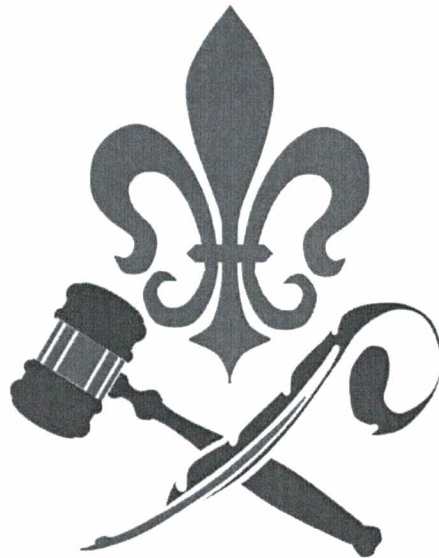


University of New Orleans  
Student Government Association

By-Laws: Code of Laws



Enacted on: April 29, 2016

Student Government Association

Code of Laws

Amended History:

B.S08B040 on April 8th, 2008

B.S11B015 on March 2, 2011

B.S11C023 on April 12, 2011

B.S11D031 on April 26, 2011

B.S12C034 on March 21, 2012

B.S12D057 on April 25, 2012

PA.S.16.D014 on April 29, 2016

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## **Code 100: The Establishment Code**

### **Code 100.1 The Code of Laws Defined**

- A. Code 100 The Establishment Code, Code 200 The Executive Code, Code 300 The Legislative Code, Code 400 Judicial Code, Code 500 The SAC Code, Code 600 The Financial Code, Code 700 The Election Code, Code 800 The Central Hiring Committee Code; all shall be the Student Government Association (SGA) Code of Laws.

### **Code 100.2 Implementation and Amendment**

- B. These Code of Laws shall take effect immediately upon passing the SGA Senate by a vote of two-thirds (2/3) seated senators and receiving the SGA presidential signature.

## **Code 200: The Executive Code**

### **Code 200.1: Office of Student Government Association President**

- A. Regarding Article 2.4.5.2 of the SGA Constitution, the forty-eight (48) hours' notice to calling a special session of the SGA Senate shall consist of the following procedures.
  - a. A written notice of said meeting shall be displayed in the SGA office no later than forty-eight (48) hours prior to the meeting.
  - b. An e-mail shall also be sent to each senator informing them of the special session. This e-mail must be sent out no later than forty-eight (48) hours prior to the meeting.
- B. During Executive Reports section of the Student Government Senate meeting, the Student Government President shall inform the Senators, either in person or in writing, of all Student Government Executive Orders that were issued since the last Senate Meeting.
- C. During the Executive Reports Section of the Student Government Senate Meeting, the Student Government President shall inform the Senators, either in person or in writing, of the activities and discussions of the University Faculty Senate.
- D. The Student Government President shall ensure that the University of New Orleans will be represented at the Council of Student Body Presidents.
- E. The Executive Branch Charter set forth by the SGA President shall be issued to all Vice Presidents, all executive appointments, and office staff.

### **Code 200.2 Office of the Student Government Association Vice President**

- A. During the Executive Reports Section of the SGA Senate meeting, the SGA Vice President shall inform the Senators, either in person or in writing, of any financial changes in the UNOSGA outside of the Senate.
- B. In regards to Article 2.5.6.6., the SGA Vice President must keep and make available a permanent financial record of all transactions within forty-eight hours of expenditure. This report must be sent to Information Subcommittee and the Finance Committee.

**Code 200.3: Office of the Student Government Association Vice President of Legislative Affairs**

- A. The SGA Vice President of Legislative Affairs shall ensure that all legislative instruments that require the signature of the SGA President is passed on within twenty-four (24) hours of the SGA Meeting in which the legislative instrument was passed.
- B. The SGA Vice President of Legislative Affairs must place all legislative instruments presented to the SGA Senate on the SGA Senate agenda.
- C. The SGA Vice President of Legislative Affairs must email to the Senate, Executive Officers, and Advisors said agenda at least twenty-four (24) hours prior to the meeting.

**Code 200.4: Office of Student Government Association Vice President of Programming**

- A. During the Executive Report Section of the UNOSGA Senate Meetings, the SGA Vice President of Programming must report any activities, changes, or events planned by SAC.

**Code 200.5: Executive Appointment Stipends**

- A. The Executive Appointment Stipends will be rewarded to the President Chief of Staff, Vice President's Chief of Staff, Election's Commissioner, and Attorney General. They will receive a \$100 stipend per month upon submission of Executive Appointment Stipend Form of those hours worked with the approval of the SGA Vice President.

