For Selected Student Senator selection process, see below:
Section I: Officers and Senators Duties, A. President.

THE BYLAWS OF THE GEORGIA COLLEGE & STATE UNIVERSITY STUDENT GOVERNMENT ASOCIATION

Section I: Officers and Senators Duties

A. President
   1. Serves as a liaison with administration
   2. Oversees SGA
   3. Meets with SABC to address budget
   4. Represents students at dedications, receptions, and other university events
   5. Approves Bills and Resolutions
   6. Makes vetoes and line-item vetoes
   7. Approves agenda
   8. Presides over Executive Officer meeting
   9. Approves prepared payment requests forms
   10. Plans awards and induction ceremonies
   11. Appoints Attorney General and Student Judicial Board members
   12. Appoints Standing Committee Chairs
   13. Appoints students to University-wide committees
   14. Advises committees on procedures
   15. Determines Executive Officer's office hours
   16. Attends SAC or delegates another Student Government Representative

B. Vice-President
   1. Presides over Senate
   2. Presides over Campus Issues Committee
   3. Approves agenda
   4. Directs Parliamentary Procedure
   5. Declares results of elections
   6. Advises all committees
   7. Resolves Constitutional inquiries
   8. Aids with budget preparation
   9. Serves on Statutory Councils and university committees
   10. Schedules visitors into the agenda and reports to the Secretary
   11. Presides over Executive Officer meeting in President's absence
   12. Appoints ad hoc committee members and chairs
   13. Serves in a Public relations capacity to see that the student body is informed of all actions taken by SGA.
   14. Follows up implementation of resolution
   15. Appoints Senators to standing committees excluding Student Travel Fund Committee which all members are appointed by the Treasurer.

C. Secretary

1. Rewrites bills and resolutions before sending through process 2.

Directs Bill and Resolution process:

i. Make copies of Bills and Resolutions for Senate, University President, University Vice President of Student Affairs, and SGA Advisors.

3. Get President's and Vice-President's signatures on bills and resolutions after they are passed and approved by the Senate.
4. Files Bills and Resolutions sequentially in separate folders
5. Maintains office filing and organizational systems
6. Informs Senate of passed legislation
7. Prepares copies of minutes and agenda
8. Reserves room and equipment when necessary
9. Records meeting attendance and corresponds with Attorney General after every meeting
10. Serves on Statutory Councils/Committees
11. Calls Senators when meeting dates, times, and locations change
12. Handles Excused absences
13. Records minutes and creates the agenda

D. Treasurer

1. Prepares weekly budget reports
2. Prepares payment request forms for student/companies and follows the same procedure as bill/resolutions process as above as soon as received.
3. Aids with budget preparations
4. Serves on Statutory Councils/Committees
5. Chairs SGA Student Travel Fund
6. Appoints standing members to Student Travel Fund
7. Acts as a non-voting ex-officio member of the Appropriations Committee, serving in an advisory role in budgetary matters for the committee.

E. President Pro-Tempore

1. Chairs University Students' Council
2. Chairs Senate Rules and Oversight Committee
3. Presents new RSOs for approval
4. Reviews and brings conflicts with organizational constitutions to the Senate
5. Assumes the office of Vice-President if the office becomes vacant
6. Handles Treasurer and Secretary Overload
7. Responsible for maintaining online archives and properly disposing of outdated records
8. Responsible for ordering graduation regalia for graduating current and former SGA members of any branch
9. Plans and organizes the optional SGA Banquet at the end of the academic year
10. Oversees philanthropy and campus engagement activities for Homecoming Royal Court (King, Queen, Duke & Duchess)
11. Performs duties as Senator

F. Attorney General

1. Confers with the Vice President for Student Affairs on judicial issues and presents judicial cases to the Judicial Board, at the discretion of the Vice President for Student Affairs
2. Confirms Executive election results
3. Oversees Vice-President's use of Parliamentary Procedure
4. Warns/dismisses Senators for excessive absences
5. Appoints the Assistant Attorney General to assist with duties of office
6. Appoints a Chief Justice on each board to facilitate judicial board deliberations

G. Chief of Staff
1. Reports to the SGA President
2. Serves as the senior advisor to the SGA President
3. Oversees directives and initiatives from the Executive Officers and the Student Senate
4. Assist the SGA President in selecting students to serve in staff positions
5. Presides over staff meetings
6. Assumes the roles and responsibilities of created staff positions when staff members cannot fulfill obligations

H. Committee Chairs
1. Plan/directs meetings
2. Attends Campus Issues Meeting
3. Informs Senate of progress
4. Plans activities each semester
5. Reports to Vice-President regarding progress, conflicts, and concerns of Senate
6. Advises Secretary of Senator attendance at meetings
7. Advises Vice-President of new committee appointments, replacements, and removals

