

University of New Orleans
Student Government Association
Code of Laws

Enacted on:
Thursday September 12, 2019

Amended History

B.S08B040 on April 8, 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.S16D014 on April 29, 2016

Complete reform based on a new SGA Constitution was passed on September 12, 2019.

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100. Code 100: The Establishment Code

100.1. The Code of Laws Defined

100.1.1. The SGA Code of Laws will serve as the second governing document to the University of New Orleans Student Government Association.

100.1.2. No rules set forth in this code shall contradict the SGA Constitution. If it does, the constitution will be followed.

100.2. Implementation and Amendment

100.2.1. The Code of Laws shall take effect immediately upon passing the SGA Senate by a vote of two thirds seated senators and receiving the SGA president's signature.

200. Code 200: The Executive Code

200.1. Office of the Student Government Association President

200.1.1. Regarding Article 2.4.5.2 of the SGA Constitution, the forty-eight hours' notice to calling a special session of the SGA Senate shall consist of the following procedures.

200.1.1.1. Written notice of said meeting shall be displayed in the SGA office no later than forty eight (48) hours prior to the meeting

200.1.1.2. An email shall also be sent to each senator informing them of the special session. This email must be sent out no later than forty-eight (48) hours prior to the meeting.

200.1.2. During Executive Reports of the Student Government Association Senate meeting, the SGA President shall inform the senators, either in person or in writing, of all Executive Orders that were issued since the last senate meeting.

200.1.3. During Executive Reports of the Student Government Association Senate meeting, the SGA President shall inform the senators either in person or in writing of the activities and discussions of the University Faculty Senate.

200.1.4. The SGA President shall ensure that the University of New Orleans will be represented at the Council of Student Body Presidents.

200.1.5. The Executive Branch Charter set forth by the SGA President shall be issued to all Vice Presidents, all executive appointments, and office staff.

200.2. Office of the Student Government Association Vice President

200.2.1. During Executive Reports of the Student Government Association 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.

200.2.2. 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 (48) hours of expenditure. This report must also be sent to the finance committee.

200.3. Office of the Student Government Association Vice President of Legislative Affairs

200.3.1. The SGA Vice President of Legislative Affairs shall ensure that all legislative instruments that require the signature of the SGA President are passed on within twenty-four (24) hours of the SGA Meeting in which the legislative instrument was passed.

200.3.2. The SGA Vice President of Legislative Affairs must place all legislative instruments presented to the SGA Senate on the SGA Senate agenda.

200.3.3. The SGA Vice President of Legislative Affairs must email said agenda to the senate, executive officers, and advisors at least twenty-four (24) hours prior to the meeting.

- 200.4. Office of Student Government Association Vice President of Programming
 - 200.4.1. During the Executive Report section of the SGA senate meetings, the SGA Vice President of Programming will report any activities, changes, or events planned by the Student Activities Council.

300. Code 300: The Legislative Code

- 300.1. Suspension of Senate Rules and Procedures
 - 300.1.1. The Senate shall have the right to suspend any and/or all of its Rules and Procedures upon a formal motion, second, and simple majority vote of those Senators present and voting.
 - 300.1.1.1. Rules regarding a fixed number of votes or quorum may not be suspended for any reason.
 - 300.1.2. When suspending Rules and Procedures the reason must be clearly stated. After the occurrence of the stated reason the senate will go back under the Rules and Procedures.
- 300.2. Senate Officer Stipends
 - 300.2.1. 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.
- 300.3. Transparency
 - 300.3.1. The Student Government Association will publish all meeting minutes, budget information, and documents relating to SGA including but not limited to all committee documents in a shared electronic folder.
 - 300.3.2. Each branch will be responsible for publishing all relevant documents online to the official UNO Student Government Association website via the SGA Advisor.
 - 300.3.3. All SGA Senate Meetings and SAC General Meetings 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 meetings are opened to concerned parties. Electronic meetings minutes will be published.
 - 300.3.3.1. SGA committee meetings are considered executive sessions, and therefore are not required to be open to the public. However, minutes must be taken.
 - 300.3.4. Meeting Attendance
 - 300.3.4.1. 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.