## **Code 300: The Legislative Code**

**Code 300.1: Suspension of Senate Rules and Procedures**

- A. The Senate shall have the right to suspend any and/or all of its Rules and Procedures upon formal motion, second, and a simple majority vote of those Senators present and voting.
  - a. Rules regarding a fixed number of votes or quorum may not be suspended for any reason.
- B. When suspending Rules and Procedures the reason for suspension must be clearly stated and after the occurrence of the stated reason the Senate shall go back under the Rules and Procedures.

**Code 300.2 Senate Officer Stipends**

- A. The Senate Officer Stipends will be rewarded to the Pro Tempore, Parliamentarian, Chief Financial Officer, and Chief Communications Officer. They will receive a \$100 stipend per month upon submission of Senate Officer Stipend Form of those hours worked with the approval of the SGA Vice President of Legislative Affairs

**Code 300.3 Transparency**

- A. The Student Government Association will publish all meeting minutes, budget information, and documents relating to the SGA, including but not limited to all committee documents.

- B. Each department will be responsible for publishing all relevant documents online to the official UNO Student Government Association website via the SGA advisor.
- C. All SGA meetings both in person and electronic, are open to the public. For electronic meetings, the relevant head will make any and all arrangements necessary to ensure that said meetings are open to the concerned parties. Electronic meeting minutes will be published online.

**Code 300.4 Meeting Attendance**

- A. Senators will be removed from the SGA Senate after Three (3) unexcused absences from the regular Senate meetings. Attending by proxy (for regular meetings) or being absent from special sessions will not count as unexcused absences.

## **Code 400: The Judicial Branch**

**Code 400.1 Lower Courts**

- A. In regards to Article 4.12.1, the Supreme Court will have the power to create lower courts but the following issues will be under the sole jurisdiction of the Supreme Court: impeachable offense, violations of the university code of conduct, mediation between student organizations, and disciplinary actions against student organizations excluding their dissolution/banishment from the UNOSGA. Such a higher punishment will be referred to the Star Chamber.

## **Code 500: The Financial Code**

**Code 500.1: Appropriation Guidelines**

- A. The maximum amount that the Senate can appropriate from the "Senate Operating Account" shall be a fixed percentage per semester.
- B. This percentage shall be allocated as follows:
  - a. Fall Semester: No more than fifty (50) percent of the budgeted amount for the fiscal year.
  - b. Spring Semester: Up to fifty (50) percent of the budgeted amount for the fiscal year plus any unused funds from the Fall Semester's percentage allocation.
  - c. If the Senate chooses to meet in the summer semester, the percentage allocation shall be no more than five (5) percent of the fall allocation.

**Code 500.2 Student Travel Fund**

- A. This account is to be used for the purpose of defraying costs incurred by students for academic travel. For the purpose of this account, Academic travel is defined as:
  - a. Trips to attend events whose location is other than the University of New Orleans
  - b. Trips that benefit a group of students, an organization, or a University department
- B. Students must meet the following guidelines in order to receive funding from this account:
- C. Cumulative GPA 2.5 of higher

- D. Enrolled in at least 6 hours in the current semester applying for travel
- E. Authorizations for the travel from their college Dean and the Department Chair prior to travel
- F. Organizations require authorization for the travel from the Advisor and the Director of Campus Activities
- G. International travel requires authorization from the UNOSGA President
  - H. Student must also meet all State Travel Guidelines
  - I. Travel Costs:
    - a. Lowest Logical and Penalty air travel plans (by plane, bus, train, or boat) to and from the event will be reimbursed, when issued through the state authorized travel agency. Prepaid airfare is allowed for the State Contracted and State Matched air travel plans when arranged through the state authorized travel agency. All prepaid arrangements will be issued thirty (30) days prior to travel via the business travel account (BTA).
    - b. Registration may be claimed for reimbursement only. Registration forms detailing name, date, and location of conference must be submitted with application.
    - c. Travel by car (rental, personal or university) requires a completed authorization form submitted thirty (30) days prior to travel. In addition, submit a copy of a completion certificate from attending a UNO driver's safety refresher course training no later than twenty-four (24) hours prior to travel. Any mileage reimbursed for personal vehicle usage will be calculated on round trip mileage at the current state rate.
    - d. Lodging routine and conference charges may be claimed for reimbursement not to exceed the current allowable state rate plus tax.
  - J. The maximum amount of funding available from this account is \$500.00 per individual or \$5,000.00 per group going to the same event in a fiscal year.
    - a. Ten or more students, advisor, faculty, or staff member traveling to the same event for the same intent and purpose will be considered a group.
  - k. Travel that has occurred before a request is approved by the advisor is not eligible for funding.
  - l. Students and organizations may only receive travel funding once per fiscal year.
  - m. Original receipts are required for all claims and must be in the name of the student traveling and will be accepted only for the allowable costs listed above. We will not accept receipts in the names of parents, professors, friends, etc. Receipts must be submitted no later than 5 business days after travel has occurred.
  - n. All documents (transcripts, schedules, registration forms, etc.) must be submitted with the travel application a minimum of twenty-one (21) days before travel. If there are missing documents that are not attached to the travel application, the request will be denied.
  - o. Failure to provide Student Government with a report and/or any falsification(s) of forms submitted to the Student Government will result in the student being liable for the amount funded by Student Government.
  - p. Submit applications and address any questions regarding travel funding to the Student Government Association.
  - q. Once budgeted funds are depleted, applications can no longer be accepted.

