
- C. Check all applications for SGA positions that have qualifications under Article I to verify that applicants may stand for the office in the applicationThe Student Conduct Officer shall:

Section VI. The Secretary, Parliamentarian, and Ombudsman shall be Appointed Officers of the Executive Branch, along with all others deemed necessary by the President.

Section VII. The Secretary shall:

- A. Keep the minutes of all Student Senate meetings, and maintain a file of actions taken as a matter of public record.
- B. Keep the roll of all members at the Student Senate meetings and meetings of the Executive Branch.
- C. The Secretary shall inform the Parliamentarian upon the third absence of any member of the Student Senate.
- D. Inform the President of any organization declaring intent to receive recognition in the Student Senate and shall record such actions in that weeks minutes.
- E. Serve as office manager, and;
 - i. Monitor and maintain office supplies.
 - ii. Monitor and maintain office equipment.
 - iii. Inform the Business Manager of the need for additional supplies or for repairs/replacement of equipment.
- F. Act as President in the absence of the President, Vice President, and the Parliamentarian, or in the case that they are temporarily unable to serve
- G. Maintain accurate records of who made a motion and who seconded it, and record organizational votes if required by a motion for roll call or division vote.
- H. Distribute minutes to all members of the Legislative and Executive Branches, all SGA Advisors, the President of the University, and any student, faculty, staff or administration members who request them in writing or electronically.
- I. Type, print, or photocopy letters, memos, or other materials as required and requested for the SGA.
- J. Maintain posted office hours of no less than two hours a week.

Section VIII. The Parliamentarian shall:

- A. Act as President in the absence of the President, and Vice President, or in the event that they are temporarily unable to serve.

- B. Advise the President as to any improper conduct of the members during a Student Senate meeting.
- C. Have voting rights.
- D. Have the ability to make motions pertaining to the SGA Constitution and Bylaws, and the SGA Affairs Committee.
- E. Will maintain up-to-date copies of the SGA Constitution and Bylaws, signed by the SGA President, Faculty & Staff Advisors, and Student Conduct Officer on file in the SGA Office.
- F. Have the authority to enforce the SGA Attendance Policy.
- G. Attach to the end of the SGA Constitution and Bylaws, an attachment with a reference to the amendment or amendments made to the document, accompanied with the dates of the changes.
- H. Maintain posted office hours of no less than two hours a week.

Section IX. The Ombudsman shall:

- A. Investigate any query.
- B. Make weekly oral and written reports to the Student Senate on their investigations.
- C. Act as President in the absence of the President, Vice President, Parliamentarian, Secretary, and Business Manager, or in the event that they are all temporarily unable to serve.
- D. Maintain posted office hours of no less than two hours a week.

Section X. Temporary replacements may be made by the SGA President, who must introduce a qualified applicant to the senate within two weeks of appointing a temporary replacement.

Article IV: Student Conduct Branch

Section I. The Student Conduct Steering Committee shall:

- A. Be made up of the Chief of the Student Conduct Board, the Advisor to the Student Conduct Board, and a member of the Student Affairs Staff designated by the Director of Student Affairs.
- B. Direct cases to the Student Conduct Hearing Board, Student Conduct Supreme Hearing Board, or University Hearing Board.

Section II. The Student Conduct Supreme Hearing Board shall:

- A. Be made up of nine Arbiters to be appointed by the SGA President whose appointments shall be for the duration of enrollment as a student at Concord University unless they resign or are removed from office. All appointed Arbiters must be present, but may abstain from any vote, in order for any group of Arbiters to act as a Student Conduct Supreme Hearing Board.

- B. Hear cases of constitutional interpretation, act as an Appellate Court for the Student Conduct Hearing Board, and serve as the Court in the Impeachment Process.
- C. Create any subordinate hearing board as deemed necessary and proper.
- D. Serve as final appeal on all election matters.
- E. May place any member of the Executive or Legislative branches under investigation for impeachment by a 2/3 vote.

Section III. The Student Conduct Hearing Board shall:

- A. Consist of, at minimum, three Arbiters, to include the Chief of the Student Conduct Board and/or Liaison of the Student Conduct Board.
- B. Meet as frequently as necessary to adjudicate cases in a timely matter.
- C. Unexcused absences from any Student Conduct meeting (including Student Conduct Hearing Board and Student Conduct Supreme Hearing Board) by an Arbiter throughout each semester shall be subject to removal from office.