400. Code 400: The Judicial Code

- 400.1. *Reserved*

500. Code 500: The Financial Code

- 500.1. Appropriation Guidelines
 - 500.1.1. The Student Activities Council shall receive 25% of the Student Government's total budget.
 - 500.1.2. The maximum amount that the senate can appropriate from the "Senate Operating Account" shall be a fixed percentage per semester.
 - 500.1.3. The percentage shall be allocated as follows:

- 500.1.3.1. Fall Semester: No more than fifty (50) percent of the budgeted amount for the fiscal year.
- 500.1.3.2. 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.
- 500.1.3.3. 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.
- 500.2. Student Travel Fund
 - 500.2.1. 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:
 - 500.2.1.1. Any travel that will enhance a students' educational experience and fosters co-curricular learning outside of the University of New Orleans.
 - 500.2.2. Students must meet the following guidelines to receive funding from this account.
 - 500.2.2.1. Cumulative GPA of at least 2.5.
 - 500.2.2.2. Enrolled in at least 6 hours in the current semester applying for travel.
 - 500.2.2.3. Students traveling to academic conferences or with support of their department must obtain signatures from their college dean and department chair.
 - 500.2.2.4. Students traveling for their Recognized Student Organization must obtain signatures from the Director of Student Involvement and Leadership and their organizations advisor.
 - 500.2.2.5. International travel requires the signature of the UNOSGA President.
 - 500.2.2.6. Students must also follow all State of Louisiana Travel Guidelines.
 - 500.2.3. Travel Cost
 - 500.2.3.1. SGA does not prepay for any students' travel through this fund.
 - 500.2.3.2. Lowest logical travel plans (by plane, bus, train, or boat) to and from the event will be reimbursed. Flights must be booked through the state authorized travel agency.
 - 500.2.3.3. Registration may be claimed for reimbursement only. SGA will not reimburse membership fees or dues. Registration forms detailing name, date, and location of the conference must be submitted with application.
 - 500.2.3.4. Travel by car requires a completed travel 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 with completed application. Any mileage reimbursed for person vehicle will be calculated on round trip mileage at the current state rate. The maximum reimbursement is 99 miles.
 - 500.2.3.5. Lodging and conference charges may be claimed not to exceed the current allowable state rate plus tax.
 - 500.2.3.6. The maximum amount of funding available from the account is \$500.00 per individual or \$5,000.00 per group going to the same event in a fiscal year.
 - 500.2.3.6.1. Ten or more students traveling to the same event for the same intent and purpose will be considered a group.
- 500.3. Reserve Account
 - 500.3.1. The Reserve account shall only be used for purchases projected to last at least five (5) years.

500.3.2. Any purchases made through the reserve account cannot be updated through SGA funds, until at least 5 years have elapsed since the most recent bill allocating funds for such has passed.

500.4. Student Government Association Account Authorizations

500.4.1. The following Student Government Accounts shall have funds appropriated and used with the following authorities:

500.4.1.1. Student Government Executive: 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.

500.4.1.2. Leadership Cabinet: This account shall be controlled by the chair of the Leadership Cabinet.

500.4.1.3. Recreation and Intramural Sports: This account shall be controlled by the director of RIS.

500.4.1.4. Student Activities Council Account: This account shall be controlled by the President of SAC along with any additional approvals which SAC may additionally require.

500.4.1.5. Student Travel Fund: This account shall be controlled by the code 500.2 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.

500.4.1.6. Administrative budget: This account, except for those dealing with salaries and stipends shall be controlled by the SGA President and administered through the proper means laid out by SGA, local, state, and federal laws. The President shall inform the Vice President in writing each time the funds are used from this account and gain the Vice President's approval for all said expenditures.

500.4.1.7. International Studies Scholarship Support

500.4.1.7.1.1. 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.

500.5. Infractions

500.5.1. The treasure shall maintain a log detailing any and all infractions of the financial code.

600. Election Code

600.1. Election Code Application

600.1.1. 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.