### **Code 500.3: Reserve Account**

- A. The Reserve Account is only used for one-time expenditures.
- B. The amount in the Reserve Account must be reported at the Senate meetings in the Vice President's report.

### **Code 500.4: International Studies Scholarship Support**

- A. This account shall be controlled by the Director of International Studies, with approval from the Dean of Student Affairs, for the sole purpose of awarding the Student Government International Student Exchange Program Scholarships.

### **Code 500.5 Student Government Association Account Authorizations**

- A. The following Student Government Accounts shall have funds appropriated and used with the following authorities:
  - a. Student Government Executive Orders: This account shall be controlled by the SGA President. The SGA President shall give a written report to the SGA Vice President each time funds are used from this account.
  - b. Leadership Cabinet: This account shall be controlled by the Chair of the Leadership Cabinet.
  - c. RIS Support: This account shall be controlled by Director of RIS.
  - d. Student Activities Council Accounts: These accounts shall be controlled by the President of SAC, with any approvals in which SAC may additionally require.
  - e. Student Travel Fund: This account shall be controlled by Code 600.2 above exclusively. Ensuring compliance with these funding guidelines will be the responsibility of the Vice President. Spending authorization may not originate in the form of a bill.
  - f. Administrative Budget: These accounts ,except for those dealing with salaries and stipends, shall be controlled by the SGA President and administered through the proper means as laid out in SG, Local, State, and Federal laws. The President shall inform the SGA Vice President in writing each time the funds are used from these accounts and gain the Vice Presidents approval for all said expenditures.

### **Code 500.6 Infractions**

- A. The treasurer shall maintain a log, detailing any and all infractions of the Financial Code.

### **Code 500.7 Student Activities Council**

- A. The Student Activities Council shall receive 25% of Student Government's total budget under the terms set forth in Bill S.069 of the 1st Student Government Senate.

## **Code 600 Election Code**

### **Code 600.1: Election Code Application**

- A. Every person who files for an office elected under the authority of the SGA Constitution and/or Code of Laws shall be accountable to this code. All candidates and their volunteers shall be

responsible for knowing its entire contents. All questions about the election code shall be addressed to the SGA Election Commissioner.

**Code 600.2: Election Staff**

- A. Election Commissioner:
  - a. The following are the duties of the Election Commissioner
    - i. To ensure that the election committee is holding required meetings
    - ii. To report to the SGA senate each meeting during the election time frame.
    - iii. To submit a calendar with all the required dates of the election process clearly outlined to the SGA executives, the SGA advisor, and the SGA Senate.
    - iv. To establish the guidelines for online voting procedures prior to the filing period.
    - v. To administer and set provisions for special elections where provided for in the Election code and SGA Constitution.
    - vi. To present a defense in any complaints or appeals filed against the election commission.
- B. Election Committee:
  - a. The Election Committee shall have the power to interpret and apply the election code.
  - b. The election committee shall meet at the discretion of the Election Commissioner to discuss the election process and determine election dates.
  - c. All actions of the election commissioner as it concerns elections must meet the approval of the majority of the election committee present and voting. The election committee can override the Election Commissioner with a simple majority vote.

**Code 600.3: Application Process**

- A. Personal Application:
  - a. All candidates must complete the Application for candidacy from the SGA office, and have the form time stamped by a SGA Staff member.
- B. Candidate Oath:
  - a. Upon meeting with the SGA Election Commissioner each candidate will be given a copy of the rules and procedures of elections, as well as the duties of the position they are seeking. The candidate must sign an oath stating they have received these documents, understand them, and are willing to abide by the standards set by the election commission and SGA.