Section IV. The Chief of the Student Conduct Board shall:

- A. Be voted into office by a plurality of the Arbiters from the current pool of Arbiters.
- B. Be chosen the first week of April, and begin a one year term on the second week of April, and may serve consecutive terms.
- C. Be subject to removal from office by a 7/8 vote of no confidence by all of the Arbiters.
- D. Subpoena students as witnesses, upon request of the plaintiff, defendant, or their respective representatives, when the appearance and testimony of the witness is necessary to ensure justice.
- E. Give subpoenaed witnesses at least three days notice through the student's Concord University verified mailing address.
- F. Maintain a record within the SGA Office, signed by the current Concord University postmaster, verifying the date and time in which all subpoenas were submitted into Concord University mail each week.
- G. Coordinate the Student Conduct Branch in a manner that ensures justice to all students of Concord University.
- H. Shall serve on the Student Conduct Steering Committee.
- I. Attend all Student Conduct Hearing Board meetings.
- J. Schedule the Members as necessary to complete all docketed cases for a semester.

Section V. The Liaison of the Student Conduct Board shall:

- A. Be voted into office by a plurality of the Arbiters from the current pool of Arbiters.
- B. Be chosen the first week of April, and begin a one year term on the second week of April, and may serve consecutive terms.
- C. Be removed from office by a 7/8 vote of no confidence by all of the Arbiters.

- D. Aid the Chief of the Student Conduct Board in coordination of the Student Conduct Branch and act as Chief of the Student Conduct Board in the Absence of the Chief of the Student Conduct Board or in the event the Chief of the Student Conduct Board is temporarily unable to serve.
- E. Act as Chair of the Homecoming Committee and enforce the rules and regulations concerning Homecoming events.
- F. Serve as Elections Chair and coordinate the SGA elections.
- G. Attend all Student Conduct Hearing Board meetings and be present during deliberations.
- H. Serve as Community Service Liaison as outlined in the Student Conduct Community Service Plan.

Section VI. The Student Advocate shall:

- A. Be voted into office by an at large election of the student body.
- B. Attend all Student Conduct Hearing Board meetings and Student Conduct Supreme Hearing Board meetings to ensure justice for all students of Concord University.
- C. Represent, if requested, any defendants before the Student Conduct Supreme Hearing Board and the Student Conduct Hearing Board.
- D. Represent, if requested, any defendant's appeal to, or sanction review of, the proceedings of the Student Conduct Supreme Hearing Board.
- E. Subpoena students as witnesses when the appearance and testimony of the witness is necessary to ensure justice.
- F. Give at least three days notice to all subpoenaed witnesses.
- G. Maintain posted office hours of no less than two hours a week.

Section VII. The Student Conduct Officer

- A. Prosecute all the cases that are docketed in the student disciplinary process.
- B. Provide all witnesses with subpoenas at least 3 days before their scheduled hearing.
- C. Maintain posted office hours of no less than two hours per week.
- D. Attend all Student Conduct Hearing Board meetings and Student Conduct Supreme Hearing Board meetings.

Section VIII. The Advisor to the Student Conduct Branch shall:

- A. Serve as a member of the Student Conduct Steering Committee.
- B. Be present during deliberation of the Members, but not direct the actions of the Student Conduct Hearing Board and the Student Conduct Supreme Hearing Board.

Section IX. Arbiters of the Student Conduct Branch must:

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- A. Make known to the rest of the sitting Arbiter any potential conflicts of interest prior to the hearing of any case. In the event of a conflict of interest, that Arbiter must recuse himself or herself.
- B. Sit as often as required to complete all docketed cases of the Student Conduct Hearing Board and the Student Conduct Supreme Hearing Board.

Section X. All hearing boards shall be governed by the Student Conduct Procedure Rules.

Article V: The Judiciary Committee

Section I. The Judiciary Committee shall consist of three Arbiters to be appointed by the Chief of the Student Conduct Board and three Delegates to be appointed by the Vice President, and it shall be chaired by a Vice Presidential appointee who shall not vote except in the event of a tie. Members of the Committee shall serve for the duration of the entire academic year.

