

Official Code

of the

Student Government Association

of

YOUNG HARRIS COLLEGE

Bylaws and Regulations

Section 1 General Provisions

1-1 Pursuant to Article VII, Section 2 of the Constitution of the Student Government Association of Young Harris College, this volume is authorized by the Senate to compile all bylaws, internal rules, and legislation of the Student Government Association of Young Harris College.

1-2 A copy of the Constitution, Official Code, and Robert's Rules of Order will be provided to each member of the Student Government Association.

Section 2 Attendance

Members shall be accountable for their attendance at all meetings of the Senate.

2-1-1 Members shall be allowed two unexcused absences and three excused absences per semester. Any tardies or absences beyond this limit shall constitute immediate dismissal from the Student Government Association. The Secretary shall notify the Sergeant at Arms of the dismissal, and Sergeant at Arms shall be responsible for notifying the Senator of his dismissal. Two excused absences shall be equivalent to one unexcused absence.

2-1-2 Members arriving after the roll is called shall be considered tardy. Senators leaving before the meeting is adjourned shall be considered to have departed early. Two unexcused tardies or early departures shall be equivalent to one unexcused absence.

2-1-3 Members shall participate fully in all activities of the committees to which they are assigned.

2-1-4 Senators shall be allowed to contest any unexcused absence, tardy, or early departure and have it excused by the Secretary before the next regular meeting of the Senate occurs.

2-1-5 Senators who have exceeded the accepted number of absences, tardies, or early departures may appeal to the Executive Council.

2-1-6 Excused Absences, Tardies, and Early Departures Defined

Absences, tardies, and early departures shall be excused by the Secretary no less than two hours before the meeting begins for the following reasons:

- Illness or other debilitating circumstances
- Academically sponsored and/or required classes or functions
- Intercollegiate athletics
- Participation in an Intramural activity

Section 3 Executive Branch (Executive Council)

3-1 Executive Rights and Privileges

3-1-1 Executive Council members may present motions to the Senate with exception of the President.

3-1-2 Executive Council members may cast votes on matters being considered by the Senate with exception of the President. The President may only cast a vote in the case of a tie.

3-1-3 The Executive Council shall act on behalf of the Senate if necessary when the Senate is not in session. Times when the Senate is not in session include but are not limited to: Christmas Break, Summer Break, and when the college is closed.

3-2 President

3-2-1 The Presidential candidate must have served at least one year in the Student Government.

3-2-2 Candidates must produce two letters of recommendation from faculty or staff members, and three Senators' signatures on a list of accomplishments from the previous year.

3-2-3 Candidates must be full-time students, having completed 50 hours or more.

3-3 Vice-President, Secretary, Treasurer, and Sergeant-at-Arms

3-3-1 Candidates must have served at least one semester in the Student Government.

3-3-2 Candidates must produce one letter of recommendation from a faculty or staff member.

3-3-3 Candidates must be full-time students.

Section 4 Legislative Branch

The legislative body of this organization shall be called the Senate, which shall be composed of twenty-five Senators elected from the student body of Young Harris College. Standing Committees shall be those committees that act from semester-to-semester and from year-to-year. Standing Committees shall consist of not less than three Senators and each committee's chairman shall determine the location and time of meetings. Each committee shall meet as often as necessary to perform their specified duties. Each committee's chair shall meet regularly with the Vice-President.

- A. There shall be five Senators elected from, and to represent the Senior Class.
- B. There shall be five Senators elected from, and to represent the Junior Class.
- C. There shall be five Senators elected from, and to represent the Sophomore Class.
- D. There shall be five Senators elected from, and to represent the Freshman Class.
- E. There shall be five at-large seats chosen from any academic class.

4-1 Sustainability Committee

The Sustainability Committee, chaired by a Senator elected by the Senate by a simple majority vote, shall be vested with certain powers and duties:

4-1-1 The Sustainability Chair will be the lead advisor on all requests of funds from the Green Fee (Project Seedling).