**Code 600.4 Candidate Restrictions and Withdrawals**

- A. Withdrawal:
  - a. Candidates who wish to withdraw from the elections must do so in person with the Election Commissioner, and sign a written statement of withdrawal.
- B. Simultaneous Candidacies:
  - a. No candidate may run for more than one established position in the SGA.

### **Code 600.5 Campaign Rules**

- A. Campaign Period:
  - a. Candidates must be given no less than 7 calendar days to campaign before the general election begins, the maximum number of days can be set by the Election Committee based on the general election timeline.
- B. University Policies:
  - a. Campaigning is not to interfere with any education. This includes posting of signs or posters inside a classroom, writing on classroom chalk boards, or addressing a class during scheduled class time.
  - b. Teachers who choose to endorse candidates may not address their class either by e-mail or in their classrooms
  - c. There is no active campaigning within 10 feet of the exterior doorway to any university building.
  - d. There is no active campaigning inside buildings on campus, with exception of the University Center (UC), which may be used if the UC Building Manager approves it. Outdoor locations such as the amphitheater and the quad also require approval by their respective managers.
  - e. The Director of Student Involvement and Leadership and the Elections Commissioner must be notified of these active campaigning events at least 24 hours in advance.
  - f. Active campaigning, for the purpose of this code, is defined as two or more individuals endorsing, denouncing, or promoting a candidate on campus within 200 feet of each other.
- C. Endorsements:
  - a. No members of the Election committee, the election commissioner, member of the SGA Supreme Court, or other party involved in the oversight of elections shall endorse any candidate.
  - b. Senators, SAC members, and SGA Executives may openly endorse candidates.
  - c. Any other non SGA organizations on campus may also openly endorse candidates.
- D. Debate:
  - a. All campus wide elected positions will be given the opportunity for an open candidate debate. The debate must be held at least 7 calendar days before the election. Announcement of the debate must be at least 48 hours prior to the debate.
- E. Prohibited Campaigning Areas:
  - a. Candidates may not campaign inside buildings on campus, with the exception of the UC, or within 50 feet of any polling place as defined by the election commission.
- F. Financial Limitations:
  - a. Expenditures for campus wide positions campaigns shall be limited to \$500.
  - b. Expenditures for college specific positions shall be limited to \$250.
  - c. Run-off election expenditures shall be limited to half of the general election limits.

- d. Expenditures include all goods and services purchased by or donated to a candidate or any supporter for use in the election or use in anyway furthering the candidate or detracting from the candidate's opponent.
  - e. An initial expenditure report must be filed one week after filing to outline the candidates planned expenses for the campaign.
  - f. A final expenditure report is due at 4:30 P.M. on the day following the close of elections. The candidate should be able to provide receipts if requested by the Election commissioner or election committee.
  - g. Even unopposed candidates are required to complete the expenditure reports.
- G. Destruction of Campaign Materials:
- a. No candidate or volunteers are allowed to deface, take down, or harm the campaign materials of an opposing candidate. Failure to comply with this rule can result in disqualification.
- H. Inappropriate Email Use:
- a. No one may send out mass electronic communications endorsing, promoting, or denouncing a candidate using UNO electronic messaging services, including but not limited to electronic mail. A mass electronic communication will be considered any communication using UNO electronic messaging services, with an audience of more than 10% of the voting population for that office. Non-UNO email addresses do not fall into this category; however, as noted below in section M: unsolicited email is not authorized.
- I. Preventing Voting:
- a. No candidate can take any action that would prevent any student or group of students from being able to vote, or make it more difficult for them to vote.
- J. Bribery:
- a. No candidate can bribe any student to vote for them with the promise of money, material goods, or special treatment. This does not include campaign promises or the distribution of campaign items.
- K. Influencing a student while Voting:
- a. No candidate can be present as a student is casting their vote.
  - b. Candidates cannot set up voting stations, or allow students to vote on the candidate's laptop, phone, or any electronic device.
- L. Election Day Campaigning:
- a. On Election Day candidates may not campaign within 50 feet of any designated polling place. This includes but is not limited to all University computer labs.
- M. Other campaign infractions include:
- a. The use of loudspeakers, sirens, or other noise makers.,
  - b. Decorating any automobiles without express consent of the owner,
  - c. Sending potential voters unsolicited electronic messages at any time, or
  - d. Sending electronic messages specifically asking for a vote is prohibited prior to the opening of campaigning.