I. Senators
1. Attends all Senate meetings
2. Serves on SGA Committees and ad hoc Committees
3. Attends all committee meetings
4. Serves one office hour a week
5. Acts as liaison between students and SGA
6. Represents Students at University events
7. Assists in Homecoming King & Queen Election
8. Informs officer of conflicts
9. Assists is fundraising and publicity activities
10. Attends organizational fairs and orientations
11. Prepares Bills and Resolutions for the Senate
12. Assists in Officer Elections
13. Gives excuse forms to Secretary
14. Gives Bills and Resolutions to Secretary
15. Adhere to the following Dress Code for all SGA and university related events:

i. Business Casual
    1) Men – Collared shirts; dress or twill pants; sport coat optional
    2) Women – Blouses; skirts/suit pants; twill pants/skirts; dresses optional

ii. Business
    1) Men – Dress pants; button down shirts; tie; jacket/sport coat preferred; dress shoes required.
    2) Women – Blouse; skirts/suit pants; dresses; dress shoes required. iii. Black Tie
        1) Men – Dark suits; white button down shirts; tie; tuxedos acceptable; dress shoes required.
        2) Women – Cocktail or evening dress; dress shoes required; jewelry.

Section II: Oath of Office

The President and Officers of SGA, before entering into the duties of their respective office, (Executive or Legislative) shall take and subscribe to the following oath of affirmation:
"I do solemnly swear (or affirm) that I will support and defend the Constitution of the Student Government Association of Georgia College & State University and that I will faithfully discharge the duties of (office) to the best of my ability."

The President of Georgia College & State University or his/her designated representative shall administer the Oath of Office to the incoming President of SGA. The newly confirmed SGA President will then administer the Oath to the Executive Officers and the newly confirmed Student Government Association Vice President will administer the Oath to the Legislative Officers of Georgia College & State University.

Section III: Stipends

The Amounts will be as follows per semester paid in installments as the financial advisor sees fit:

A. Amounts
    1. President- 80% of current year's tuition amount
    2. Vice-President- 68% of current year's tuition amount
    3. Treasurer – 56 % of current year's tuition amount
    4. Secretary – 56% of current year's tuition amount
    5. Attorney General – 52% of current year's tuition amount
    6. President Pro-Tempore – 46% of current year's tuition amount
    7. Chief of Staff – 44% of current year's tuition amount
B. No Stipend shall increase or decrease with a two-thirds (2/3) vote by the Senate twice.
C. If an officer fails to complete a semester, then the officer is compensated for the time he has served.

Section IV: Election Guidelines

A. Election Dates
    1. Executive Officer Elections- shall be held no later than the last full week of February.
    2. Senate Elections-Shall be held no later that 28 days after the first official day of class.
B. Terms of Officers.
    1. The Executive Officers shall take office by May 15th.
    2. The Legislative Officers shall take office once they are sworn in during the fall semester of each calendar year.
C. Qualifications
    1. All candidates shall have and maintain a 2.75 cumulative grade point average. Freshmen candidates with no college credit are exempt their first semester in school. Qualifications of officers are noted in Article II, Section D of the SGA Constitution.
    2. An individual shall not be considered an official candidate until after the SGA Secretary has received the candidate's application and has verified his or her qualifications.
    3. An individual must turn in an application stating the position is the he or she is running for and his or her class status as of the deadline. This declared position is the only position they will be listed under on the ballot. No changing of the desired position is allowed after the application due date.
    4. In the case that a write-in candidate wins for his or her position, the candidate is not confirmed until the SGA Secretary verifies his or her qualifications. If the candidate is deemed ineligible, then the SGA President can fill the vacant position by appointment. If the vacant position is the President, a new election is required.
D. Ballots
    1. The form of the ballot shall be as follows: The candidates will be listed in alphabetical order by last name under the office they have qualified for.
    2. Incumbent candidates will be indicated with an (*) asterisk by their name.
    3. Blanks for write-in candidates shall be provided at the end of the list for each officer and class. E. Campaigning
    1. Advertising with 100 feet of the polling location shall be taken down by 7:00 a.m. on the day of the election.
    2. There shall be no campaigning within 100 feet of the polling stations the day of the elections. No candidate may loiter around the place of voting other that for the express purpose of voting. No campaigning worker may wear decorations that support any candidate while within 100 feet of the polling place.
    3. There shall be no malicious campaigning of any kind directed towards another opponent. F. Elections
    1. The Senate will be composed of 25 senators with five senators from each class (Freshmen, Sophomore, Junior, Senior, and at large positions).

2. In the event that there are not enough candidates from each class, the president of SGA reserves the right to appoint students to fulfill quota.
3. In Succession to office see Article II, Section E of the Student Government Association Constitution. In the event the Vice- President's office is vacant, the President can appoint a Vice-President until one can be elected in the Senate election.