4-1-2 To maintain a public awareness campaign for the Green Fee.

4-1-3 To attend meetings and hold a position on the YHC Sustainability Committee.

4-1-4 To facilitate communication between Residence Hall Council Sustainability Chairs.

4-1-5 To provide monthly reports on current and future Green Fee projects and funds.

4-2 Student Development Committee

The Student Development Committee, chaired by a Senator elected by the Senate by a simple majority vote, shall be vested with certain powers and duties:

4-2-1 To investigate all matters addressed by the Senate concerning the quality of life on campus.

4-2-2 To investigate all issues related to food service, and to serve as a liaison between the student body and the Director of Food Services.

4-2-3 To investigate all matters concerning campus housing, safety, and security.

4-2-4 To act as a liaison between the student body and the Vice-President for Student Development.

4-3 Academic Affairs Committee

The Academic Affairs Committee, chaired by a Senator elected by the Senate by simple majority vote, shall be vested with certain powers and duties:

4-3-1 To investigate all matters addressed by the Senate concerning the academic programs of the college.

4-3-2 To investigate all academic policies which affect the quality of academic life.

4-3-3 To serve as a liaison between the student body and the Vice-President for Academic Affairs.

4-4 Elections Committee

The elections committee, chaired by the Sergeant at Arms, shall be vested with certain powers and duties:

4-4-1 To prepare for and promote elections.

4-4-2 To preside over elections and be available to tabulate the results of elections.

4-5 Freshman Board

The Freshman Board, chaired by a Freshmen Senator elected by the Freshmen Senate, shall be vested with certain powers and duties:

4-5-1 To carry out Freshman class business and work within the Student Government Association.

4-5-2 To sponsor and host the Spring Formal to be held during the spring semester of each academic year.

4-5-3 To prepare for and represent the Student Government Association at Fall Fest.

4-6 Special Committees and Ad Hoc Committees

Special Committees may be created by the President or the Senate to serve in temporary capacity and shall exist until their duties have been fulfilled or they are dissolved by a simple majority of votes cast in the Senate. The chairman, appointed by the President, shall determine the location and time of meetings. There shall be no fewer than three elected Senators serving in any Special Committee. Special Committees shall meet as often as necessary to perform their specified duties.

4-7 Compulsory Committee Attendance

Each Senator shall be a member of at least one standing committee. Members of standing committees shall be compelled to attendance at each of that committee's meetings and shall participate fully in committee activity.

4-8 Appointed Offices

4-8-1 Chaplain

The President shall appoint a Chaplain from within the Senate. The responsibilities of the Chaplain shall be to open and close each regular meeting in prayer and attend Inter-Religious Council meetings.

4-8-2 Historian

The Senate shall nominate, from within its membership, up to three Senators as candidates for the Office of Historian. The President shall select one of the three candidates to serve as the Historian of the Senate. The responsibilities of the Historian shall include: maintaining a historic record of all officially published materials, photographs, and paraphernalia related to activity within the Student Government Association to be kept for posterity.

Section 5 Finances

5-1 Finances

5-1-1 All matters relating to finances of the Student Government Association shall be introduced in the Senate. This body alone shall make decisions regarding the finances of the SGA.

5-2 Budget

5-2-1 The President of the Student Government Association shall be granted a budget of \$200 for immediate expenses incurred. Amounts exceeding the President's budget may not be spent without prior approval by the Senate. The Treasurer shall maintain a record of the President's budget, and the President shall cooperate in timely providing receipts to document all expenditures.

Section 6 Elections

6-1 General Elections

The Student Government Association shall hold General Elections during the spring semester in order to select a Student Government President, a Vice-President, a Secretary, a Treasurer, a Sergeant-at-Arms, and Senior, Junior, and Sophomore Senators to serve during the following year.