### **Code 600.6 Penalties for Breaking Campaign Rules**

- A. Failure to comply with any campaign rules will be investigated by the election committee. If it is determined a rule was broken the election committee may disqualify the candidate from the election.
- B. Any violations considered to be especially egregious can be referred to the SGA Supreme Court or Dean of Student Affairs for further action if the commission chooses to do so.

### **Code 600.7 Complaint Process**

- A. Receipt and Notification:
  - a. Any complaints regarding violations to this election code must be submitted in writing, either electronically or physically and time stamped, to the elections commission through the Election commissioner within 7 calendar days of the alleged violation.
  - b. The election commission will then have 48 hours to decide what action shall be taken and notify all parties involved of the complaint filed, and the course of action. Action can include but is not limited to: disqualification, written warnings, or the call for a hearing.
  - c. A copy of this notification must also be sent to the SGA President, SGA Vice President, SGA Vice President of Legislative Affairs, SGA Vice President of Programming, SGA Senate President Pro-Tempore, and the SGA Supreme Court Chief Justice.
  - d. Complaints may be brought by any UNO student.
  - e. Any complaint about the election process and procedures should be filed with the Election Commissioner within 2 days of the closing of the polls by 4:30.
- B. Hearing:
  - a. The person making the complaint shall have the burden of proving the alleged violation. If that person or his/her representative is not present at the hearing the complaint shall be dismissed.
  - b. Hearing will first be held by the election committee, with the Chief Justice of the Supreme Court presiding over the meeting.
  - c. If the election committee is unable to reach a decision, or votes that it is necessary the case can be handed over to the SGA Supreme Court for further review and ruling.
  - d. All decisions must be decided and a course of action given within 7 calendar days of the complaint being filed.

### **Code 600.8 Election Schedule**

- A. Selection of election related dates and deadlines by the election committee.
- B. The election committee led by the election commissioner will set all dates for elections and election related events. Once dates have been set the commissioner shall notify: SGA President, SGA Vice President, SGA Vice President of Legislative Affairs, SGA Vice President of Programming, SGA Pro Tempore, SGA Attorney General, and Chief Justice of the SGA Supreme Court.
- C. Announcement of elections:

- a. The Election Commissioner shall issue a press release at least seven (7) days prior to the opening of filing for the elections, or ten (10) days before a non-candidate election, such as a referendum.
- b. Press release must include the dates for opening and closing of filing, time and place to file, dates of election and run off, name of the SGA Election commissioner.

D. Filing period:

- a. The filing period must extend for at least 7 calendar days and no more than 14 calendar days before the general election. Candidates may complete the application for filing between 9:00 am and 4:30 pm during these days in the SGA office.

E. Qualifying:

- a. At the end of the filing period, the election commissioner will ensure that all candidates meet the requirements as set up by the election code.
- b. If the candidate does not meet these standards they will be notified by the election commissioner prior to the posting of the official ballot. F.

Mandatory candidate meetings:

- a. All qualified candidates must meet with the Election commissioner to discuss rules and sign the Oath of Candidacy prior to elections. These meetings will be arranged by the Election commissioner.

G. Posting of qualified candidates and appeals:

- a. Any candidate deemed unqualified may appeal to the SGA Supreme Court. H.

Posting of the Official Ballot:

- a. All Candidates names will appear on the ballot in alphabetical order.
- b. Sample ballot will be displayed outside of the SGA office and in a onetime ad in the University Newspaper at least 2 days prior to elections. The ballot may also be distributed in other places as the election commissioner sees fit.

I. Campaigning Begins:

- a. Campaigning will begin on the date specified by the Election Commissioner. Any campaigning before that date can result in disqualification.
- b. Campaigning is any activity that is done to encourage or discourage voting for or against any person or issue.
- c. Campaigning does not include:  
Designing, ordering, or receiving campaign materials, and private distribution to immediate campaign staff
- d. Private discussions concerning candidacy, prospective candidacy, or ticket formation, Reporting by non-affiliated media outlets of any referendum, petition, or recall.

J. General Election:

- a. Fall general and run-off elections will be held between October 1<sup>st</sup> and November 30<sup>th</sup>.
- b. Spring general and run-off elections will be held between March 1<sup>st</sup> and April 30<sup>th</sup>.
- c. The election process may start prior to these dates, as specified by the Election Commissioner.