600.2. Election Staff

600.2.1. Election Commissioner Duties

600.2.1.1. To ensure that the election committee meets as needed.

600.2.1.2. To report to the SGA senate each meeting during the election time frame.

- 600.2.1.3. To submit a calendar with all the required dates of the election process clearly outlined to the SGA executives, SGA advisor, and SGA senate.
- 600.2.1.4. To establish the guidelines for online voting procedures during the filing period.
- 600.2.1.5. To administer and set provisions for special elections where provided for in the Election Code and SGA Constitution.
- 600.2.1.6. To present a defense in any complaints or appeals filed against the election commission.
- 600.2.1.7. Responsible for overseeing all special elections.
- 600.2.2. Election Committee
 - 600.2.2.1. The Election Committee shall have the power to interpret and apply the election code.
 - 600.2.2.2. The Election Committee shall meet at the discretion of the Election Commissioner to discuss the election process and determine election dates.
 - 600.2.2.3. 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.
- 600.3. Application Process
 - 600.3.1. Personal Application
 - 600.3.1.1. All candidates must complete the application for candidacy from the SGA office, and have the form time stamped by an SGA Staff Member.
 - 600.3.2. Candidate Oath
 - 600.3.2.1. Upon meeting with the SGA Election Commissioner each candidate will be given a copy of the rules and procedures of elections relevant university policies e.g. signage, and 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.
- 600.4. Candidate Restrictions and Withdrawals
 - 600.4.1. Withdrawal
 - 600.4.1.1. Candidates who wish to withdraw from the elections must do so in person with the Election Commissioner and sign a written statement of withdrawal.
 - 600.4.2. Simultaneous Candidacies
 - 600.4.2.1. No candidate may run for more than one established position in the SGA.
- 600.5. Campaign Rules
 - 600.5.1. Campaign Period
 - 600.5.1.1. Candidates must be given no less than 7 and no more than 14 calendar days before the general election begins.
 - 600.5.2. University Policies
 - 600.5.2.1. Campaigning is not to interfere with any education. This includes posting of signs or posters inside a classroom, writing on classroom chalkboards, or addressing a class during scheduled class time.
 - 600.5.2.2. Teachers who choose to endorse candidates may not address their class by email or in their classrooms.
 - 600.5.2.3. There is no active campaigning within 10 feet of the exterior doorway to any university building.

- 600.5.2.4. There is no active campaigning inside buildings on campus with exception of the University Center, which may be used if the building manager approves it. Outdoor locations such as the amphitheater and the quad also require approval from their managers.
- 600.5.2.5. The SGA Advisor and the Election Commissioner must be notified of these active campaigning events at least 24 hours in advance.
- 600.5.2.6. 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.
- 600.5.3. Endorsements
 - 600.5.3.1. 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.
 - 600.5.3.2. Senators, SAC members, and SGA executives may openly endorse candidates.
 - 600.5.3.3. Any other non SGA organizations on campus may openly endorse candidates.
- 600.5.4. Debate
 - 600.5.4.1. 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.
- 600.5.5. Prohibited Campaigning Areas
 - 600.5.5.1. 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.
- 600.5.6. Financial Limitations
 - 600.5.6.1. Expenditures for campus wide positions shall be limited to \$500.
 - 600.5.6.2. Expenditures for college specific positions shall be limited to \$250.
 - 600.5.6.3. Run-off elections expenditures shall be limited to half of the general election limits.
 - 600.5.6.4. 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.
 - 600.5.6.5. An initial expenditure report must be filed one week after filing to outline the candidates planned expenses for the campaign.
 - 600.5.6.6. A final expenditure report is due at 4:30 pm on the day following the close of elections. The candidate should be able to provide receipts if requested by the Election Commissioner or the election committee.
 - 600.5.6.7. Even unopposed candidates are required to complete the expenditure reports.
- 600.5.7. Destruction of Campaign Materials
 - 600.5.7.1. 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.
 - 600.5.7.2. 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.

- 600.5.7.3. Non-UNO email addresses to not fall into this category; however, as noted in section M unsolicited email is not authorized.
- 600.5.8. Preventing Voting
 - 600.5.8.1. 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.
- 600.5.9. Bribery
 - 600.5.9.1. No candidate can bribe any student to vote for them with the promise of money, material goods, or special treatment.
- 600.5.10. Influencing a Student While Voting
 - 600.5.10.1. No candidate can be present as a student is casting their vote.
 - 600.5.10.2. Candidates cannot set up voting stations, or allow students to vote on the candidates' laptop, phone, or any electronic device.
- 600.5.11. Election Day Campaigning
 - 600.5.11.1. 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.
- 600.5.12. Other Campaign Infractions
 - 600.5.12.1. The use of loudspeakers, sirens, or other noise makers.
 - 600.5.12.2. Decorating any automobile without express consent of the owner.
 - 600.5.12.3. Sending potential voters unsolicited electronic messages at any time.
 - 600.5.12.4. Sending electronic messages specifically asking for a vote is prohibited prior to the opening of campaigning.
- 600.6. Penalties for Breaking Campaign Rules
 - 600.6.1. 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.
 - 600.6.2. 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.
- 600.7. Complaint Process
 - 600.7.1. Receipt and Notification
 - 600.7.1.1. Any complaints regarding violations to this election code must be submitted in writing, either electronically or physically and time stamped, to the election committee through the election commissioner within 7 calendar days of the alleged violation.
 - 600.7.1.2. The election committee 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.
 - 600.7.1.3. A copy of this notification must also be sent to the SGA President, SGA Vice President, SGA Vice President of Legislative Affairs, and SGA Vice President of Programming, SGA Senate President Pro-Tempore, and the SGA Supreme Court Chief Justice.
 - 600.7.1.4. Complaints may be brought by any UNO student.