G. Additional Guidelines
   1. The Code of Elections shall supplement this section of the SGA Bylaws.

Section V: Student Travel Funds

A. SGA has the ability and discretion to fund students who are presenting or participating in an educational conference throughout the year.
B. The committee is awarded annual funds from the Heritage Foundation, Office of Academic Affairs and the SGA President in the annual budgeting process.
C. These funds are primarily designed to provide partial funding to students, in any department, presenting or attending an educational conference. D. The policy shall include: 1. *Criteria for Consideration*
   i. An individual student may seek funds only once per semester. ii. Students must be able to present a brief synopsis of the conference they are wishing to attend.
   2. *Requirements Before Travel*
      i. A Student Travel Funding Application must be submitted and completed a minimum of 72 business hours in advance of departure for any travel to be funded.
   3. *Requirements After Travel*
      The following are to be submitted no later than fifteen business days upon return from the conference:
      i. Submission of a Post Travel Report
         1. Post travel reports can be found at http://www.gcsu.edu/sga/docs/PostTravelReport.pdf
      ii. Submission of Receipts
         1. Receipts must be itemized
         2. If paying through the internet, the balance on the paid invoice (not order) should read zero to show that it has been paid.
      iii. Boarding Passes
         1. Boarding Passes must be original.
      iv. Proof of Conference
         1. Recipients must submit documentation proving the conference existed.
         2. Documentation may include a program, publication, or a promotion of the conference.

v. Submit a Paragraph to the Treasurer
    1. The recipient shall submit a paragraph to the Treasurer describing his or her experience at the conference. The paragraph will be posted on the SGA blog.
    2. This shall be completed no more than 15 business days upon return from the conference.

Section VI: Bill Allocations

A. SGA has set aside a budget from its Student Activity Budget Committee allocation for Registered Student Organizations (RSOs) to receive funding in the form of bills.
    1. A bill shall be referred to the Appropriations Committee after being prefaced and introduced to the Senate.
    2. Appropriations shall review the bill with the RSO. Appropriations shall take a vote on the bill during the committee meeting in which the bill was presented.
    3. The decision of the Appropriations Committee will be the standing decision, unless any individual senator motions to appeal the decision on the Senate floor.
    4. If the bill is appealed, the original decision by Appropriations will no longer stand, and the Senate will then hold discussion and take a decisive vote.
    5. A simple majority vote by the Senate will decide whether or not the bill passes. If no appeal is made, Senate must affirm the decision of the Appropriations Committee by unanimous consent, usually by a voice vote.
B. Bills that include fewer than 12 participants are subject to an allocation cap of $650.
    1.The $650 cap may be suspended by a two-thirds (2/3) vote of the Senate.
C. The sponsoring senator of a bill will monitor and assist the RSO during the entire bill allocation process. Enumerated these duties include:
    1. The RSO representatives being made aware of the meeting time and place of the Appropriations Committee, as well as the Senate session during which their bill will be presented.
    2. The RSO being made aware that they must secure, maintain, and present to the Treasurer any proofs of purchases that are outlined in their respective bill in order to receive reimbursement for them.
    3. Confirming with the RSO that they have received their reimbursement.
D. The Treasurer of SGA must receive the following within 15 business days after the event or purchase.
    1. Original itemized receipts of any expenditure
        i. If paying through the internet, the balance on the paid invoice (not order) should read zero to show that it has been paid.
    2. A copy of the RSO's bank statement if the organization has an off-campus account wanting to be reimbursed, with the Federal Employer Identification Number (FEIN).
    3. For t-shirt or gift items purchases, a list of those receiving the items.
        i. If the items purchased will be used as gifts, recipients will need to complete a Prize/Award form prior to receiving gift.

4. For funding allocated to events, an advertisement or promotion of the event.
5. For funding for airfare, an original boarding pass.

Section VII: Student Organization Constitutional Review

1. The Senate Rules and Oversight Committee (SRO) of the Student Government Association shall recommend approval or denial of newly proposed student organizations at Georgia College, upon reviewing proposed constitution and/or bylaws submitted by the organization members.
2. Procedure of SRO Review
    a. A newly proposed student organization must submit to the Department of Campus Life an application for recognition along with a constitution.
    b. The Department of Campus Life forwards the organization's application and constitution to the SRO Chair.
    c. The SRO Chair contacts the organization and schedules a hearing. During the hearing proposed student organization presents their constitution and answers questions from members of SRO.
    d. After the hearing the committee shall deliberate and approve or deny the proposed student organization.
    e. In order for a proposed student organization to gain full recognition, the following requirements must be met:
        i. The purpose statement of the organization must align with mission of the University; ii. The officer structure must include who is responsible for running the student organization and their responsibilities;
        iii. Organizations wishing to receive Student Activity Budget Committee funds must include within their constitution the university's nondiscrimination statement;
        iv. The organization must defined requirements for membership;
        v. Only a Georgia College student who is a member of a student organization can vote on organizational matters; and
        vi. A process for amending the organization's constitution must exist.
3. The SRO Committee must record how members voted on the proposed student organization. If the committee denies the proposed organization, a rationale must be provided and submitted to the Department of Campus Life. If the organization is approved the application must be signed by the President Pro Tempore and SGA President and submitted to the Department of Campus Life for final approval.
4. Upon receiving final approval, the new student organization will receive all rights and privileges of a recognized student organization (e.g., access to student organization management system, on-campus advertising, fundraising permission, etc.).
5. Newly recognized student organizations will be presented to the SGA Senate by the SRO Chair at a regularly schedule Senate meeting.

Section VII: Amendment to the Bylaws

A. Any Amendment proposed to the by-laws must be passed twice, by two-thirds (2/3) majority of quorum
B. A roll call vote must be taken each time.