- K. Expenditure reports filed:
  - a. Final Expenditure reports will be due by 4:30 P.M. the day following the close of general elections.
- L. General Election Results:
  - a. Election results will be posted within one week following the close of elections.
- M. Validation of General Election Results:
  - a. If results are uncontested then they will become official within one week following the posting of the election results.
- N. Run-off Elections:
  - a. If no candidate receives a simple majority of the votes cast for the respective seat, the two candidates with the most votes shall enter into a run-off election. The run-off election shall be held within five to seven calendar days after the general election.
- O. Run off Expenditure Reports Filed:
  - a. Expenditure reports must be filed by 4:30 P.M. the day following the close of elections.
- P. Run-off Elections Results:
  - a. The results process of runoffs will follow the same processes of general elections.

**Code 600.9 Post-Election**

- A. Ties:
  - a. If there are only two candidates in the General election and election results in a tie, then the election shall be rerun on the run-off election dates.
  - b. For Senate seats, if there is are more than 2 candidates in the general election and there is a tie for among candidates that affect the election results, then the runoff election will include only those candidates which are tied. If this occurs, the candidate(s) receiving the most votes will be the winner.
  - c. If a run-off election results tie, then the candidate who received the most votes in the general election will be named the winner.
  - d. If a run-off election results in a tie, and there was a tie in the general election, then the SGA Senate shall decide the tie with a simple majority of those present and voting.
- B. New Elections:
  - a. If the SGA Supreme Court determines that the action of any person or any person or any organization has cast a reasonable doubt on the fair outcome of an election, it may order a new election for that particular race.

## **Code 700: The Central Hiring Committee (CHC) Code**

### **Code 700.1: Application for Hire**

- A. All applicants must complete the application for employment created by the SGA with resume and cover letter attached.

### **Code 700.2: Interviewers**

- A. Voting members of the CHC shall be comprised of and limited to:
  - a. UNOSGA President
  - b. UNOSGA Vice President of Legislative Affairs
  - c. UNOSGA Supreme Court Chief Justices
  - d. Privateer Council Secretary General
  - e. UNOSGA Vice President for Programing
- B. Any other may join the CHC meeting as non-voting/non-quorum members at the invitation of the UNOSGA President

### **Code 700.3: Interviews**

- A. The CHC will conduct interviews and vote on the hiring of all UNOSGA staff.
- B. Interview quorum is a minimum of 3 voting members.

### **Code 700.4: Performance Reviews**

- A. For SGA Staff hired, a 30 day performance review, followed by a 90 day review, followed by an annual review conducted on the first business day of the Fall semester is required to be filed.
  - a. All reviews will be conducted by the UNOSGA Office Manager.
- B. These performance reviews would be submitted to the Senate Parliamentarian in their capacity as Chair of the Rules Committee.
- C. Anytime a member of the UNOSGA Staff fails a performance review, the Rules Committee will review their performance and discuss it and, in consultation with the relevant department, recommend: no action, leave without pay for a period no longer than a calendar week, a warning, or termination of employment.
- D. If the hire's head of department and the Rules Committee agree on the punishment, then said penalty is automatically enacted.
- E. If there is disagreement, then it moves to the Star Chamber for judgment.

### **Code 700.5: Voting on Applicants**

- A. The SGA President will conduct a vote on all positions being hired for. Where there is more than one applicant, a round-robin vote will occur. Round-robin voting is when the voter will rank the applicants top to bottom. After each round of voting, the applicant with the lowest vote is eliminated. This will continue until there is one applicant left.
- B. Vote must be a simple majority (2/3) to pass.

## Code 800: The Student Activities Council (SAC) Code

University of New Orleans  
Student Activities Council  
Rules and Procedures

The rules contained in these Rules and Procedures shall govern the University of New Orleans Student Activities Council, hereafter referred to as "SAC".

### Article I Membership

- A. Voting Members are entitled to full voting privileges.
- B. Voting Members are defined as those that are not on the executive board and receive membership benefits. All members are encouraged to attend the regular weekly meetings and participate in all programs.

As described in the University of New Orleans Student Government Association Constitution, The membership of the SAC shall be open to all currently registered students of the University of New Orleans.

There shall be two types of SAC Members:

- A voting member is one who has completed the full requirements for membership, has been inducted into the organization, and is granted full voting privileges.
- A non-voting member of the SAC is one who has not been inducted into the organization and has no voting privileges

Requirements to become a voting member:

- Maintain a 2.0 GPA
- Volunteer at five (5) SAC events
- Participate in the SAC Induction Ceremony, to be confirmed by the SAC President

Requirements to maintain voting member status:

- Work at least one (1) event per semester
- Attend SAC general membership meetings except for during class time or for other valid excuse to be confirmed by the SAC Vice President.