- 600.7.1.5. 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 pm.
- 600.7.2. Hearing
 - 600.7.2.1. 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.
 - 600.7.2.2. Hearing will be held by the election committee, with the Chief Justice of the SGA Supreme Court presiding over the meeting.
 - 600.7.2.3. 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.
 - 600.7.2.4. All complaints must be decided and course of action given within 7 calendar days of the complaint being filed.
- 600.8. Election Schedule
 - 600.8.1. Setting Dates
 - 600.8.1.1. Selection of election related dates and deadlines by the election committee.
 - 600.8.1.2. 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.
 - 600.8.2. Announcement of Elections
 - 600.8.2.1. The Election Commissioner shall issue a press release at least 7 days prior to the opening of filing for the elections, or 10 days prior before a non-candidate election such as a referendum.
 - 600.8.2.2. Press Release must include the dates for opening and closing of filing, time and place to file, dates of elections and run off, name of the SGA Election Commissioner.
 - 600.8.3. Filing Period
 - 600.8.3.1. 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.
 - 600.8.4. Qualifying
 - 600.8.4.1. 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.
 - 600.8.4.2. If the candidate does not meet these standards they will be notified by the election commissioner prior to the posting of the official ballot.
 - 600.8.5. Mandatory Candidate Meetings
 - 600.8.5.1. 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.
 - 600.8.6. Qualification Appeals:
 - 600.8.6.1. Any candidate deemed unqualified may appeal to the SGA Supreme Court.
 - 600.8.7. Posting of the Official Ballot
 - 600.8.7.1. All candidates' names will appear on the ballot in alphabetical order.

- 600.8.7.2. 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.
- 600.8.8. Campaigning begins:
 - 600.8.8.1. Campaigning will begin on the date specified by the election commissioner. Any campaigning before that date can result in disqualification.
 - 600.8.8.2. Campaigning is any activity that is done to encourage or discourage voting for or against another person.
 - 600.8.8.3. Campaigning does not include:
 - 600.8.8.3.1. Designing, ordering, or receiving campaign materials, or the private distribution to immediate campaign volunteers.
 - 600.8.8.3.2. Private discussions concerning candidacy, prospective candidacy, or ticket formation.
 - 600.8.8.3.3. Reporting by non-affiliated media outlets of any referendum, petition, or recall.
- 600.8.9. General Election
 - 600.8.9.1. Fall general elections and runoff elections will be held between October 1st and November 30th.
 - 600.8.9.2. Spring general and runoff elections will be held between March 1st and April 30th.
 - 600.8.9.3. The election process may start prior to these dates, as specified by the election commissioner.
- 600.8.10. Expenditure Reports Filed:
 - 600.8.10.1. Final expenditure reports will be due by 4:30 PM the day following the close of general elections.
- 600.8.11. General Election Results
 - 600.8.11.1. Election results will be posted within one week following the close of elections.
- 600.8.12. Validation of Election Results
 - 600.8.12.1. If results are uncontested then they will become official within one week following the posting of the election results.
- 600.8.13. Runoff Elections
 - 600.8.13.1. If no candidate receives a simple majority of the votes cast for the respective seat, the two candidates with the most votes shall enter a run-off election. The run-off election shall be held within five to seven calendar days after the general election.
- 600.8.14. Runoff Expenditure Reports Filed
 - 600.8.14.1. Expenditure reports must be filed by 4:40 PM the day following the close of elections.
- 600.8.15. Runoff Election Results
 - 600.8.15.1. The results process for runoffs will follow the same processes of general elections.
- 600.9. Post-Election
 - 600.9.1. Ties

600.9.1.1. If there are only two candidates in a general election, and the votes result in a tie, then the election shall be rerun on the runoff election dates.

600.9.1.2. For senate seats, if there are more than 2 candidates in the general election and there is a tie among candidates that affect the election results, then the runoff will include only those candidates which are tied. If this occurs, the candidate(s) receiving the most votes will be the winner.

600.9.1.3. If the runoff election results in a tie, then the candidate who received the most votes in the general election will be named the winner.

600.9.1.4. If a runoff 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.

600.9.2. New Elections

600.9.2.1. If the SGA Supreme Court determines that the action of any person or organization has cast a reasonable doubt on the fair outcome of an election, then they may order a new election for that race.