Section II. All recommendations originating in the SGA for changes to the Student Conduct Procedural Rules shall be referred to the Judiciary Committee for evaluation. The committee shall make recommendations for changes to Student Conduct procedure to the Vice President of Student Affairs when appropriate.

Section III. Once an appointment to the position of Arbiter is made, the candidate shall be referred to the Judiciary Committee for evaluation. The committee shall evaluate the candidate to determine whether he/she should proceed to the Student Senate for a ratification vote or proceed no further than the committee.

Section IV. In the event that an Arbiter is impeached by the Student Senate the Judiciary Committee shall serve as the hearing board. If the Arbiter being impeached is a member of the committee, another Arbiter not already serving on the committee and not under impeachment shall occupy the impeached Member's seat until the conclusion of the hearing. If that Arbiter is impeached, he/she has the ability to appeal the case to the Senate, so long as a majority of the Senate agrees to hear the case. If 4/5 of the Senate votes to overturn the ruling of the Judiciary Committee, then that ruling is thereby stricken.

Article VI: Budgetary Commission

Section I. The Budgetary Commission:

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- A. Shall consist of the Business Manager, two Delegates, and two organization representatives, recommended by the President to be approved by the senate.

- B. Submit the written Budgetary Rules for the year for senate approval no later than the second week of the Fall semester.
- C. Must be formed the first official meeting of the SGA in the Fall semester where in SGA meets.
- D. Will serve as a fair and impartial hearing board in all proceedings concerning the Budgetary Rules.

Article VII: Elections

Section I. The Election Committee shall:

- A. Consist of the Liaison of the Student Conduct Board, who shall chair the Committee, two Arbiters, and three members at large from the Student Senate, with all Arbiters and Senate members to be appointed by the Liaison of the Student Conduct Board with approval of the Student Senate.
- B. The Election Committee shall be chosen no later than five regular meetings before the election, excluding Concord holidays. All members of the committee must meet the following qualifications:
 - i. At least a 2.0 cumulative GPA.
 - ii. Must not be on any disciplinary restrictions or have been convicted more than 2 times by a Student or University Hearing Board.
 - iii. Must not be running for an office in the current Election.
- C. Submit, no later than 4 regular meetings before the election, a set of campaign rules for the election. The Student Senate shall have the intervening week to review the rules and amend them by a majority vote at the next regular meeting.
- D. Safeguard the results of the election in such a manner that the results remain unknown to all persons until they are announced at the first regular Student Senate meeting following the elections. Ultimate responsibility for this duty shall be placed upon the Election Chair.

Section II. The Homecoming Committee shall:

- A. Provide an efficient, responsive, and responsible structure that will ensure for all Homecoming Candidates and the Concord University Student Body that a fair and impartial Homecoming Election is conducted.
- B. Shall be comprised of:
 - i. Two members shall be elected in an at large election by the students.
 - ii. One or two shall be one of the previous year's Homecoming Royalty (if they are no longer students at Concord University, their position shall be filled by the Vice-President).
 - iii. The Liaison of the Student Conduct Board shall serve as chair of the Homecoming Committee.

- iv. The SGA President shall appoint, with approval by the Student Senate, the three remaining members.
- C. Create a set of written rules for the election which shall be submitted to the Student Senate for approval at least 3 weeks before the week of elections. The Student Senate shall have the next regular meeting after they are submitted to pass amendments to the rules by simple majority votes.
- D. Serve, if necessary, on a fair and impartial hearing board in all proceedings concerning the election.
- E. May not participate in any judged homecoming activities.
- F. The term of the Homecoming Committee shall be from the beginning of the fall semester until two weeks after the Homecoming football game.

Article VIII: Impeachment process

- Section I. Any position of the SGA may be placed under investigation for misfeasance, malfeasance, and/or nonfeasance.
- Section II. Such an investigation requires a formal complaint to be presented to the Student Conduct Officer, or Vice-President in the event that the Student Conduct Officer is under investigation, or cannot be reached.
 - A. All complaints must be submitted, in writing and signed by the complainant to the Commissioner.
- Section III. The Student Conduct Officer and Student Advocate shall recommend three voting members of the Senate, who are not involved in the investigation, to the Commissioner to serve on the Investigatory Committee, and to be approved by the Student Senate. They may make further recommendations should any of the three fail to be approved. The Investigation Committee shall be headed by the Commissioner, and advised by the Student Conduct Officer and Student Advocate. The committee will inquire into the specific allegations. If the persons under investigation are any combination of the Student Conduct Officer, Student Advocate, or Commissioner, their positions shall be filled by the Vice-President or any other executive officer respectively.
- Section IV. Within two regular meetings, the Investigatory Committee shall report back to the Student Senate. Before any information can be presented, the Student Senate shall go into closed session.
- Section V. The Supreme Hearing Board shall conduct a hearing on cases sent to it by the Student Senate within 3 weeks of the same semester of the recommendation using the following guidelines:

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- A. The Student Conduct Officer, or his/her substitute, will present the case against the accused.
- B. The accused will be allowed to present his/her case.
- C. Conviction of the accused will require a 2/3 vote.
- D. In the event of a vote for conviction, the Student Conduct Supreme Hearing Board will determine sanctions by a simple majority.

Section VI. Appeals

- A. Members of the Student Conduct Branch may appeal a decision of the Student Conduct Supreme Hearing Board by a 1/6 vote.
- B. The accused will be allowed to submit an appeal to the SGA President and the Chief of the Student Conduct Board.
- C. The Student Senate may appeal a decision of the Student Conduct Supreme Hearing Board by a 1/6 vote

Section VII. In the event that an appeal is made, a special meeting of the Student Senate shall be called within three weeks when classes are in session, with all voting members eligible at the time of the vote holding one vote in the decision. The process would be as follows:

- A. The SGA will go into a closed meeting.
- B. The Student Conduct Officer, or his/her substitute, will present the case against the accused.
- C. The accused will be allowed to present their case.
- D. Any member of the Student Senate may question any person presenting information in the impeachment hearing.
- E. Conviction of the accused will require a 2/3 majority vote.
- F. In the event of a vote for conviction, the Student Senate will determine sanctions by a simple majority.

Section VIII. If any SGA member, appointed or elected, shall be convicted of a misdemeanor or felony crime, then that person shall, provided said conviction is upheld, be removed from his or her respective position.

Section IX. There shall be no mode of appeal beyond the Student Senate in impeachment cases.

Article IX: Bylaw Amendments

Section I. Amendments to the SGA Bylaws may be submitted by petition signed by 5% of the Student Body, or by 1/2 of the Student Senate.

Section II. The Student Senate shall discuss the proposed amendment no later than two weeks after submission and ratify by a 2/3 vote no earlier than the week following discussion. In the event of any amendment or changes to the proposed

amendment during the meeting of discussion, it will again be up for discussion at any meeting following it, prior to its ratification vote, and may not be voted until that discussion has been allowed and closed.

Section III. It shall be the responsibility of the Parliamentarian of the Student Government Association to update the Constitution and/or Bylaws in the event of an amendment, with changes being made no later than the first regular meeting after the changes are accepted.

Section IV. Should these Bylaws impede the progress of the SGA, sections may be suspended for a period of time that will allow for the proper progress of the SGA to continue by a 2/3 vote of the Student Senate.

Article X: Oath of Office

Every student being elected or appointed to office in the Student Senate or Student Conduct Branch shall be sworn into office by the SGA President using the following oath of office:

*I _____ (state your name)
Pledge to uphold the SGA Constitution and Bylaws
To execute my duties fully, faithfully, and ethically
And represent the best interests of Concord's student Body
To the best of my abilities, in any endeavor I undertake
During my term in office.*

Officers shall not take on any responsibilities, duties, or privileges of office until they are sworn into office.

Article XI: Bylaw Authenticity

In order to provide for a guaranteed authentic and official operating copy of the SGA Bylaws, a watermarked copy of the most current Bylaws, signed and dated by the SGA President, Student Conduct Officer, Faculty and Staff Advisors, shall be maintained in the SGA Office by the Parliamentarian of the SGA.

SGA President:	_____	Date:	_____
Student Conduct Officer:	_____	Date:	_____
Faculty Advisor:	_____	Date:	_____
Staff Advisor:	_____	Date:	_____

3/30/2015

Dates of Amendments to the Bylaws

3/25/2015

- 03102015A – An Amendment to create a new executive position and change the duties of the Student Conduct Officer.
- 03102015B – An Amendment to correct miswordings.
- 03102015C – An Amendment to change the Impeachment process.

Parliamentarian: _____

Date: _____



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