Loss of Voting Privileges

- If an individual fails to meet the criteria for maintaining voting member status, he or she may be removed from active membership by the SAC Review Board in the review process outlined in the UNOSGA Constitution (Article 5.6).

## Article II Officers

### Section 1 - Qualifications for Seeking and Holding Office

1. Must meet the guidelines in the Student Handbook and/or the Student Policy Manual for holding an office in a student organization.
2. To run for President, a nominee must have served as an officer in SAC prior to applying.

### Section 2 - Terms of Office and Method of Selection

1. The President of SAC shall be appointed and confirmed per the process outlined in the UNOSGA Constitution (Article 5.4).
2. All other offices, as stated by the UNOSGA By-Laws, shall be open to application within the first two months of the spring semester.
3. The applicants will be reviewed by a board consisting of the present executive board members (those not reapplying for a position), the SAC president-elect, and the advisor(s).
4. Once the incoming executive board is chosen, they will transition with the present executive board until they take oath of office on the night of Spring Induction.
5. The term of office shall be set for one full academic year from Spring Induction to the Spring Induction of the following year.

### Section 3 - Vacancies

1. A vacancy is defined as an opening of a position due to any reason.
2. Should the office of President become vacant, the UNO SGA President shall appoint one as outlined in the UNO SGA Constitution (Article 1.15).
  - 2.1. The vice-president shall secede the president upon the majority approval of the executive board. Upon rejection, current executive board shall make a recommendation to the UNO SGA President for appointment.
3. Any vacancy of office should be filled as soon as possible.
4. Should vacancy occur in a position other than President during the summer, the position will be filled based on a pool of alternates chosen during the executive board interviews.
5. Should a vacancy occur in a position other than President during the academic year, the application process shall immediately begin. The positions will be open to active members as well as executive members, although it is not advised that executive members change from one position to another during present term.
6. It may be decided by the executive board and the advisor to not replace a position for the remainder of the term. The reason must be presented and stated to general membership, who shall vote to approve or disapprove of said vacancy.

### Section 4 - Joint Responsibilities Shared by the Executive Board

1. Act as a role model for the membership.
2. Attend and work at all major functions of SAC barring unforeseen circumstances.
3. Attend National Association of Campus Activities for Higher Education (NACA) functions, officer training programs, and retreats that are provided by Student Involvement and Leadership and SAC.
4. Set and attend executive, general, and committee meetings.
5. Check in with the office area for messages, mail, etc. on a daily basis.

6. Keep a minimum of ten (10) posted office hours per week.
7. Provide written evaluations on all projects.
8. Keep scheduled meetings with the advisor(s).
9. Uphold and keep the constitution and by-laws of UNO SGA.
10. Hold monthly event planning training workshops for SAC members.
11. Must be unbiased when dealing with responsibilities.

#### Section 5 - Responsibilities of the SAC President

1. Shall be the official representative of SAC in matters concerning extracurricular programming for the university community.
2. Shall call and chair all SAC executive board meetings. Shall call all special meeting(s) as deemed necessary.
3. Shall coordinate the duties of the SAC executive board.
4. Shall establish and maintain goals and evaluate organizational cooperation.
5. Shall be responsible for comprehensive schedule of events.
6. Shall meet once a week with advisor(s).
7. Shall be the official office manager for SAC (including, but not limited to: supplies, neatness, office hours, etc.)
8. Shall work with the officers to secure financial co-sponsorships.
9. Shall collect and keep all program proposals and evaluations.
10. Chairs the judicial board.
11. Coordinates monthly executive board team building exercises.

#### Section 6 - Responsibilities of the SAC Vice-President

1. Shall perform the duties of SAC president in his/her absence.
2. Responsible for the recruitment, retention, and recognition of membership.
3. Coordinate the Fall and Spring Induction ceremonies.
4. Register SAC for involvement in organization fairs.
5. Keep nonofficial records for all Articles of SAC and distribute these to the executive board and general membership as necessary. This includes but is not limited to:
  - 5.1. Meeting minutes
  - 5.2. Membership roster
  - 5.3. Volunteer roster
  - 5.4. Membership birthdays
  - 5.5. SAC Awards
6. Take and distribute the minutes at all executive and general meetings.
7. Schedule and facilitate general body meetings.

#### Section 7 - Responsibilities of the SAC Treasurer and Communications Coordinator

1. Maintain all budgets and related records.
2. Shall collect all monies when appropriate.
3. Keep the SAC website up-to-date.
4. Ensure that SAC social media is up-to-date, including event information.
5. Post SAC events on UNO events calendar as well as online networking.