6-1-1 Candidates shall file a Letter of Intent to run in the Vice-President for Student Development's office five weeks prior to finals week. The Vice-President for Student Development shall verify the candidates' eligibility and provide a list of all eligible candidates.

6-1-2 The Election shall be held on the second Tuesday in April.

6-1-4 Students may run for any position, so long as they meet the qualifications for that office as stated in the Constitution and Official Code.

6-1-5 Students may run for both a Senate seat and one Executive post. If elected to both, the candidate must choose one position. The vacated seat will then be given to candidate who received the next greatest number of votes.

6-1-6 At-large seats will be filled from among the candidates that were not voted top five. These candidates shall be those holding the highest percentage of votes from those eligible to vote for that position.

6-2 Freshman Elections

6-2-1 The Student Government Association shall hold Freshmen Elections within the first five weeks of class in the fall semester in order to select five Senators from the Freshmen Class.

6-2-2 Candidates shall file a Letter of Intent to run in the Vice-President for Student Development's office.

6-2-3 The Election shall be held on a Tuesday.

6-2-4 Any at-large seats vacant at the time of Freshman Elections may be put on the ballot as Freshman seats.

6-3 Referenda

6-3-1 The Student Government Association shall have the power to hold campus-wide referenda.

6-3-2 All students may participate in campus-wide referenda.

6-4 Campaigning

6-4-1 Election announcements shall be posted by the Sergeant-At-Arms seven days prior to campaigning. During such time, candidates shall submit a Letter of Intent to run and the specific location and time shall be set by the Sergeant-At-Arms.

6-4-2 Campaigning shall take place for no less than seven days prior to the election.

6-4-3 All campaign materials must be removed on the day after the election. Those who fail to comply shall be subject to disciplinary actions by the Executive Council.

6-4-4 All campaigns shall be conducted with integrity, and must follow posting policies on campus.

6-5 Election Day Practices

6-5-1 Announcements pertaining to the date of polling shall be posted not less than seven days prior to the election.

6-5-2 The polls shall remain open for a period of time sufficient to allow all eligible voters to cast their ballots. The specific location, time and staffing of polls shall be set by the Sergeant-at-Arms.

6-5-3 Solicitation of votes within 25 feet of the polls shall be prohibited and shall be strictly enforced.

6-5-4 Counting and tabulation of votes shall be done by the Sergeant at Arms, Faculty Liaison or Staff Advisor, and members of the elections committee.

6-5-5 No student shall cast more than one vote in any election.

6-5-6 Only those students who are rising Sophomores, Juniors, or Seniors shall participate in their own class's General Elections.

6-5-7 Only those students who are Freshmen shall participate in the Freshmen Elections.

6-5-8 Announcements of election winners shall be made in a previously specified public place on the evening of elections.

6-6 Oath of Office

6-6-1 Each person, after he shall have been elected to a seat in the Student Government Association, shall take the following oath of office formally administered by the President:

“I, (state your name), do solemnly swear (or affirm) that I will faithfully execute the duties of the office to which I have been elected (or appointed) and that I will uphold the Constitution of the Student Government Association of Young Harris College.”

Section 7 Faculty Liaison

7-1 The Senate shall submit three candidates for Faculty Liaison to the Vice-President for Academic Affairs. The Faculty Liaison will serve at most two consecutive terms.

7-2 Selection Process

7-2-1 The Student Government Association will nominate three candidates within the Senate.

7-2-2 The nominated candidates will be presented to the Vice-President for Academic Affairs for a final decision.

Section 8 Advisor

8-1 There shall be on official Advisor to the Student Government Association appointed by the Vice-President for Student Development.

8-2 Job Description

8-2-1 Certain responsibilities of the advisor shall include:

- To attend meetings of the organization and provide mature counsel.
- To aid the student members in developing leadership skills.
- To serve as an additional communication link between the Student Government Association and the College.
- To be aware of the College policy regarding recognized student organizations.
- To provide a basis for continuity in the Student Government Association from year to year.