6. Chair the SAC Budget Committee.
7. To work with the advisor(s) in maintaining all records and budgets.

#### Section 8 - Responsibilities of the SAC Entertainment Chair

1. Coordinate DJ, bands, and other entertainment that appears at SAC events.
2. Chair the SAC Entertainment Committee, open to the general membership.
3. Co-chair events such as Comedy Night, Open Mic Night, Battle of the Bands and other related events that involve talent.
4. Plan, publicize, implement, and evaluate events that fall under this committee.

#### Section 9 - Responsibilities of the Marketing and Advertising Chair

1. Create poster and banner designs for events.
2. Chair the SAC Marketing and Advertising Committee, open to the general membership.
3. Maintain advertising strategies such as posting flyers on kiosks and A-boards.
4. Create the SAC semester calendar with all events to be distributed at the beginning of each semester.
5. Keep identity standards and branding campaigns.

#### Section 10 - Responsibilities of the Lagniappe Chair

1. Coordinate all novelties at SAC and individual events.
2. Responsible for the following Legacy Events: Homecoming, Fall Fest, Holiday Warm-Up.
3. Chair the SAC Lagniappe Committee, open to the general membership.
4. May choose to create a Homecoming Committee open to all UNO students, faculty/staff, and alumni to assist in the coordination of Homecoming activities.
5. Plan, publicize, implement, and evaluate events that fall under this committee.

#### Section 11 - Responsibilities of the Special Events Chair

1. Coordinate major campus events, including the following Legacy Events: Welcome Back Luau, SUCbAUF, UNO's Next Top Model, Drive-In Movie.
2. Chair the SAC Special Events Committee, open to the general membership.
3. Maintain communication with Entertainment and Lagniappe Chairs in regards to event music and novelties.
4. Plan, publicize, implement, and evaluate events that fall under this committee.

#### Section 12 - Responsibilities of the Cultural Arts Chair

1. Coordinate cultural events, including the following Legacy Events: Holi Festival of Colors, Cultural Conversations.
2. Responsible for foreign film nights.
3. Chair the SAC Cultural Arts Committee, open to the general membership.
4. Plan, publicize, implement, and evaluate events that fall under this committee.

### Article IV

## Recognition and Awards

### Section 1 - Recognition

Each year the Student Activities Council presents several awards. These include, but are not limited to the following:

- Member of the Month (Executive members cannot receive this award.)
- Volunteer of the Month
- Executive Member of the Month
- Member of the Year (Executive members cannot receive this award.)
- Executive Member of the Year

Monthly award winners are selected at the last executive board meeting of each month based on their amount of assistance with events, number of meetings attended, and number of events attended. Winners shall be selected by a simple majority vote by the executive board. Winners shall receive a certificate of thanks, as well as recognition at the general meeting.

Annual award winners shall be nominated by the executive board and voted on by the voting membership at the first April meeting based on their amount of assistance with events, number of meetings attended and number of events attended. These awards shall be presented at Spring Induction and Spring Leadership Awards Ceremony.

### Section 2 - Leadership Awards (Scholarships)

Each SAC officer receives a leadership award each semester that is based on a yearly budget and approved by the SAC Budget Committee. This award is not to exceed the total amount of University Tuition and Fees.

To receive the full award each semester, each executive board member must meet the duties listed in Article II of these Rules and Procedures. Officers who fail to meet the terms of their office may be required to repay to the University any scholarship monies that have been dispersed to their University Fee Bill.

## Article V Committees

### Section 1 - Formation of Committees

New committees may be formed upon a motion from any member, and a simple majority of those members present and voting. Subcommittees shall be formed at the discretion of the Committee Chair.

Committees are to meet after every SAC general membership meeting at minimum.

### Section 2 - Standing Committees

Each Event Chairperson shall chair a committee of voting and non-voting members to assist in the event planning and implementation process.

The standing committees are as follows:

- Special Events Committee
- Cultural Arts Committee
- Entertainment Committee
- Lagniappe Committee
- Marketing and Advertising Committee

## Article VI Events

### Section 1 - Event Implementation

Events shall be defined as events recognized on the SAC Calendar. Each SAC event shall be chaired by at least one executive officer.

### Section 2 - Event Evaluation

After the completion of each event, that event's chairperson is responsible for completing an event summary. All summaries must include the following:

- Event Name
- Event Date & Time
- Event Location
- Total Attendance
- Event Description
- Event Budget Information
- Notes

## Article VII Amendments

Amendments shall be made to these Rules and Procedures by a 2/3 vote of the voting membership of the SAC.